

**MINUTES OF ROWTON PARISH COUNCIL ORDINARY MEETING**  
**TUESDAY 15 JULY 2024 at 7.00pm**  
**held at Rowton Methodist Church, Moor Lane, Rowton**

Present: Councillors Paul Shannon  
Glenys Harrison  
Michael Smythe  
Melanie Fildes

In attendance Clerk Christine Davies  
Peter Scullion

**1 Apologies**

Cllr Howard Hopwood (family commitment), CWaC Cllr Stuart Parker (meeting). Cllr Parker has not attended a Parish Council meeting since last year and the Clerk was asked to contact him to ask that if he were unable to attend any future meetings that he arranges for his fellow ward councillor, Mark Williams to attend in his place.

**2 Declaration of Interest**

None

**3 To approve Minutes of the Annual Parish Council Meeting held on 23 May 2024.**

Error in Agenda Item 1 - Nomination of Vice Chair – Should have read “Cllr Hopwood proposed Cllr Michael Smythe and this was seconded by Cllr Glenys Harrison. Cllr Michael Smythe accepted the position of Vice-Chair”. Clerk manually changed the names

**21/2024 Resolved:** The minutes were signed as a true and correct record by the Vice-Chair, Cllr Smythe.

**To approve the Minutes of the Ordinary Parish Council Meeting held on 23 May 2024.**

**22/2024 Resolved:** The minutes were signed as a true and correct record by Cllr Smythe.

**4 Public Participation**

No members of the public in attendance.

**5 Parish Council Vacancy**

Local resident, Peter Scullion, who observed the last meeting expressed his interest in joining the Parish Council. He was a former councillor with Christleton Parish Council. Cllr Smythe proposed Peter Scullion to be co-opted to the Parish Council and Cllr Paul Shannon seconded. Peter Scullion was duly elected as a Parish Councillor. He signed and dated his Acceptance of Office and completed and signed his Member’s Interest Form.

## 6 Highways

Blocked Drain – Short Rowton Lane: Cllr Smythe reported it to the Environment Agency, and it was visually inspected by them, they visited the site and identified that it was discoloured but no further action was taken. Currently, the gully appears to have drained – no further action to be taken.

Speed Reduction – Rowton Lane: Highways contacted twice, and no reply received to date. The Parish Council agreed that the current “Welcome to Rowton, Please Drive Carefully” village sign positioned at the right hand side when entering Rowton Lane from the A41 needs to be made more visible to encourage road users to drive with caution.

No Through Road sign obstructed by overgrown hedge: Letter sent to occupier in Greenfields Lane requesting hedge to be cut back.

Fallen A41 Sign at junction of Long/Short Rowton Lane: Reported to Highways.

Broken glass in bus shelter on A41 opposite BP Garage: Report to Streetscene.

## 7 Planning

Planning Applications received since last meeting: Planning Application 24/01521/FUL: Newlands, Rowton Lane CH3 6AT: Demolition of existing house and erection of replacement dwelling. Objection submitted on grounds of increased visual impact on Rowton Lane and no precedent for garage to be sited in front of property on Rowton Lane.

24/01725/FUL: Daneswood Rowton Lane, CH3 6AT: Proposed two storey rear and side extension, single storey side and rear extension. Widening of vehicular access, Proposed rendering of property and new windows and doors throughout. No Comment to be submitted.

To receive Planning Decisions: 24/01061/FUL: Corrig House, Rowton Lane, CH3 6AT: Proposed addition of single storey Orangery to the northwest end elevation of the property – Approved.

## 8 Finance

a) **23/2024**: The following payments were approved since last meeting:-

Payee	Amount	Statute Power
Zurich Town & Parish – Annual Insurance	£367.16	LGA 1972 Sec 112
CM Davies - May Salary + final instalment of	£359.13	LGA 1972 Sec 111
CM Davies – May Expenses	£35.80	LGA 1972 Sec 112
Penny Lane Accountants – May payroll	£5.00	LGA 1972 Sec 112
CM Davies – June Salary	£259.13	LGA 1972 Sec 111

Payment to Antony Cartwright for £84.89 for 6 months web hosting and certification approved.

b) Bank Balance as at 30/6/2024 = £11,503.03

c) Cllr Melanie Fields signed and dated the electronic cash book reconciliation sheet .

d) Update re Business Reserve Account: Cllr Smythe to report back at next meeting.

e) Actual expenditure v budget up to 30 June 2024 received and noted.

f) **24/2024 Resolved:** That the Parish Council approve and adopt new Model NALC Financial Regulations 2024.

**9 .Gov Domain Name**

Cllr Smythe attended an on-line training session and will forward presentation slides. There are good reasons for Parish Councils to adopt .gov domain name as it is reserved only for Government departments and Parish Councils fall within this scope, therefore it lends credence, authority and trust for parishioners accessing the website. However, there is a cost involved to transport from our existing domain to .gov.uk domain. There is limited funding available but it does not cover the full cost. As this was not budgeted for this financial year, Cllr Smythe recommended obtaining costings for budget for year 2025/26.

Action: Clerk to contact web hosting company for estimates of transferring to .gov.uk domain name and also .gov.uk email address.

**10 Community Bench**

Canal & River Trust require exact location and it was agreed to obtain a GPS location by 2 councillors.

Action: Cllrs Shannon and Fildes to co-ordinate definitive location and notify Clerk.

**11 Village Green**

Cllrs Smythe and Fildes to visit residents who live in property adjacent to the Village Green to enquire about using external electricity supply for Carols on the Green event.

**12 Community Event**

It was agreed to organise an Annual Cleanup on a date to be agreed in August/early September. There are a number of jobs that need be completed and the Parish Councillors would like parishioners to join in to help out. It was suggested that refreshments be served at the end of the day on the Village Green.

**25/2025 Resolved:** That the Parish Council agree to budget £100 for refreshments if necessary.

**13 Items for Discussion**

Plant Exchange event – Spring 2025: Item for September Newsletter  
Website Accessibility Compliance requirement from October 2024

**14 General Correspondence**

The Clerk's Magazine – July edition  
Clerks & Council's Direct  
Alzheimer's Society letter requesting Poster advertising sponsored walk in Marbury.

**15 Date of next meeting – Monday 9 September 2024 at 7.00pm**

Meeting finished at 8.50pm.