

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

<p>PRESENT: S Mundy (Chair), B Bentley, J Dalley, J Hawkins, S Howard-Ames, C Stevens, I Whittaker-Axon, L Will5 members of the audience.</p> <ul style="list-style-type: none"> ○ Cllr Cuthbert was absent. 		
1.	Apologies & Acceptance of Apologies: All Parish Councillors were present	
2.	<p>Co-option of Paul Lucas</p> <p>Mr Lucas observed the last Parish Council meeting on 12th July 2017. It was proposed by C Stevens and seconded by B Bentley that Mr Lucas would be co-opted onto the Parish Council.</p> <ul style="list-style-type: none"> • Mr Lucas signed the 'Declaration of Acceptance' and the 'Code of Conduct'. 	
3.	<p>Register of Members' Interests</p> <ul style="list-style-type: none"> • No financial business interests were recorded. 	
4.	<p>Chairman's five minutes</p> <ul style="list-style-type: none"> • The Chair noted that as the Parish Council is nearly full, it would be timely to elect a Vice-Chair. Parish Councillors should register their interest with the Clerk. The election of a Vice-Chair will take place at the Parish Council meeting in October. 	
5.	<p>Public Question time</p> <ul style="list-style-type: none"> • It was noted that a petition has been started by the Landlady of the Cross Keys for double yellow lines around the pub <i>[The Clerk has responded to Wiltshire Council's request for new parking restrictions in the village. The Parish Council has requested double yellow lines at the junction of Marsh Lane with the High Street].</i> • There was further discussion about other parking hotspots in the village: the junctions of Cock Road, Rowde Court Road, and Springfield Road. Vehicles should not park on junctions as this contravenes the Highway Code. The Chair noted that, whilst recognising the need to control illegal parking and the blocking of junctions, the over application of parking restrictions in the village would not help the current parking problems being experienced by residents. It was agreed that most of the vehicles currently being parked in the village are owned by residents. 	
6.	<p>Wiltshire Council update</p> <ul style="list-style-type: none"> ○ Cllr Cuthbert did not attend the meeting. ○ The Clerk noted that the next Devizes Community Area Board Meeting will be held on Monday 18th September, at 6.30pm in Devizes Library. The Chair, S Mundy said that he would attend. 	SM
7.	<p>Agree the minutes of the ordinary Parish Council meeting on 12th July 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. All Councillors voted in favour. 	
8.	<p>Matters arising & actions taken from the meeting 12th July 2017</p> <p>Highways</p> <ul style="list-style-type: none"> • The Clerk has reported the faded white lines at the junction of Marsh Lane to Wiltshire Council, through the 'My Wiltshire' App. Wiltshire Council responded to say that 'sites where there has been an injury, accident or other identified problem are generally treated as a priority, all other sites are dealt with as resources permit'. • The Clerk ordered 500 new Rowde Walks leaflets for use by tourists at Marsh Lane bridge. • The Clerk confirmed that Springfield Road was covered by the litter collector. 	

	<p>Parish Steward</p> <ul style="list-style-type: none"> The Parish Steward will be next in the village on Wednesday 4th October, then on Wednesday 1st November, and Wednesday 29th December. If anyone, Parish Councillor or resident, notices any road repairs or overgrown grass verges that need attention, please report these to the Clerk so that they can be passed on to the Parish Steward. <p>Facilities</p> <ul style="list-style-type: none"> The Clerk has written to ask Wiltshire Council whether they would consider a move for the large playing field. The Clerk has contacted RoSPA about the regulations for the height and fencing around the play areas. <p>Feedback from Best Kept Village Competition</p> <ul style="list-style-type: none"> A copy is attached to these minutes. The village came 3rd out of 5 in the Kennet area. <p>Update on archery taster sessions</p> <ul style="list-style-type: none"> Two of the four scheduled sessions took place in the summer holidays. One was cancelled due to poor uptake and the second was cancelled due to poor weather. It was agreed to continue with the last two sessions, which are scheduled to take place in the October half-term. The Clerk will circulate details to Rowde Primary School, giving priority to children who live in the village. Details will also be put on the noticeboards, the website and on the facebook page. <p>Removal of tree in Ransom Strip, St. Matthew's Church</p> <ul style="list-style-type: none"> The Christmas tree planted in the ransom strip, alongside St. Matthew's churchyard, has been removed by the Parish Council. 	
9.	<p>Grounds Maintenance</p> <p>Concerns over cutting of the grass on the large playing field</p> <ul style="list-style-type: none"> The Parish Council is not happy with the way that the grass is being cut on the large playing field. The grass has not been cut short enough and there is a large amount of cut grass left on the surface, making it difficult to mark the pitch for football matches. In addition, the recently purchased and planted hawthorn bushes were destroyed when the edges of the field were strimmed. The Bawden Group offered to cut the grass for a second time on w/c 11th September, for an additional charge, although they do not have a box to collect the grass with. It was also noted that the Bawden Group does not have a roller on the mower. B Bentley lent his equipment for the grass to be cut and collected. Concern was raised about the wear on tear on B Bentley's mower and the number of man hours it took to cut the field. It was estimated that it took 6 hours of labour, charged at minimum wage, plus the wear and tear on the mower used. The only claim made was for petrol to power the mower. It is near the end of the cutting season now. The large playing field is now in an appropriate condition to move forward. The Chair will contact the director of the Bawden Group directly to discuss the matters above. It was recommended that the Parish Council records future incidents by photographing the evidence. It was also noted that future contracts need to specify what height the grass needs to be cut to. The Parish Council needs to have stricter requirements when the contracts are next reviewed. 	SMundy

