

draft MINUTES of the Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 13th December 2017, 7.30pm, at Rowde Village Hall

PRESENT: S Mundy (Chair), B Bentley, J Dalley, J Hawkins, P Lucas, C Stevens, I Whittaker-Axon, L Wills		
1.	Apologies & Acceptance of Apologies: All Councillors were present Cllr Cuthbert was not present. Present:	
2.	Register of Members' Interests <ul style="list-style-type: none"> No business interests recorded. Dispensation for new Councillors to set the precept was signed by P Lucas, I Whittaker-Axon and L Wills. All other Councillors will renew their dispensation at the Parish Council meeting in January.	
3.	Chairman's five minutes <u>Review of position of Chair</u> The Chair reminded everyone that the Parish Council is a collective of co-operating councillors. There is a need to act with good governance and co-operation at all times. Councillors are volunteers and act for the good of the village. Next year, J Dalley, L Wills & C Stevens will be looking at the pavilion; there are plans for a footpath in Tanis. The Parish Council has some funds to start these projects, if not complete them altogether. It was agreed that if a project was started in one precept period, the funding could be rolled over into the next period. It was noted that the youth provision in Rowde is not PC business but that the Parish Council will support their colleagues involved. Finally, it was noted that all Councillors serve until the next all out election (2021), and that the Chair is elected in May and serves automatically until the following May.	
4.	Public Question time <ul style="list-style-type: none"> It was asked if the Parish Council can adhere to the timings listed on the agenda so that the meeting can finish on time. 	
5.	Agree the minutes of the Parish Council meeting: 8th November 2017 <ul style="list-style-type: none"> Minutes from Parish Council meeting in November were approved and signed (proposed by I Whittaker-Axon, seconded by J Hawkins. All Councillors were in favour). 	
6.	Matters arising & actions taken from meeting on 8th November 2017 <ul style="list-style-type: none"> Cllr Cuthbert did not meet with the Parish Council to discuss the impact of the new Wiltshire Council local plan on Rowde. The grass was cut in the large playing field on 9th November. This is the end of the grass cutting on the field for this season. The Clerk has requested that parking restrictions are extended by 4.57 metres on Cock Road. C Stevens has installed 'No Dogs' sign at the large playing field to remind residents not to exercise their dogs in the playing field. The Clerk responded to the revised Malthouse Farm planning application (10th November). Wiltshire Council has agreed to move the bin sited on Marsh Lane (at the junction with the road to the Caen Hill locks car park) to the High Street next to Manor Farm. War Memorial	Clerk

	<ul style="list-style-type: none"> The war memorial sited in St. Matthew's Church has been designated as Grade II listed. The Clerk was asked to obtain guidelines about what this means for the upkeep of the war memorial. 	
7.	<p>Wiltshire Council update</p> <p>Feedback on Wiltshire Council's Local Plan.</p> <ul style="list-style-type: none"> The Parish Council has viewed the consultation. It was noted that Devizes is listed under the Chippenham area for this consultation and that there did not seem to be any mention of Rowde in the document. Cllr Cuthbert was not available to advise on the consultation or to discuss the possible impact on Rowde. <p>Parish Steward</p> <ul style="list-style-type: none"> The Parish Steward has strimmed the grass verge along Devizes Road; cut back the hedges along the High Street & Devizes Road and weeded alongside Manor Farm. If there are requests for the Parish Steward to carry out work in the village, please contact the Clerk. The hedge along the footpath from Maundrell Close to the High Street has been kindly cut back by a local resident. <p>Mobile library stop</p> <ul style="list-style-type: none"> Wiltshire Council has completed its review of the mobile library stops. In spite, of warnings that Rowde would lose its mobile library service, Wiltshire Council has proposed a change to the day and time of the stop. The mobile library will now visit Rowde on a Wednesday morning, once a month, from 9.30am – 10.00am. The library will stop in Maundrell Close. It was decided that this location is central to the village whilst allowing sufficient space for the mobile to turn around. It is hoped that many more residents will now access this service. <p>Reed Place</p> <ul style="list-style-type: none"> Dropped kerbs have now been installed at the entrance to the site to aid access to and from the bungalows. Also, at the entrance to the site, a new fence has been installed to block off the swale drainage. <p>Silverlands Play area</p> <ul style="list-style-type: none"> A damaged piece of equipment has been removed from the play area by Wiltshire Council. The base unit remains and is considered to be a trip hazard. A My #Wilts app report has been made and the response from Wiltshire Council is that the base has been kept so that new equipment can be added when at some point in the future. The Clerk and Chair have tried to contact ~Cllr Cuthbert about this but there has not been any response. The Chair noted that Wiltshire Council were offering play areas to Parish Councils for them to adopt. A Parish Councillor responded that the Parish Council should not take on additional responsibilities that belong to the local authority. The Chair responded that it may be better to have control of play areas as safety issues are not being addressed by Wiltshire Council and the safety of local children is paramount. The Parish Council asked for residents to actively use the My Wiltshire App to report any local issues. The more people that request action through the App, the higher the priority given. 	
8.	<p>Further discussion on RoSPA playground recommendations</p> <p>Quotes for playground repairs</p> <ul style="list-style-type: none"> Two quotes have been received to undertake repairs recommended in the recent RoSPA reports. The Clerk will obtain a third quote for the repairs. The Parish Council agreed that the work would be awarded to the cheaper of the two quotes, if the third 	Clerk

	<p>quote is not cheaper (Proposed by C Stevens, seconded by L Wills. All Councillors were in favour).</p> <p>Skate Park Repairs – update</p> <ul style="list-style-type: none"> • L Smith & colleagues have repaired the skate park equipment and ordered a new bin for the area. The branches that were protruding over the BMX track have been cut back. <p>Review of Parish Council minutes relating to the Youth Council</p> <ul style="list-style-type: none"> • The Clerk has searched through the Parish Council minutes dating back to 2008. In places, it states that a report on Youth activities was presented at the meeting but copies of these minutes are not available. It was agreed at a youth meeting in November 2014 that the Youth Council would retain money for the maintenance and development of the skate park at the large playing field. The Parish Council conferred that if there was need for larger investment then the Parish Council would cover the costs. 	
9.	<p>Pavilion: working group update</p> <ul style="list-style-type: none"> • J Dalley, C Stevens & L Wills have had a site meeting at the pavilion. • The Parish Council reviewed a proposed drawing of a possible replacement building and discussed possible future uses of the building. • The working group will continue to look at options and report back to the Parish Council. 	
10.	<p>Request by Canal & River Trust for access over Rowde Common</p> <ul style="list-style-type: none"> • Solicitors for the Canal and River Trust have approached the Parish Council to establish a formal access for maintenance purposes to the Seend Feeder (off Cock Road). This is principally for the purposes of activating a sluice in times of flood and to access the feeder as a whole for maintenance on an annual/bi-annual basis. • S Mundy & B Bentley agreed to meet on site with solicitors from the Canal and River Trust. • J Dalley registered an interest in any future vote on the matter. 	
11.	<p>Discussion on potential footpath in Conscience Lane</p> <p>Review of quotes</p> <ul style="list-style-type: none"> • The Clerk has received four quotes for various topographical surveys to be carried out. There were concerns about what the parameters of the job are. • It was agreed that the Clerk would contact the Highways Department at Wiltshire Council to discuss the parameters of the project. 	Clerk
12.	<p>Grounds Maintenance & Allotments</p> <ul style="list-style-type: none"> • The Parish Council wheelie bin keeps getting moved and it is making it difficult for our litter collector to do her job. It was proposed that the Parish Council would purchase a wheelie bin stand. J Dalley agreed to cement this into a corner of the small playing field. This would allow the wheelie bin to be secured (Proposed by B Bentley, seconded by I Whittaker-Axon. All Councillors were in favour). <p>Sands Lane</p> <ul style="list-style-type: none"> • J Dalley proposed repairing the potholes in Sands Lane with tarmac left over from a local surfacing job. The suggestion was to dig out the potholes squarely, add the tarmac and then roll over it. It was proposed by B Bentley, seconded by I Whittaker-Axon (all Councillors were in favour), that up to £150 could be spent on tarmac for the lane. <p>Allotments</p> <ul style="list-style-type: none"> • A tree has fallen from the allotments into the neighbouring field. The Clerk will arrange for the tree to be removed. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>Grounds Maintenance</p> <ul style="list-style-type: none"> It was noted that the playing field will need an extra three cuts throughout the summer. It was requested that the contractor notifies the Parish Council in advance of their visit. A request was made for the Clerk to order 4 tubs of white liner. 	
13.	<p>Highways Updates</p> <p>Reports of temporary accommodation (Camper Van)</p> <ul style="list-style-type: none"> The Parish Council discussed the need for local affordable housing. A request was made for waste water to be disposed of responsibly. <p>Discussion on 20mph limit on Springfield Road</p> <ul style="list-style-type: none"> The Parish Council discussed applying for a 20 mph limit in areas around the village. First priority is in Silverlands & Springfield Road, followed by Tanis. Rowde Court Road was also discussed as needing a speed limit. The Clerk will apply to Wiltshire Council. <p>Parish Steward: work carried out and suggestions for work</p> <ul style="list-style-type: none"> A written request has been received for the Parish Steward to weed the area around the drains on the High Street, next to the bus stop and also along Devizes Road, opposite Rowde Primary School. <p>Highways Newsletter</p> <ul style="list-style-type: none"> Cllr Wayman's December newsletter was circulated to Councillors updating on amenity grass cutting in 2017, litter collections and the purchase by Wiltshire council of new road sweepers. . <p>Road Closure for roadworks on Conscience Lane: 13th December</p> <ul style="list-style-type: none"> Conscience Lane was closed for patch resurfacing on Wednesday 13th December and Thursday 14th December. It was noted that this caused traffic chaos on Devizes Road. It illustrated the volume of traffic that uses Conscience Lane on a daily basis. 	Clerk
14.	<p>Plans for new Youth group in Rowde</p> <ul style="list-style-type: none"> L Wills spoke about re-starting a youth club in the village. The outgoing chair of the Youth Club has agreed to hand over existing funds when a new club opens. It is a requirement for the group to be affiliated to Youth Action Wiltshire. L Wills would also like to see a reboot of the Youth Council with a new generation of young people form the village. The existing Youth Council members were invited to be involved with the group. Cleo Evans from Youth Action Wiltshire would like to be involved too. It was noted that all accounts for the current youth organisations in the village should be audited to ensure transparency. J Barber noted that all of the youth paper work had been in order, including insurance, risk assessments and audited accounts. A youth event will take place in Rowde Primary School on Monday 22nd January to gather opinions from people in the village. 	
15.	<p>Facebook update</p> <ul style="list-style-type: none"> A request has been made for the parish to purchase 'Beware horse riders' for the end of Tanis heading towards Rowdefield Farm. There has been an offer of help to organise a village fete. L Wills & C Stevens have agreed to start a new fete committee with plans to hold a fete on the small playing field on Saturdays 30th June. It was agreed that L Wills would contact the former fete committee for details of any remaining funds. 	<p>Clerk</p> <p>L Wills</p>

