

Draft MINUTES of the Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 12th July 2017, 7.30pm, at Rowde Village Hall

PRESENT: S Mundy (Chair), B Bentley, J Dalley, J Hawkins, S Howard-Ames, C Stevens, I Whittaker-Axon, L Wills 11 members of the audience.		
1.	Apologies & Acceptance of Apologies: All Councillors were present. Cllr Cuthbert sent her apologies.	
2.	Register of Members' Interests J Hawkins registered an interest in agenda item 14: planters on the High Street, by Manor Farm. B Bentley registered an interest in agenda item 8: Rowde Walks leaflets	
3.	Chairman's five minutes <ul style="list-style-type: none"> The Chair has completed a fourth planter to be located on the High Street pavement by Manor Farm. This will be placed there shortly. The Chair reminded the Parish Council that the group works as a collective. If a vote is agreed by the majority of Councillors, then the decision must be respected by all Councillors regardless of their own voting preference. The Parish Councillors who visited Reed Place were thanked for their time. It was noted that Wiltshire Council did not receive valid applications from residents of Rowde. Councillor Sarah Howard-Ames was thanked by the Chair for taking the role of Council Co-ordinator for the Neighbourhood Plan. Mr Paul Lucas observed the meeting as a prospective new Parish Councillor, with a view to being co-opted at the Parish Council meeting in September. 	
4.	Presentation from Mr Glen Upward, of Devitera (microbrewery business). <ul style="list-style-type: none"> Mr Upward is proposing to start a microbrewery business in the New Bakery, High Street, Rowde. Some prototype beers were displayed: a small scale craft beer. The grain will come from Wiltshire farms. It will then be sent to Warminster to be floor malted, then onto the brewery. Retail will be through local farm shops and specialist stores. It will be a small scale operation with up to two brews a week, which will produce 16 firkins. It is anticipated that there will be a hop like smell for around an hour after each brew. It is anticipated that the hours of business will be from 7am – 6pm, Monday to Friday. It was noted that bottling is time sensitive and must be completed promptly. Concerns were raised about noise resulting from the process. There will be some noise from loading on and off pallet trucks. Plastic casks will be used which should create less noise. A question was asked about traffic accessing the site. It is estimated that there will be deliveries 3 – 5 times a week, using a Ford Transit sized van. A question was asked about how much water usage the process would use. A query was raised about health & safety and security of the site. The site must be secure due to the duty paying produce that is being created. Mr Upward confirmed that he is working with the Environmental Health department who are advising him on how to lay out the brewery. A question was asked about the planners' response to the proximity of residents to the proposed business with regards to smell and noise. The planners have not objected on 	

	those grounds at this time. It was noted that the property was previously used for industry.	
5.	<p>Public Question time</p> <ul style="list-style-type: none"> • The Parish Councillors who attended the Allotments Open Day on Sunday 9th July were thanked for attending. C Stevens was thanked for all of the hard work that he puts into the allotments. It was commented that the Best Kept Village judges were particularly impressed with the condition of the allotments. • A resident commented that it is inappropriate to thank individuals by name in the Rowde Village News for work they have carried out around the village. It was believed that others who have carried out work and who have not been thanked, could be upset. This point was noted by the Chair. • An audience member commented that it is not always possible to hear what is being said at the meeting. The Chair responded that the Parish Council will try to speak more loudly but he would not allow Councillors to use raised voices during meetings. The Chair noted that it is sometimes difficult to hear Council members due to general noise from the audience. It was highlighted that this is a Parish Council meeting that the public are invited to observe. It is not a public meeting. • It was noted that the road markings on Marsh Lane, at the junction with the High Street, are faded and need to be repainted. The Clerk will report this through the 'My Wiltshire App'. Residents are encouraged to report the problem through the App too as it will help to raise its priority with Wiltshire Council. • It was clarified that in the minutes from the Parish Council meeting on 14th June, that there was a suggestion to narrow Conscience Lane for a possible pavement, near the junction with Devizes Road, not at the junction. • A question was asked about which Parish Councillor is now responsible for overseeing the Parish Council's financial matters. B Bentley has taken on this role. 	
6.	<p>Wiltshire Council update</p> <ul style="list-style-type: none"> • Wiltshire Council has released its 'Draft Wiltshire Housing Site Allocations Plan'. The consultation begins on Friday 14th July 2017 and will run for 10 weeks until Friday 22nd September 2017. • The draft plan is a formal development plan document and it has been prepared in accordance with the Wiltshire Core Strategy. It will revise, where necessary, settlement boundaries in relation to the Principal settlements of Salisbury and Trowbridge, Market Towns, Local Service Centres and Large Villages; and allocate new sites for housing to ensure the delivery of homes across the plan period in order to maintain a five year land supply in each of Wiltshire's three Housing Market Areas over the period to 2026. Rowde is classed as a large village. • The draft plan can be accessed through Wiltshire Council's website: http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan. A specific representation form, along with a simplified guidance note can also be downloaded. • Comments can be made online via the Council's dedicated consultation web site: http://consult.wiltshire.gov.uk/portal; by email using the representation form available at: http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan and returned to spatialplanningpolicy@wiltshire.gov.uk; or • by post in writing to: Spatial Planning, Economic Development & Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN. 	

	<ul style="list-style-type: none"> Please note that copies of all comments (including your personal details) will be made available to the public to view and therefore cannot be treated as confidential. Anonymous representations cannot be accepted. Copies of the consultation documents can be viewed during normal opening hours at the Council's main offices at Monkton Park (Chippenham), Bourne Hill (Salisbury), County Hall (Trowbridge) and Wiltshire Libraries. <ul style="list-style-type: none"> <i>Parish Councillors: B Bentley, J Hawkins, & S Howard-Ames have agreed to attend a local consultation meeting on Monday 24th July, in the Town Hall.</i> 	
7.	<p>Agree the minutes of the ordinary Parish Council meeting on 14th June 2017</p> <ul style="list-style-type: none"> The minutes of the ordinary Parish Council meeting were agreed by C Stevens seconded by B Bentley, with one small amendment (see item 5 above regarding the proposal to narrow Conscience Lane near the junction). All Councillors voted in favour. 	
8.	<p>Matters arising & actions taken from the meeting 14th June 2017</p> <p><i>Archery sessions</i></p> <ul style="list-style-type: none"> Dates have been booked for the trial archery sessions on the large playing field. Wednesday 2nd & Thursday 3rd August 2017, 10am – 12pm OR Wednesday 9th & Thursday 10th August 2017, 10am – 12pm. Priority will be given to children living in Rowde. They will be invited to take part in two free trial sessions. The sessions will take place on the Large Playing field, off Sands Lane. Bookings are to be made through Kevin Whitehorn (aimonthepain@gmail.com or 07590691715). It was agreed that the Clerk would promote the Archery sessions through the Parish Council Facebook page, through the village noticeboards and through the Rowde Village News. <p><i>Grass cutting</i></p> <ul style="list-style-type: none"> Wiltshire Council cut the grass verge by West End Farm on 22/6/17. The Clerk has obtained a quotation from the Bawden Group for cutting the grass verge by West End Farm and the pavement along Marsh Lane towards the Marsh Lane bridge. The quotation was for £375.00. It was agreed that the Clerk would contact one of the local farmer's contractors and ask for a price from him. The grass across Malthouse Farmland has been cut back, so the footpaths can be used again. Thank you to N Bawden & S Pearson for strimming all along the permissive Marsh Lane footpath on w/e 17th – 18th June. <p><i>Litter picking & refuse collecting</i></p> <ul style="list-style-type: none"> The lock on the Parish Council wheelie bin was stolen and used to lock the toddlers' play area. A new lock has been purchased for the bin. The litter collector will continue to monitor whether a monthly collection by Wiltshire Council is sufficient. It was confirmed that L Brown empties the bins on the small and large playing field, and also the bin on Marsh Lane, at the junction of Rowde Court Road. It was asked if attention can be given to the Springfield Road area when the litter collecting is carried out. <p><i>Highways</i></p> <p><u>Footpath – Conscience Lane</u></p> <ul style="list-style-type: none"> The Clerk has spoken to Graeme Morrison, Engagement Officer for the Devizes Area board, who will discuss the proposal with the Highways department. <p><u>Road sweeper</u></p>	<p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> The Parish Council has agreed to have a road sweeper come through the village on Thursday 20th July, after 9am. <p><u>Yellow lines</u></p> <ul style="list-style-type: none"> The Clerk has requested double yellow lines at the junction of Marsh Lane with the High Street, and the junction of Springfield Road with the High Street, as requested by the Parish Council. <p><u>The Hill</u></p> <ul style="list-style-type: none"> It was proposed by I Whittaker-Axon and seconded by S Howard-Ames that the posts surrounding the Hill should be removed and the holes filled in. If cars start to park on this area, the decision will be reviewed. A majority of Councillors were in favour of the proposal. <p><u>Grit bin</u></p> <ul style="list-style-type: none"> It was agreed to keep the grit bin in Silverlands Road, locked over the summer period. J Dalley will arrange for a padlock for the bin. <p><u>Rowde Walk leaflets</u></p> <ul style="list-style-type: none"> It was agreed to order 500 new leaflets (cost £90). Proposed by I Whittaker-Axon, seconded by L Wills. All Councillors who voted were in favour. <p><u>Dogs</u></p> <ul style="list-style-type: none"> There have been two incidents reported recently involving dogs. A sheep and a ram were attacked and seriously injured on Sunday 9th July 2017 at Manor Farm. The Police are investigating the incident. A further incident has occurred in St Matthew's churchyard where an adult was bitten by a dog. The Community Police Officer has reminded the Parish that dogs must be kept under control at all times and that your property should be secure to prevent dogs from escaping. Please also remember to pick-up after your dogs. <p><u>Meetings</u></p> <ul style="list-style-type: none"> It was agreed to offer Poulshot & Potterne Parish Councils two provisional dates for the next Tri-parish meeting: 5th September or 11th September. The Clerk will arrange the date and book Rowdefield Farm, if available. It was voted to hold The Annual Village Meeting at Rowde Primary School on Thursday 24th May. L Wills attended the opening of outdoor learning centre at Rowdeford School, as the Parish Council representative. 	<p>JDalley</p> <p>Clerk</p>
9.	<p>Discussion on Parish Councillors' responsibilities</p> <p>It was agreed that the following Councillors would take on the following roles:</p>	

