

ROWINGTON PARISH COUNCIL
MINUTES OF ANNUAL COUNCIL MEETING HELD AT
LOWSONFORD VILLAGE HALL ON THURSDAY 15 MAY 2014

P.Cllr. J Gaffey
P.Cllr. Mrs N Clarke
P.Cllr. M North
The Clerk

1. ELECTION OF CHAIRMAN

Nominations were invited for the role of Chairman. Cllr. Gaffey was nominated and it was resolved that Cllr. Gaffey be elected as Chairman of Rowington Parish Council. Cllr. Gaffey signed a Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

Cllr. Mrs Clarke was nominated for the role of Vice Chairman and it was resolved that Cllr. Mrs Clarke be elected as Vice Chairman of Rowington Parish Council. Cllr. Mrs Clarke signed a Declaration of Acceptance of Office.

3 APPLICATIONS RECEIVED FOR PARISH COUNCILLOR VACANCIES

Recommendations of Working Party held on Thursday 08 May 2014 (Present: Chairman, Cllrs. Gaffey, North and Cllr. Mrs Weir) regarding co-option of four Parish Councillors. A majority of the Working Party recommended that the four applicants were co-opted to the Council. Resolved unanimously that Mr Graham Bull, Mrs Marilyn Bull, Mr Jonathan Peepall and Mrs Jackie Hobday would be invited to join Rowington Parish Council as members. Formal co-option to take place at the PC meeting of 12 June 2014.

4 REGISTER OF INTERESTS

Clerk asked if any Councillor wished to make any amendment to their DPI Form. None of those Councillors present had any alterations to make.

5 REPORT BY RESPONSIBLE FINANCIAL OFFICER FOR YEAR 2013/2014

Clerk/RFO reported that the PC's accounts had been inspected by the Internal Auditor and found to be satisfactory. A figure of £24,722.56 was carried forward minus Gratuity Fund of £3,399 giving a balance of £21,323.56 as at 01 April 2014.

6 Apologies

Apologies received from Cllr. Mrs Compton and Cllr. Caborn both attending other meetings. Apologies also received from Cllr. Cooper. Cllr. Mrs Weir had advised Cllr. Mrs Clarke that she might be late. Cllr. Mrs Weir was not in attendance.

7 Changes to Published Agenda

Additions to agenda made due to time limits under Minute 20 Finance – purchase of 10 copies of The Good Councillor's Guide from WALC for all councillors.

8 Declarations of Interest and Dispensations relating to pecuniary interests

Cllr. Gaffey declared a personal interest in Minute 12.b, the site in question being immediately adjacent to his own property.

9 Minutes of Meeting held on 10 April 2014

Resolved that the Minutes of 10 April 2014 as previously circulated to Councillors be approved as a true record.
[MN/NC]

10 Questions / Observations from members of the public (limited to 15 minutes)

None present.

11 Reports from District and County Councillors

None present.

12 Planning Matters

12.a Considered by WDC:

W14 / 0373LB Kingswood Farm, Old Warwick Road – replace flat roof of living room with pitched roof and glazed gable, add first floor bathroom, replace windows with timber casement/doors, and demolition of existing conservatory. **LB CONSENT GRANTED.**

W14 / 0268 The Cottage, Shrewley Common – Erection of first floor side extension. **GRANTED.**

12. b To be considered by RPC

W14 / 0627 Land adjacent The Rising, Old Warwick Road, Rowington – Erection of detached dwelling with garage (outline application with all matters reserved). Rowington Parish Council raises no objections in principle to this outline application but does have reservations regarding the shape of the plot and the subsequent potential difficulties which may be encountered with the design of any proposed dwelling, given the limitations of the site.

W14 / 0575 LB Finwood Hill Farm, Mill Lane, Lawsonford – Conservatory to rear of property. Subject to the approval of the WDC Conservation Officer and WCC Archaeological Team, Rowington Parish Council raises no objections.

12.c Other Planning/Enforcement matters

Sandall House Farm, Lawsonford. Planning appeal Ref: APP/T3725/A/14/2212730. **APPEAL GRANTED. Appeal documents in Circulation File.**

The Stables, The Cumsey – Submission papers now received from WDC for consideration following request from RPC for details of “fresh evidence” submitted resulting in withdrawal of WDC’s objections. Complete submission document sent to RPC. Cllr. North to look at the document in the first instance. Meanwhile Clerk to speak to WDC Enforcement regarding the large shipping container on site and questions regarding the residential curtilage of The Stables which had not been addressed in the past.

