**ROWINGTON PARISH COUNCIL**

To: All Parish Councillors / C. Cllr. Mrs Compton / D.Cllr. Mrs S Gallagher/D.Cllr. P Whiting

 07 April 2017

**YOU ARE HEREBY SUMMONED** to a **MEETING** of Rowington Parish Council to be held at Lowsonford Village Hall on Thursday 13 April2017 at 7.30 pm

 

 Mrs A Coleman

 Proper Officer of the Council

DECLARATIONS OF INTEREST: Declarations of interest should be made at item 3 below. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. In the event of an interest being prejudicial, members are reminded that they must withdraw from the room or chamber whenever it becomes apparent that the matter is being considered, unless a dispensation has been obtained. If members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from the Clerk prior to the meeting

**1 APOLOGIES**

 To record any apologies submitted and approve the reason for absence.

**2 C0-OPTION OF TWO PARISH COUNCILLORS**

 Applications for the advertised vacancies received from Mr Ian Henderson and Mrs Jane Coles received at

 the March meeting. Declarations of Acceptance of Office to be signed by both parties at this meeting.

**3 CHANGES TO PUBLISHED AGENDA**

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

**5 MINUTES OF MEETING HELD ON 09 MARCH 2017**

Draft Minutes circulated to Councillors with this agenda for approval.

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

**Please note that other than during the public participation session under Item 5, members of the public are not permitted to address the meeting unless specifically invited to do so by the Chairman.**

**7 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

**8 PLANNING MATTERS**

**8.a Considered by WDC:**

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

**W17 / 0481 Durham Ox, Shrewley Common** – Proposed erection of a single storey rear extension

**W17 / 0434 Bushwood House, Preston Road, Lowsonford** – Internal and external alterations. Listed Building.

**W 17 / 0507 Mop Meadow Farm, Lapworth Street, Lowsonford** – Demolition of existing agricultural /equestrian building and construction of replacement building, along with construction of new agricultural machinery storage building.

**8.c Other Planning/Enforcement Matters**

None at issue of agenda

**9. RPC VACANCY – CLERK AND RESPONSIBLE FINANCIAL OFFICER – CONFIDENTIAL ITEM**

Under Section 100A of the Local Government Act 1972 the public and press will be excluded from the meeting for this item by reason of the likely disclosure of exempt information relating to an individual, information which is likely to reveal the identity of an individual, and information relating to the financial or business affairs of any particular person

9.a Recommendations of Working Party held on Saturday 11 March 2017 at Lowsonford Village Hall. Present: Cllr. Gaffey, Cllr. Coombs, Cllr. Mrs Clarke, Cllr. Mrs Weir, Clerk. Formal resolution required to confirm employment of Nicola Everall as Parish Clerk and Responsible Financial Officer with effect from Monday 17 April 2017.

**10.ANNUAL PARISH MEETING**

27 April 2017 at Rowington Village Hall 7.30pm

Invitations issued to local organisations.

Refreshments to be arranged.

**11. PARISH WEBSITE**

11.a Update (if any) [www.rowingtonpc.org.uk](http://www.rowingtonpc.org.uk).

11.b Confirmed with Website Manager that on 14th April 2017 the contact email of clerk@rowingtonpc.org.uk will be re-directed to the new Clerk Nicola Everall

**12. ROWINGTON AND LOWSONFORD VILLAGE HALLS**

12.a Reports (if any)

**13. HIGHWAYS, FOOTPATHS AND TRANSPORT**

13.a WDC Flooding Reports (if any)

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

13.c Reports by Councillors on any footpath issues.

**14. PLAYING FIELD**

14.a Playing Field Inspection Reports - **Cllr. Gaffey (05 March) Cllr. Coombs (19 March) Cllr. Mrs Clarke (02**

 **April)**

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

14.b Additional tree work carried out by Adam’s Tree Surgery to be completed – orginal invoice remains unpaid

 pending notification that the work has been carried out.

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

15.a 27 Apr 2017 Training Day. What to do and when – The Clerks Year. Eathorpe Village Hall 10.00am to

 4.30pm.

**16. CORRESPONDENCE**

16.a. 14 Mar 2017 Notice of Election of County Councillors 04 May 2017

16.b 29 Mar 2017 Email confirmation received from Stephen Williams confirming Cllr. Mrs Weir as PC

 representative on the Rowington Village Hall Management Committee.

16.c 30 Mar2017 WALC information on Post Offices and Local Government Ombudsman. (Copy in Circ. File)

16.d 04 Apr 2017 WALC details of Consultation on Localism (Copy in Circ. File)

16.e 05 Apr 2017 WALC Details of Revised Legal Topic Notes Nos. 20,18,13,11 & 3. Circulated to Councillors via

 email

16.f Circulation Envelope:

Leamington Music Festival Weekend 28 April – 2 May 2017 + details of Summer Schedule; CPRE Outlook Magazine Spring 2017; CPRE Field Work Spring 2017;WDC Council Meeting 12 April 2017 Agenda + Minutes of 22 February 2017; LCR Magazine Spring 2017; CPRE Countryside Voice Spring 2017; WCC Public Health details of Fitter Futures expansion; WCC Smart Start update; .

**17. PARISH DESIGN STATEMENT**

Update by Steering Group on progress. (Cllrs. North, Gaffey and Mrs Clarke). Draft document submitted to WDC 19 September 2016 for consideration and again in February 2017. No update at issue of agenda

**18. FINANCE**

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

None

**18.b To be paid**

Clerk Salary & Allowance (April) + RFO Annual

Payment £ 1016.29

Clerk Gratuity Fund Payment £ 4251.00 \*less deductions to be confirmed by HMRC on

 Tuesday 11 April 2017 . Scheduled call confirmed between

 2.00 and 3.00pm as “non- standard payment”.

M.I. Business Services Ltd (Website Annual Renewal) £ 150.00

Adam’s Tree Surgery (Tree Work) Inv. 2441 £ 216.00

Cllr. J Gaffey (IT Equipment for new Clerk) £ 744.18

EoN Telephone Kiosks Electricity £ 60.13

**19.c Received:**

Bank of Ireland Interest (Mar) £ 2.53

Tennis Club Rent £ 360.00

Allotments Rent £ 222.34

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

19.d.(i)Audited Accounts for approval and signature – Year End 31 March 2017. Circulated to Councillors 07 April 2017 for consideration.

19.d.(ii) Annual Return – Grant Thornton. **Submission Date 09 June 2017**

**20. ITEMS FOR FUTURE AGENDAS**

None at issue of agenda

**NEXT MEETING**

**Annual Parish Meeting Thursday 27 April 2017 at Rowington Village Hall**

**ANNUAL COUNCIL MEETING**

**Thursday 11 May 2017 at Rowington Village Hall**