

**ROWINGTON PARISH COUNCIL
MINUTES OF A PARISH COUNCIL MEETING HELD AT
LOWSONFORD VILLAGE HALL ON THURSDAY 14 NOVEMBER 2019**

Present

Councillor I Henderson – Chairman
Councillor J Coles
Councillor M Daw
Councillor J Moore
Parish Clerk – Nicola Everall
Warwick District Councillor – Councillor G Illingworth
3 members of the public for all or part the meeting

106. Apologies

Apologies for absence were received on behalf of Parish Councillors D Lane, B Sandford & D Weir, District Councillor R Hales and County Councillor J Cooke.

107. Declarations of Interest

A Declaration of Interest was declared from Councillor I Henderson relating to a personal financial interest in item 120(d) below and Councillor Henderson took no part in the discussion or voting.

108. Chairman of the District Council – Councillor G Illingworth

Councillor I Henderson welcomed the Chairman of the District Council to the meeting.

109. Minutes of the Meeting held on 10 October 2019

It was proposed by Councillor J Coles and seconded by Councillor M Daw that the minutes of the meeting held on 10 October 2019, having been previously circulated were agreed and signed as true record.

110. Questions from Members of the Public

There were no questions from members of the public.

111. Report from County Councillor – Councillor J Cooke

In the absence of Councillor J Cooke, the Clerk read his report which is also appended to these minutes.

112. Report from District Councillor G Illingworth

Councillor G Illingworth reported that a paper will be available to the Council on the policies relating to action on Climate Change Emergency declared earlier in the year and it was hoped this will be agreed without difficulty.

Another decision of the Executive should move the Creative Quarter in Leamington Spa forward.

Two recent resignations potentially affect the balance of the Council, one by-election restored the status quo whilst the next will take place on 12th December.

The Authority Monitoring Report for 2018/19 recently published shows that house building, and the proportion of affordable housing are in line with the requirements of the Local Plan. Three houses were completed in Rowington.

Only two parishes qualified for CIL in the year – Burton Green and Rowington.

Additionally, Councillor Illingworth reported that the Planning Committee had approved two new secondary schools in the last few weeks reflecting the increases in population. These are in Kenilworth and Bishops Tachbrook.

113. Planning Matters

a) The following planning matters were reported.

| Application Number | Application Details | Comments required by | PC Comment | WDC Comment |
|--------------------|---|----------------------|--------------|-------------|
| W19/1289 | Old Vicarage, Old Warwick Road, Rowington, Proposed erection of single storey side extension | 17/09/19 | No objection | Granted |
| W19/1224 | Meadow Croft, High Cross Lane, Rowington Proposal for a new agricultural storage building, fencing and hard surfacing | 11/10/19 | No objection | |
| W19/1258 | Foxbrook Cottage, Old Warwick Road, Rowington Replacement of existing stables | 23/10/19 | No objection | |
| W19/1306 & 1306LB | Finwood Hill Farm, Mill Lane, Rowington Erection of 2 storey side extension | 23/10/19 | Objection | Withdrawn |
| W19/1390 | Land north west of Pinley Green Equestrian Enterprise proposing the change of use of part of an agricultural building to equestrian, part of the holding for the keeping of horses, part of the land to the stationary of a log cabin for a temporary period of three years, and the erection of additional stables, an outdoor arena and horse walker | 11/10/19 | No objection | |
| W19/1461 & 1462LB | Middle Rookery Farm, Rookery Lane, Lowsonford Alterations to main house and associated landscape to include; Relocation of oil tank, Relocation of front drive entrance gate, Enlargement of stable doors to storage building, New gate into existing paddock, Reconfiguration of existing master bedroom layout, Enlargement of master bedroom windows, Demolition and re-construction of existing utility room | 4/10/19 | No objection | |
| W19/1689 | Lynton House, Queens Drive, Rowington Proposed two storey side extension and associated internal alterations | 06/11/19 | No objection | |

b) The following planning matters were considered and decided:

| Application Number | Application Details | Comments required by | PC Comment | WDC Comment |
|--------------------|---|----------------------|--------------|-------------|
| W19/1760 | Finwood Cottage, Mill Lane, Rowington New access to field from highway with agricultural gates | 19/11/19 | No objection | |

| | | | | |
|---------------------|--|----------|--------------|--|
| W19/1769 &1770LB | Old field Farm, Old Warwick Road, Rowington Proposed two storey front extension incorporating vaulted glazed projection to replace existing single storey lean-to extension. Proposed single storey lean-to side extension, works to and glazed enclosure of existing front porch | 22/11/19 | No objection | |
|---------------------|--|----------|--------------|--|

c) Potential Enforcement Matters

Ednam Meadow, The Cumsey

Despite a number of emails to the LPA, no reply had been received and the Clerk agreed to follow this up with the LPA and request that the Enforcement Officer makes a site visit.