	<table><tr><td>Role</td><td>Parish Councillor</td></tr><tr><td>Finance</td><td>Ben Bentley</td></tr><tr><td>Roads & transport, footpaths</td><td>Ivan Whittaker-Axon</td></tr><tr><td>Sports & playing fields</td><td>John Dalley</td></tr><tr><td>Allotments</td><td>Chris Stevens</td></tr><tr><td>Planning</td><td>John Hawkins</td></tr><tr><td>Rowde's Future (Neighbourhood Planning)</td><td>Sarah Howard-Ames</td></tr><tr><td>Youth Co-ordinator</td><td>Lisa Wills</td></tr><tr><td>Village Hall Liaison</td><td>Steve Mundy</td></tr><tr><td>Village Appearance and safety</td><td>Vacancy</td></tr><tr><td>Social Media</td><td>[Gemma Sartin - delegated]</td></tr></table> <ul style="list-style-type: none">S Howard-Ames has requested all of the previous material that has been collated on the Neighbourhood Plan.	Role	Parish Councillor	Finance	Ben Bentley	Roads & transport, footpaths	Ivan Whittaker-Axon	Sports & playing fields	John Dalley	Allotments	Chris Stevens	Planning	John Hawkins	Rowde's Future (Neighbourhood Planning)	Sarah Howard-Ames	Youth Co-ordinator	Lisa Wills	Village Hall Liaison	Steve Mundy	Village Appearance and safety	Vacancy	Social Media	[Gemma Sartin - delegated]	
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10.	<p>Grounds Maintenance</p> <p>Fencing in the small playing field, at the gate leading to Tower View needs replacing. The fence is rotten. The Clerk will obtain quotes for replacing the fence in this area and bring the quotes back to the Parish Council meeting in September.</p> <ul style="list-style-type: none">It was asked if RoSPA have regulations for the height of fencing around play areas. The Clerk will check. <p>Allotment fencing</p> <p>It was proposed that a fence is put around the allotment site to prevent deer from accessing the site. Three quotes for fencing will be sought by C Stevens and an Area Board Grant will be investigated.</p> <p>Update on work by Parish Steward.</p> <p>The Parsih Steward visited the village on 5th July. He concentrated on the pavement area from Rowdeford School into the village. The next parish Steward date will be on 6th September. If there are any areas that villagers feel the Parish Steward should tackle, please contact the Clerk (Rebekah), tell: 01380 720988, rowdeparishcouncil@gmail.com</p>	<p>Clerk</p> <p>Clerk</p>																						
11.	<p>Planning & Development</p> <ul style="list-style-type: none">Consultation on the Draft Wiltshire Housing Site Allocations Plan starts on 14th July. Please see item 6 above. <p>Application</p> <ul style="list-style-type: none">17/05613/FUL The New Bakery, The High Street, Proposed microbrewery requesting change of use from leisure to industry.A neighbour of the property had submitted a letter to the Parish Council to be read out. The neighbour did not object to the proposal but would like similar conditions imposed on the business as for the previous business.The Parish Council believed the business would bring more diversity to the village.There were concerns about noise from the bottling process. It was also commented that the size of the property could permit three times the volume of beer to be brewed that in currently predicted.The Parish Council supported the application. <p>Bungalows</p> <ul style="list-style-type: none">The Parish Council visited the Wiltshire Council built bungalows in Reed Place on 30th June. The Parish Council were generally pleased with the build quality and the layout of Reed Place.																							

	<ul style="list-style-type: none"> The bungalows were ready for occupation on 10th July. An official opening will take place on Tuesday 18th July. The Parish Council raised concern about the safety of the drainage ditches around the bungalow site. The Clerk will pass this concern onto Andy Mead, Wiltshire Council. It is hoped that the ditches will be fenced off. It was also noted by the Parish Council that there are no dropped kerbs at the entrance to Reed Place. This will also be raised with Wiltshire Council Concern was expressed about the way that grasses areas in Silverlands Road had been re-instated. One opinion was that the damaged areas should have been turfed, not seeded. It was suggested that the Parish Council will create a welcome pack for new residents, to include a welcome letter from the Parish Council, information about the Village Shop, the Church and a copy of the Rowde Village News. 	Clerk/LW
12.	<p>Collaborative Working <i>Ransom strip</i></p> <ul style="list-style-type: none"> When additional land was purchased for the burial ground at St. Matthew's Church in 1994, a ransom strip was retained by the Parish Council. Maintenance of this area is the responsibility of the Parish Council. It was proposed that S Mundy will write letters to the residents who live along the boundary, noting that they may be using parish property. It was proposed that an amount of up to £300 would be spent on removing the Christmas tree which is causing problems in this area. This was proposed by J Dalley, seconded by C Stevens. All Councillors were in favour. 	S Mundy
13.	<p>Parish Council e-mail accounts for Parish Councillors</p> <p>Parish Councillors agreed to set up generic Rowde Parish Council e-mail accounts. The Clerk will check with the Wiltshire Association of Local Councils (WALC) whether the e-mail accounts need to be linked to the village website. The Clerk will obtain a quote for obtaining e-mail accounts for Parish Councillors.</p>	Clerk
14.	<p>Village infrastructure Highways & Planters</p> <ul style="list-style-type: none"> Parish Councillors have been invited to a meeting between Wiltshire Council and Manor Farm about the proposal for a pavement at the junction of Conscience Lane. The meeting was scheduled for 13th July 2017 [Clerk's note: this meeting did not take place]. The fourth planter has been constructed and needs to be sited on the pavement by Manor Farm. Enforcement action will be taken by Wiltshire Council if cars continue to park in this area. The Parish Council confirmed that it be supportive of Wiltshire Council issuing an enforcement notice. 	
15.	<p>Pavilion</p> <ul style="list-style-type: none"> An asbestos survey has been carried out on the pavilion. Asbestos has been discovered in both ends of the roof gable. It is not dangerous unless it is disturbed. J Dalley has contacted John Williams's stables and the Parish Council is waiting to receive a quotation for a wooden pre-fabricated structure. The question was raised again about the possibility of moving the large playing to a different site. The Clerk will speak with Wiltshire Council. It was agreed that a sub-committee will be formed to look at proposals for the pavilion and to report back to the Parish Council. S Mundy, B Bentley, Chris Stevens and John Dalley will form the committee. 	Clerk

16.	<p>Financial matters & monthly invoices for June (total: £1605.18) & July (total: £1585.62).</p> <ul style="list-style-type: none">• An additional invoice was added for payment: £560.40 for asbestos survey. The invoices for June were approved and cheques were signed. Proposed by J Dalley, seconded by C Stevens. All Councillors voted in favour.• It was agreed that the Parish Council would apply for a charge card for the Clerk to use to make purchases on behalf of the Parish Council.• It was agreed that the Parish Council would open a 32 day saver account so that some of the Parish’s money can earn some interest. <table><tr><td>Admin costs</td><td>£1045.20</td></tr><tr><td>Grounds maintenance</td><td>£559.98</td></tr><tr><td>Total:</td><td>£1605.18</td></tr><tr><td>Additional exp: Asbestos survey</td><td>£560.40</td></tr></table>	Admin costs	£1045.20	Grounds maintenance	£559.98	Total:	£1605.18	Additional exp: Asbestos survey	£560.40	Clerk Clerk
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17.	<p>Correspondence</p> <p>Wiltshire Community Policing</p> <ul style="list-style-type: none">• Residents are urged to sign up to community messaging service, through Wiltshire Police. It is a free service. The messaging service gives up to date information from the Police, and the Fire & Rescue service. <p>The following local crimes have been reported:</p> <ul style="list-style-type: none">• Theft of a hedge trimmer in Elm Close on 18/6/17• Two arrested on suspicion of theft on A342 near Rowde on 6/6/17• Access has been gained to Rowde Primary School on the evening of 8th June 2017.• Criminal damage/arson has taken place on Marsh Lane. Barbed wire was cut through and a fire lit near livestock on 20th June 2017.									
18.	<p>Date of next meeting</p> <p>Wednesday 13th September 2017, 7.30pm. Please note, there is no Parish Council meeting in August.</p>									

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

Signed:

..... Chairman Date: