

Draft MINUTES of the Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 12th June 2019, 7.30pm, at Rowde Village Hall

	<p>PRESENT: J Hawkins (Chair), J Dalley, Y Pullen, C Stevens, S Taylor (from item 3 onwards), I Whittaker-Axon, L Wills</p> <p>Absent: Cllr Cuthbert.</p>	
1.	<p>Apologies & Acceptance of Apologies All Councillors were present.</p>	
2.	<p>Register of Members' Interests No business interests were registered.</p>	
3.	<p>Co-option of Mr Stuart Taylor onto the Parish Council It was proposed by C Stevens, seconded by L Wills that Mr Taylor should be co-opted onto the Parish Council. All Parish Councillors present were in favour. Mr Taylor was invited to join the meeting and signed the Acceptance of Office Declaration form and the Code of Conduct form.</p>	
4.	<p>Chairman's five minutes</p> <ul style="list-style-type: none"> There were no further items to update on that did not appear on the agenda. 	
5.	<p>Public Question Time</p> <ul style="list-style-type: none"> A follow up question was asked about the hedge that borders the drive to St Matthew's Church. The Parish Council has trimmed the side of the hedge to allow pedestrian access from the High Street. A resident has since cut the top of the hedge themselves. The Clerk has spoken with Aster about who owns the hedge and they have said that the hedge is not covered by their maps. Ownership and responsibility for the hedge remains unknown. A further question was asked about parking in Maundrell Close, after a recent complaint from Aster that residents in Maundrell Close were having problems parking. It was noted by a member of the audience that parking for Aster residents is reserved in the bay area in Maundrell Close but that villagers can use the rest of the road space for parking. The Clerk will share the contact details for the Neighbourhood Officer at Aster with the resident concerned. A complaint was made about the overgrown hedge on the corner by West End Farm, High Street. It is difficult for residents to pull safely into Close Lane. It was agreed that the Clerk would contact Jenny Rowe at the Estates department at Wiltshire Council to ascertain who is responsible for the boundary. A concern was raised about speeding on the Common, in light of a recent accident between a scooter and a car. The road is also being used by heavy good vehicles. It was agreed that the matter would be raised through the Community Area Transport Group. It was also noted that heavy goods lorries are also using Conscience Lane. A complaint was made about the Silverlands Play area. The grass needs cutting; there are no swings; damaged play equipment has not been replaced. The Parish Council is still waiting to hear from Wiltshire Council as to when they will be allowed to take over the management of the play area. Cllr Cuthbert was following up on this. The Clerk has reported that the grass needs cutting and the response given from Wiltshire Council was that the grass is scheduled to be cut once a month. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
6.	<p>Wiltshire Council Update</p> <ul style="list-style-type: none"> The <u>Devizes Area Board</u> meeting was held on 13th May 2019. The meeting was attended by the Chair and the Clerk of the Parish Council. The following points were noted: 	

	<ul style="list-style-type: none"> • A new Big Pledge has been launched which encourages residents to commit to doing a physical activity from 7th May • Police update <ul style="list-style-type: none"> ○ There is a new police Co-ordinator for Devizes: PC Beth Buckwell. Previously, the Marlborough area was covered too. • New Health Centre – there will be a decision on the design work by Summer 2019. A business case should be completed by Spring 2020. Construction could be completed by 2021. • Devizes Town Council – there are mock up diagrams available of how the revamped Market Place might look. • In October 2019, there will be a volunteer training course in Devizes. In July there will be a coffee morning held for volunteers in the Corn Exchange. • Caen Hill: design review options are being considered. Wiltshire Council are looking at how the project can be funded. It will be 1 – 2 years before Wiltshire Council will have a budget to commence the project. • Well-being Day: will be held on The Green, Saturday 15th June 2019. It is an event for 18+ year olds. • Armed Forces Weekend from 28th June 2019, on Hudson’s Field, Salisbury. Free tickets are available through the Wiltshire Council website. • Funding: Youth Funding is available through the Local Youth Network for 13-19 year olds. <ul style="list-style-type: none"> ○ Health & Wellbeing funding is available for older and vulnerable people for day clubs, health and fitness. • Devizes Parkrun is to be held at Rowdeford School. This is a free weekly 5km run – it is a community event. • The next Area Board meeting will be held on Monday 15th July in the Shambles! <p><u>Local Plan Review</u> led by Devizes Town Council.</p> <p>The Clerk and Chair attended a meeting with Devizes Town Council, other neighbouring Parish Council and officers from Wiltshire Council to talk about ongoing housing provision for the area.</p> <p>Devizes Town Council are due to review their existing Neighbourhood Plan. It was suggested that a new plan could be developed which encompasses neighbouring parishes. Rowde Parish Council said it would be interested in being involved in the next stage of the discussions.</p>	
7.	<p>Update from the Annual Village meeting: 23rd May 2019, Rowde Primary School</p> <ul style="list-style-type: none"> • A copy of the draft minutes is available from the Clerk and is also on the village website. • The Chair noted that only two parishioners attended the meeting. It was suggested that we change the venue next year. 	
8.	<p>Agree the minutes of the Parish Council meeting on 8th May 2019</p> <p>The minutes have been accepted as accurate: proposed J Dalley, seconded by C Stevens. All Councillors who were present at that meeting accepted them as a true record.</p>	
9.	<p>Matter arising and actions from meeting on 8th May 2019</p> <ul style="list-style-type: none"> • The Clerk has contacted Mr Ed Lee, who was acting as a solicitor for Rowde Primary School when it moved from Marsh Lane to the High Street. Mr Lee will look through his documents to see what was originally planned for parents dropping off and picking up their children from school. 	

	<ul style="list-style-type: none"> The results of the recent Housing Needs Survey are still being considered to establish the exact housing need for the parish. After that there will be further discussions on how to process the project accordingly. 	
11.	<p>Highways Updates</p> <p>Emergency Planning – PEAS</p> <ul style="list-style-type: none"> The Parish Council will apply for free salt this year. It is necessary to fill out a PEAS (Parish Emergency Assistance Scheme) application form first and to appoint a Snow Warden. L Wills kindly agreed to head up a snow tree. 	
12.	<p>Grounds Maintenance</p> <p>Monthly update</p> <ul style="list-style-type: none"> It was noted that the re-turfed area on The Hill looks very nice. Concern was expressed that the turf removed for the poppy memorial was not replaced and that section built back up before the whole area was re-turfed, hence there is a now a dip in that area. The central track through the allotments has not been cut for a while. J Dalley kindly mowed this area. The Clerk will speak with the grounds maintenance contractor about this. It was reported that a hedge at the end of St Matthew’s Close on the footpath to Maundrell Close needs to be cut back as it is hanging over the pavement and making it difficult for pedestrians to use. Y Pullen agreed to speak with the resident. <p>Quotations for new work</p> <ul style="list-style-type: none"> It was agreed to side out the bank along the footpath from Cock Road to St. Matthew’s Close (£313) but that the work would not take place until September to lessen the impact on the ecology in that area. It was noted that the soil needs to be removed from the site. The Parish Council did not want to consider removing the hedgerow in the small playing field/Tower View at this time due to cost and the implications for the adjacent resident. The Parish Council would like to progress with work to side out the pavement from West End Farm to the thatched cottage past Rowdeford School. The original quote was for a shorter distance. The Clerk will speak with the contractor about the additional cost and discuss further at the next Parish Council meeting. 	<p>YP</p> <p>Clerk</p>
13.	<p>Village Appearance</p> <ul style="list-style-type: none"> There was nothing further to add. 	
14.	<p>Allotments/Large Playing field Update</p> <ul style="list-style-type: none"> Repair work on the allotments car park will take place on w/e 15th/16th June. A machine will be hired to level the car park and the playing field. The Clerk has sourced some scalplings. More aggregate will need to be added to this. Thank you was given to P Dalley for finding and capping the water supply to the pavilion before it was demolished. A base for a new shed will be put at the back of the allotments site. This is to store Parish Council property in. The shed will be in shiplap design with a felted ridged roof. It was proposed that up to a £1000 could be spent on the shed (Proposed by L Wills, seconded by Y Pullen). 	
15.	<p>Communications update</p> <p>Facebook Update</p>	

	<ul style="list-style-type: none"> • A report has been made of a broken post on the permissive footpath from the Rowdey Cow. <i>[S Taylor has since repaired the post]</i> 	
16.	<p>Financial matters & monthly invoices for May (total £11,440.57). Payment for invoices were proposed by C Stevens, seconded Lisa Wills. All Councillors were in favour. <u>May invoices breakdown</u> Admin costs: £ 1,472.25 Grounds maintenance: £548.32 Demolition of the pavilion: £ 9,420.00 Total: £11, 440.57 A further invoice for £95.00 was approved at the meeting for the capping off of the water supply to the pavilion.</p> <ol style="list-style-type: none"> Reviewed insurance premium – there has been a reduction in the amount due to the removal of pavilion cover. The Parish Council has agreed to be bound by a three year agreement to keep costs down. Internal auditor’s report for 2018-19 – it was reported that the accounts are in good order. No points were raised for consideration. Approval of accounts for 2018-19. The accounts were approved by the Parish Council. The Parish Council considered all of the points listed in the Annual Governance Statement 2018-19 and approved signing of the document. The Parish Council approved the Accounting Statements 2018-19. The Clerk will submit all relevant documents to the External Auditor now: PKF Littlejohn. The Parish Council agreed to pay the data protection fee by direct debit. The fee is reduced to £35.00 if paid by direct debit. 	
17.	<p>Correspondence Police report</p> <ul style="list-style-type: none"> • On 2/5/19 a female walking with her dog was attacked by another dog. • Between 4/5/19 and 6/5/19, entry was gained to a local garage and items were stolen. • On 30/5/19 there was a collision between a car and a motorbike on The Common. Enquiries are ongoing. <p>Raizer chair</p> <ul style="list-style-type: none"> • The Clerk has received a request for a donation towards the cost of a Raizer Chair. A Raizer Chair is a piece of equipment which is used to help lift people after a fall. This would be used by a First Responder based in Rowde. • The Parish Council suggested that the applicant approaches the Area Board for funding for the project. The Parish Council would consider contributing at later date. <p>It was noted that the Microbrewery is going to close.</p>	
	<p>Date of next meeting</p> <ul style="list-style-type: none"> 🚩 Next Parish Council meeting will be held on Wednesday 10th July 2019 🚩 The next Area Board Meeting will be held on Monday 15 July 2019 in the Shambles! 🚩 The next CATG meeting will be held on Tuesday 25th June 2019 in the library. 🚩 EVERYONE is welcome to attend all meetings. 	

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

Signed:

..... Chairman Date: