

Draft MINUTES of the Annual & Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 8th May 2019, 7.30pm, at Rowde Village Hall

PRESENT: J Hawkins, J Dalley, Y Pullen, C Stevens, L Wills
 Cllr Cuthbert

1.	Election of Chairman It was proposed by C Stevens, seconded by J Dalley that John Hawkins would continue as Chair of the Parish Council. All councilors voted in favour.																										
2.	To receive the Chairman's Acceptance of Declaration of Office The declaration was duly signed and witnessed.																										
3.	Apologies & Acceptance of Apologies I Whittaker-Axon																										
4.	Councillor changes <ul style="list-style-type: none"> Mr Steve Mundy has resigned from the Parish Council. S Mundy was thanked for all of his hard work in getting jobs done around the village and for all of his contribution over the past years as a Parish Councillor and then as Chair. Mr Stuart Taylor was not able to attend the meeting. The planned co-option will take place at the next Parish Council meeting. 																										
5.	Register of Members' Interests <ul style="list-style-type: none"> No new business interests were recorded. 																										
6.	Review of Committee Responsibilities The following roles were agreed as stated: <table border="1" data-bbox="199 1198 1375 1736"> <thead> <tr> <th><i>Role</i></th><th><i>Parish Councillor</i></th></tr> </thead> <tbody> <tr> <td>Finance</td><td>C Stevens</td></tr> <tr> <td>Data Protection Compliance</td><td>Ivan Whittaker-Axon</td></tr> <tr> <td>Playgrounds</td><td>C Stevens</td></tr> <tr> <td>Roads & transports, footpaths</td><td>I Whittaker-Axon,</td></tr> <tr> <td>Sports and playing fields</td><td>J Dalley</td></tr> <tr> <td>Allotments</td><td>C Stevens</td></tr> <tr> <td>Planning</td><td>John Hawkins</td></tr> <tr> <td>Rowde's Future (Neighbourhood Planning)</td><td>Vacancy</td></tr> <tr> <td>Social Media</td><td>Lisa Wills</td></tr> <tr> <td>Youth Co-ordinator</td><td>Lisa Wills</td></tr> <tr> <td>Village Hall Liaison</td><td>Vacancy</td></tr> <tr> <td>Village Appearance & Safety</td><td>Yazmin Pullen</td></tr> </tbody> </table>	<i>Role</i>	<i>Parish Councillor</i>	Finance	C Stevens	Data Protection Compliance	Ivan Whittaker-Axon	Playgrounds	C Stevens	Roads & transports, footpaths	I Whittaker-Axon,	Sports and playing fields	J Dalley	Allotments	C Stevens	Planning	John Hawkins	Rowde's Future (Neighbourhood Planning)	Vacancy	Social Media	Lisa Wills	Youth Co-ordinator	Lisa Wills	Village Hall Liaison	Vacancy	Village Appearance & Safety	Yazmin Pullen
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7.	Finance Presentation & approval of draft accounts for year ending 31 March 2019 The draft accounts were presented to the Parish Council. The Clerk gave an explanation of where the accounts figures differed by more than 15% from the previous financial year. There were no questions at this time.																										

	<p>Review of financial regulations The Parish Council's financial regulations were reviewed and remain as stated.</p> <p>Financial risk assessment review The Parish Council considered a financial risk assessment of the Parish Council's situation. There were no comments at this point.</p> <p>Review of bank signatories It was agreed that S Mundy would be removed as a bank signatory and L Wills would be added.</p> <p>Insurance renewal: The Parish Council's broker Came & Co Insurance company has provided quotations from three companies for the Parish Council's insurance. It was agreed to go with the cheapest option, as recommended by the broker.</p> <ul style="list-style-type: none"> • This fee may alter when the pavilion has been demolished. The Clerk has noted this with the insurance brokers. 	Clerk
8.	<p>Policies</p> <p>Review of Standing Orders The standing orders were accepted as stated.</p>	
Ordinary Parish Council - meeting		
9.	<p>Public Question time</p> <ul style="list-style-type: none"> • A comment was made about the cutting of the playing field/allotments hedge. It was noted that it was not cut at the correct time of year and it has been cut too low. Debris from the hedge cutting was left on the allotments. • It was agreed that if there are any queries and the contractor can not contact the Clerk, he should contact J Dalley. • There was a long discussion about the travellers' encampment on the Common. This has been reported to Wiltshire Council whose designated team are dealing with the issue. • There some discussion about the ownership of the Common and whose responsibility it is to move the travellers on. Whilst parts of the Common are registered to the Parish Council, the Highway and the immediate area surrounding it is the responsibility of Wiltshire Council. • There was concern about the length of time it has taken for the travellers to be moved on. Wiltshire Council consider the welfare of children and vulnerable adults first in such cases. A notice to quit has now been issued. It was suggested that the Police are not interested in getting involved unless criminal activities taking place. Trespass on private land is a civil matter. However, some actions on common land are illegal. • Cllr Cuthbert offered to act on behalf of residents and request that Wiltshire Council enforcement officers attend the site. • Rowde Parish Council is consulting with solicitors from the National Association of Local Councils to confirm what the responsibility of Rowde Parish Council is and what actions it is required to take. • A resident thanked Cllr Cuthbert for offering to help resolve the situation. 	

10.	<p>Wiltshire Council Update</p> <p>Extension of pre-publication consultation on Special Schools provision</p> <ul style="list-style-type: none"> • Cllr Cuthbert updated the Parish Council on the consultation on Special Schools provision. Wiltshire Council were taken to judicial review and a judgement was made that the consultation had not been altogether complaint. • A further consultation period has been opened up for all options to be explored. • It was noted that Rowdeford School's Garden Fair will be held on 19th May 2019. • The next Devizes Area Board meeting will be held on 13th May 2019, 6.00pm at the Devizes Hub. Cllr Cuthbert noted that both Bromham and Potterne have been successful in receiving funding from the Area Board and encouraged Rowde to seek funding for any projects they have. There is money specifically for youth projects, especially those in rural areas. • Cllr Cuthbert brought the Parish Council's attention to the closure of Five Lanes School on the Potterne site. Cllr Cuthbert made a plea for everyone to use their local schools, shops, pubs. <p>Highways Update from Cllr Wayman</p> <ul style="list-style-type: none"> • The Clerk shared the Highways update from Cllr Wayman which outlines major county clean-ups; 'Sparkle Days' part of Wiltshire Council's 'Clean Up Wiltshire' initiative; additional weed control; discretionary gully emptying; and Wiltshire council's investment in a JCB highway maintenance ditch digging work. The newsletter is available on request. 	
11.	<p>Agree the minutes of the Parish Council meeting: 3rd April 2019</p> <ul style="list-style-type: none"> • The minutes were approved by the Parish Council (proposed by C Stevens, seconded Y Pullen. All Councillors were in favour). 	
12.	<p>Matters arising and actions taken from meeting on 3rd April 2019</p> <ul style="list-style-type: none"> • The Clerk has reported concerns with speeding taxis along Marsh Lane to Wiltshire Council's Passenger Transport department. The Parish Council has been advised that all drivers will be written to, to remind them of their responsibility and to warn them of the consequences of failing to meet Wiltshire Council's strict requirements. • The Clerk has made a request to the Devizes Community Area Transport Group (CATG) for reminder signs of the 30mph speed limit on the High Street end of Marsh Lane. • The Clerk has met with the Chair of Governors at Rowde School to discuss local parking issues. It was noted that bus routes have stopped or changed since the , and more children are coming from outside of the village hence more cars travelling to school. The Parish Council noted that the problem will not go away and would like that stressed to the Governors. It was suggested that the Nursery pick up time could be altered to relieve parking pressures at the end of the school day. • It was recommended that the Clerk contacts the solicitor who was involved when the school was built. • The Clerk has met with the Neighbourhood Officer for Aster to discuss parking issues in Springfield Close & Maundrell Close, and overgrown hedgerows (along the Church drive and adjacent to Church View). 	<p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> • The Clerk has drafted a notice to be used by residents in Maundrell Close when residents are not able to park themselves due to use by non-residents. • The bin on the corner of Cock Road/High Street has been moved by Wiltshire Council to the High Street and the junction with Marsh Lane. • The Clerk has followed up on the arrangements for Wiltshire Council to send the road sweeper with ripper brush through the village. • The gate to the toddlers' play area has been fixed. • The Clerk has chased repairs to the damaged culvert opposite Tanis Farmhouse, on Conscience Lane. 	
13.	<p>Planning Matters</p> <ul style="list-style-type: none"> • 19/03283/FUL Cedarwood, Cock Road, Rowde: demolition of existing bungalow and garage, erection of 2 chalet style bungalows. Comments by 9th May 2019. • There was some concern about plans to increase the footprint by building two houses on the site and the impact it would have on the vehicular access to the proposed development on the adjacent Malthouse Farm. • The Parish Council noted that there are no solar panels featured in the drawings of the proposed new buildings and asked if they will be a requirement for the new build. After a discussion, the Parish Council said that they had no objections to the application. • 19/02772/FUL Rowde Mill, Rowde: Retrospective planning application for the erection of two timber structures. Comments by 10th May 2019. Bromham Parish application. • A letter of objection had been received from a local resident stating concerns that the new buildings were to be used as possible holiday chalets and the impact that the buildings would have on the natural environment. Rowde Parish Council thought that the outbuildings in question were well concealed within the property grounds and would not be easily visible from neighbouring land or public footpaths. The conservation concerns put forward were discussed and the buildings were deemed to be of minimal ecological impact considering their placement within the walled garden/nursery area and not within a natural or semi-natural habitat of high ecological importance. The Parish Council were, therefore, in support of the application • 19/02978/FUL: 55 Springfield Road, Rowde: Amended plans to demolish garage and greenhouse, construct single storey extension to extend kitchen, construct detached brick store and provide parking for 2 vehicles: Comments by 14th May 2019. The Parish Council had no objections to the revised plans. • 19/03717/FUL: Vine Cottage, 26 Bunnies Lane, Rowde: change of use from bed and breakfast to residential. Comments by 28th May 2019. The Parish Council had no objections. 	
14.	<p>Grounds Maintenance</p> <p>Review of grounds maintenance contract work</p> <ul style="list-style-type: none"> • This was discussed under item 9, please see above. <p>Highways meeting: This will take place in Kennet House on Thursday 13th June 2019 at 7.00pm. The Chair agreed to attend the meeting.</p>	

15.	<p>Allotments</p> <ul style="list-style-type: none"> An allotment holder has written to express concern about the suggestion of a bio-toilet. There is no formal proposal at this time. There was further discussion about returning the security lock to the allotments gate. It was agreed to leave the gate unlocked at this time and to monitor the situation. <p>Playing field</p> <ul style="list-style-type: none"> An enquiry has been made by a youth football team wanting to use the pitch. They would need to store their equipment on site. It is suggested that the new shed proposed for the allotments, should have an access point from the large playing field for roof space storage. The Pavilion is due to be demolished shortly. 	
16.	<p>Correspondence</p> <p>Facebook update: there were no updates.</p> <p>Police update: on 10th April 2019 a property in Springfield Road was burgled. A motorcycle has also been stolen from a property in Tanis.</p>	
17.	<p>Financial matters & monthly invoices for April (total: £6,345.36)</p> <p>It was agreed to pay donations to the village groups.</p> <p>Cheques for the invoices were proposed by L Wills, seconded by C Stevens. All Councillors were in favour.</p> <p>April invoices breakdown</p> <p>Admin costs: £1286.52</p> <p>PC insurance & subscriptions:£1934.66</p> <p>Grounds maintenance: £578.32</p> <p>Donations to village groups (S.137): £2, 545.86</p> <p>Total: £ 6,345.36</p> <p>Further cheques for the hire of the Rowde Village Hall (£49.50) and the donation towards the cost of electricity for the defibrillator to the Cross Keys (£30) was also approved at the meeting.</p>	
18.	<p>Plans for the annual village meeting: Thursday 23rd May, 2019, 7.30pm at Rowde Primary School</p> <ul style="list-style-type: none"> Groups and organisations in the village are invited to attend the Annual Village meeting on 23rd May in Rowde Primary School. 	
19.	<p>Date of next meeting</p> <p>🚩 Thursday 23rd May 2019 at 7.30pm for the Annual Village Meeting in ROWDE PRIMARY SCHOOL</p> <p>🚩 Wednesday 12th June 2018, at 7.30pm for the next Parish Council meeting, in the Village Hall.</p>	

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

Signed:

..... Chairman Date: