**ROWINGTON PARISH COUNCIL**

**MINUTES OF PARISH COUNCIL MEETING HELD AT**

**LOWSONFORD VILLAGE HALL ON THURSDAY 08 SEPTEMBER 2016**

P.Cllr. J. Gaffey (in the Chair)

Cllr. Mr N Clarke

P. Cllr. G Bull

P.Cllr. Mrs M Bull

P. Cllr. M North

Cllr. Mrs D Weir

C.Cllr. Mrs J Compton

Clerk

**58 APOLOGIES**

Apologies received and approved from D.Cllr. Whiting out of the country; D.Cllr. Mrs Gallagher family bereavement; Cllr. Coombs family commitment.

**59 CHANGES TO PUBLISHED AGENDA**

Additions to the agenda were made under Minute 64. Planning – W16/1321 Crossways, Rowington Green. Planning Committee 13 September 2016; under Minute 72. Correspondence – WDC Consultation on Housing & Homelessness Strategy and NALC Legal Topic Notes Nos. LTN 59 and LTN88; under Minute 72.h. Circulation Envelope – WCC recycle for Warwickshire newsletter, WCC World Alzheimer’s Month, WCC Campaign on use of mobile phones whilst driving.

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

Cllr. Bull declared a personal interest in Minute 68 being a member of Rowington Village Hall Management Committee. Cllr. Gaffey declared a personal interest in Minute 64 being a near neighbour of the applicant.

**61 MINUTES OF MEETING HELD ON 08 July 2016**

Resolved that the Minutes of the meeting of 08 July 2016 be approved as a true record [MB/GB]

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

No members of the public present

**63 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr. Mrs Compton gave the following report:

* Little to report August is always a very quiet month for Councils and meetings seem to cease over this period
* Details of WCC Flood Grants circulated to Councillors for information
* A full report on the proposed works to Stanks Island is due to be presented at the forthcoming Community Forum meeting on 22 September 2016.
* An interesting WCC Public Health document placed in the Circulation File for Councillors to read
* Budget figures for 2017/2018 had just been produced for consideration.

**64 PLANNING MATTERS**

**64.a Considered by WDC:**

**W16 / 0822 Mousley Hill Farm, Fletchers Lane, Mousley End –** Prior Approval for the change of use of an agricultural building to form one dwelling. **Prior approval not required** but proposed development is subject to a further submission to agree the design and external appearance of the building under Class Q (b)

**W16/1175LB Finwood Hill Farm, Lowsonford** – Replacement of seven windows to front elevation**. GRANTED**

**W 16 / 1344 Rowington Grange (formerly Gaydon House), Mill Lane, Rowington –** Prior Approval for the change of use of an agricultural building to form one dwelling. **Prior approval not required** but proposed development is subject to a further submission to agree the design and external appearance of the building

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

**Boundary House, Manor Lane, Pinley Green** – Erection of single storey and first floor extensions. Considered during August by Councillors. Response of No Objection submitted by RPC during August. Resolved that formal approval of the response submitted to WDC be approved by this meeting [ GB/MN]

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

**Ardencote Manor** – update received from WDC Planning Enforcement relating to Planning Appeal. Delay to appeal due to delay at Planning Inspectorate but appeal has now been revived with a new start date of 18 August 2016. The process may continue for up to 8 weeks. Regarding the golf course and its use WDC has confirmed that this is a matter for Stratford District Council. Clerk to check on photographs submitted to Planning Inspectorate and if a further reply had been forthcoming from WCC Highways on the road safety issue.

**W 16 / 1321 Crossways, Rowington Green -** Proposed erection of 2 dwellings. Notification of Planning Committee 13 September 2016 . Town Hall, Leamington Spa. Cllr. Gaffey to confirm his attendance in the absence of any other Councillor being available to attend the meeting.

**65. PARISH DESIGN STATEMENT**

Update by Steering Group on progress. (Cllrs. North, Gaffey and Mrs Clarke). Draft document circulated to Councillors for consideration prior to submission of draft PDS to Warwick District Council. Resolved that draft document together with explanatory notes to be submitted to WDC for consideration.

**66. PARISH WEBSITE**

66.a Update (if any) [www.rowingtonpc.org.uk](http://www.rowingtonpc.org.uk). Clerk continues to post information.

**67. LOCALITIES FORUM**

67.a Warwick Rural West Community Forum. (**Cllr Gaffey and Cllr. Mrs Weir). Next Meeting:**  22nd September 2016. Cllr. Mrs Weir had submitted her apologies for this meeting. Cllr. Gaffey to attend. Future Meetings -26th Jan 2017

67.b New Neighbourhood Watch Initiative for Rowington Parish. Update. Clerk reported that Co-ordinators for Lowsonford had now been confirmed and progress could now be made. Clerk to post notices advertising NHW on notice boards.

**68. ROWINGTON AND LOWSONFORD VILLAGE HALLS**

68.a Reports (if any)

Cllr. Bull reported that bookings at Rowington Village Hall appeared to be slightly higher than last year, but that the Ladies Cloakroom facilities required a re-vamp. It was suggested that once quotations for the proposed works had been established by the RVH Management Committee that the PC might be able to assist with funding.

Clerk reported that Lowsonford Village BBQ held at Lowsonford Village Hall on Sunday 28th August 2016 had been attended by some 92 residents and had raised £1,138 for the hall.

**69. HIGHWAYS, FOOTPATHS AND TRANSPORT**

69.a WDC Flooding Reports (if any)

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

(i) Cllr. Bull reported that he was continuing to press WCC in conjunction with Network Rail, who appeared to own the adjacent land, to attend to the blocked culvert in Kingswood Brook.

(ii) Longstanding flooding/lying water across the highway outside Sandall House Farm, Lowsonford and in Manor Lane, Pinley close to the quarry entrance to be reported to WCC Highways in the first instance.

69.c Reports by Councillors on any footpath issues. Reports Sheets due from – Cllr.Coombs. Clerk confirmed that the footpath W49 off Mill Lane, Rowington had now been cleared.

**70. PLAYING FIELD**

70.a Playing Field Inspection Reports - **Cllr. Mrs Clarke (24 July) Cllr. North (07 August) Cllr. Bull (21 August)Cllr. Mrs Weir (04 Sept).** Cllr. Mrs Weir requested that Clerk provide her with hard copies of the inspection form to enable her to complete same. Clerk to arrange.

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

70.b Request for quotation for annual tree work to playing field submitted to AMW Lawn Care Ltd. Quotation received in the sum of £250.00. **Resolved** that the quotation be accepted on the basis that all debris and brash would be removed as part of the sum quoted. Cllr. Bull asked that if possible he could attend the playing field when the contractors were carrying out the work. Clerk to request start date from the contractors.

70.c For the avoidance of doubt and to eliminate further protracted discussion Councillors to consider a formal resolution to confirm the established and continuing practice of weekly visual inspections of the playing field in accordance with current insurance advice and HSE legislation.

**Resolved** unanimously that weekly visual inspections of the playing field by Councillors would continue as a necessary duty of care on the part of the PC as operator of the facility [MN/NC]

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

71.a Aug 2016 CPRE Annual General Meeting at Sutton Coldfield Town Hall on **8th September 2016** at 6.00pm. Noted

71.b Aug 2016 WALC Warwick Area Meeting on **5th October 2016** at Saltisford Canal Trust, Budbroke Road at 7.30pm. Noted

71.c Aug 2016 WALC Upcoming Events – **14 September 2016** – Pensions at Eathorpe Village Hall 2pm – 4pm. Noted

71.d Aug 2016 WALC details of Local Councils Charter for consideration by Parish Councils . Copy in Circulation File for consideration by Councillors and future agenda item.

**72. CORRESPONDENCE**

72.a 05 Aug 2016 WDC Finance. Details of changes to funding support to Parish Councils. Response required by 30 September 2016 plus email from D.Cllr. Whiting relating to this matter.

72.b 01 Aug 2016 Warwick Rural West Community Forum . Details of funding available. Noted

72.c 16 Aug 2016 WDC Tracy Darke. Response to RPC regarding proposed changes to Planning Site Notices. **Report from Cllr. Mrs Bull** following meeting between parishes and Tracy Darke WDC on 23 Aug 2016. Copy of Cllr. Mrs. Bull’s meeting notes attached to these minutes as Appendix.1

72.d 23 Aug 2016 WCC Details of Flood Risk Management Team Grants available. Noted

72.e 22 Aug 2016 Zurich Insurance – details of increase in insurance premium tax. Noted

72.f 15 Aug 2016 The Pensions Regulator. Staging Date Passed. Cllr. Gaffey dealing with this matter and update to be provided at next PC meeting.

72.g 02 Sept 2016 Grant Thornton – Unqualified Audit Conclusion 2015-2016

72.h 05.09. 2016 WDC Consultation on Housing & Homelessness Strategy from April 2017. Details in Circ File. Noted.

72.i Aug 2016 NALC Legal Topic Note LTN 59 The Rights of Local Councils to be notified of Planning Applications and Decisions. Copy in Circ. File. NALC Legal Topic Note LTN 88 Event Licensing. Copies in Circ. File

72.j Circulation Envelope:

Royal Spa Centre details of Leamington Music Autumn 2016 to Spring 2017; details of Warwickshire Guide – Care and Support in Warwickshire; details of WCC Housing Related Support and four new services; WDC Council Meeting 10 August 2016 Agenda + Minutes of 29 June 2016; WDC Standards Committee Meeting 10 August 2016 Agenda; CPRE Field Work Summer 2016; CPRE Countryside Voice Summer 2016. WCC Recycle for Warwickshire e-newsletter; WCC World Alzheimer’s Month; WCC Campaign on use of mobile phones whilst driving.

**73. FINANCE**

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

Clerk Salary & Allowance £836.73

AMW Lawn Care Inv 7884 & 8164 £552.86

Mr D Connolly (P.Field) £ 75.00

WALC Annual Membership £323.00

**73.b To be paid**

Clerk Salary & Allowance + RFO Payment £1001.42

CPRE Annual Membership £ 36.00

**73.c Received:**

Bank of Ireland (Interest July 2016) £ 2.30

**Resolved** unanimously that the above finance items be approved [GB/NC]

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

 (i) Draft document circulated to all Councillors prior to June meeting relating to risk analysis and management and annual governance. For further consideration/discussion at October meeting. Copy of draft document to be circulated to Councillors for consideration.

(ii) Clerk to post Councillor Vacancy notices for the current two vacancies.

**74. ITEMS FOR FUTURE AGENDAS**

RPC Employee Pension arrangements

**NEXT MEETING**

**Thursday 13 October 2016 at Rowington Village Hall**

Signed………………………………………………

Date…………………………………………………

**APPENDIX 1.**

Planning Forum Meeting of 23 August 2016 at Wren Hall

Present:

Janet Gee - Chair of PC

John Cook – Chair of WDC Planning Committee

Tracy Darke – Head of Planning WDC

Rajinder Lalli – WDC Enforcement Officer

The meeting took the format of answering questions from the floor:

1. When items come to Planning Committee, the presumption is in favour
2. Local Plan – Tracy Darke is confident that this will be approved by the Inspector early next year
3. Limited Infill – query permission for 2 dwellings when 1 would be preferable, but there needs to be a valid planning reason for this. All applications are still in Green belt until the Local Plan is approved, so decisions are not cut and dried.
4. Planning Notices – statutory requirement that there should be a planning notice visible for 21 days or need to inform adjoining properties which could be difficult in rural areas (30% of rural land in England remains unregistered) The only way forward in the latter case is to approach HM Land Registry. A reasonable approach is for planning officers to make a judgement as to whether a site needs a notice. Suggest from Leek Wootton PC that planning notices could be sent to the Parish Clerk to display and this they are willing to trial.
5. Fences and gates without planning permission . (i) If the fence, wall or gate  would be over 1 metre high and next to a highway used by vehicles; or over 2 metres high elsewhere; or (ii) Your house is a Listed Building or is in the curtilage of a Listed Building you will require planning permission.
6. Landscape Guidelines should be taken notice of in planning decisions
7. WDC Planning Committee cannot over-rule a highway decision
8. If PC cannot read drawings they should email the WDC Case Officer for assistance
9. 95% of planning applications are dealt with under delegated powers and each Case Officer is part of a team of 10.
10. A new development should not have to sort out existing problems e.g. Severn Trent and Leek Wootton Police College.