

**ROWINGTON PARISH COUNCIL MINUTES OF THE MEETING  
HELD AT ROWINGTON VILLAGE HALL ON THURSDAY 12 JUNE 2025 AT 7.30PM**

**Present**

Councillor A Coleman – Chairman  
Councillor J Coles  
Councillor A Marsden – Vice Chairman  
Councillor D Weir  
Parish Clerk – Nicola Everall  
No members of the public

District Councillor David Armstrong for part of the meeting

**21. Apologies**

Apologies for absence were received on behalf of Parish Councillor L Firth (personal reasons), District Councillors R Hales, K Aizlewood and County Councillor M Stevens.

**22. Declarations of Interest**

The Clerk declared an interest in the item relating to the letter received from the Allotment Association as a plot holder.

**23. Minutes of the Annual Meeting held on 8 May 2025**

It was proposed by Councillor A Marsden and seconded by Councillor D Weir, that the minutes of the meeting held on 8 May 2025, having been previously circulated were agreed and signed as a true record by the Chairman.

**24. Report from County Councillor M Stevens**

In the absence of County Councillor M Stevens the Clerk read his report which is also appended to these minutes.

**25. Report from District Councillors**

District Councillor D Armstrong read the WDC report which is also appended to these minutes.

**26. Planning Matters**

a) The following planning matters were reported.

<b>Application Number</b>	<b>Application Details</b>	<b>Comments required by</b>	<b>PC Decision</b>	<b>WDC Decision</b>
W24/1725	The Homestead, Case Lane, Shrewley Erection of a two storey rear extension	19/02/25	No objection	
W25/0233 & W25/0433LB	Barn, Manor Farm, Holywell Variation of Condition 2 of planning permission ref: W/23/1747 (Conversion of barn to create 2no. dwellings and associated vehicular access) to include amendments to the internal layout and fenestration, along with approval of details for Conditions 3, 4 and 11	16/04/25	No objection	Granted
W25/0429	Ednam Meadow, The Cumsey, Pinley Green - Erection of outbuilding to facilitate for a carport/garage store and associated porous hard standing driveway extension at front of house	08/05/25	Object	
W25/0467LB	Peacock Farm, Peacock Lane, Holywell - Closure of existing door from approved utility and reopening of historic opening	15/05/25	No objection	
W25/0524	Queen's Cottage, Queen's Drive, Rowington - Erection of car port	15/05/25	No objection	Withdrawn
W25/0302	Land off High Cross Lane, Pinley Green - Erection of a rural workers dwelling together with all associated works.	27/05/25	No objection	

b) Planning Applications

W25/0718 - Poundley End, Rookery Lane, Lowsonford - Application for Prior Approval for change of use of existing agricultural building and land within its curtilage, together with associated building operations, to form 1no. dwellinghouse (Use Class C3), under Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

Members raised no objection to the application.

**27. Playing Field**

a) Outstanding Reports - None

b) Future Inspection Dates – 15 June – Cllr A Marsden, 22 June – Clerk, 29 June - Cllr A Coleman

c) Maintenance – there were no matters to report

d) Leaning Fence on Foot path from Old Warwick Road to the Playing Field

The Clerk had previously asked the landowner to remove the leaning fence as it currently poses a danger due to its precarious state.

The fence and access path is the responsibility of the landowner and the public has a legal right of way.

Following discussions, it was agreed that Clerk should write back to the owner of the fence explaining that due to safety concerns it must be removed to ensure that no injury is caused, should the fence fall due to its dilapidated state.

**28. Reports from Lowsonford & Rowington Village Halls**

Rowington Village Hall

Councillor D Weir reported that The Village Hall Management Committee held its AGM on 4 June, when Officers were re-elected, apart from Mrs Joan Shepherd who had decided to stand down as Secretary, but confirmed that she would continue as a Trustee of the Village Hall.

Mrs Shepherd was thanked by the Committee for undertaking the role of Secretary and Trustee for almost 40 years.

The Committee were pleased to note that Mrs Shepherd will continue to be a Trustee.

The Management Committee continues to hold fund raising events.

A Fashion Show will be held on Tuesday 17 June, with the Simple Supper and a speaker to be held in October.

Lowsonford Village Hall

Councillor J Coles reported that the AGM was held on 21 May 2025 and a further report awaited.

**29. Highways, Footpaths & Transport**

An email had been received from Preston Bagot Parish Council regarding an issue with the road surface and poor drainage in the area of the ford, on the Lowsonford side of the parish boundary. The Clerk was asked to raise the issue with the Environment Agency and WCC.

**30. Meetings & Training Days Attended & Forthcoming**

None to note.

