

**ROWINGTON PARISH COUNCIL MINUTES OF ANNUAL MEETING  
HELD AT LOWSONFORD VILLAGE HALL ON THURSDAY 18 MAY 2023 AT 7.30PM**

**Present**

Councillor A Coleman

Councillor J Coles

Councillor A Marsden

Councillor T Parker

Councillor A Pitt

Councillor T Remment

Parish Clerk – Nicola Everall

Warwick District Councillors D Armstrong & K Aizlewood for part of the meeting

4 members of the public

Warwick District Councillors David Armstrong & Kyn Aizlewood introduced themselves as the new Warwick District Councillors following the Elections held on 4 May 2023.

**1. Election of Chairman**

The Clerk had received one nomination for the role of Chairman for the ensuing year, which was from Councillor Allyson Coleman.

It was proposed by Councillor A Pitt and seconded by Councillor T Parker that Councillor Allyson Coleman be elected as Chairman for the ensuing year. Councillor A Coleman accepted the nomination and signed her Declaration of Acceptance of Office.

**Councillor A Coleman in the Chair**

**2. Apologies**

Apologies for absence were received from Parish Councillor D Weir, County Councillor J Cooke and District Councillor R Hales.

**3. Election of a Vice-Chairman**

The Chairman asked for nominations for the role of Vice-Chairman for the ensuing year and Councillor A Pitt expressed her wish to continue in the Office of Vice-Chairman.

It was proposed by Councillor T Remment and seconded by Councillor A Marsden that Councillor Anne Pitt be elected as Vice-Chairman for the ensuing year.

**4. Declarations of Interest**

Councillor J Coles declared a Financial Interest in relation to a payment to Lowsonford Village Hall.

Councillor A Pitt declared an interest in planning application W23/0493 – Lyons Farm and left the room during consideration of that item.

**5. Minutes of the Meetings held on 6 April 2023**

It was proposed by Councillor A Pitt and seconded by Councillor T Remment that the minutes of the meeting held on 6 April 2023, having been previously circulated were agreed and signed as a true record by the Chairman.

**6. Questions from Members of the Public**

Mr P Tegg asked the Clerk to seek clarity regarding the Local Plan with regards to Lowsonford & Rowington.

Mr Tegg also asked the Clerk for information pertaining to the criteria for the spending of Community Infrastructure Levy Funding.

Mr Tegg asked if the Clerk could chase the County Council with regards to pot holes which had been marked for repair and enquire as to the time scales to which these would be addressed.

Mr J Greenaway asked the Clerk to enquire with the grass cutting contractor as to why the grass was not being collected during mowing.

**7. 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.

## 8. Planning Matters

a) The following planning matters were reported.

Application Number	Application Details	Comments required by	PC Decision	WDC Decision
W22/1561LB & 1560	Oldfield Farm, Old Warwick Road, Rowington Proposed raising of roof to rear extension and installation of French windows, alterations to windows, internal alterations to layout including removal of interior wall	27/10/22	No representation	
W22/1937	Shepherds Fold, Finwood Road, Rowington Conversion of stables building to one bedroom dwelling	13/01/23	No Representation	
W23/0138	Annexe at, The Cumsey, Lye Green, Holywell, Application for Certificate of Lawful Development to establish use of building known as 'The Annexe' as an independent dwelling (Use Class C3) for a period in excess of 4 years	10/03/23	No Representation	
W23/0162	Wyken Field, High Cross Lane, Rowington Application for approval of Reserved Matters (appearance, landscaping, layout and scale) pursuant to Outline Planning Permission ref: W/21/0019 (Erection of a replacement dwelling)	09/03/23	No Representation	Granted
W23/0167	Lowsonford Barn, Lapworth Street, Bushwood, Change of use of B1 (a) Office to a dwelling (Use Class C3)	10/03/23	No Representation	Granted
W23/0250	19 Kingswood Green, Lapworth Install a PVCU conservatory to rear of property	23/03/23	No Representation	Granted
W23/0267	Holywell Farm, Holywell, Rowington Replace like for like old wood shed as it is falling down and a danger. Extend stable block for extra storage and a work shop in line with the guidelines.	24/03/23	No Representation	Granted
W23/0349	Navigation Cottage, Old Warwick Road, Lapworth Erection of two storey side and rear extension, with alterations to front elevation to existing dwelling	14/04/23	Object	Refused

b) The following planning applications were considered and decided:

W23/0493 - The Lyons Farm House, Rowington Green - Redevelopment of farm building to provide three 'barn-style' dwellings  
Members made no representation to the application.

W230551 & 0552LB - Whitley Elm, Case Lane, Rowington - Erection of single storey side extension, porch, 2no. replacement windows, garden wall repair and a detached two bay carport. Associated internal works.  
Members made no representation to the application.

W23/0574 - 2 Quarry Farm Cottages, Rowington Green Erection of first floor rear extension. Address: 2 Quarry Farm Cottages, Rowington Green  
Members agreed to support the application.

c) Appeals

Appeal Ref: APP/T3725/C/22/3305384 Land at Oaktrees, The Cumsey, Pinley Green

The appeal is made under section 174 of the Town and Country Planning Act 1990 as amended (1990 Act). The appeal is made by Mr Gurmit Singh Jutla against an enforcement notice issued by Warwick District Council.

The notice was issued on 20 July 2022.

The breach of planning control as alleged in the notice is: Without planning permission, the erection of a second-floor extension. The requirements of the notice are to: [i] Remove the second floor extension & reinstate the first floor roof structure at former height, pitch and using similar materials. [ii] Remove from the Land all resulting waste and materials.

The period for compliance with the requirements is 12 months.

The appeal is proceeding on the grounds set out in section 174(2)(a) and (g) of the 1990 Act. Since an appeal has been brought on ground (a), an application for planning permission is deemed to have been made under section 177(5) of the 1990 Act.

The appeal succeeds in part and the enforcement notice is upheld with a variation in the terms set out below in the Formal Decision.

## **9. Playing Field**

a) Outstanding Reports – Councillor D Weir from 16 April 2023

b) Future Inspection Dates – Councillor T Remment, 14 May & Councillor T Parker, 28 May

c) Play Area Project/CIL

The Clerk reported that the tree application had still not been considered by the LPA.

d) Tree Planting – Playing Field

At the last meeting, it had been agreed by members, following advice from the Trees Call To Action Project (Heart of England Forest/Warwick District Council), to plant a 170 metre hedge along the fence boundary of the Playing Field, the Clerk was pleased to report that, the application had been submitted to the Woodland Trust for 420 free trees, was successful, and the saplings would be delivered in November 2023.

Given that the trees will need to be planted as soon as possible after delivery, the Clerk suggested holding a Community Planting Day for the morning of Sunday 3<sup>rd</sup> December 2023, and to encourage as many members of the local community as possible to come along and assist with planting the new hedge.

Aim of the planting day.

- To plant 170m of hedgerow along the fence boundary at Rowington Playing Field.
- To bring the community together for a fun day out.
- To get as many tree whips as possible planted in a short space of time.
- To foster a sense of support, ownership and care from the local community to ensure longevity of the whips.
- To raise awareness of the benefits of trees and hedgerows and how to care for them.

Community Groups to invite to the planting day.

As many community groups from the parish as possible should be invited along to the planting day, including members of the Parish Council and:

- Brownies and Guides (possible links to badges)
- Church members
- Allotment Association
- WI (request to supply refreshments to volunteers)
- Horticultural Society
- Lowsonford Women's Club
- The Tennis Club
- Cricket Club
- Village Halls
- WCC & WDC Councillors
- The PC's Contractor

The Clerk expressed the importance to publicise the new hedgerow, both to raise awareness of the substantial benefits it will bring in terms of visual amenity, wildlife and carbon capture, but also to encourage as many people as possible to get involved in planting and caring for the trees.

Members asked the Clerk to progress the project and agreed to set the date of 3 December 2023 to plant the saplings.

## **10. Reports from Village Halls**

Lowsonford Village Hall

Councillor J Coles was pleased to report that the Kings Coronation Celebration event which was held on Sunday 7 May from midday until 4pm was a huge success and expressed her thanks to the Village Hall Trustees.

Rowington Village Hall

Councillor A Marsden reported that the AGM was to be held on 6 June 2023 and that the main hall floor had been polished.

## 11. Highways, Footpaths & Transport

### Canal Bridge 41 at Lawsonford

The Clerk had again pressed the Canal & River Trust and the County Council to investigate the cost of a survey.

It was reported that following considerable correspondence Warwickshire County Council had repaired the surface of the bridge and the Parish Council has recently been informed that the Canal & River Trust stated that the bridge does not require a weight restriction limit. The next laser survey is due in 2026.

### Incident on 17 March 2023

Councillor J Coles reported that there will be an inquest into this incident, but a date had not yet been set.

### Dog Bins – Cricket Pitch

The Clerk reported that three new dog foul bins had now been delivered and given to the Cricket Club for installation. A further larger bin, which was to be located near Rowington Club was to be delivered within the next few weeks.

### Litter Pick

It was agreed that the Parish Council would hold a Litter Pick event on Sunday 24 September 2023 from 10am to 12 starting from Lawsonford Village Hall.

The Clerk agreed to liaise with WDC to obtain the equipment and arrange for the disposal of the rubbish and publicise the event. Councillor J Coles agreed to report this to VH Trustees and ask for their assistance.

The Clerk was also asked to liaise with the Police Safer Neighbour Team with regards to continuing issue of lager cans being thrown from vehicles in Lawsonford.

## 12. Car Park Ownership

Mr R Shepherd, Treasurer of the Parochial Church Council reported that the car park is not currently registered with the Land Registry, and he had met with the Diocese on 17 May 2023 to discuss the matter.

It was agreed that the PC should consider registering the car park and seek advice and the likely costs. This was to be considered at the next PC meeting.

## 13. Correspondence

WALC Newsletters

Email from Preston Baggot – The Clerk was asked to obtain further information relating the email regarding access issues.

## 14. Finance

### **a) Paid during the month:**

Clerks Expenses from Annual Parish Meeting	£43.75
Norton Anti-Virus Software	£19.99

### **b) To be paid:**

Clerks Salary	£727.05
HMRC	£202.39
Waterplus (BACS)	£3.03
Glasdon Dog Bins (BACS)	£416.45
Grant to Lawsonford VH Kings Coronation	£1250.00
BHIB Insurance (BACS)	£482.24
AMW Lawn Care (BACS)	£164.75
N Power (BACS)	£115.60
WALC Subscription (BACS)	£460.00
Lowsonford Village Hall Hire fee (BACS)	£16.50

### **c) Received:**

Precept	£10,715.00
WDC Grant for Kings Coronation	£1250.00
VAT Reclaim	£2817.16

## 15. Roles & Responsibilities

Playing Field – All Members

Footpaths – All Members

Website – Clerk  
Highways – All Members

**16. Internal Audit**

The Clerk reported that the Internal Audit had been carried out and the report had been circulated to members ahead of the meeting. No matters were raised.

**17. Annual Governance Statement 2022/2023**

Following a review of each of the items within the Annual Governance Statement, it was agreed unanimously that the Annual Governance Statement, be signed by the Chairman and Clerk and submitted to the External Auditor. No objections were recorded.

**18. Accounting Statements 2022/2023**

Following the Clerks report and circulation of the Accounting Statements, it was agreed that the Statements be signed by the Chairman and Clerk and submitted to the External Auditor. No objections were recorded.

**19. Parish Events**

None to note.

**20. Future Meeting Dates**

Thursday 8 June 2023	Rowington Village Hall
Thursday 13 July 2023	Lowsonford Village Hall
Thursday 10 August 2023 (Provisional)	Rowington Village Hall

There being no further business the meeting closed at 8.45pm.

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

## **Report from County Councillor J Cooke**

### **Warwickshire residents warned of the dangers of charging devices on beds after house fire**

Warwickshire Fire and Rescue Service (WFRS) is issuing a warning to the public about the dangers of charging electronic devices on beds, following a recent house fire that started in a young girl's bedroom due to an overheated charger.

The incident occurred around 10am at a property in Leamington when the charger, which had been left plugged in and charging a device on a bed, overheated and caught fire.

Upon discovering the fire, the homeowner closed the door to the bedroom which prevented it from spreading to other areas of the property, before calling 999 and evacuating to safety.

<https://www.warwickshire.gov.uk/firesafety>

### **WCC Libraries is searching for volunteers between the ages of 13 – 19 for an exciting volunteer opportunity this summer.**

The libraries team are looking for enthusiastic individuals across the county to assist with the annual Summer Reading Challenge, the UK's biggest free reading for pleasure programme for children.

