

**ROWINGTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT**  
**ROWINGTON VILLAGE HALL ON THURSDAY 11 MAY 2017**

**Present**

Councillor J Gaffey (Chairman)  
Councillor J Coles  
Councillor N Clarke  
Councillor I Henderson  
Councillor M North  
Councillor D Weir

Warwick District Councillors Mrs S Gallagher & P Whiting  
Parish Clerk – Nicola Overall  
No members of the public

**182 Election of Chair**

Councillor Clarke took the chair and asked for nominations for the role of Chairman for the ensuing year. Nominations were invited for the role of Chairman and there being no other nominations, it was proposed by Councillor North and seconded by Councillor Coles that Councillor Gaffey be elected as Chair for the ensuing year. Councillor J Gaffey accepted the nomination and subsequently signed the Declaration of Office.

**Councillor J Gaffey in the Chair**

**183 Apologies**

Apologies for absence were received on behalf of Councillor Coombs and new WCC – Councillor Cooke .

**184 Election of Vice Chairman**

In the absence of Councillor Coombs this item was deferred until the next meeting.

**185 Declarations of Interest & Dispensations Relating to Pecuniary Interests**

There were no declarations of interest

**186 Register of Disclosable Pecuniary Interests**

Councillor Gaffey submitted a Disclosable Pecuniary Interests form to which, the Clerk was asked to submit to the Monitoring Officer at Warwick District Council. No other new forms were submitted.

**187 Changes to Published Agenda**

Additions to this agenda were made under Minute 204 – Finance Matters.

**188 Minutes of the Meeting held on 13 April 2017**

It was proposed by Councillor North and seconded by Councillor I Henderson that the minutes of the meeting held on 13 April 2017, having been previously circulated were agreed and signed as true record.

**189 Questions from Members of the Public (Limited to 15 minutes)**

There were no members of the public present.

**190 Review of Standing Orders & Financial Regulations**

It was proposed by Councillor Clarke and seconded by Councillor M North that the Parish Councils Standing Orders and Financial Regulations remain unchanged for the ensuing year.

**191 Report by Responsible Financial Officer**

The Parish Clerk & RFO gave an overview regarding the Year End Accounts 31 March 2017 and reported that they had been audited and signed by Mr I Wilson, the Parish Councils Internal Auditor.  
The Annual Governance Statement was to be signed at the next meeting of the Parish Council.

The RFO also tabled a proposal for regular income and expenditure reporting, which was considered by Councillors as being a useful financial reporting tool.

### **192 Report from County Councillor**

Newly appointed Councillor J Cooke was unable to attend the meeting.

### **193 Report from Warwick District Councillors**

Councillors S Gallagher and P Whiting reported that the Annual Meeting of Warwick District Council had taken place on Wednesday 10 May 2017 and Councillor Allan Boad had been elected Chairman for the ensuing Municipal Year.

The Year Accounts for the District Council had not been finalised, but it was expected that there would be a modest surplus of funds.

There was to be a review of the waste management contracts in two years' time and significant changes were being made to the leisure centre contracts at St Nicholas Park and Newbold Common.

Plans were in place for the Covent Garden site in Leamington Spa and also for a new office building for WDC.

Councillor Mrs S Gallagher expressed extreme disappointment at criticisms of her that had been voiced by members of the public, following the submission of her apologies to the Parish Councils Annual Parish Meeting held on 27 April 2017.

Councillor Mrs Gallagher stated that her absence from that meeting was due to a series of unfortunate personal circumstances and that as she rarely missed attending Parish Council meetings throughout the district.

### **194 Planning Matters**

#### **Considered by WDC:**

**W17/0371 - Barnfield, Lye Green, Holywell** - Erection of 2 two storey rear extension – Refused by WDC

#### **To be considered by the Parish Council**

**W17/0726 The Elephant & Castle, Old Warwick Road, Rowington** - creation of a one bedroomed self-contained annex flat within an existing dwelling house – The Parish Council were unable to assess the application due to lack of information.

