**ROWINGTON PARISH COUNCIL**

**MINUTES OF ANNUAL COUNCIL MEETING HELD AT**

**ROWINGTON VILLAGE HALL ON THURSDAY 14 MAY 2015**

P.Cllr. Mrs N Clarke (In the Chair)

P.Cllr. M North

P.Cllr. Mrs M Bull

P.Cllr. Mrs D Weir

P.Cllr. G Coombs

The Clerk

**1 ELECTION OF CHAIRMAN**

Nominations were invited for the role of Chairman. Cllr. Gaffey was nominated and it was resolved unanimously that Cllr. Gaffey be elected as Chairman of Rowington Parish Council. [MN/MB] Due to his absence Cllr. Gaffey to sign his Declaration of Acceptance of Office after the meeting.

**2 ELECTION OF VICE CHAIRMAN**

Cllr. Mrs Clarke was nominated for the role of Vice Chairman and it was resolved unanimously that Cllr. Mrs Clarke be elected as Vice Chairman of Rowington Parish Council [MN/MB]

**3 REGISTER OF DISCLOSABLE PECUNIARY INTERESTS**

New DPI Forms sent to Councillors for completion and submission at this meeting. Completed forms handed to Clerk for safekeeping. Cllr. Coombs having only recently joined the Parish Council and submitted a DPI Form did not complete a fresh form. Copies to be forwarded to WDC.

Cllr. Mrs Bull declared an interest under Minute 12b application for Crossways, Rowington Green being an owner of land for potential development within the parish and the WDC draft Local Plan; Cllr. Mrs Weir declared and interest under Minute 12b application for Crossways, Rowington the applicants being known to her.

**4 MINUTES OF MEETING HELD ON 09 April 2015**

Resolved that the Minutes of 09 April 2015 as previously circulated to Councillors be approved as a true record. [MN/GC]

**5 WDC REVISED CODE OF CONDUCT**

Email from WDC dated 10 April 2015. Resolved that the Revised WDC Code of Conduct as circulated to Councillors prior to this meeting be formally approved by Rowington Parish Council

**6 REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Resolved that the Standing Orders and Financial Regulations as circulated to Councillors prior to this meeting be formally approved by Rowington Parish Council [MN/GC]

**7 REPORT BY RESPONSIBLE FINANCIAL OFFICER FOR YEAR 2014/2015**

Clerk reported that the PC’s accounts had been inspected by the Internal Auditor, found to be satisfactory and approved by Councillors at the April meeting. A figure of £27,991.33 was carried forward as at 01 April 2015.

**8 APOLOGIES**

Apologies received and approved from Cllr. Gaffey away on business, Cllr. Bull at the Warwick Rural West Community Forum Meeting, C.Cllr. Mrs Compton, D.Cllr. Mrs Gallagher and D.Cllr. Whiting also attending the Community Forum Meeting**.**

**9 CHANGES TO PUBLISHED AGENDA**

Due to time constraints an addition was made under Minute 21.b Finance to be paid – Donation to Lowsonford Village Hall for hall hire for the Landmark Trust Weekend

**10 QUESTIONS/OBSERVATIONS FROM MEMBERS OF THE PUBLIC (LIMITED TO 15 MINUTES)**

No members of the public present

**11 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

None present

**12 PLANNING MATTERS**

**12.a Considered by WDC:**

**W15/0380/LB Finwood Hill Farm, Mill Lane, Lowsonford** – Replacement of two windows in the north east elevation. **GRANTED**

**W15/0135 Ribbons, Rowington Green –** Erection of 2 storey side extension. GRANTED at Planning Committee

**W15/0362** **The Threshing Barn, Finwood Road, Rowington** – Erection of a 3 storey extension. Email sent to CO 13 April, response received 06 May 2015 and circulated to Councillors.

**12.b To be considered by RPC**

**W15 / 0514 Woodley, Old Warwick Road**, **Rowington**. Proposed demolition of existing rear extensions and erection of a two storey rear extension. **No objections**

**W 15 / 0644 + W 15/0645LB Fleur de Lys, Lapworth Street, Lowsonford** – Erection of non-illuminated sign on existing hanging sign.
**Comments:** Rowington Parish Council has submitted two requests for further details regarding this application due to the conflicting information accompanying the application i.e. the Design and Access Statement wording - "This sign advertises at a distance the function of the building to both foot and vehicular traffic, also creating a better flow of traffic for persons wishing to use the outlet. The area in which these signs have been located is a natural area and will not conflict with the buildings aesthetics............" This statement conflicts with the details of a simple "Greene King" sign. Councillors feel unable to provide an informed response to this application until clarification is received of the exact wording of the proposed sign or sign

**W 15 / 0453 Crossways, Rowington Green** – Outline planning application for the erection of two new dwellings and a detached double garage. Discharging means of access and layout only. **Objection.** Whilst it is appreciated that this is an outline planning application at this stage, given the size of the proposed dwellings in relation to the size of the plot, Rowington Parish Council object to the proposal in its current form. The following objections were raised in addition:

1. Over intensification of development on a plot of this size – a single dwelling would be preferable.
2. The scale and mass and subsequent impact on the rural street scene cannot be supported in this location
3. The design and character of the proposed dwellings is not in keeping with the surrounding area or adjacent properties and is considered somewhat urban in design, contrary to emerging WDC Local Plan policies H10 and H11.

|  |
| --- |
|  |
|  |  |
|  |  |

**W 15 / 0343LB Rowington Hall, Old Warwick Road, Rowington** – Listed Building Consent for single storey side extension, repairs to existing building and new entrance gates.  **Comments:** Whilst Rowington Parish Council has no material objections to this proposal, Councillors did find the sketches (in place of the usual properly drawn plans) very difficult to interpret. However, as this is a Listed Building, and as part of the proposal relates to alterations to the entrance driveway, no doubt consultations with WCC Highways and the WDC Conservation Officer will reach an informed decision

**12.c Other Planning/Enforcement matters**

None at issue of agenda

**13. PARISH DESIGN STATEMENT**

Update on progress by Steering Group. Deferred until June meeting.

**14. PARISH WEBSITE**

14.a Update on progress of new website [www.rowingtonpc.org.uk](http://www.rowingtonpc.org.uk). Clerk confirmed that information was gradually being added to the website and it was agreed that suitable photographs of events and places around the parish should also be added.

14.b List of Councillor Responsibilities for approval - to comply with Transparency Code which comes into effect 01 April 2015 List circulated to Councillors prior to this meeting duly approved

**15. LOCALITIES FORUM**

15.a Warwick Rural West Community Forum. Meeting this evening 14 May 2015 For information. Next meeting 24 September 2015 – Shire Hall, Warwick (Cllr Gaffey and Cllr. Mrs Weir)

**16 ROWINGTON AND LOWSONFORD VILLAGE HALLS**

16.a Reports (if any) **.** Cllr. Bull attending the Community Forum meeting this evening with Chairman of Village Hall Committee to present a grant application submitted by Rowington Village Hall .

**17. HIGHWAYS, FOOTPATHS AND TRANSPORT**

17.a WDC Flooding Reports (if any) None

17.b WCC Special Events Order – Road Closures for Dorridge Fun Run 07 June 2015. Noted

17.c WCC response on issue raised at APM on verge cutting. Clerk to make contact with residents who raised this issue and establish where particular problems were occurring.

17.d Reports by Councillors on any highway issues:

* Potholes adjacent to Holly Cottage and High Cross – road markings made by WCC now almost worn away but no repairs carried out.
* Sign on The Cumsey broken and lying on verge

17.e Reports by Councillors on any footpath issues. Reports Sheets due from – Cllr.Coombs and Cllr.Mrs Weir . Cllr. Mrs Weir submitted her reports and Cllr. Coombs to complete his report. Cllr. Coombs agreed that he would consider the installation of a timber kissing gate on his land adjacent to St Luke’s Church. Clerk to provide Cllr. Coombs with examples of timber gates.

**18 PLAYING FIELD**

18.a Playing Field Inspection Reports - **Cllr. Mrs Bull (12 April)Cllr. Coombs (26 April)Cllr. Mrs Weir (03 May)**

**19 MEETINGS.TRAINING DAYS ATTENDED / FORTHCOMING**

19.a 23 Apr 2015 **Annual Parish Meeting**. Rowington Village Hall at 7.30pm. Draft Minutes on the website. Councillors agreed that despite a drop in attendance it had been a good and informative meeting.

19.b 16 Jun 2015 Induction Day – Being a Good Councillor and Clerk. Lapworth Village Hall 10.00am. Chair advised Cllr. Coombs that in line with current guidance for Councillors it was advisable for all new Councillors to attend an Induction day within 6 months of election.

**20 CORRESPONDENCE**

20.a 25 Feb 2015 CSW Resilience Team. Parish Emergency Plan Template for discussion and suggestions for information to be included. Deferred

20.b 25 Feb 2015 Landmark Trust. Further information regarding Golden Weekend 15/16th May. Itinerary for the event on RPC website. Clerk had advised all Councillors that event set up would take place on Friday 15th May and that help might be welcome.

20.c 06 May 2015 WALC Addendum to 4th Edition of the Good Councillors Guide (Copy in Circ. File)

20.d Circulation Envelope:

CPRE Outlook April 2015; Royal Pump Rooms Exhibitions & Events May-July 2015; WDC Council Meeting 22 April 2015 Agenda + Minutes of 11 March 2015; Clerks & Councils Direct May 2015; Music to your Ears Guide May – September 2015; WALC details of Specialist Planning Advice on Planning; Leamington Spa Art Gallery & Museum details of Adult Workshops; Various Grant information;

**21 FINANCE**

**21.a. Paid during the month:**

None

**21.b To be paid**

Clerk Salary & Allowance (May-inc. 11 overtime hours) £ 921.19

David Connolly – P. Field Inspections £ 50.00

Zurich – PC Insurance Renewal £ 594.52

AMW Lawn Care (Playing Field) Inv. 4244 £ 98.98

Cllr. Mrs Clarke APM Refreshments £ 33.50

Lowsonford Village Hall (Donation – L Trust) £ 200.00

**21.c Received:**

Bank of Ireland Interest (April 2015) £ 2.71

WDC Grant/Precept £11,670.00

The above items of finance were approved unanimously [MN/MB]

**21.d Items for consideration/information**

Clerk away on holiday 13th to 20th June. Noted

**22. ITEMS FOR FUTURE AGENDAS**

None at issue of agenda

There being no further business the meeting closed at 8.55pm

Signed………………………………………………

Dated………………………………………………

**NEXT MEETING – Thursday 11 June 2015 at Lowsonford Village Hall**