




Draft MINUTES of the Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 18th April 2018, 7.30pm, at Rowde Village Hall

PRESENT: S Mundy (Chair), J Hawkins, J Dalley, P Lucas, C Stevens, I Whittaker-Axon, L Wills		
1.	Apologies & Acceptance of Apologies B Bentley Absent: Cllr Cuthbert	
2.	Register of Members' Interests <ul style="list-style-type: none"> No new business interests were recorded. 	
3.	Chairman's five minutes <ul style="list-style-type: none"> The Chair announced that he will be stepping down from the role of Chair and from the Parish Council at the Annual Parish Council meeting in May. 	
4.	Outline proposal for Part-time shop & tap house at the New Bakery with Glen Upward <ul style="list-style-type: none"> Owner, Glen Upward gave an update on the progress of the business. The business started in July 2017 and has been trading since September. There has been 11 brews of beer so far. It is not permissible to sell directly to consumers without a licence. Beer is currently sold from business to business. The outline proposal is to open a part-time tap house (possibly once a month) to allow consumers to experience the beer and a part-time shop (open possibly once a week) to sell the beer. This would work within the constraints of the original stipulated business hours. It will be an ancillary part of the business, not the core business. Mr Upward has written to the immediate neighbours and asked for any concerns they may have. Three have replied positively. The Parish Council asked about road safety for pedestrians using the site and suggested a speed limit sign and/or lighting. 	
5.	Public Question time <ul style="list-style-type: none"> A resident has kindly volunteered to construct and maintain a new planter for the village. J Dalley will contact the resident to accept the offer. A question was asked about the fees that have been received from football matches played on the large playing field. A response was given to say that there were no teams using the pitch until September. Since then, only one team has used the pitch. There are six games left to play. Fees will be paid in full at the end of the season. 	J Dalley
6.	Agree the minutes of the Parish Council meeting: 14th March 2018 <ul style="list-style-type: none"> The minutes were approved by the Parish Council (proposed by Ivan Whittaker-Axon, seconded by Chris Stevens). 	

8.	<p>Consultation on the proposed double yellow lines on Marsh Lane, Springfield Road & Cock Road</p> <ul style="list-style-type: none"> • The Parish Council agreed to respond to Wiltshire Council's consultation on new and extended double yellow lines in the village. • The Parish Council agreed with the proposal for double yellow lines at the junction of Marsh Lane, with the High Street. It was proposed that the Parish Council asks Wiltshire Council for a passing place outside of Andrews View & Rose Cottage to allow cars space to pass on Marsh Lane. • The Parish Council agreed with parking restrictions on Springfield Road, at the junction with the High Street but they did not agree with the length proposed. It was agreed to ask Wiltshire Council to finish the double yellow lines by 16 Springfield Road. This is to ensure that parking problems are not caused elsewhere in the village. • The Parish Council did not agree with extending the double yellow lines on Cock Road as far as the car park entrance of the Village Hall. The Parish Council will measure the distance to the side gate of the Village Hall and respond to Wiltshire Council to ask for the double yellow lines to be extended to that distance [<i>Clerk's note: The Parish Council were unable to agree on the proposed extension to the parking restrictions on Cock Road and have asked for it to be removed from the Wiltshire Council consultation document</i>]. • The Clerk will respond to Wiltshire Council with the above comments. 	Clerk
9.	<p>Planning Matters Planning applications for consideration</p> <ul style="list-style-type: none"> • 17/08775/OUT Further comments on the revised outline planning application for proposed development on land at Malthouse Farm (Deadline for responses: 3rd April). A response was submitted to Wiltshire Council in time for 3rd April. The Parish Council had no further comments to make on the application. It was confirmed at the meeting, that the Parish Council was content with this response. • 18/02904/FUL: Oakwood Stud, Marsh Lane, Rowde, Devizes, and Wiltshire, SN10 2NW: Use of land and stables for new equine business. Extension to stables. Erection of storage barn. Stationing of mobile home. (Deadline: 3 May 2018). Comments were made that the proposed buildings would be viewable from the road, which the applications states will not be the case. There was concern about the need for a mobile home to be sited at the stables. There was support for the venture as it is a new rural business. The Parish Council agreed to support the application with conditions that the hedge coverage is increased and to enquire if the mobile home is essential to the needs of the business. Two Parish Councillors voted against imposing conditions on the Parish Council's support of the application. 	
10.	<p>National Association of Local Councils (NALC) consultation on powers for dealing with unauthorised developments and encampments</p> <ul style="list-style-type: none"> • The government has issued a consultation on powers for dealing with unauthorised development and encampments. A consultation paper was circulated to all Parish Councillors asking their opinion on a range of questions relating to the topic. Parish Councillors will feed back any comments to the Clerk. 	

11.	<p>Discussion on methods to contact County Councillor, Anna Cuthbert.</p> <ul style="list-style-type: none"> It was agreed to contact the Monitoring Officer at Wiltshire Council to raise concerns about Cllr Cuthbert's absence from Rowde Parish Council meetings and the continued non-communication with the Parish Council Chair, the Clerk and residents in the village. 	Clerk
12.	<p>Grounds Maintenance</p> <p>Forthcoming change in commercial waste collection carried out by Wiltshire Council.</p> <ul style="list-style-type: none"> It was proposed by I Whittaker-Axon, seconded by C Stevens that the Parish Council wheelie bin will be emptied by Grist Environmental. The cost will be £7.00 per 4 week collection. <p>Proposal to hire a road sweeper before the village clean-up.</p> <ul style="list-style-type: none"> A road sweeper will be arranged for the week commencing 7th May. It was requested for residents to be aware that a road sweeper will be in the village during that week. It was suggested that the clean-up project would be greatly helped if residents could clean up outside of their own homes. <p>Plan for the ongoing maintenance of the planter on the hill.</p> <ul style="list-style-type: none"> The Clerk will contact the person who kindly donated the planter on the hill and ask if they would like the Parish Council to continue with its maintenance. 	Clerk
13.	<p>Large Playing Field</p> <p>Further updates on development plans</p> <p>There was a discussion about possible costs to replace the pavilion; whether the pavilion is in the correct place for the village; concerns about security of the pavilion at its current location. The Steering group will meet to discuss the project further.</p> <p>Fundraising for the Pavilion</p> <ul style="list-style-type: none"> The proposed children's disco for 20th April has been cancelled. 	
14.	<p>Allotments</p> <p>Update on fencing plans for the allotments</p> <ul style="list-style-type: none"> Some quotations for new fencing have been received. It will not be possible to fence the entire site in one go due to cost. It was suggested that hawthorn is planted in the hedgerow to provide some protection from deer when it has grown. It was agreed that the Clerk would obtain quotes for semi-mature hawthorn bushes. C Stevens will speak to allotment holders about the proposal to use hawthorn bushes instead of fencing. <p>Proposed inclusion on the allotment tenancy agreement forbidding the use of animal traps.</p> <ul style="list-style-type: none"> It was agreed to change the allotment tenancy agreement to include the following statement: 'The Parish Council does not allow the use of animal traps, rodenticides, or electric fencing'. This new clause will be circulated to all allotment holders. 	Clerk Clerk
15.	<p>Village Events</p> <ul style="list-style-type: none"> Suggestions for events to mark the end of World War I <p>A meeting is scheduled for Wed 25th April at Rowde Primary School with representatives from the school, the Parish Council and St. Matthew's Church.</p>	

16.	<p>Facebook update</p> <ul style="list-style-type: none">• There has been a further volunteer to plant the planter on the edge of Rowde Court Road/Marsh Lane.• A comment has been made that the Parish Council should be able to purchase land in the village to create a village car park. An outline suggestion was made at the meeting that space for parking could be made available at Manor Farm, off Close Lane which is owned by the Merchant Venturers. Some Councillors expressed doubt about the viability of the scheme. It was requested that the Clerk write to the farmer to ask for more details.	Clerk								
17.	<p>Financial matters & monthly invoices for March (total: £2,231.05)</p> <p>Cheques for the invoices were proposed L Wills, seconded by J Hawkins. All Councillors were in favour.</p> <p>March invoices breakdown</p> <table><tr><td>Admin costs</td><td>£1076.22</td></tr><tr><td>Grounds maintenance</td><td>£542.50</td></tr><tr><td>Subscriptions, training</td><td>£612.33</td></tr><tr><td>Total:</td><td>£2,231.05</td></tr></table> <p>Review of Annual Governance Statement 2017/18</p> <ul style="list-style-type: none">• The Parish Council reviewed the Annual Governance Statement as part of the external audit process and agreed with the questions asked. The document was duly signed by the Chair and the Clerk. <p>Changes to internal auditor arrangements and schedule for annual accounts</p> <ul style="list-style-type: none">• The internal auditor that the Parish Council has used for many years has retired from the firm. The firm are no longer able to carry out the audit at the same rate as before. The Clerk has sought a new internal auditor who will carry out the audit on behalf of the Parish Council: John Davis & Co, Chippenham.• The draft accounts will be presented to the Parish Council at the Annual Parish meeting on 9th May 2018, with the internal audit report if received.	Admin costs	£1076.22	Grounds maintenance	£542.50	Subscriptions, training	£612.33	Total:	£2,231.05	
Admin costs	£1076.22									
Grounds maintenance	£542.50									
Subscriptions, training	£612.33									
Total:	£2,231.05									
18.	<p>Changes to the Data Protection Law GDPR (General Data Protection Regulations)</p> <ul style="list-style-type: none">• The Clerk attended training on 18th April 2018 on the new changes to the Data Protection Law• It will be necessary to appoint a Data Protection Officer, who is external to the Parish Council. It was proposed that the Clerk approaches a neighbouring Parish Council to ask if we could share resources. If we can act as their Data Protection Officer, they could act as ours. I Whittaker-Axon volunteered to act as Data Protection Officer for a neighbouring council if the idea is accepted.	Clerk								
19.	<p>Correspondence</p> <ul style="list-style-type: none">• Police update will be circulated to Parish Councillors.• The ‘Bunnies Lane’ road sign has been destroyed in a road traffic accident. The driver did not stop. The incident has been reported to the Police & Wiltshire Council.	Clerk								

20.	<p>Date of next meeting</p> <ul style="list-style-type: none">  Wednesday 9th May 2018, at 7.30pm for the Annual Parish Council & Ordinary Parish Council meeting  Thursday 24th May 2018 at 7.30pm in ROWDE PRIMARY SCHOOL  <i>Village Clean-up: on Sunday 29th April, from 10am at the Cross Keys pub.</i> 	
-----	---	--

A reminder that all requests for work/or goods should be presented to the relevant Committee first for authorisation.

Signed:

..... Chairman Date: