

Draft MINUTES of the Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 8th February 2017, 7.30pm, at Rowde Village Hall

PRESENT: S Mundy, Ben Bentley, John Dalley, John Hawkins, Gemma Sartin, Andrew Seedhouse, C Stevens, Clerk: R Jeffries		
1.	Apologies & Acceptance of Apologies: D Revell, Lesley Stewart	
2.	Register of Members' Interests No new business interests were recorded.	
3.	Chairman's five minutes <ul style="list-style-type: none"> The Chair highlighted the need to consider the forthcoming renewal of the village's grounds maintenance contract. 	
4.	Wiltshire Council update – Cllr Cuthbert <ul style="list-style-type: none"> Cllr Cuthbert was not able to attend the meeting and sent her apologies. 	
5.	Public Question Time <ul style="list-style-type: none"> A resident re-emphasised continuing problems with the condition of Conscience Lane. The edges of the lane have been driven over; ditches have been pushed in. The lane is in urgent need of re-surfacing. Wiltshire Council had pledged to resurface the road some time ago. It was suggested that individual road faults should be logged through the 'My Wiltshire' App. S Mundy agreed to talk to Cllr A Cuthbert about the possibility of making the lane a 'no-through' road. Clerk will liaise with Devizes and Roundway Council to see if we can approach the problem jointly. 	SM Clerk
6.	Agree the minutes of the ordinary Parish Council meeting on 14th December 2016. <ul style="list-style-type: none"> The minutes were amended to include the statement that the Youth Council had photos, not drawings, of the location of the rubber matting in the small playing field. The minutes were agreed by B Bentley, seconded by John Hawkins. All Councillors were in favour. Agree the minutes of the ordinary Parish Council meeting from 11th January 2017. <ul style="list-style-type: none"> The minutes were agreed by C Stevens, seconded by A Seedhouse. All Councillors were in favour. 	
7.	Matters arising & actions taken from the meeting 11th January 2017 <ul style="list-style-type: none"> Details of the Police & Crime Commissioner's Police Plan were shared on the Facebook page. D Revell has commenced monthly inspections of the play equipment in the small playing field. The Clerk has shared a letter with Poulshot Parish Council which was sent by the Chair, Steve Mundy, to Cllr Whitehead. The grounds maintenance contract tender bid has been circulated to potentially interested parties. The closing date for the bid is 1st March 2017. The Clerk has registered an interest that a service is due from the liquidators of the Wiltshire Fencing and Landscaping Company. It seems unlikely that any funds will be re-couped in this way. S Mundy agreed to purchase some brackets to secure the central parts of the fencing around the toddler play area. 	

Signed by Chair of the Parish Council, Steve Mundy:

Dated:

	<ul style="list-style-type: none"> Part-time night lighting on Caen Hill: It was noted that the light at the junction with Poulshot is out. The Clerk will report this through the My Wiltshire App (completed 9/2/17). J Butler has kindly agreed to source hawthorn bushes on behalf of the Parish Council and to source a post for the bin to be installed at the bus stop at the bottom of Caen Hill, at the junction with Marsh Lane. The outstanding pitch fees from the Rowdey Cow FC have been received. S Mundy & A Seedhosue will construct 6 planters shortly. It is anticipated that 2-3 planters will be situated opposite Paradise Lane to re-instate the visibility splay from Manor Lane onto the High Street. Concern was raised that any further planters should be adopted by village groups before they are constructed. <p>Survey of the pavilion</p> <ul style="list-style-type: none"> Two further quotes to conduct a survey of the condition of the pavilion in the large playing field were discussed. It was agreed to commission a survey for £400 + VAT (proposed by J Dalley, seconded by C Stevens. All Councillors were in favour). The survey will inspect the internal and external aspects of the building to help inform the Parish Council on the future of the building. <p>Freedom of Information requests – statistics on traffic accidents on Caen Hill</p> <p>Responses have been received from Wiltshire Council, Highways department; Wiltshire Police; and Dorset and Wiltshire Fire Service.</p> <ul style="list-style-type: none"> In the last 10 years, there has been 1 fatality, 11 serious accidents, and 25 slight accidents. A Councillor asked the cause of the accidents. This is not known. It was agreed to share this information with Poulshot Parish Council when a meeting can be arranged between representatives of the two parish councils. 	
8.	<p>Election procedures for Parish Councillors.</p> <ul style="list-style-type: none"> In May 2017, there will be an ‘all-out’ Parish Council election. All Councillors wishing to remain on the Parish Council and any prospective new members will need to nominate themselves before 4th April 2017. The Clerk will be sent a supply of nomination packs for circulation in the community. It was agreed that the Clerk will put the elections timetable on the website and send to G Sartin for inclusion on the Parish Council Facebook page. Notices will also be placed on the noticeboards. The Clerk will also put the election process on the agenda for the next Parish Council meeting. 	Clerk/G S
9.	<p>Rowde Parish Council objectives for 2017</p> <ul style="list-style-type: none"> A discussion was held about the priorities for the Parish Council for the coming year. The following items were discussed: <p><i>A footpath in Tanis, from the junction of Conscience Lane.</i></p> <ul style="list-style-type: none"> A possible footpath in Tanis to improve public safety and to help link the village. It was agreed to report on the costs of creating the permissive footpath opposite the Rowdey Cow first. It was suggested that some design options are created with costings and presented to the village. Permission would need to be sought from the landowners involved. <p><i>Improved disabled access to the Village Hall</i></p> <ul style="list-style-type: none"> The current disabled access to the back of the Village Hall ends in steps down to Cock Road. The Village Hall Committee would like to see this part of the village accessible for 	Clerk Clerk SM/AS

Signed by Chair of the Parish Council, Steve Mundy:

Dated:

	<p>wheelchair users and disabled people. It was agreed that S Mundy & A Seedhouse will go to one of the Village Hall meetings to discuss the matter.</p> <p><i>Improved footpath access by Furlong Close</i></p> <ul style="list-style-type: none"> There is a makeshift footpath along the grass verge outside of HfT. There is a local request for this small section to be made more accessible for people with prams and disabilities. 	
10.	<p>Planning & Development</p> <p>Applications for consideration</p> <p>16/11985/FUL The Cottage, High Street, Devizes, Wiltshire, SN10 2PL: single storey studio/workshop and garden store garage extension. The Parish Council found no objections to the application.</p> <p>17/00035/FUL Land at Dunkirk Hill: erection of agricultural building to house livestock and associated equipment along with the creation of a hard-core access track. The Parish Council found no objections to the application.</p> <p>Bungalow development off Silverlands Road</p> <ul style="list-style-type: none"> An update had been received from Andy Mead, Commissioning Officer, at Wiltshire Council. The completion date for the site works on the bungalows is 12th May, after which fixtures and fittings will be installed. It is hoped that the bungalows will be occupied by June. Due to the construction works of the drainage runs, vehicular access into the site was not possible for a number of days. Vehicles were parked in Springfield Road to avoid Silverlands Road becoming blocked. Local residents and Parish Councillors raised the following issues: Parking continues to take place off site. It was agreed that deliveries would not be made during school drop off and pick up times and this is not being adhered to. Deliveries are being made in Springfield Road and transported by fork-lift truck to the site. Vehicles are reversing without a banksman. It is understood that the contractors/deliveries were supposed to phone on their arrival. It is believed that signs were supposed to be put up to say 'call Rigg' to inform the constructors that they had arrived and to guide them in. No signs were put up. There has been damage to the road surface in Silverlands Road and there are concerns about whether it will be repaired. The Clerk will write to Wiltshire Council, on behalf of residents, as they feel that there has been a breach in the agreement with the contractors and in the spirit of the agreement as understood by the residents of Silverlands and Springfield Road. <p>Proposed Malthouse Farm development</p> <ul style="list-style-type: none"> The planning consultants are waiting for the response from a highways consultation. 	Clerk
11.	<p>Village Appearance</p> <ul style="list-style-type: none"> It was agreed for a small group of Councillors to meet on 6th March, 8.00pm in the Cross Keys, to discuss the maintenance tender bids. The Clerk will circulate the relevant documents before the meeting. 	SM, JD, AS, BB
12.	<p>Village Communication</p> <p>Parish Council Facebook page update.</p>	

Signed by Chair of the Parish Council, Steve Mundy:

Dated:

	<ul style="list-style-type: none">• A photo has been submitted to the Facebook page of a delivery lorry blocking Silverlands Road.• A post was listed to encourage children in the village to draw a poster of what they like about Rowde. These posters can then be put on the noticeboards. <p>Activities for young people</p> <p>The Parish Council is interested in initiating and supporting children’s archery on the large playing field It was proposed that the Clerk should invited parties that are interested in supplying this activity to apply.</p>	Clerk								
13.	<p>Correspondence</p> <p>There was no further correspondence to report.</p>									
14.	<p>Financial matters & monthly invoices (£1635.78)</p> <ul style="list-style-type: none">• The invoices for January were approved and cheques were signed for total of £1635.78. Proposed by A Seedhouse, seconded by J Dalley. All Councillors were in favour. <table border="1"><tr><td>Admin costs</td><td>1005.97</td></tr><tr><td>Grounds maintenance</td><td>475.01</td></tr><tr><td>Pension training & subscriptions</td><td>154.80</td></tr><tr><td>Total:</td><td>1,635.78</td></tr></table> <ul style="list-style-type: none">• Pension provision for employees. It was agreed to implement Scheme 102, which allows for a 2% employer’s contribution and a 1% employees’ contributions based on basic earnings. This will increase incrementally to 4% employer’s contribution and 5% employees’ contribution by Oct 2018 (proposed by G Sartin, seconded by J Hawkins. All Councillors were in favour).• The Clerk has completed pension training to ensure that the Parish Council is fully compliant with auto-enrolment pensions.	Admin costs	1005.97	Grounds maintenance	475.01	Pension training & subscriptions	154.80	Total:	1,635.78	
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	<p>Date of next meeting</p> <p>Wednesday 8th March 2017, 7.30pm in the Village Hall for budget setting</p>									

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

Signed:

..... Chairman Date:

Signed by Chair of the Parish Council, Steve Mundy:

Dated: