**ROWINGTON PARISH COUNCIL**

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

**LOWSONFORD VILLAGE HALL ON THURSDAY 09 JUNE 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

Cllr. Mrs D Weir

C.Cllr. Mrs J Compton

D.Cllr. Mrs S Gallagher

Clerk

One member of the Public

**24 APOLOGIES**

Apologies received and approved from Cllr. P Whiting and Cllr. G Coombs.

Councillors were reminded that when giving apologies for absence an explanation for the absence should also be provided to enable approval to be given. The following extracts from the Good Councillors Guide 2016 (NALC) provides the following guidance:-

1. *As a Councillor you have a responsibility to: attend meetings when summoned to do so; the notice to attend a meeting is, in law, a summons, because you have a duty to attend.*
2. *Remember, you have a duty to attend but sometimes things crop up and you are unable to make it. You must contact the Clerk with an apology and explanation. A darts match is not an adequate excuse whereas illness or work commitments are acceptable reasons. If you fail to attend any meetings for six months, you will automatically cease to be a councillor unless the council approved your reason for absence before the end of the six month period.*

**25 CHANGES TO PUBLISHED AGENDA**

Due to time constraints the following items were added to the agenda – under Minute 39. Finance to be paid Mr D Connolly (P.Field May)

£ 50.00; under Minute 38. CPRE Outlook Summer 2016; under Minute 39. Review of annual fee paid to the Internal Auditor.

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

Cllrs. Gaffey, Mrs Clarke and Mrs Weir all declared a personal interest in Minute 30.b Planning Application W16/0838 the applicant being known to them. Cllrs. Bull and Mrs Bull declared a prejudicial interest in Minute 30.b Planning Application W16/0822 and Planning Application W16/0838 having a business connection to both applicants. Cllr. Bull declared a personal interest in Minute 34.a being a member of Rowington Village Hall Management Committee.

**27 MINUTES OF MEETING HELD ON 12 MAY 2016**

Resolved that the Minutes of 12 May 2016 as circulated to Councillors with this agenda be accepted as a true record [NC/MB]

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

Mr Jonathan White from Claverdon was in attendance to observe proceedings.

**29 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr. Mrs Compton provided the following report:

* As promised Cllr. Mrs Compton had obtained copies of the new Flexibus Timetables for the parish noticeboards and the website

Important that residents make use of these bus services to avoid them being removed

* Changes to take place at Lapworth Post Office with extended opening hours. New facility due to open on 18 July.
* WCC currently in purdah whilst the upcoming Referendum is underway
* The Multi Agency Safeguarding Hub (MASH) is now open in Shire Hall combining services such as Police, Probation Service, Child Protection and Social Services to enable services to work together, share information and communicate effectively.
* Cllr. Mrs Compton chaired the recent Warwick Rural West Community Forum at which there was a presentation on the potential disruption during works to Stanks Island, a presentation from Mr Mike Snow on the WDC Budget, grants awarded to Bishops Tachbrook and Leek Wootton and congratulations to Barford on the opening of their new playground which was attended by the Duke of Kent.

In the absence of Cllr. Whiting, Cllr. Mrs Gallagher reported that there was very little to report from WDC at the moment

**30 PLANNING MATTERS**

**30.a Considered by WDC:**

**W16 / 0397 Chapel Haven, Narrow Lane, Lowsonford –** Erection of a single storey front/side extension to main house and the erection of a porch to the existing garage. **GRANTED**

**W16/0542 Mousley Hill Cottage, Case Lane –** Application for Lawful Development certificate for an existing use of land as garden/residential land. **GRANTED**

**W16/0631 Holywell Farm, Holywell –** Temporary placement of a caravan in garden area of home to be used by elderly family member**. REFUSED**

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

**W16/0838 Old Posthouse, Rowington Green** – Erection of one detached dwelling. (Cllr. Mrs Weir abstained from voting) **Objections:**

1. Contrary to WDC Emerging Policy H1 (Local Plan 2011-2029) insofar as Limited Infill Villages policy states - "In line with national Green Belt Policy, appropriate development includes rural affordable housing, limited infill development, the re-use of buildings, the redevelopment of partial development or previously developed land and replacement dwellings" This proposal is not considered to be "limited infill development" and does not meet any of the other criteria of this policy.   
2. The scale and context of the plot of the proposed development does not meet the exception criteria for new buildings within the Green Belt - paragraph 89 of the NPPF. The proposed development would cause harm to the Green Belt as it is inappropriate; diminishes openness; and conflicts with the purpose of including land within the Green Belt and is considered harmful to the maintenance of the rural character of the area.  
3. With reference to Limited Village Infill Housing Development in the Green Belt planning policy states - "the development comprises the infilling of a small gap fronting the highway between an otherwise largely uninterrupted built up frontage, which is visible as part of the street scene". This proposal does not comply.  
4. Loss of hedgerow and trees at this location to meet the requirements of the Highway Authority in order to avoid harm to highway safety cannot be supported, and is not considered acceptable in ecological terms.

**W16/0822 Mousley Hill Farm, Fletchers Lane, Mousley End** – Prior Approval for the change of use of an agricultural building to form one dwelling.

Rowington Parish Council finds it difficult to comment on this application given the current criteria set out by national planning policy regarding re-use of agricultural buildings, which appear contrary to usual planning policies applicable to new housing within the Green Belt. Lack of information relating to any design proposals adds to these difficulties.

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

**Wyken Field, High Cross Lane** - Certificate of Lawful Development for use of existing building as a residential dwelling. **Planning Appeal APP/T3725/X/16/3147317**. Deadline for written representations 29 June 2016. **Noted.**

**Arden Cottage, Old Warwick Road** – Erection of entrance porch and single storey side extension. **Planning Appeal APP/T3725/D/16/3149158. Noted**

31**. PARISH DESIGN STATEMENT**

Update by Steering Group. Draft PDS for consideration following discussion at last meeting. (Cllrs. North, Gaffey and Mrs Clarke). Cllr. North reported that the draft document was almost ready for circulation to Councillors for approval prior to forwarding to WDC for comment. Cllr. North to circulate the draft document prior to the next PC meeting on July 14.

**32. PARISH WEBSITE**

32.a Update (if any) [www.rowingtonpc.org.uk](http://www.rowingtonpc.org.uk). Clerk confirmed that all the necessary audit notices were on the website.

**33. LOCALITIES FORUM**

33.a Warwick Rural West Community Forum.  **Meeting**: 19 May 2016 – Shire Hall, Warwick. (**Cllr Gaffey and Cllr. Mrs Weir). Future Meetings:**  22nd September, 26th Jan 2017. Unfortunately this meeting coincided with the Annual Parish Meeting and neither Cllr. Gaffey nor Cllr. Mrs Weir was able to attend. See Minute 29. Report from Cllr. Mrs Compton.

33.b New Neighbourhood Watch Initiative for Rowington Parish. Clerk confirmed that Mrs Anne Pitt had commenced a new Neighbourhood Watch Initiative for Rowington and following discussion with Warwickshire Police it was agreed that Lowsonford should be incorporated within a parish NHW. Clerk to advertise the new NHW on the website.

**34. ROWINGTON AND LOWSONFORD VILLAGE HALLS**

34.a Reports (if any) None.

**35. HIGHWAYS, FOOTPATHS AND TRANSPORT**

35.a WDC Flooding Reports (if any)

35.b Reports by Councillors and/or residents on any highway issues.

35.c Reports by Councillors on any footpath issues. Reports Sheets due from – Cllr.Coombs

**36. PLAYING FIELD**

36.a Playing Field Inspection Reports - **Cllr. Mrs Bull (15 May) Cllr. Mrs Weir (29 May) Cllr. Gaffey (12 June)**

**N.B**. Please submit inspection report to the Clerk as soon as the relevant inspection has been carried out.

36.b Playing Field Inspections by outside contractor. To be monitored.

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

37.a 19 May 2016 Annual Parish Meeting Thursday 21 April 2016 @ 7.30pm. Report on event. Agreed that this had been a good event although attendance figures were down on previous years.

37.b 06 June 2016 WDC Planning Training Session. Leamington Town Hall @ 6.00pm.

37.c 11 June 2016 WALC Planning Training Event – Postponed. New dates – 05 November and 02 December 2016

**38. CORRESPONDENCE**

38.a May 2016 Fields in Trust – Centenary Fields Programme. **Details in Circulation File for consideration.**

38.b May 2016 NALC/SLCC 2016-2018 National Salary Awards. **Noted.**

38.c May 2016 WDC Lifeline Services (Details in Circulation File) **Noted and agreed that this was a very useful service. To be advertised on website**

38.d May 2016 Acknowledgement from Jeremy Wright MP regarding Wyken Field LDC Application, together with a question from the applicant asking if Rowington Parish Council stood by their objection to the Lawful Development Certificate. Resolved that a response would be sent confirming that the PC stood by their objection.

38.e May 2016 Visit by the Chair of WDC and advance notice of Supper for Chairman and Clerks on 18 November 2016. **Noted**

38.f Circulation Envelope:

Living in Warwickshire Survey – results so far; Superfast Broadband Project Update May 2016; WCC awarded top prize in Public Health Annual Report Competition; Details of WDC Lifeline Services; Warwickshire, Coventry & Solihull Local Biodiversity Action Plan Progress Report for 2011-2015. CPRE Outlook Summer 2016

**39. FINANCE**

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

None

**39.b To be paid**

Clerk Salary & Allowance £ 858.85

(To include back dated national salary increase)

Mr D Connolly (P.Field May) £ 50.00

**39.c Received:**

Bank of Ireland (Interest May 2016) £ 1.84

Resolved unanimously that the above items of finance be approved.

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

(i) Annual Return 2015/2016 for consideration and approval prior to submission to Grant Thornton. The Annual Return draft Governance Statement had been circulated to Councillors for consideration prior to this meeting. The Annual Return had been approved and signed of by the Internal Auditor. Resolved unanimously that Section 1. Annual Governance Statement and Section 2. Accounting Statements for 2015/16 be approved. [DW/GB]

(ii) Following additional work carried out by the Internal Auditor for the 2015/16 accounting year and a long overdue review of the annual fee paid to the Internal Auditor it was resolved unanimously that the internal audit fee would be increased to £200 (Two Hundred Pounds) per annum with immediate effect.[GB/NC]

(ii) Draft document circulated to all Councillors relating to risk analysis and management and annual governance. Following discussion it was resolved that Cllr. North would edit the draft document into a more concise check-list style format for approval and implementation by Council as soon as possible.

**40. ITEMS FOR FUTURE AGENDAS**

None at issue of agenda

There being no further business the meeting closed at 9.25pm

**NEXT MEETING**

**Thursday 14 July at Rowington Village Hall**

Signed…………………………………………………………….

Date………………………………………………………………