Pinley Acres, Pinley – Enforcement Appeal Notification APP/T3725/C/13/2210566 & 2210567. Hearing Date scheduled for August 2014. (For information)

Enforcement/Stop Notice removal of drive/hardstanding in adjacent field. Situation regarding uninhabitable garage named “Pinley Lodge” to be monitored. (For information)

13. Parish Design Statement

Update by Cllr. North. Further meeting of Steering Group scheduled for 27 May 2014 to discuss the various requests made by Alan Mayes WDC Conservation which were quite difficult to address. The meeting would allow discussion of an appropriate course of action which could then be presented to Alan Mayes for consideration.

14. Localities Forum

14.a Warwick Rural West Community Forum. Next Meeting : 15 May 2014. Committee Room 2, Shire Hall. Cllr. Mrs Weir and Cllr. Gaffey. Noted but unfortunate clash with PC meeting.

15 Rowington and Lawsonford Village Halls

15.a Reports (if any). None. Clerk requested to contact both village halls with a request for them to provide the PC with any information they felt relevant or of interest.

16 Highways, Footpaths and Transport

Correspondence received from residents regarding problems experienced during annual “Beltane Bash”. Request for RPC to support efforts by local residents to have this event stopped. Resolved that no decision would be taken by RPC until further information had been received from the Preston Bagot Parish Meeting which was taking place at 8.00pm on 15 May 2014.

17 Playing Field

17.a Playing Field Inspection Reports (Mr R Morton / Cllr. Mrs Clarke (13 Apr), Cllr. Cooper (27 Apr), Cllr. Gaffey (11 May). Following discussion it was resolved that a kissing gate should be installed at the access way at the far end of the playing field and that the gap alongside the new access gate should be fenced. Clerk to investigate costs and any funding available. [NC/MN]

17.b Update from Cllrs. Mrs Clarke, Gaffey, North and Mrs Weir following Working Party held on Thursday 10 May 2014 regarding survey relating to potential purchase of new equipment. Cllr. Gaffey had spoken to Lapworth School regarding a survey by the pupils to try and establish what type of new play equipment would be the most popular purchase for the playing field. Lapworth School had been very pleased to help conduct a survey as this fitted in well with

their current school curriculum. The results of the survey should be back in time for the July PC meeting to consider.

18 Meetings/Training Days attended/forthcoming.

18.a 17 Apr 2014 Annual Parish Meeting. Rowington Village Hall at 7.30pm. Report – well attended meeting with a very good report on the new Local Plan from Cllr. Caborn and an update from Cllr. North on the PDS.

18.b 20 May 14 Community Flood Resilience Workshop. Lapworth Village Hall Tuesday 20 May 1900 – 2100 hours. **Cllr. Mrs Weir to attend.**

18.c 02 May 2014 Forthcoming WALC Training Events :

Sat 28 June – Chairmanship Training for newly Elected Chairs, Aspiring Chairmen and interested Clerks. Alderminster Village Hall 10.00am to 1 pm. **Chairman. Cllr. Gaffey to attend.**

Sat 19 July – Being a Good Councillor and Clerk. (Aimed at new Councillors and Clerks) Binley Woods Village Hall 10 am to 4.00 pm.

Thurs 18 Sept – Local Government Pension Requirements for Parish and Town Councils. Lapworth Village Hall 5.00 pm to 7.00 pm.

Fri 10 Oct – Financial Briefing (Aimed at RFO's, Clerks and Councillors) 10.00am to 1.00pm.

18.d 22 June 2014 WDC Chairman-Elect Cllr. Mrs Clare Sawdon. Civic Service at the Collegiate Church of St Mary, Old Square, Warwick at 10.30 am. Noted

19 Correspondence

19.a 23 Apr 2014 WCC Village Speed Limit Review Baddesley Clinton, Five Ways, Kingswood Speed Limit Review. The following concerns expressed:

- the effectiveness of speed limits in rural areas and whether other low cost solutions should be considered in the first instance
- the proliferation of road signs and whether or not these signs aid drivers to maintain speed limits or whether they merely add to the general information overload
- expert assessment is required to determine if vehicle speeds at accident sites are excessive
- decisions to change speed limits must be evidence-based.

Resolved that Cllr. North would compose a response based on the above points for consideration by councillors. WCC were waiting for the PC response prior to commencing their statutory consultation.

19.b 29 Apr 2014 - Warwickshire Community & Voluntary Action. Frances Flint. Invitation for volunteers to be a point of contact in their local community to improve communication and widen the reach of Older people in Action. Noted

19.c 29 Apr 2014 - Warwickshire Fire & Rescue Service Consultation Roadshows. (Circ File) End Date 20 June. Noted

19.d Apr 2014 - Warwickshire Recycling Grant Scheme open for applications. Noted

19.e Apr 2014 - WDC Grant Funding for WW1 Commemoration. Closing date 30 May 2014. Noted

19.f 07 May 2014 - WDC Sports Grants open to community groups/clubs up to £500. Noted

19.g Apr 2014 - WALC Neighbourhood Development Plans News (Circ File)

19.h 16 May 2014 - WCC The Great Warwickshire Show 3.00pm to 10.00pm in and around Warwick's Market Hall Museum.

19.i May/June - Historic Tours of the Royal Pump Rooms including unseen areas. Wed 21 May, Wed 11 June, Sat 21 June and Sat 19 July.

19.j Circulation Envelope:

WDC Council Meeting 23 April 2014 Agenda + Minutes of 26 March 2014; WDC Council Meeting 14 May 2014 Agenda; C Leamington Musical Festival Weekends Programme; CPRE Countryside Voice Spring 2014; Heart of England Way Association – Walks Programme April to Sept 2014; Heart of England Way Footnotes Spring/Summer Edition; WCC Mental Health Awareness Week 12 – 18 May 2014; WDC Standards Committee Meeting 22 April 2014 Agenda; Clerks & Councils Direct May 2014; Royal Pump Rooms Exhibitions and Events May to August 2014.

20 Finance

20.a. Paid during the month:

Clerk - salary and allowance £813.39

*Following query raised by Cllr. Mrs Weir at the April meeting Clerk confirmed that her annual increment was calculated and subsequently paid in accordance with the terms of her Contract of Employment and that this annual increment had not been taken since April 2011. Current scale of pay = SCP27.

Severn Trent Water – Allotments	£22.73
<u>20.b To be paid</u>	
Steve’s Mowing (P. Field)	£170.21
Cllr. Mrs N Clarke – APM Refreshments	£36.97
Zurich Insurance Premium	£587.45
Good Councillors Guide x 10 (WALC) Councillors)	£ 15.00 (Copy for x 4 new Councillors + copy for existing Councillors)
<u>20.c Received:</u>	
Bank of Ireland Interest (April 2014)	£2.42
WDC Precept/Concurrent Services	£11,691.00
Resolved that the above items of finance were approved. [MN/NC]	

20.d Items for consideration/information

1. Draft Annual Accounts 2013/2014 for approval following internal Auditor’s report. Internal Auditor had adjusted final figures which had been rounded off, to assist with annual return. Suggested that 2 grit bins purchased during the year should be added to the Asset Register but, as the bins were replacements, this was not considered necessary. Minutes numbers required for Gratuity Fund payments and receipts and receipt of allotments rents. Resolved that the Annual Accounts 2013/2014 were approved and signed by the Chairman and RFO. [NC/MN]
2. Clerk had circulated a copy of the separate questions asked by the External Auditor under the Annual Return Governance Statement (Intermediate Audit) to Councillors prior to the meeting. It was felt by those present that more detail would be required from the Internal Auditor and Clerk would speak to the Auditor on this point.
3. Further points were made regarding the Annual Return Governance Statement and the PC response to those questions. For further investigation and discussion prior to approval of the Annual Return at the June PC meeting. N.B. Annual Return to be sent to Grant Thornton by no later than 30 June 2014. Resolved that a review of the financial controls of the PC together with an interim budget discussion (mid-year) would be sensible.
4. Following acceptance of insurance quote from Zurich Insurance – confirmation of 1 or 3 year term required. Confirmed that 3 year term had been agreed at last PC meeting.
3. Consideration of methods of communication with parishioners as discussed briefly at March meeting. Clerk to provide details of contact made with Lapworth PC and Bishops Tachbrook PC regarding their websites. Deferred until a later meeting.
4. For information – Clerk on annual leave from Friday 30 May until Monday 09 June 2014.

18. Items for future agendas

WRCC Housing Needs Survey for next agenda.

There being no further business the meeting closed at 9.45pm

NEXT MEETING

Thursday 12 June at Lawsonford Village Hall

Signed.....
Chairman

Date.....