	<ul style="list-style-type: none"> • J Butler kindly agreed to purchase more hawthorn plants on behalf of the Parish. It was suggested that the new plants are marked with fluorescent markers to denote that they should not be cut. <p>Consideration of quotations for replacement fencing at the small playing field</p> <ul style="list-style-type: none"> • Three firms were approached to provide quotations for replacing the timber fencing at the small playing field adjacent to Tower View. • All Parish Councillors agreed that the fencing should be replaced with timber fencing and that only the damaged side should be replaced at this time. It was proposed by B Bentley, seconded by S Howard-Ames that up to £625 should be spent on replacing the fencing. All Parish Councillors were in favour. <p>Footpath B Bentley was thanked for cutting back the overgrowth on the footpath from Slade's garage to Bunnies Lane.</p>	
10.	<p>Planning and Development</p> <p>Draft Wiltshire Housing Site Allocations Plan – Review of consultation</p> <ul style="list-style-type: none"> • Wiltshire Council's consultation on its 'Draft Wiltshire Housing Site Allocations Plan' continues until Friday 22nd September 2017. • The SHLAA sites that were proposed in the consultation document by Wiltshire Council in 2015 have been discounted at this time and are not included in this draft plan. Rowde is affected by slight proposed changes to the settlement boundaries around the village. Employment areas are now outside settlement boundary limits. • Cllrs B Bentley, J Hawkins and S Howard-Ames attended the local consultation on the plan in Devizes. S Howard-Ames has recorded with Wiltshire Council that the new bungalow development should be included within the settlement boundary of the village. • S Howard-Ames is in contact with Mr Geoff Wimslow, from Wiltshire Council's Spatial Planning department with regards to starting a Neighbourhood Plan. • The Chair is concerned about the lack of social housing in the village. <p>Reed Close: Bungalows update</p> <ul style="list-style-type: none"> • All of the bungalows are now occupied. • A Mead, from Wiltshire Council has reported that dropped kerbs will be installed when the road is adopted by Highways. It has also been agreed that the ditches around the bungalows will be fenced off. <p>Planning applications 17/06898/FUL Mulberry Lodge House, Close Lane, Rowde: alterations and conversion of existing coach house and stables to residential use. The Parish Council had no objections to the application but requested that building work should take place when it would least affect the bats. 17/07630/PNCOU – Iron Pear Tree Farm: Prior Notification of Change of Use (PNCOU) to change use of agricultural buildings to domestic dwellings. Neither the Parish Council nor the neighbours have been consulted on this application, as is the usual procedure for a PNCOU application.</p> <ul style="list-style-type: none"> • The Clerk will forward the link to the planning application to the Parish Councillors. <p>17/05613/FUL: Change of use to B2 class for proposed micro-brewery at The New Bakery, High Street, Rowde. The planning application has been approved with conditions regarding noise levels and ventilation.</p>	Clerk (sent 15/9)
11.	Mobile Library consultation: proposal to stop the mobile library stop in Rowde	

	<ul style="list-style-type: none"> Wiltshire Council is proposing to cease the mobile library stop in Rowde. It is estimated that three people used the mobile library in the village over the past 12 months. The consultation is open until 4th November 2017. The consultation documents are available at: http://services.wiltshire.gov.uk/MobileLibrary/ Wiltshire Council has reassured customers, that if they are unable to use an alternative mobile library stop or a static branch library, they can apply for the Home Library service through Ms Carolyn Kennedy, Access & Volunteer Development Manager, Libraries & Heritage, tell: 01225 713706. 	Clerk
12.	<p>Highways Updates</p> <p>Tri-parish meeting on joint highways issues: 11th September 2017</p> <ul style="list-style-type: none"> A representative from Potterne Parish Council and two representatives from Rowde Parish Council met on 11th September 2017. Wiltshire Council does not believe that speed is a cause of accidents on Caen Hill. Suggestions for improving road safety on and off Caen Hill include: Width and speed restrictions on Whistley Lane. Reducing lanes to single lanes with feeders to Rowde and Potterne. The Clerk will contact Cllr Cuthbert and ask for an appointment at County Hall with the Highways planners to consider changes to the road layout and the impact that this will have on the surrounding areas. <p>Planters and enforcement notices</p> <ul style="list-style-type: none"> The fourth planter has been installed. J Dalley, C Stevens, B Bentley, S Mundy agreed to straighten and fill the planters with top soil before the next Parish Council meeting. <p>Parish request for double yellow lines at Marsh Lane & Springfield Road</p> <ul style="list-style-type: none"> The Parish Council has responded to Wiltshire Council's request and applied for double yellow lines at the junction of Marsh Lane, with the High Street, stopping short of the Village Shop. It has also applied for double yellow lines at the junction of Springfield Road with the High Street. The Clerk will follow up on the request for a weight restriction on Springfield Road. <p>Ongoing concerns about the condition of Conscience Lane</p> <ul style="list-style-type: none"> It is noted that the lane is in very a poor condition. Reports have been made by the Clerk and residents through My Wiltshire App, to the Highways department, to Cllr Cuthbert and to Cllr Wayman. No response from Wiltshire Council has been received. It was suggested that the next approach should be to MP, Claire Perry. S Mundy agreed to speak with Cllr Cuthbert at the Area Board meeting on 18th September 2017. <p>Update on the suggested footpath in Tanis (Wed 20th September 1.30pm)</p> <ul style="list-style-type: none"> A meeting is due to take place between Wiltshire Council and the tenant farmer of Manor Farm on Wednesday 20th September. Parish Councillors have been invited to attend. It may be possible to fund some of the potential work on a footpath through the 'Tesco Bags of Help' community grant scheme. <p>Request for cul-de-sac in Springfield Road closes</p> <ul style="list-style-type: none"> A request has been received for 'cul-de-sac' signs at the entrances to the closes on Springfield Road. The Parish Council agreed to request/purchase two dead-end signs and install them at these junctions. <p>Wiltshire Council's September Highways newsletter</p> <ul style="list-style-type: none"> The Clerk will circulate the newsletter to all Parish Councillors. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none">Wiltshire Council has issued a reminder about volunteers working on the highway and the need to have appropriate signage when they are working.																			
13.	Discussion about Parish Councillors' e-mail accounts <ul style="list-style-type: none">It is agreed that the Parish Council needs a central, digital repository for all Parish Council related information.Parish Councillors' e-mail accounts do not have to be linked to the village website.The Clerk will send details of the village's current website host to I Whittaker-Axon & S Howard-Ames to see if the website is compliant for all Parish Council requirements.This item will be discussed further at the Parish Council meeting in October.	Clerk																		
14.	Facebook page <ul style="list-style-type: none">L Wills has kindly agreed to become the new administrator for the Parish Council Facebook page.																			
15.	Financial matters & monthly invoices for July (total: £1787.07) & August (total: £2189.02). Cheques for the invoices were proposed by B Bentley, seconded by I Whittaker-Axon. July invoices breakdown <table><tr><td>Admin costs</td><td>£1042.92</td></tr><tr><td>Grounds maintenance</td><td>£651.23</td></tr><tr><td>Stationery</td><td>£92.92</td></tr><tr><td>Total:</td><td>£1787.07</td></tr></table> August invoices breakdown <table><tr><td>Admin costs</td><td>£1043.12</td></tr><tr><td>Grounds maintenance, inc road sweeper</td><td>£964.90</td></tr><tr><td>Misc: Leaflets, archery tasters, planters</td><td>£181.00</td></tr><tr><td>Total:</td><td>£2189.02</td></tr><tr><td><i>Additional exp: Meeting Room hire & mower costs</i></td><td><i>£60.50</i></td></tr></table> <ul style="list-style-type: none">It was agreed for the Clerk to attend an 'Information Governance' course, costing £40.	Admin costs	£1042.92	Grounds maintenance	£651.23	Stationery	£92.92	Total:	£1787.07	Admin costs	£1043.12	Grounds maintenance, inc road sweeper	£964.90	Misc: Leaflets, archery tasters, planters	£181.00	Total:	£2189.02	<i>Additional exp: Meeting Room hire & mower costs</i>	<i>£60.50</i>	
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16.	Correspondence <ul style="list-style-type: none">The Clerk has received posters to warn against Hare coursing which will be displayed in the village noticeboards.																			
17.	Proposed meeting times and dates for 2018 <ul style="list-style-type: none">A list of proposed meeting dates for 2018 was circulated and accepted.																			
18.	Date of next meeting Wednesday 11 th October 2017, 7.30pm.																			

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

Signed:

..... Chairman Date: