

**ROWINGTON PARISH COUNCIL
MINUTES OF THE ADMINISTRATION WORKING GROUP MEETING HELD AT
ROWINGTON VILLAGE HALL ON WEDNESDAY 29 NOVEMBER 2017**

Present

Councillor J Gaffey (Chairman)
Councillor I Henderson
Councillor M North
Parish Clerk – Nicola Everall

1 Apologies

There were no apologies for absence.

2 Declarations of Interest & Dispensations Relating to Pecuniary Interests

There were no Declarations of Interest.

3 Parish Notifications

At the November meeting, it was suggested that the Parish Council provided regular local information updates to local residents via an email distribution list.

It was agreed that the Chairman would draft a letter, which would be included in the distribution of the Parish Design Statement. Inviting residents to contact the Parish Clerk, if they wished to be included in the mailing list. This would be entirely voluntary, and information provided to residents, would be strictly limited to that which, is relevant and of local interest to residents. The frequency of the emails was yet to be determined, however, it is likely to consist of a weekly, fortnightly or monthly summary and update, which will be issued depending on the information that comes to hand.

The Clerk confirmed that she had submitted a report to Ferncumbe News following requests from residents.

4 Drop Box

Councillor Henderson agreed to set up a Drop Box folder for each Parish Council meeting, allowing Councillors to easily view key documents, relevant to that meeting, and make comments, particularly pertaining to planning applications.

5 Training Programme

The Clerk confirmed that a simple document had been created to record any training courses which, members had attended.

The Clerk was also asked to contact WALC to enquire regarding Safe Guarding for Children & Vulnerable Adults courses, which members would be encouraged to attend.

6 Matters Relating to Meetings

Planning Applications

Councillor Henderson asked if there could be a more practicable timetable relating to planning applications, but the Clerk explained that the Planning Authority emailed applications once they had been validated on the WDC system, and unfortunately this often meant that applications fell between meetings of the Parish Council.

Agenda Items

It was agreed that decision items in meetings, should be more clearly identified on agendas, and that items for information only should be identified separately.

Reports for Meetings

It was agreed that members should make every effort to read reports ahead of meetings to reduce the discussion time taken in each meeting. The use of Drop Box would assist with this, by having an itemised folder for each meeting. Additionally, relevant links will be made available for ease of use.

The Clerk was asked to contact Councillors Cooke, Gallagher and Whiting to request reports ahead of meetings for members to peruse.

Distribution of Documents

It was agreed that all documents should be distributed in PDF format, unless being distributed for editing purposes.

Length of Meetings

The Chairman confirmed that every effort is made to keep meetings as short as possible, however, this was not always possible when complex matters required substantial discussion.

Material Planning Considerations

Following attendance at a recent training course on the assessment of planning applications, Councillor Henderson offered to provide a brief paper on Material Planning Considerations, which can be used as a checklist for Councillors when assessing planning applications.

7 Next Meeting

Thursday 22 February 2017 at Rowington Village Hall

Councillor Lane to be invited following an apology from Councillor North

Signed.....

Designation.....

Date.....