

**ROWINGTON PARISH COUNCIL  
MINUTES OF PARISH COUNCIL MEETING HELD AT  
LOWSONFORD VILLAGE HALL ON THURSDAY 13 APRIL 2017**

**Present**

Cllr. J. Gaffey (in the Chair)

Cllr. G. Coombs

Cllr. M North

Cllr. Mrs D Weir

Cllr. Mrs J Coles

Cllr. I Henderson

Cllr. Mrs J Compton

Cllr. Mrs S Gallagher

Clerk

One member of the public

**164 APOLOGIES**

Apologies received and approved – Cllr. Mrs Clarke and D.Cllr. Whiting away on holiday.

**165 CO-OPTION OF TWO PARISH COUNCILLORS**

(i) Applications for the advertised vacancies received from Mr Ian Henderson and Mrs Jane Coles received at the March meeting. Resolved unanimously that Mr Ian Henderson and Mrs Jane Coles be co-opted as members of Rowington Parish Council [GC/MN].

(ii) Declarations of Acceptance of Office signed by both parties and P.Cllr. Mrs Coles and P.Cllr. Henderson welcomed to the parish council.

**166 CHANGES TO PUBLISHED AGENDA**

Addition to this agenda were made under Minute 182 Finance to be paid – Mr D Connolly £50.00

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

None made

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

Draft Minutes circulated to Councillors with this agenda for approval. The Minutes of 09 March 2017 were approved as being a true record [GC/DW]

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

David Lane from Pinley was in attendance to observe proceedings.

**170 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr. Mrs Jose Compton gave the following report:

- Due to the WCC Elections on 04 May 2017 this was a period of purdah during which very few decisions could be made. This was also Cllr. Mrs Compton's last attendance at Rowington Parish Council due to her impending retirement.
- At the last full meeting of WCC prior to the election, the retirement of 20 Councillors had been approved which reduced the overall number of Councillors from 62 down to 57.
- Old Shire Hall in Warwick had been granted planning permission by WDC to become a function suite for weddings, conferences etc. The building is listed and will require considerable upgrading works to bring the facilities up to date but it was hoped that some of the refurbishment costs would be recovered through future income.
- Community Forums – due to Warwickshire boundary changes the Community Forums were still under review and funding remained in question

- The Delegated Transport Budget of £25k allocated to County Councillors for minor road projects in their area remain in place and Cllr. Mrs Compton recommended that if any such projects were being considered by RPC the Council should approach their new County Councillors once elected. Cllr. Coombs highlighted the need for improvement to the layby close to the canal bridge at Lawsonford which was in need of upgrading. Cllr. Mrs Compton recommended that the PC made contact with Debbie Poynton at WCC to get some plans and costs ready for a request for funding.

The Chairman extended the thanks of Rowington Parish Council to Cllr. Mrs Compton for her attendance at nearly every PC meeting and her hard work and support for Rowington Parish during her time as a County Councillor and wished her well for the future

Cllr. Mrs Sue Gallagher gave the following report to incorporate the notes provided by Cllr. Whiting in his absence:

- Local Plan - progress continues as planned, with an approved plan expected to be in place by September.
- HQ relocation - WDC councillors have been briefed on the progress on this major project, which will see the Council's current Riverside House site developed for housing, and new offices (along with residential apartments and a replacement multi-storey car park) built on the Covent Garden site in the heart of Leamington Spa. The next major step will be the submission, later this year, of planning applications related to the two sites.
- Europa Way - the council is considering the purchase of land from WCC at Europa Way, south of Warwick. This would enable a mixed use development of housing, commercial premises and (as already agreed in an outline planning permission for the site) a new community football stadium. This stadium would enable the relocation of Leamington Football Club from their current Harbury Lane site, which has been identified as a possible gypsy and traveller site. Such a site is a long-standing requirement to satisfy national planning requirements, so progress on this would be very helpful.
- CIL - a paper is also going to Council which will take the next steps in the creation of a Community Infrastructure Levy (CIL) on new developments in the District. In addition to the existing Section 106 funds, the CIL would provide funds for infrastructure in the locality of new developments.

## **171 PLANNING MATTERS**

### **171.a Considered by WDC:**

None at issue of agenda.

### **171.b To be considered by RPC**

**W17 / 0481 Durham Ox, Shrewley Common** – Proposed erection of a single storey rear extension. **Comments – Whilst Rowington PC raises no material objections to this proposal, Councillors found the lack of information regarding the size etc. of the proposed extension made it difficult to make an informed response.**

**W17 / 0434 Bushwood House, Preston Road, Lawsonford** – Internal and external alterations. Listed Building. **No objections**

**W 17 / 0507 Mop Meadow Farm, Lapworth Street, Lawsonford** – Demolition of existing agricultural /equestrian building and construction of replacement building, along with construction of new agricultural machinery storage building. **No objections**

### **171.c Other Planning/Enforcement Matters**

None at issue of agenda

## **172. 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

One member of the public present left the room during the following item.

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

unanimously that Nicola Overall be employed as the new Clerk and Responsible Financial Officer with effect from 17<sup>th</sup> April 2017 [MN/IH]

172.b Following discussion with Internal Auditor and John Crossling at WALC it had been suggested that Allyson Coleman remain as RFO to the Council until the Annual Return is submitted 09 June 2017 to assist with a smooth transition. Councillors were of the opinion that the new Clerk and RFO should take over all responsibilities with effect from 17 April 2017 including submission of the Annual Return for 2016-2017.

### **173.ANNUAL PARISH MEETING**

27 April 2017 at Rowington Village Hall 7.30pm

Invitations issued to local organisations.

Refreshments to be arranged.

Discussions followed regarding the lack of attendance at the APM last year and it was agreed that increased publicity was vital to encourage more residents to attend the APM.

### **173. PARISH WEBSITE**

173.a Update (if any) [www.rowingtonpc.org.uk](http://www.rowingtonpc.org.uk). It was agreed that the website required expansion and more information than currently but that this would require someone to take on the role of looking after the website.

173.b Confirmed with Website Manager that on 14<sup>th</sup> April 2017 the contact email of [clerk@rowingtonpc.org.uk](mailto:clerk@rowingtonpc.org.uk) will be re-directed to the new Clerk Nicola Overall. The Website Manager Ian Broadbridge of MIBSL Ltd would be available for any training or assistance the new Clerk required.

### **174. ROWINGTON AND LOWSONFORD VILLAGE HALLS**

174.a Reports (if any)

Clerk reported that Lowsonford Village Hall was struggling with lack of support from residents and the long term future of the hall was in doubt. Suggested that the Chairman of the village Hall management committee could perhaps attend the APM to outline the current problems. Unfortunately the Chairman was away in London at the time of the APM.

### **175. HIGHWAYS, FOOTPATHS AND TRANSPORT**

175.a WDC Flooding Reports (if any)

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

- Cllr. Mrs Compton reported that the Narrow Lane highway shoulders were in a dangerous state and she would report this to WCC Highways.

175.c Reports by Councillors on any footpath issues. More way markers required for Cllr. Coombs.

### **176. PLAYING FIELD**

176.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.

A new rota will be necessary to include the two new Councillors. Cllr. Gaffey to take the new Councillors around the playing field to explain the inspection routine.

176.b Additional tree work carried out by Adam's Tree Surgery to be completed – original invoice remains unpaid pending notification that the work has been carried out. Cllr. Coombs was of the view that the work had now been completed

### **177. MEETINGS/TRAINING DAYS ATTENDED / FORTHCOMING**

177.a 27 Apr 2017 Training Day. What to do and when – The Clerks Year. Eathorpe Village Hall 10.00am to 4.30pm. Induction Day for new Councillors scheduled for June – new Councillors to attend

### **178. CORRESPONDENCE**

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

178.b 29 Mar 2017 Email confirmation received from Stephen Williams confirming Cllr. Mrs Weir as PC representative on the Rowington Village Hall Management Committee. Noted

178.c 30 Mar 2017 WALC information on Post Offices and Local Government Ombudsman. (Copy in Circ. File) Noted

- 178.d 04 Apr 2017 WALC details of Consultation on Localism (Copy in Circ. File)Noted  
 178.e 05 Apr 2017 WALC Details of Revised Legal Topic Notes Nos. 20,18,13,11 & 3. Circulated to Councillors via Email. Noted  
 178.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; .

**179. 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. Clerk to provide Cllr. North with contact details of Nick Corbett at WDC to enable him to pursue the matter.

**180. FINANCE**

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

None

**180.b To be paid**

|   |   |
|---|---|
| Clerk Salary & Allowance (April) + RFO Annual Payment | £ 1016.29   |
| Clerk Gratuity Fund Payment                           | £ Deductions to be confirmed by HMRC following submission of Annex A form for special clearance of non-standard payment. Clerk to advise PC as soon as response received from HMRC. |
| 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   |
| Mr D Connolly – P. Field Insp.                        | £ 50.00   |

**180.c Received:**

|                                |          |
|--------------------------------|----------|
| Bank of Ireland Interest (Mar) | £ 2.53   |
| Tennis Club Rent               | £ 360.00 |
| Allotments Rent                | £ 222.34 |

Resolved unanimously that the above items of finance be approved

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

- 180.d.(i) Audited Accounts for approval and signature – Year End 31 March 2017. Following approval by the Internal Auditor it was resolved unanimously that the accounts for the year end March 2017 be approved.[GC/DW]  
 180.d.(ii) Annual Return – Grant Thornton. **Submission Date 09 June 2017.** Noted

**181. ITEMS FOR FUTURE AGENDAS**

None at issue of agenda

There being no further business the meeting closed at 9.25pm.

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

**ANNUAL COUNCIL MEETING**  
**Thursday 11 May 2017 at Rowington Village Hall**