#### **Other Planning/Enforcement matters**

**W17/0104 Lyttleton House, Lye Green, Holywell, Rowington – Appeal made 28 April 2017**

Proposed development; erection of two storey rear extension

### **195 Parish Design Statement (PDS)**

Concern was raised in that no response had been forthcoming from WDC Planning regarding the submission of the PDS. Additionally, the Parish Council had received criticism at the Annual Parish Meeting by some residents of Rowington Parish for the long delays in the document reaching completion and being available for publication.

Councillor North is to write to Tracy Darke requesting an expeditious response from WDC Planning Department regarding the PDS to enable the document to be completed and made available for public distribution. A copy of the letter is to be issued to the Clerk, WDC Councillors Gallagher & Whiting and Councillor Alan Rhead, Portfolio Holder.

The Parish Council requires the document to be approved by WDC for adoption into the formal planning process as originally conceived by RPC.

In the event that the PDS is not adopted, the Parish Council will consider its next step to ensure that the document is made publicly available and that it contributes to the planning decisions of the Parish Council.

### **196 Parish Council Website**

The Parish Clerk reported that the Website Manager was currently maintaining the website and was asked to ensure that all information was kept up to date.

### **197 Localities Forum**

There was nothing further to report at the time of the meeting until a new Forum was established and a schedule and agenda are published.

### **198 Reports from Lowsonford & Rowington Village Halls**

There were no reports available.

### **199 Highways, Footpaths & Transport**

The Clerk was asked to contact Councillor Coombs with regards to outstanding correspondence from WCC in relation to way markers.

### **200 Playing Field**

Playing Field Inspection Reports were outstanding from 5 & 19 March and 2 April 2017.

Councillor Gaffey reported that he was to meet with new Councillors Henderson and Coles to review the inspection methodology and ensure that they were fully briefed on the weekly Playground Inspections. The Clerk was asked to revise the inspection schedule to include new Councillors.

### **201 Meetings, Training Days attended & forthcoming**

The Clerk was requested to book Councillor Coles on to the WALC Neighbourhood Plan Workshop which was to take place on Saturday 20 May 2017 at a cost of £30.00.

### **202 Correspondence**

The Clerk had received emails from both Village Halls advising that due to the forthcoming General Election the Village Halls would be unavailable for the meeting on 8 June 2017. The Clerk was asked to revise the date of the next Parish Council meeting.

The Clerk advised members that the Parish Council's Annual Employers & Public Liability Insurance policies were due for renewal at the beginning of June 2017 at a cost of £669.64 for the year. It was proposed by Councillor Mrs Clarke and seconded by Councillor Henderson that the Clerk advise Zurich Municipal that the Parish Council wished to renew its insurance policies.

### **203 Councillor Vacancy**

Councillors considered an application by Mr David Lane to join the Parish Council as a co-opted member. Members considered that Mr Lane's experience would be of great value to the Parish Council and it was unanimously agreed to approve the co-option of Mr David Lane.

### **204 Finance**

#### **Paid during the month:**

Clerks Salary April £307.44

#### **To be paid**

Clerks Salary May £604.29

HMRC April & May £230.40

AMW Lawncare £269.18

Councillor Clarke Expenses Annual Parish Meeting £21.49

#### **Received:**

None to date

**Resolved unanimously that the above items of finance be approved**

### **205 ITEMS FOR FUTURE AGENDAS**

None at issue of agenda

**206 Any Other Business**

Councillor Henderson suggested that any documents circulated or sent to outside bodies should be sent as PDF's. Councillor Henderson also suggested that the Clerk seeks advice from the Web Host regarding alternative options for the storage of Parish Council documents and the virus scanning of incoming and outgoing documents.

There being no further business the meeting closed at 9.20pm.

**NEXT MEETING**  
**Wednesday 7 June 2017 at Lawsonford Village Hall**

Signed.....

Designation.....

Date.....