

**MINUTES OF PARISH COUNCIL MEETING HELD AT
LOWSONFORD VILLAGE HALL ON THURSDAY 11 SEPTEMBER 2008**

Present: P.Cllr. G Bull
P.Cllr. Mrs D Swain
P.Cllr. Ms J Oldfield
P.Cllr. Mrs N Clarke
P.Cllr. M Wade
P.Cllr. R Browett
P.Cllr. G Cooper
P.Cllr. C Bevins
C..Cllr. Mrs J Compton
D.Cllr. L Caborn
Mr P Lickorish
The Clerk
One Member of the Public

57 APOLOGIES

None

58 Changes to Published Agenda

Changes were made due to time limits under Minute 65 Planning, Minute 73 Circulation File and Minute 75 Finance.

59 Declarations of Interest

Cllr. Wade declared an interest in Minute 64 being a Trustee of Rowington Almshouse Charity. Cllr. Lickorish declared an interest in Minute 64 being a resident of Rowington Almshouses.

60 Minutes of Meeting held on 10 July 2008

Resolved that the Minutes of the Meeting held on 10 July 2008 previously circulated to Councillors be accepted as a true record subject to the amendment of the date in the final line – 2007 should read 2008. (JO/NC)

61 Questions / Observations from members of the public (limited to 15 minutes)

One member of the public was in attendance, Mr John Greenaway, to observe proceedings and with a specific interest in Minute 66 Rowington Allotments.

62 Appointment of Parish Councillor

62.a Mr Paul Lickorish was formally co-opted as a Parish Councillor and signed a Declaration of Acceptance of Office.

63 Appointment of Vice Chairman

The Chairman reminded Councillors that the position of Vice Chairman remained vacant and further advised that he would be absent from the next PC meeting and it would therefore be helpful if a Vice Chairman could stand in for him. Discussion followed and Cllr. Wade volunteered to take on the role of Vice Chairman on the strict understanding that he would not be able to take on the role of Chairman upon the proposed retirement of Cllr. Bull next May. Appointment of Cllr Wade as Vice Chairman resolved unanimously. (DS/NC)

The Chairman asked Councillors to give some serious thought to the position of Chairman following his retirement in May 2009.

64 Rowington Almshouse Charity

64.a Nominative Trustee

Resolved that Mrs Jean Hames of Rowington be appointed as a Nominative Trustee of Rowington Almshouse Charity following her recent application. (NC/JO)

65 Planning Matters

65.a Considered by WDC:

Eastfield, Old Warwick Road, Rowington – Proposed erection of attached stone orangery with flat lead roof with attached sauna/jacuzzi room in brick with pitched slate roof – **GRANTED**

Land off High Cross Lane, Rowington – Erection of hay/feed store and implement shed. **REFUSED**

Whitley Elm Cottages, Case Lane, Rowington – Alterations and extensions to two storey rear wing. **GRANTED**

Elephant Cottage, Old Warwick Road, Rowington – Proposed new access track. **REFUSED**

Windmill House, Finwood Road, Rowington – Variation of conditions 2 and 4 of W07/0439. **REFUSED**

4 Kingswood Cottages, Old Warwick Road, Lapworth – Erection of two storey rear extension. **REFUSED**

The Holt, Lapworth Street, Lawsonford – Erection of single storey extension after demolition of existing entrance lobby. **GRANTED**

Cornerways, Mill Lane, Rowington – Erection of detached garage – **GRANTED**

Windmill House, Finwood Road, Rowington – Construction of new field access – **GRANTED WITH CONDITIONS**

65.b Considered by RPC Planning Committee 13 August 2008. Present: Clerk, Cllrs. Bull, Wade, Bevins & Mrs Clarke

High Paddocks, Narrow Lane, Lawsonford – Application for existing lawful development. The mobile home is in permanent and full time residential occupation therefore the use is effectively C3. **No Objections**

The Homestead, Case Lane, Rowington – Demolition of derelict property and erection of replacement dwelling and garage. **Comments.** The PC does not consider the proposed replacement dwelling to be of an appropriate design and scale for its location. The proposed dwelling also appears to be materially larger than the existing dwelling and will therefore have a greater impact on the character and openness of the rural area.

Welcum, Old Warwick Road, Rowington – Two storey side extension and single storey rear extension to an existing semi detached house. **No objections**

2 Kingswood Cottages, Old Warwick Road, Lapworth - Refurbishment and internal alterations. (LB) **No objections**

65.c To be considered by RPC:

None

65.d Other Planning and/or enforcement matters:

Sandall House Farm, Narrow Lane, Lawsonford – Advertising of cottage to let contrary to planning conditions plus other planning breaches. Enforcement Ref: ENF/223/21/08. WDC had confirmed that they were expecting planning applications to be submitted shortly.

Caravan in Back Lane – Static caravan parked on field adjacent to stable block. Reports received that the caravan is permanently occupied. Enforcement Ref: ENF/226/22/08. Clerk reported that WDC had advised that a Planning Contravention Notice had been issued on 10th September 2008 and a response was expected within 21 days.

Pinley Quarry – Cllr. Mrs Clarke confirmed that she had been in touch with her contact at WCC and the necessary enforcement notices were in the process of being issued regarding planning contraventions at this site. Agreed that Cllr. Mrs Clarke should continue to deal with this matter on behalf of the PC.

Manor Lane, Pinley – Creation of new highway access on to Manor Lane. Referred to WDC Planning Enforcement for investigation.

The Old Granary, Finwood Road, Rowington – Change of Use from barn to dwelling as permitted by Approval W02/0229 without complying with conditions 4 and 5 attached thereto (dwelling not to be occupied until garage is completed and approved to be kept for such purposes, and not altered without the consent of the District Planning Authority). **Appeal Notification. Informal Hearing 04 June 2008 at The Town Hall, Leamington Spa Decision – Appeal Allowed.**

The Threshing Barn, Finwood Road – Planning Appeal Notification. Erection of detached garage on existing concrete hard standing area (W08/0554). **Appeal decision awaited**

Welcum, Old Warwick Road, Rowington – Two storey side extension and single storey rear extension to an existing semi detached house. **No objections from RPC but application to be considered by WDC Planning Committee due to increase in gross floor area contrary to current planning policy. 17 September 2008**

66 **Rowington Allotments**

66.a New Terms of Agreement for land at Queens Drive. Plan received and approved by all parties. Clerk to request final Agreement and Plan for signature from RAC.

66.b Correspondence from Rowington Allotment Association regarding future administration of the allotments. Amendments to be made and forwarded to the Allotments Association.

67 **Police Report**

67.a Western Area SNP Meeting 02 October 2008. The Safer Neighbourhood Meeting has been incorporated into the Localities Forum Meeting to be held at 7.30 pm – Committee Room 2, Shire Hall, Warwick. **Cllr. Ms.Oldfield / Cllr. Bevins to attend.**

68 **Parish Plan**

68.a Awards for All Application – Award of £4148 received by PC.

68.b Report on Parish Plan (Meeting 02 September 2008) Minutes in Circulation File (**Cllrs. Browett, Cooper and Ms Oldfield**) Councillors congratulated the Parish Plan Committee on production of the initial survey forms which were viewed as well thought out and concise. To be hoped that there would be a good response from residents.

69 Rowington Village Hall

69.a Report (**Cllr. Cooper**) Cllr Cooper reported that the buildings were in a good state and funds were healthy although support for events was necessary to maintain this position. Copy of Minutes of the last VHMC Meeting in Circulation File.

70 Highways, Footpaths and Transport

70.a Matters reported and arising

- Hedge at St Laurence Close, Rowington – after protracted negotiations Mr Peter Hallam WCC Highways had arranged for the overgrown hedge to be cut back following an accident to a resident. It had transpired during investigation by Mr Hallam that the footpath was in fact the responsibility of WCC Highways having been transferred out of the ownership of WDC some years ago.
- Ragwort on highway verges – WCC Highways had sprayed off the ragwort growing along the verge near to Shrewley motorway bridge.
- Notice board at Pinley – Village Maintenance was thanked for kindly painting the notice board free of charge during the summer. Cllr. Browett requested that provision for a new notice board at this location be made in the next budget.
- Removal of telephone kiosk at Pinley Crossroads – Resolved that PC should take over ownership of the telephone kiosk under the BT Adopt a Kiosk Scheme. Clerk to check conditions of the scheme and proceed if nothing onerous noted in the Agreement. (NC/JC)
- Proposed Variation of Traffic Regulation Order – Dicks Lane. **Committee Date 11 November 2008. 6.00pm Shire Hall, Warwick** – Councillors were reminded that this was an important issue which had generated considerable public input. Important that the PC has a representative at the Warwick Area Committee on 11 November. In the absence of any volunteers the Chairman and Clerk agreed to attend. Clerk to make contact with Lapworth PC regarding attendance at this meeting.
- County Highways Customer Satisfaction Survey – copy of a WCC Highways survey form passed to Clerk by a resident of Narrow Lane, Lowsonford following a problem regarding gully emptying. Resident had suggested that regular gully emptying might alleviate many of the highway flooding problems.
- B4439 road surface – complaint received from resident in Rowington regarding noisy road surface near to the Cock Horse Public House. The matter had been passed to WCC Highways for investigation.
- Drain outside Penwood, Lapworth Street blocked.
- Pothole on Cumsey Bend C25
- Pothole outside Lyons Farm still there despite marking up some months ago
- Potholes in Quarry Lane and Japanese Knotweed growing on left hand side near to the junction with Case Lane
- Roadside drain on the Shrewley side of Pinley Crossroads blocked and resulting in standing water
- Hedge on left hand side of hill leading up to St Laurence Church still overgrown despite previous report to WCC Highways.
- Refuse bins left on verge outside Elephant Cottage were unsightly – speak to WDC Sort it Team.

71 Playing Field

71.a. Playing Field Inspection Reports (**Mr R Morton / Cllr. Mrs Clarke / Cllr. Mrs Swain/Cllrs. Browett & Wade**) to include complaint received from resident re early morning mowing. Complaint had been referred to Contractor for investigation. Clerk to request Mr Richard Morton to look at the problem of concrete bases under the climbing equipment to see if they could be reduced in size and the surfaces

smoothed off. Cllr. Browett raised the question of improved access to the playing field and agreed to make contact with Rowington PCC regarding the possibility of access adjacent to the church car park. Clerk to provide Cllr. Browett with details of PCC contacts

71.b CoSHH legislation / Health & Safety for Councillors. Chairman advised Councillors that they should not

carry out work on the playing field such as weed spraying as this type of work was subject to strict regulation and required operatives to be suitably qualified under Health & Safety legislation.

72 Meetings/Training Days attended/forthcoming

72.a 11 Sept 08 WRCC Best Kept Village of the Year Awards – Offchurch Village Hall 7.00pm.

Understood that Mr John Hale and Mr Ray Morton would attend.

72.b 20 Sept 08 WRCC Parish Plan Workshop – Binley Woods Village Hall. 10am to 2.00pm – **Details passed to Parish Plan Group.**

72.c 27 Sept 08 WCC The Chairman of the Council Mrs Marion Haywood & Mr Jim Haywood. At Home. Drinks Reception. Saturday 27 September at Shire Hall, Warwick 6.30 – 8.30 pm – **Cllr Paul Lickorish and Mrs Lickorish to attend.**

72.d 28 Sept 08 WDC Chairman's Civic Service. St Margaret's Church, Church Close, Whitnash. 6.30 pm

72.e 09 Oct 08 WCAVA – WD Final AGM for CVS. Assembly Room, Town Hall, Leamington Spa Spa. 11.45 – 1.30pm including buffet lunch.

72.f 14 Nov 08 WDC Chairman's Race Evening. Whitnash Community Centre, Acre Close, Whitnash. 7.30pm

73 Correspondence

73.a 18 Jul 08 WCC Countryside Recreation – Waymarking – new markers (**Circ.File**)

73.b 25 Aug 08 CAVA Warwick District Council Flood Relief Fund. Clerk to contact Mr Mick Potter WCC and Cllr. Mike Doody re distribution and type of sandbags issued to the Parish and the lack of sand to fill the bags.

73.c 26 Aug 08 Mrs H Bates – road surface on B4439 – See item 14.

73.d 28 Aug 08 WDC Planning. Consultation Draft Sustainable Buildings Supplementary Planning Document 9 – Comments by 10 October (**Copy in Circulation File for comment**)

73.e Aug 08 Rowington Parish Emergency Plan - Clerk read out to Councillors the few amendments she had made. Cllr. Mrs Swain to read through and confirm whether any further amendments were required

73.f Aug 08 WDC – Heritage Open Days (**Details in Circ. File**)

73.g Aug 08 WALC View required on Determination by Local Standards Committee Alleged Breaches of Code of Conduct – Councillors responded to the four questions asked. Clerk to return response to WALC.

73.h. Circulation Envelope:

TWTWTS 26 – 31 Aug, 01 – 08 Sept;

WDC Notes of the Annual Parish and Town Council Seminar 24 June 08; WDC Heritage Open Days 11-14 September 08; WCC Public Rights of Way Questionnaire; NALC Legal briefings – The Power of Well Being L13 – 08, Corporate Manslaughter and Corporate Homicide Act 2007 L12 – 08; NALC Policy & Parliamentary Briefing. Empowerment White Paper – Communities in Control P14 – 08; WALC Newsletter August 08; New Playing Field Rota; NALC Magazine Vol. 60; WRCC Country Matters Summer 08; CPRE Fieldwork Sept 08. WDC Council Meeting 20 Aug 08 – Agenda and Committee Reports; CAVA Newsletter Aug 08; WDC Focus Magazine Summer 08; WCC Outlook Issue 1; WDC District Councillors 2008/09; WDC Home News Summer 08.

74 Reports from District and County Councillors

C.Cllr. Mrs Compton gave the following report:-

- Post Office Closures – there were no closures scheduled for this division
- Speed Review – consultation ended on 09 August and the results were considered by Warwick Area Committee on 23 September. Local roads affected were the B4439 Old Warwick Road - from a point 404 metres west of junction with Mill Lane, in a north-westerly direction, for a distance of 3015 metres to the county boundary. B4439 – extension of current 30mph from Kingswood to a point 360 metres

west of Mill Lane junction – to encompass the entrance to The Boot Inn. Cllr. Wade passed comment on this decision by the Area Committee as his understanding was that the public consultation document had recommended setting the limit at 50mph not 40mph. Cllr. Wade to take this matter up with WCC.

- Warwick Area Community Development Fund - £5000 available. Applications to be submitted by 10 October.
- Under the new regime of individual responsibilities for Councillors Cllr. Mrs Compton has £2,000 available for small projects within the parishes. Any application for funding would have to be supported by Cllr. Mrs Compton and will run until the money has been allocated.

Cllr. Caborn gave the following report:-

- Waste and Recycling in the district remained good with Warwick District probably one of the best recycling areas in the country. All recycled matter in Warwick District remains in the UK and is not transported abroad unlike some areas
- Progress being made with the Cultural Quarter and the Loft Theatre had received funding from Advantage West Midlands towards rebuilding. The old Assembly Rooms had become an amazing music venue and concerts at the bandstand were also being encouraged.
- The Times newspaper had recently carried out a survey of people employed by local councils. Warwick District Council came in the top 25 this year.
- The budget was a big problem with a £1.3m deficit due to government cuts. This issue would have to be dealt with vigorously in order to find the necessary funding without cutting services.
- Cllr. Caborn had been carrying out some mentoring in other areas of the country and had found it very useful and come across many new ideas.

75 Finance

75.a. Paid during the month:

Clerk Salary & Allowance	566.72	
Steves' Industries Ltd (Playing Field)		70.50
Steves' Industries Ltd (Playing Field)		236.48

75.b To be paid:

Clerk – salary and allowance	635.72	
Photocopying & Postage	c/f	
WDC Copy of Electoral Register for Parish Plan		23.00
Steve's Industries Ltd – playing field mowing (2,9,16,23,30 July)	249.34	
Cllr. G Bull – Parish Maps		19.39
Clement Keys. Annual Return	158.63	
Eric Johnson, Quarry Farm. Allotments Hedge Cutting 07/08	50.00	
Village Maintenance (Notice board at Lawsonford)		630.00
HMRC – PAYE/NIC (July to Sept)	153.13	

75.c Received:

Awards for All Grant	4148.00
Bank of Ireland Interest (Jul 08)	42.98
Bank of Ireland Interest (Aug 08)	35.05

Resolved that the above items of finance be accepted (MW/NC)

75.d Items for Consideration / Information

Completion of Annual Return – Unqualified Audit Opinion. Clerk advised Councillors of the queries raised by Clement Keys which were:-

1. Explanation of the significant variance in total receipts from 2007 to 2008 – explained by the inclusion of the VAT refund of £1791.84 included in the receipts for 2007 but no such payment included in 2008 (payment received after year end) A further additional receipt in 2007 was a one-off Concurrent Services payment of £396.00 received from WDC in addition to the usual payment.
2. The figure for total fixed assets was altered due to an error in calculation.
3. The Internal Auditor amended and initialled his answer to Section 4 box (k) – the PC is not a sole managing trustee of a local trust.

76 Items for Future Agendas/Information

- Chairman of WDC to attend October Parish Council Meeting – Cllr. Mrs Judith Falp

- Budget 2009/2010 – items required for October meeting – request for new notice board at Pinley and consideration of improved access at the playing field
- Annual Parish Meeting – Minutes. Clerk would have these finalised by the next meeting.

There being no further business the meeting closed at 9.35pm

Next Meeting:

Thursday 09 October 2008 at Rowington Village Hall

Signed.....
Vice Chairman

Dated.....