16.	<p>Financial matters & monthly invoices for November (total: £1754.56)</p> <p>Cheques for the invoices were proposed by C Stevens, seconded by J Hawkins. All Councillors were in favour</p> <p>November invoices breakdown</p> <table><tr><td>Admin costs</td><td>£1,114.98</td></tr><tr><td>Grounds maintenance</td><td>£481.42</td></tr><tr><td>Defibrillator pads</td><td>£73.00</td></tr><tr><td>Total:</td><td>£1,669.40</td></tr></table> <p>Request for grant from St. Matthew’s Church</p> <ul style="list-style-type: none">St. Matthew’s Church have requested additional financial help to cover the costs of this year’s clock maintenance. The Parish Council has donated £500 so far. There were further requests for assistance in purchasing new carpet for the Church and outside light timer.The Parish Council asked if a replacement carpet would be covered by the PCC’s insurance. If the carpet is not covered by insurance, the Parish Council will review the matter and would like to see three quotations for new carpets. <p>Pensions</p> <ul style="list-style-type: none">Our current pension provider Now! charges a monthly £36 service charge for administering the pension. Nest pensions do not made a service charge. It was proposed by B Bentley, seconded by J Hawkins (all in favour) to terminate the agreement with Now! and move the pension fund to Nest. There is a three month notice period which must be given but there are no exit fees. <p>32 day account</p> <ul style="list-style-type: none">This has been opened and £10k has been transferred into it. It was agreed that the funds in the reserve account should be moved into it as well. <p>Budget discussions</p> <ul style="list-style-type: none">A working paper was presented to the Parish Council to start discussions about the budget for the year 2018-2019. The budge will be set in January’s meeting. <p>Training course for Clerk on Data Protection Regulations (£35). It was agreed that the Clerk could apply for the course [Course is fully booked].</p>	Admin costs	£1,114.98	Grounds maintenance	£481.42	Defibrillator pads	£73.00	Total:	£1,669.40	Clerk
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A reminder that all requests for work/or goods should be presented to the relevant Committee first for authorisation.

Signed:

..... Chairman Date: