**ROWINGTON PARISH COUNCIL**

**MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD AT**

**ROWINGTON VILLAGE HALL ON THURSDAY 12 MAY 2016**

P.Cllr. J Gaffey (in the Chair)

P.Cllr. Mrs Clarke

P. Cllr. G Bull

P.Cllr. Mrs M Bull

P. Cllr. M North

P. Cllr. G Coombs

C.Cllr. Mrs J Compton

Clerk

**1 ELECTION OF CHAIRMAN**

Cllr. Mrs Clarke took the Chair. Nominations were invited for the role of Chairman. Cllr. Gaffey was nominated for a further term and it was resolved unanimously that Cllr. Gaffey be elected as Chairman of Rowington Parish Council [GB/MN] Cllr. Gaffey signed a declaration of Acceptance of Office.

**2 ELECTION OF VICE CHAIRMAN**

Cllr. Gaffey took the Chair for the remainder of the meeting. Nominations were invited for the role of Vice Chairman and it was resolved unanimously that Cllr. Coombs be elected as Vice Chairman of Rowington Parish Council [MB/NC]

**3 REGISTER OF DISCOSABLE PECUNIARY INTERESTS**

Forms circulated to Councillors for completion prior to this meeting. Completed forms handed to Clerk for onward transmission to WDC.

**4 MINUTES OF MEETING HELD ON 14 APRIL 2016**

Resolved that the Minutes of 14 April 2016 as previously circulated to Councillors be accepted as a true record [MN/GB]

**5 WDC JOINT STANDARDS COMMITTEE**

Proposal for consideration and adoption:

“Proposal that this Council supports the continuation of the Joint Standards Committee for Warwick District Council and the proposals for representation of the Parish/Town Councils, that there should be four representatives one representing Warwick Rural East Community Forum Area, one representing Warwick Rural west Community Forum Area and two representing the areas covered by the four towns.

The Joint Standards Committee will be responsible for undertaking hearings into the Conduct of Councillors following a report to them by the Monitoring Officer. As set out in the Arrangements for Dealing with Complaints about Councillors cases will be determined by the Hearing Panels appointed by the Monitoring Officer, in consultation with the Chairman of the Standards Committee. If necessary, the Committee will also be entitled to issue appropriate sanctions against those Councillors involved.” Resolved that the above proposal received from WDC be formally approved by Rowington Parish Council [GB/NC]

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

Copies of relevant documents circulated to Councillors prior to this meeting for consideration. Resolved that the Rowington Parish Council Standing Orders and Financial Regulations as circulated to Councillors prior to this meeting be formally approved [MB/GB] Further resolved that Cllr. North and Cllr. Bull would review the risk assessment, particularly with regard to financial regulations, and report further at the next meeting.

**7 REPORT BY RESPONSIBLE FINANCIAL OFFICER FOR YEAR 2015/2016**

See Minute 22.d below.

**8 APOLOGIES**

To record any apologies submitted and approve the reason for absence. Apologies received from D.Cllr. Whiting, D.Cllr. Mrs Gallagher and Cllr. Mrs Weir.

**9 CHANGES TO PUBLISHED AGENDA**

Due to time constraints the following matters were added to the agenda – under Minute 13.b Planning considered by WDC Ardencote Manor Hotel, The Cumsey – Retention of non-illuminated canvas advertisement banner supported in metal frame. REFUSED; under Minute 22.b Finance to be paid AMW Lawn Care (P Field) Inv.7402 £113.47

**10 DECLARATIONS OF INTEREST AND DISPENSATIONS RELATING TO PECUNIARY INTERESTS**

Cllr. Bull and Cllr. Mrs Bull declared a prejudicial interest in Minute 13.b – planning application W16/0766 Land to the r/o Kingswood Cottages being the owners of potential development land opposite the site. Cllr. Bull declared a personal interest in Minute 18.b being owner of land adjacent to Kingswood Brook and in Minute 17.a being a member of Rowington Village Hall Management Committee. Cllr. North declared a personal interest in Minute 13.b – planning application W16/0631 Holywell Farm the applicant being known to him.

**11 QUESTIONS/OBSERVATIONS FROM MEMBERS OF THE PUBLIC (Limited to 15 minutes)**

Mr Ed Bracher Chief Executive of Riding for the Disabled Association (RDA)was present together with Mrs Ro Pudden owner of Lowlands Farm. Mr Bracher reported that the RDA were currently in advanced negotiations with Mrs Pudden to purchase Lowlands Farm following her retirement. Mr Bracher explained that it was hoped that Lowlands Farm could become a National Training Centre for RDA and continue with the work undertaken by Mrs Pudden over many years. The RDA office currently located in Warwick would move to the Lowlands site but it was not envisaged that the level of activity at the site would increase noticeably and careful consideration of retaining the low visual impact of the site was underway. Mr Bracher reported that it was hoped to submit a planning application within 6-8 weeks. The Chairman thanked Mr Bracher and Mrs Pudden for taking the time to explain their proposals to the PC prior to submission of a planning application.

Residents from Lapworth were in attendance in connection with the planning application for land to the rear of Kingswood Cottages. A Mr Russell made the following points and objections to the application:

* The site was outside the village envelope and was designated Green Belt land
* Flooding was a major concern given the existing flooding problems in the immediate vicinity. If the land was developed this would restrict water run-off and capacity.
* Concerns regarding the proposed access which appeared too small and the potential development of the site opposite would create a crossroads and a negative impact on highway safety
* The site currently supports local wildlife and loss of this habitat would not be supported
* Several Tree Preservation Orders were currently in place on the site.

**12 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr. Mrs Compton provided the following report:

* The debate regarding the Unitary and Combined Authorities continues at WCC
* The Living in Warwickshire survey is available to complete online
* The Aviva Women’s Cycle Tour visits Warwickshire on Thursday 16 June starting in Atherstone, coming through Leek Wootton and Warwick and finishing in Stratford upon Avon. Information is available on the WCC website including details of road closures.
* The Safeguarding Children’s Hub with all children’s agencies working together will be launched officially on 03 June 2016.
* Bus service timetables are due to change. Cllr. Mrs Compton confirmed that she would obtain 5 laminated copies of the new timetables for the Rowington noticeboards.

Cllr. Whiting provided the following report which was read out in his absence:

* Relatively little news from WDC this month – it’s a quiet time of year for council business with the focus on elections (although we only had the PCC this year) and the annual meetings of the various political groups on the council
* Work continues on the various major projects, including the Leisure Centres investment programme and management contract, the council HQ relocation and associated multi-storey car park re-build. Approval for the next steps of this latter project was given at a recent special meeting of the council’s Executive. The main focus of most of our efforts continues to be on the maintenance (and enhancement) of services wherever possible, against an ever tighter financial background. With our latest projections showing even more pressure on our future costs and revenues, we have to expect every item of expenditure to be under renewed scrutiny.

**13 PLANNING MATTERS**

**13.a Considered by WDC:**

**W16/0343 Mop Meadow Farm, Lowsonford –** Demolition of existing dwelling and outbuilding and erection of a replacement dwelling (retrospective application – resubmission following planning permission W14/0713) **GRANTED**

**Ardencote Manor Hotel, The Cumsey** – Retention of non-illuminated canvas advertisement banner supported in metal frame. **REFUSED**

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

**W16/0631 Holywell Farm, Holywell –** Temporary placement of a caravan in garden area of home to be used by elderly family member. **Comments:**  
1. Taking into account the listed status of Holywell Farm and the Green Belt location of the caravan, the subject of this proposal, the Parish Council request that strict conditions are attached to any permission which may be granted:

a] that any permission granted is temporary and only remains in place whilst necessary for the reasons outlined in the application details.  
b] that the use of the caravan remains as ancilliary to the main house and shall not at any point become a permanent fixture.

**W16/0766 Land to the r/o Kingswood Cottages, Old Warwick Road** – Erection of 4 x dwellings with associated access. **Objections:**

|  |
| --- |
| 1.The application site is within the Green Belt wherein the Local Planning Authority is concerned to ensure that the rural character of the area will be retained and protected in accordance with national policy guidance contained in the NPPF 2012. 2. The application site is outside the Kingswood Growth Village Envelope (policy H10) 3. The scheme would cause harm to the Green Belt as it is inappropriate in this location; diminishes openness; and conflicts with the purpose of including land in the Green Belt by encroaching upon the countryside and is harmful to the maintenance of its character. 4. Contrary to Biodiversity and Geological Conservation planning policies insofar as it is considered that protected species and indeed trees which are subject to WDC Tree Preservation Orders, might be affected by the proposed development. 5. Potential harm to highway safety with the creation/expansion of an access point so close to a hump backed bridge 6. Given the well -known and regular flooding problems experienced at this location, the proposed development would only exacerbate potential flood risk to adjacent properties |

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

**Navigation Inn, Old Warwick Road –** Change of Use of land to extend existing beer garden Appeal reference APP/T3725/W/16/3141739**. APPEAL DISMISSED**

**W13/008 Cumsey Lodge** – Tractor Store and Stables. Query regarding construction underway when compared with plans accompanying planning application and approval. (Cllrs. North and Mrs Clarke) Reported to WDC for further investigation 21 March 2016. Report Sheets on movements to be completed and submitted to WDC. Circulated.

14**. PARISH DESIGN STATEMENT**

Current version of draft PDS for consideration and approval of text by RPC– **document circulated with the agenda for consideration by Councillors.** Councillors to read and consider draft text. It was envisaged that approval of the draft text would take place at the June PC meeting.

(Cllrs. North, Gaffey and Mrs Clarke).

**15. PARISH WEBSITE**

15.a Update (if any) [www.rowingtonpc.org.uk](http://www.rowingtonpc.org.uk). None

**16. LOCALITIES FORUM**

16.a Warwick Rural West Community Forum.  **Next Meeting**: 19 May 2016 – Shire Hall, Warwick. (**Cllr Gaffey and Cllr. Mrs Weir). Noted. Future Meetings:**  22nd September, 26th Jan 2017

**17. ROWINGTON AND LOWSONFORD VILLAGE HALLS**

17.a Reports (if any)

Cllr. Bull reported that bookings remained reasonable at Rowington Village Hall.

Clerk reported that a meeting of the Trustees of Lowsonford Village Hall had recently taken place and ideas for promoting the village hall were under review.

**18. HIGHWAYS, FOOTPATHS AND TRANSPORT**

18.a WDC Flooding Reports (if any)

18.b Update by Cllr. Bull on Kingswood Brook – blockage to culvert. Following a report to WDC by Cllr. Bull of a fallen tree blocking Kingswood brook, together with a report by the Clerk, a site visit had been carried out by WDC and communication continued with Siphiwe Malachi WDC and Mark Banning at WCC. Further progress report awaited.

18.c Reports by Councillors and/or residents on any highway issues.

18.d Reports by Councillors on any footpath issues. Reports Sheets due from – Cllr.Coombs

**19 PLAYING FIELD**

19.a Playing Field Inspection Reports - **Cllr. Gaffey (17 Apr) Cllr. North (01 May) Cllr. Mrs Bull (15 May) Cllr. Mrs Weir (29 May) N.B**. Please submit inspection report to the Clerk as soon as the relevant inspection has been carried out.

19.b Details of boundary issue at playing field. Following a playing field inspection report it appeared that a resident of property backing on to the field was replacing his boundary fence, but some 10-12 inches beyond the correct boundary line. Following a visit by the Clerk and a discussion with the homeowner the Clerk had sent a formal letter to the resident enclosing a copy of the Land Registry Filed Plan Title WK440945 showing the correct boundary line delineating the edge of his land ownership. The resident was also requested to fill in and compact the holes he dug outside the correct boundary line as quickly as possible.

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

20.a 14/15th May Landmark Event at Lowsonford. Removal of Antony Gormley Sculpture. Refreshments to be provided by Lowsonford Women’s Group. Noted

20.b SLCC Notice of Extraordinary General Meeting Friday 10 June 2016. Holiday Inn, Stratford upon Avon @ 1.30 pm. Noted

**21 CORRESPONDENCE**

21.a Correspondence with Jeremy Wright MP relating to planning application at Wyken Field. Mr Wright had forwarded documents on behalf of the applicant but following examination of the paperwork it had been agreed that the applicant should complete a formal complaint form to establish the exact nature of his complaint. A complaint form had been forward to Mr Jeremy Wright for onward transmission to the applicant.

21.b Communication received from RDA, Warwick requesting preliminary discussion with RPC regarding future plans at Lowlands Farm. See Minute 11 above.

21.c Circulation Envelope:

Clerks & Councils Direct May 2016; WCC Housing Related Support Information; AVIVA Women’s Tour in Warwickshire Newsletter; WALC Warwick Area Meeting 20 April 2016 Minutes; Report from WALC County Committee 19 April 2016; WCC Details of Warwickshire Schools National Good Food Award;

**22 FINANCE**

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

None

**22.b To be paid**

Clerk Salary & Allowance (Apr) £ 825.77

Zurich Insurance – Annual Premium Renewal £ 697.13

Mr D Connolly (P Field Insps) £ 25.00

Severn Trent Water (Allots) £ 23.26

Lowsonford Village Hall (Landmark) £ 40.00

AMW Lawn Care (P Field) Inv.7402 £113.47

**22.c Received:**

Bank of Ireland (Interest Apr 2016) £ 1.79

WDC Precept (1st instal) £ 11,924.00

Resolved that the above items of finance be approved [NC/MN]

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

Accounts 2015-2016 circulated to Councillors for consideration via email prior to this meeting.

Clerk reported that the accounts had been inspected by the Internal Auditor and found to be satisfactory. A figure of £20.756.98 was carried forward at 01 April 2016. Resolved that the accounts for the period 2015-2016 be approved. [GC/MB]

Annual Parish Meeting Thursday 19 May 2016 @ 7.30pm. Chairman requested that all Councillors attend this meeting if at all possible.

**23. ITEMS FOR FUTURE AGENDAS**

None at issue of agenda

There being no further business the meeting closed at 9.16pm

**NEXT MEETING – Annual Parish Meeting Thursday 19 May 2016 at Rowington Village Hall**

**Parish Council Meeting - Thursday 09 June at Lowsonford Village Hall**

Signed…………………………………………………

Chairman

Date……………………………………………………