The Challenge encourages children aged between 4 - 11 years to read for pleasure during the summer holidays, and is coordinated annually by The Reading Agency who work in partnership with libraries countrywide. The chosen teen volunteers will play a crucial role in supporting children to complete the challenge, and to help them to discover new books and authors as part of their reading journey.

Each volunteer will need to be able to commit 10-15 hours of time to the role over the course of the summer holidays and bring qualities including a love of reading and the ability to share this passion with younger children, as well as patience, punctuality, and reliability.

The library encourages interested individuals to [apply online before the deadline on Monday 29 May](#)

### **Take your first steps towards a career in gaming with Interactive Futures**

Students, their parents, & prospective career changers can discover how to forge a career in one of the UK's fastest-growing industries when the Leamington video games hub opens its doors next month.

*Interactive Futures* – Gateway into Games is a free one-day event taking place on Saturday 13<sup>th</sup> May at the **Royal Spa Centre** in Leamington Spa. The day will be dedicated to inspiring the next generation to take a closer look at the multiple career opportunities and pathways the video games sector has to offer, with representatives from the 'Silicon Spa' cluster of studios including Lab42, Lively – a Keyword Studio, SEGA HARDlight, Sumo Leamington, Third Kind Games and Ubisoft Leamington all taking part.

This event is a one day special, dedicated to inspiring the next generation of talent into the video game industry and builds on the larger scale *Interactive Futures* showcase event held in Warwickshire since the inaugural event in 2019.

**Interactive Futures** is being organised by Warwickshire County Council and Warwick District Council in partnership with local games studios and is entirely free to attend.

Those attending are asked to register for their free ticket by visiting [interactive-futures.com](http://interactive-futures.com)

### **WCC Fire and Rescue Service urges people to stay safe around water with increasing temperatures expected**

The campaign is warning people of the risk of accidentally drowning when in or around water. There were 277 deaths in the UK from accidental drowning in 2021 in inland and coastal locations. 40% of people who lost their lives had no intention of entering the water, with slips, trips and falls being the main cause of them entering the water.

Warwickshire has a wide variety of lakes, quarries and waterways, all of which carry hidden dangers. Even on a warm day the temperature in open water can remain very cold, causing cold water shock - a physical reaction which can make it difficult to control breathing, cause panic and make it difficult to swim.

If you do find yourself in difficulty in the water, WFRS is urging people not to panic and '**Float To Live**'. This means leaning back in the water and spreading your arms and legs to stay afloat, control your breathing, when the effects of cold water shock have passed call out for help or swim to safety.

If someone is in trouble in water, call 999 and ask for the fire service. It's important you call for help rather than entering the water to attempt a rescue as this can often result in emergency services needing to find and rescue more people from the water.

### **Plans to increase investment in apprenticeship funding are welcomed by WCC Cabinet**

At its last meeting in April, Warwickshire County Council Cabinet approved plans for the distribution of an additional £300,000 to increase its investment in apprenticeship funding.

The additional funding agreed upon at Council in February will be used to strengthen support to businesses, increased apprenticeship fairs, help for the over 50s in reskilling and inclusive apprenticeships aimed at young people with SEND.

The £300,000 will be made available every year for five years and will be broken down as follows:

**£50,000: Future Skills Advisor** - This dedicated resource will work with businesses to make sure that training gives apprentices the right skills for the job market and to identify key trends and emerging opportunities.

**£25,000 Future Skills & Apprenticeship Fairs** – This funding will provide at least one fair in each District and Borough, and engage with over 2000 students and job seekers across the five events.

**£100,000 Employer Salary Grant** – This will support small businesses with the salary cost of apprentices for the first three months of the apprenticeship as well as costs of specialists providing industry-specific training at colleges. This will support 30 businesses with salary support and work with ten employers each year to pilot training delivery models.

**£75,000 Barrier Breaking** - Warwickshire's labour market intelligence demonstrates that we have an increasing number of over 50s who are unemployed and looking to explore new pathways into work and gain new skills. These funds will enable the county council to work with at least 40 businesses, generating at least 50 apprenticeship opportunities per annum.

**£50,000 Inclusive apprenticeships** – The council is committed to increasing the accessibility of apprenticeships, particularly for young people and adults with SEND. This will create 25 inclusive apprenticeships per annum.