114. Playing Field

a) Outstanding reports

None

b) Future Inspection Dates

24 November - Councillor D Weir, 8 December – Councillor J Moore and 22 December – Councillor M Daw.

c) RoSPA Annual Inspection

The Clerk previously circulated a copy of the RoSPA inspection carried out in October and presented a quotation of works required following advice from the Inspector.

It was agreed that missing pales should be replaced at a cost of £108. Including VAT and that the rubber chip around the slide should be increased at a cost of £864 including VAT.

115. Reports from Village Halls

Lowsonford Village Hall

Councillor M Daw reported that the ACRE application had been successful and that a total of £70,000 had now been raised towards the refurbishment of the Village Hall. The toilets were currently being refurbished.

A vote of thanks was made to Councillor M Daw for his continued support for the Village Hall.

116. Parish Activities

Christmas Fayre at Lowsonford Village Hall – 7 December at 2pm

Annual Mistletoe Ball at Rowington Village Hall – 7 December at 7.30pm

The Rowington Parish Christmas Quiz at The Rowington Club – 22 December at 7.30pm

117. Highways, Footpaths & Transport

The Clerk was asked to request an Engineers report from the County Council following the recent water leak which was understood to have resulted in damage to the canal bridge at Lowsonford Canal Bridge.

The Chairman reported that a number of drains and gullies around the area were in need of clearance and the Clerk was requested to address this with County Highways.

118 . Meeting & Days Attended & Forthcoming

Chairman attended the WALC AGM & Conference on 9 November 2019

119. Correspondence

Noted.

120. Finance

a) Paid during the month

None

b) To be paid:

| | |
|--------------------------------|---------|
| Clerks Salary | £716.02 |
| Clerks Expenses | £7.32 |
| HMRC | £75.67 |
| MI Business Services | £65.00 |
| PCC Grant | £900.00 |
| Play Safety (RoSPA Inspection) | £99.00 |
| Nuneaton Signs | £197.51 |

c) Received:

| | |
|----------|------------|
| CIL Fund | £34,589.00 |
|----------|------------|

Resolved unanimously that the above items of finance be approved.

d) Request for Funding from the Old Folks Party Fund

The Clerk presented a request for funding on behalf of the Old Folks Party Fund and it was agreed that the Parish Council contribute £250.00 towards this community group. This was proposed by Councillor M Daw and Seconded by Councillor J Moore.

e) Proposal for a Footpath Survey

The Chairman made a proposal for the Parish Council to consider the cost of a Footpath Survey as it was likely that that footpaths would feature in one or more of the plans for CIL expenditure.

The condition of many of the footpaths and associated infrastructure such as styles and gates is unknown at present and the Chairman considered that it was necessary to fund researching this issue, with a view to putting the Parish Council in a much better position to make informed decisions in the future.

The proposed information would include series of reports as well as photographs that identify work that needs to be done and opportunities for improvement.

Additionally, the Chairman suggested that the Parish Council subscribes to Parish Online for the annual cost of £75.00 and this would include a digital mapping service.

Following discussions, it was proposed by Councillor J Moore and seconded by Councillor M Daw that the Parish Council approve funds from the Precept for up to a total of £500, to be controlled by the Clerk and paid out against invoices submitted with reports based on tasks that are specified by the Parish Council, commencing with footpaths in the Lawsonford, Holywell area and possibly including the canal network.

It was also agreed that the Parish Council subscribes to Parish Online.

Councillors J Coles & D Lane would assist in such projects.

f) Notice Board on Old Warwick Road

The Clerk had previously circulated photographs of the parish notice board on Old Warwick which was in a poor state of repair and was seeking quotations for its refurbishment. It was proposed by Councillor J Moore and seconded by Councillor M Daw that the Clerk could authorise works of up to £500 once a suitable quotation had been found.

121. VE Day – 8- 10 May 2020

The Chairman confirmed that the Royal British Legion and St Laurence Church would be celebrating VE Day in May 2020.

122. Community Infrastructure Levy (CIL)

The Chairman circulated a suggested 'roadmap' for the Parish Council to adopt as a guide when making decisions on the spending of CIL funds as set out below:

Background

1. We will have received approximately £90,000 in CIL funds by May 2020. There is a 5 year period during which the CIL from a particular development must be spent and the clock started for us in April 2019.
2. We have previously agreed the following 10 principles:
 1. *Project proposals must identify a project champion who will drive the project forward;*
 2. *The need for accountability and transparency in decision making, including publication of applications;*
 3. *The Parish Council will operate primarily in an oversight and governance role;*
 4. *Clear implementation timetable and budgets as part of the application;*
 5. *Regular monitoring of progress and reporting;*
 6. *An assessment of the benefit to the community;*
 7. *Priority to be given to projects that benefit a large number of residents or are a capital asset for the Parish;*
 8. *The Parish Council will probably not support projects where alternative sources of funding are readily available;*
 9. *The need to maintain parity between the different parts of the Parish; and*
 10. *The Parish Council will operate under Statutory Provisions and will not approve projects that are not supported by the CIL team at Warwick District Council.*
3. We must use CIL receipts to:

Support the development of the local council's area or any part of that area, by funding:

A) the provision, improvement, replacement, operation or maintenance of infrastructure, or

B) Anything else that is concerned with addressing the demands that development places on an area"

The definition of 'infrastructure' for the purposes of CIL includes 'Roads and other transport facilities, Schools and other educational facilities, Flood defences, Medical facilities, Open spaces, Sports and recreational facilities'.

4. We do not yet have a strategic plan for the spend of our Precept and it may be that a proportion of the Precept over the next few years could be added to this CIL funding to enable a more useful outcome. Alternatively, small projects that otherwise meet the CIL criteria, could be funded directly from Precept.
5. The CIL funds should be used to benefit the whole of our community and the ability to achieve this objective with a single proposal is considered unlikely; however, a single legacy project for around half of the sum, plus 2-4 smaller proposals might achieve this objective.
6. We should aim to have at least one large legacy project or investment, which has a significant, long term benefit for the Parish.

Assumptions

1. For the larger, legacy proposal we should seek to consult our constituents to guide our decision making; for the smaller proposals, we would make the decisions based on the quality of the proposals, the rules/our principles and the balance of benefit to the Parish.
2. We should consider seeking professional assistance for the governance and possibly even the implementation of individual projects; the costs of this should be factored into the budget.
3. We will require each project to detail what financial controls are in place before awarding any monies.
4. We will expect frequent, probably monthly, updates on progress against approved spend and objectives.
5. There should be between two and three tranches of spend, starting with bids in April 2020. There may be some advantage in starting with one or two smaller projects before considering a major legacy project.

6. We need to develop a project proposal bid process with clear objectives and consistent requirements to be completed, including how such a project would be managed, overseen and implemented. This needs to be agreed with the CIL team at Warwick District Council.
7. We must ensure that projects are spread over a period of time in order to enable the Parish Council to apply appropriate scrutiny of bids and to prevent the overload of finite Parish Council resources. If Tranche 1 bidding starts in April 2020, Tranche 2 bidding could commence in September 2020.
8. Full implementation of the CIL investment should be complete by March 2023.

Legacy Project

1. It is proposed that between £35k and £45k of the CIL money be invested in a major legacy, community enhancement project. Three suggestions have already been made. An additional piece of land for Allotments; a Recreational ground in the Lawsonford area; and the establishment of a safe footpath between Rowington Green and Lapworth. There is also widespread support for the creation of upgraded footpaths and cycleways, possibly involving the canal network.
2. We should encourage residents to come up with further ideas for a Legacy Project – ideally one that has a significant “wow factor”, before making any final decisions. Once a short list has been prepared we should consult widely after conducting some initial research on feasibility and costings.

Smaller Projects

1. It is not intended to define the detail of these smaller proposals at this stage, but to agree an outline possible timetable. Approximately £45k should be earmarked for these smaller projects with a maximum award of £15k. We expect the majority of smaller projects to cost £5k or less.
2. The projects to be considered should aim to achieve one or more of the Parish objectives of improving the environment and improving the spirit of Parish community. The number and cost of individual projects should be primarily based on the quality of the proposals, but we would wish to ensure as good a spread across the whole Parish geography, if that is possible.
3. If we start receiving bids for smaller projects in April 2020, we will have time to consider some detailed benchmarking with other Parishes and Districts as to how they are inviting and assessing CIL spend proposals.

There being no objections, it was proposed by Councillor J Coles and seconded by Councillor J Moore that the Parish Council adopts the roadmap.

123. Rural Crime Initiative

The Chairman reported that there had been an increase in local burglaries recently, as was often experienced in the run-up to Christmas. There had been a number of changes to members of the Safer Neighbourhoods Team. The Police and Crime Commissioner has reported that by the end of the year we will have over 970 officers here in Warwickshire.

124. Emergency Plan

It was suggested by the Chairman that the Parish Council establishes an Emergency Plan and the Clerk and Councillor M Daw agreed to meet and pursue this.

125. Draft Meeting Dates 2020

The Clerk circulated a schedule of proposed meeting dates for 2020 which was agreed by members.

126. Future Meeting Dates

Thursday 19 December 2019 Rowington Village Hall

There being no further business the meeting closed at 9.10pm.

Signed..... Designation..... Date.....

Report from County Councillor J Cooke

Fly Tipping

Residents of Lapworth have once again reported fly tipping. There have been problems with fly tipping in Wharf Lane for a number of years where there is an unofficial "lay-by" on the north side of the road approximately 75 metres west of Swallow Cruisers boatyard.

Around 12 black bin bags of rubbish were deposited at this site over the last week. This has already been reported to WDC.

This was sent to me as a County Councillor but fly tipping is a matter for WDC and should be reported to WDC Contract Services at contract.services@warwickdc.gov.uk

Time to prepare for Winter Wellness

Now the clocks have gone back, and the days are getting colder, there is no better time to prepare to keep well in the upcoming Winter months.

Throughout November, Warwickshire County Council is encouraging people to follow public health advice, make the most of opportunities to stay well and know that there is plenty of help available to deal with the physical and emotional pressures that can arise over the Winter season.

People aged 65+, pregnant women, those with chronic conditions, children and carers, amongst other vulnerable groups, are particularly at risk of contracting the flu virus. They are eligible for free flu vaccinations and are being reminded not to delay and take up their offer before the virus starts circulating. Contact your GP, local pharmacy or antenatal clinic today. People living with diabetes should make sure they protect themselves as the flu can cause your blood glucose levels to go up or down. Pregnant women that don't get the flu jab are at increased risk of complications if they catch the virus. So, book in for your free vaccine with your GP or pharmacy – and use the opportunity to have a health check too.

New Warwickshire housing related support service providers

Warwickshire County Council is pleased to announce the appointment of P3 (People, Potential, Possibilities) and St Basils to provide accommodation-based housing related support services for young people aged 16-25 in Warwickshire. These services will commence on 1st November 2019, replacing the service currently provided countywide by the Salvation Army Housing Association (SAHA)

P3 will provide a service in the North Warwickshire, Nuneaton and Rugby borough council areas. St Basils will then pick up the Warwick and Stratford district council areas.

More details of these services, including a referral form, may be found online at www.warwickshire.gov.uk/hrs

Act on Energy

Warwickshire County Council is pleased to announce that Act On Energy have been successful in obtaining another initial 2 year contract to deliver Warwickshire's Warm and Well service, providing Warm and Well support and advice to Warwickshire residents.

Act on Energy provide free services to residents of Warwickshire to help them keep their homes warm through the cold, winter months. All residents across Warwickshire can call upon Act on Energy for information, advice and guidance about how they can save money on their heating bills and practical tips on how to keep their homes warm.

Residents who fall into the eligibility criteria for physical intervention services, include:

- Individuals with a long-term condition (circulatory, respiratory, neurological, renal or liver conditions, and diabetes)
- Individuals with a mental health condition
- Pregnant women
- Households with children aged 16 and under
- Individuals in receipt of disability-related benefit
- Households dependent on benefits/on low incomes

The physical intervention services are targeted at households where at least one of the permanent residents/the household itself fall(s) into one/more of the listed risk groups 1-5 AND also falls into risk group 6. Provision of physical measures are targeted at only owner occupiers or occupiers of private rented properties.

For more information about Act on Energy, and tips to stay warm in the winter, you can read the at <https://apps.warwickshire.gov.uk/api/documents/WCCC-630-883>