**31. Website**

The Clerk had consulted with James Lungley of Parish Council Websites, who came highly recommended. James had provided a quotation of £659.00 + VAT for the design, build, and migration of all required content of a new website. Members considered this to be a very reasonable quotation given the amount of work involved to design the website and migrate the contents of the current website.

A draft would be provided for members to view and the Clerk invited members to send her photos of interest.

Resolved unanimously.

**32. Community Litter Pick**

The Clerk agreed to circulate dates for a September Litter Pick in Lowsonford.

**33. Correspondence**

a) WALC Newsletters

b) Email from Lapworth Parish Council – The Clerk of LPC had indicated that the information relating to the comparative precept figures between RPC and LPC were incorrect in the minutes of the meeting held on 15 April 2025. Members did not agree to amend the minutes and considered that they were a true reflection of the meeting.

c) Letter from the Allotment Association – noted and no action required at present. Clerk to ask Mr Greenaway for the signed licences.

### **34. Finance**

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

Pension April	£45.87
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#### **b) To be paid:**

Clerks Salary	£1057.56
HMRC	£97.14
Fairways May Invoice	£465.00
Fairways June Invoice	£465.00
Pension May	£45.87
Bank Charges	£4.25

#### **c) Received:**

Bank Interest on CIL Account	£20.46
VAT Refund	£1660.72

Resolved unanimously.

(Councillor J Coles left the meeting due to a prior engagement)

### **35. Community Infrastructure Levy Funds (CIL)**

Drainage on Playing Field – This was deferred to the July meeting. Should the Parish Council decide to progress with this suggestion, then the Chairman agreed to draft a letter to the adjacent landowners to discuss any potential work affecting their land.

### **36. Rowington Almshouse Charity - Reappointment of Anne Pitt as a Trustee to Rowington Almshouse Charity**

It was resolved unanimously to reappoint Mrs Pitt for a further four years.

### **37. Policies & Procedures**

The Clerk had circulated a draft IT Policy to members and it was resolved unanimously that the PC adopts the policy.

### **38. Tennis Club Licence**

It was agreed to defer this to the next meeting as further information was required.

### **39. Items for the Next Agenda**

Chairmans Allowance  
Governance Boundary review.

### **40. Next Meeting Dates**

Thursday 10 July 2025	Lowsonford Village Hall
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The meeting closed at 9.15pm

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

## Report from County Councillor

### Highways Community Action Fund – the highways support you need

Our Highways Community Action Fund (HCAF) is designed to empower local communities by providing financial support for capital projects that enhance the highways in your town or parish, from resurfacing footpaths to implementing road safety measures.

Successful applicants will need to show evidence of local support and provide a financial contribution proportionate to the scale of their project to demonstrate commitment. Find out more.

### Councillors' Grant Fund – Warwickshire County Council

The application window for Round 1 of the Councillors' Grant Fund 2025-2026 will open on Monday 9 June at 9.00am, closing on Sunday 20 July at 5.00pm. The Fund provides each Councillor with £8,000 to support local projects in their divisions. There are two rounds each year and it is at a Councillor's discretion how they split their £8,000 between the two rounds. All applications must be submitted via the WCC website, which also includes full details on the eligibility criteria and guidance on how to apply - Councillors' Grant Fund – Warwickshire County Council

The Round 1 timelines are as follows:

1. 9 June – application window opens.
2. 20 July – application window closes.
3. 23 July to 10 August – officers process applications, including due diligence checks and scoring.
4. 11 August to 29 August – officers discuss applications with Councillors individually, and Councillors decide on awards.
5. 1 September to 5 September – decisions are shared with applicants.

### Join the home composting movement

Turning kitchen and garden waste into valuable, nutrient-rich compost is a simple yet powerful practice that you can embrace. Discover more: <https://www.warwickshire.gov.uk/news/article/6196/make-may-the-month-you-join-the-home-composting-movement>

### Promoting accessible safety during Deaf Awareness Week

Warwickshire Fire and Rescue Service is proud to support the annual campaign aimed at raising awareness about the Deaf community, their language, culture, and history.

Find out more: <https://www.warwickshire.gov.uk/news/article/6194/-beyond-silence-promoting-accessible-safety-during-deaf-awareness-week->

### Foster Care Fortnight

This May, Warwickshire Fostering is supporting Foster Care Fortnight, raising awareness of fostering and the vital role foster carers play in the lives of children and young people.

Read more: <https://www.warwickshire.gov.uk/news/article/6205/warwickshire-fostering-highlights-the-power-of-relationships-during-foster-care-fortnight->

### Young people gather to shape tomorrow together

Around 100 young people from across the county came together at the University of Warwick for the Warwickshire Youth Conference – a day led by young people, for young people.

Read more: <https://www.warwickshire.gov.uk/news/article/6224/young-people-gather-to-shape-tomorrow-together>

### Supporting young people's mental health

Understanding and looking after mental wellbeing is just as important as taking care of physical health and a good habit to develop as early as possible.

Read more: <https://www.warwickshire.gov.uk/news/article/6236/supporting-young-people-s-mental-health>

### Did you marry in Warwickshire in 1995?

If you got married in Warwickshire in 1995 and will be celebrating your 30th wedding anniversary this year, you are invited to share your ceremony memories with Warwickshire Registration Service.

Find out more: <https://www.warwickshire.gov.uk/news/article/6251/did-you-marry-in-warwickshire-in-1995-then-warwickshire-registration-service-would-love-to-hear-from-you->

### World Bee Day 2025

Warwickshire County Council marked World Bee Day on 20<sup>th</sup> May by highlighting the vital role bees play in our ecosystems - and the steps being taken locally to protect them.

Discover more: <https://www.warwickshire.gov.uk/news/article/6279/warwickshire-celebrates-world-bee-day-by-protecting-pollinators-and-promoting-biodiversity>

### Is clutter blocking your escape?

If clutter is blocking your escape from your house in the case of an emergency, Warwickshire Fire and Rescue Service are here to help with their free home safety checks.

Find out more: <https://www.warwickshire.gov.uk/news/article/6282/is-clutter-blocking-your-escape-warwickshire-fire-and-rescue-service-can-help->

### **Registration now open for 11+ entrance test**

Parents and carers who would like their child to be considered for a Year 7 place at a Warwickshire grammar school in September 2026 are being reminded that they must register their child for the 11+ test by 30 June 2025.

Read more: <https://www.warwickshire.gov.uk/news/article/6280/registration-now-open-for-11-entrance-test-for-grammar-school-places-in-2026>

### **Walk to School Week 2025**

Warwickshire supported Walk to School Week (19-23 May), a national campaign from Living Streets to improve children's health by encouraging them to walk, or wheel, to school next week.

Discover more: <https://www.warwickshire.gov.uk/news/article/6306/primary-pupils-encouraged-to-take-on-the-great-space-walk>

### **Words of our own creative writing workshop**

Warwickshire Libraries is thrilled to unveil the highlight of its youth-led World Book Day celebrations: Words of Our Own: Creative Writing Workshop – a one-of-a-kind event created entirely by teens, for teens.

Find out more and book a place: <https://www.eventbrite.co.uk/e/words-of-our-own-creative-writing-workshop-tickets-1325083974839?aff=oddtcreator>

### **WCC AGM**

The Annual General Meeting of Warwickshire County Council was held on Friday 16 May 2025. Find out more about the decisions that were taken: <https://www.warwickshire.gov.uk/news/article/6331/warwickshire-county-council-annual-general-meeting-may-2025>

### **Warwickshire Supported Employment Service**

The tailored support and interventions from Warwickshire's Supported Employment Service can transform lives. This is shown in the impact the service has made to Jordan, supporting him to grow in confidence and move closer to employment.

Find out more: <https://www.warwickshire.gov.uk/news/article/6351/jordan-s-journey-towards-support-and-employment>

### **THE ASPS housing development highways works**

Roadworks to support the new housing development on the A425 Banbury Road, known as THE ASPS, began on Monday 19 May.

Find out more: <https://www.warwickshire.gov.uk/news/article/6327/highways-works-to-support-the-asps-housing-development-start>

### **Are you ready to conceive?**

The NHS in Coventry and Warwickshire is teaming up with national baby charity Tommy's to inform and educate people on the steps they can take to improve their chances of conceiving.

#AreYouReady access the tool here: <https://www.tommys.org/webform-pregnancy-information/planning-pregnancy/planning-for-pregnancy-tool>

### **Evening bus services**

Are you planning your next big night out across Warwickshire?

Think Warwickshire Buses where evening bus routes are your ticket to, and from, a range of great night out destinations such as Leamington, Rugby, Stratford and Nuneaton.

Discover more: <https://www.warwickshire.gov.uk/news/article/6340/make-buses-in-warwickshire-your-ticket-to-a-great-night-out>

### **Warwickshire Riders Education Portal**

Warwickshire Road Safety Education Team is excited to announce the launch of its new Warwickshire Riders Education Portal, an online initiative designed to support the next generation of motorcyclists.

Read more: <https://www.warwickshire.gov.uk/news/article/6349/supporting-the-next-generation-of-motorcyclists-through-the-rider-education-portal>

### **Warwickshire SENDIAS**

SEND families are being urged to take advantage of a range of free, impartial, and confidential support service designed to help them understand the SEND system and access the support they need.

Read more: <https://www.warwickshire.gov.uk/news/article/6347/warwickshire-sendias-empowering-families-of-children-with-special-educational-needs-and-disabilities>

### **Knife Crime Awareness Week**

As this year's Knife Crime Awareness Week highlights the issue, schools, colleges and youth clubs have praised the VR sessions that are highlighting the real-life consequences of carrying a knife.

Discover more: <https://www.warwickshire.gov.uk/news/article/6342/knife-crime-awareness-week-vr-knife-crime-awareness-sessions-make-an-impact-with-warwickshire-s-young-people>

### **Families to benefit from active partnership**

Families across Warwickshire can enjoy a boost to their health, wellbeing, and access to local amenities thanks to an exciting new collaboration throughout the summer term.

Find out more: <https://www.warwickshire.gov.uk/news/article/6348/warwickshire-families-to-benefit-from-active-partnership-skills-escalator-fund>

### **Skills Escalator Fund**

A business devoted to the training and upskilling of young people is better-equipped to deliver that mission after some of its management team underwent training funded by the Skills Escalator Fund.

Read more: <https://www.warwickshire.gov.uk/news/article/6353/escalator-is-game-changer-for-smallpeice-trust>

#### **Boat fire safety**

Warwickshire Fire and Rescue Service reminded all boat users of the importance of fire safety during Boat Fire Safety Week 2025.

Find out more: <https://www.warwickshire.gov.uk/news/article/6355/don-t-let-fire-sink-your-plans-this-boat-fire-safety-week>

#### **Warwickshire's Living Well website**

Warwickshire County Council's Living Well webpages bring together information on a wide range of health, wellbeing, and social care services into one easy-to-navigate page.

Read more: <https://www.warwickshire.gov.uk/news/article/6357/free-support-for-families-with-warwickshire-s-living-well-website->

#### **School pupil's penguin poem teaches safer internet advice**

The winner of a Warwickshire primary school competition to find the best poem about staying safe online has been announced by Warwickshire County Council's Community Safety team.

Discover more: <https://www.warwickshire.gov.uk/news/article/6356/school-pupil-s-winning-penguin-poem-teaches-safer-internet-advice>

#### **Highways**

##### **TEMPORARY CLOSURE OF CHURCH LANE, LAPWORTH**

Church Lane, Lapworth is closed to vehicular traffic to enable safe installation of a sluice valve. Effective from: 16 June 2025 for up to 18 months or until works are completed, whichever is sooner. An alternative route will be signed and is available via Church Lane, Spring Lane, Wharf Lane, Old Warwick Road and vice versa. Vehicular access & egress will be maintained where possible.

##### **TEMPORARY CLOSURE OF D51090 HIGH CROSS LANE, ROWINGTON**

D51090 High Cross Lane, Rowington closed to vehicular traffic between the junctions of Holywell and The Cumsey to enable new drainage installation works, 0800-1700hrs. Effective from 9 June 2025 for up to 18 months or until works are completed, whichever is sooner. An alternative route will be signed and is available via: High Cross Lane, High Cross Farm Road, Back Lane, Shrewley Common and vice versa. Vehicular access & egress will be maintained where possible.

#### **Report From District Councillors**

##### **Open consultations**

Air Quality Action Plan 2025-2030. The draft action plan suggests priorities for the Council to focus on, including working with other organisations such as Warwickshire County Council to increase active travel, the use of public transport and the use of low and zero emission vehicles. The consultation is open until 16<sup>th</sup> June and is at [www.warwickdc.gov.uk/AQAP](http://www.warwickdc.gov.uk/AQAP).

Survey on plans to pedestrianise Leamington Parade. This 8-week survey opens Monday 2<sup>nd</sup> June and closes 28<sup>th</sup> July. Part of the Leamington Transformation project, we are asking for visitors' and residents' views on removing vehicular traffic from the Parade, including rerouting buses to nearby convenient stops, creating a new Town Square near the Town Hall, and improving the area with tree planting and seating. This is a chance to comment on what could be a significant change in the nearby town centre. For more details and the survey see [www.warwickshire.gov.uk/ask](http://www.warwickshire.gov.uk/ask).

##### **Freedom of the District awards**

As part of the Council's 50<sup>th</sup> anniversary celebrations, Freedom of the District has been awarded to 12 residents. These prestigious awards are conferred under the Local Government Act 1972 to people within the district who have rendered eminent services to the community. Recipients include key volunteers at local charities, organisations, and groups with decades of service to the local community.

##### **Fuel poverty and retrofit actions**

Please see the attached infographic for a just released summary of the results of initiatives over the last year to help residents fuel bills, insulation, and reduce fuel poverty. These include the Green Home Grants (351 measures installed including insulation, heat pumps and solar panels) and the Act on Energy scheme.

##### **Upcoming events**

Arts, Eats and Treats Festival – Saturday 8<sup>th</sup> June, Victoria park, Leamington Spa

Armed Forces day community event – Saturday 28<sup>th</sup> June, Pump Room Gardens, Leamington Spa