

MINUTES of the Annual Parish & Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 11th May 2022, 7.30pm, Rowde Village Hall

	<p>PRESENT: P Brown (Chair), J Dalley, C Greenwood, D Pullen, C Stevens, Josh Wills, L Wills, B Zaccarelli Public audience: None Cllr Laura Mayes</p>																																	
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1.	<p>Election of Chairman P Brown was proposed as Chairman by J Dalley, seconded by L Wills. All Councillors were in favour.</p>																																	
2.	<p>Election of Vice-Chairman L Wills was proposed for Vice-Chairman by J Dalley, seconded by D Pullen. All Councillors were in favour.</p>																																	
3.	<p>Councillor responsibilities</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><i>Role</i></th> <th style="text-align: left;"><i>Parish Councillor</i></th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Philip Brown</td> </tr> <tr> <td>Vice Chair</td> <td>Lisa Wills</td> </tr> <tr> <td>Finance</td> <td>P Brown, L Wills, S Green, C Stevens</td> </tr> <tr> <td>Roads & transports</td> <td>C Greenwood</td> </tr> <tr> <td>Footpaths</td> <td>D Pullen</td> </tr> <tr> <td>Allotments</td> <td>Sally Green</td> </tr> <tr> <td>Playing field management</td> <td>John Dalley</td> </tr> <tr> <td>Planning</td> <td>P Brown, C Greenwood</td> </tr> <tr> <td>Social Media</td> <td>Lisa Wills</td> </tr> <tr> <td>Youth Co-ordinator</td> <td>Josh Wills</td> </tr> <tr> <td>School Liaison (Rowde Primary)</td> <td>Lisa Wills</td> </tr> <tr> <td>Neighbourhood Plan</td> <td>P Brown, C Greenwood</td> </tr> <tr> <td>Website</td> <td>A Humphreys</td> </tr> <tr> <td>Village Appearance & Safety</td> <td>C Stevens</td> </tr> <tr> <td>Village Events</td> <td>B Zaccarelli</td> </tr> </tbody> </table>		<i>Role</i>	<i>Parish Councillor</i>	Chair	Philip Brown	Vice Chair	Lisa Wills	Finance	P Brown, L Wills, S Green, C Stevens	Roads & transports	C Greenwood	Footpaths	D Pullen	Allotments	Sally Green	Playing field management	John Dalley	Planning	P Brown, C Greenwood	Social Media	Lisa Wills	Youth Co-ordinator	Josh Wills	School Liaison (Rowde Primary)	Lisa Wills	Neighbourhood Plan	P Brown, C Greenwood	Website	A Humphreys	Village Appearance & Safety	C Stevens	Village Events	B Zaccarelli
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4.	<p>Finance</p> <ol style="list-style-type: none"> a. Presentation & approval of accounts for year ending 31 March 2022. The Parish Council approved the accounts for the year ending 31 March 2022. b. Review of internal auditor's report: There were no matters to report. It was suggested that the Parish Council arranges for a mid-year internal audit of the accounts, in addition to the end of year audit. c. Parish Council approval of Annual Governance Statement 2021/22 on the Annual Governance and Accountability Return 2021-22 and agreed with all of the statements. d. The Parish Council approved the Accounting Statement. Both documents were signed by the Chairman. e. Review of bank signatories. No changes were made at this time. 																																	
	Ordinary Parish Council meeting																																	
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	Apologies: Pat Bryant, A Humphreys, S Green	
5.	<p>Public question time</p> <ul style="list-style-type: none"> Clarification was sought about a reference in the April minutes about whose responsibility it is to maintain the footpath ROWD8, The Hangings. D Pullen confirmed that she has met with the Countryside Access Officer at Wiltshire Council and that Wiltshire Council will look to carry out repairs to the eroded bank because it is on a water course. It was also noted that the damaged branch overhanging the footpath has been removed. Two members of the public said that they were having difficulties accessing the new website. These issues will be looked at. 	
7.	<p>Agree the minutes of the Parish Council meeting on 6th April 2022.</p> <p>C Greenwood proposed and C Stevens seconded that the minutes should be accepted. All Councillors who were present at the meeting agreed.</p>	
8.	<p>Youth Club (item moved forward on the agenda)</p> <p>J Wills updated the Parish Council on a meeting he has had with Miss A Simpson, new Acting Head at Rowde Primary Academy School about starting a Youth Club again. J Wills has also spoken with Youth Action Wiltshire.</p> <p>It was asked if there will be storage facilities available at the school for the Youth Club. There will be further details to follow.</p> <p>[J Wills left the meeting]</p>	
9.	<p>Matters arising & actions taken from 6th April 2022</p> <ul style="list-style-type: none"> A flagpole has been purchased to use for Jubilee event and other royal events. J Dalley will create a stand for the flagpole which will be sited on the Hill. The Clerk has confirmed that all of the bus shelters (x5) in the village are regularly cleaned by our contractor. The Clerk has reported the overflowing bin at the bus stop on Caen Hill. The Clerk has notified the HfT grounds worker of the increase to his hourly pay and proposed a schedule for work. Rowde Primary Academy School do not have any adult hi-vis jackets, only child sized ones. C Greenwood informed the meeting that the Jubilee Committee were purchasing the hi-vis jackets through a local supplier. 	
10.	<p>Finance Matters</p> <ul style="list-style-type: none"> Monthly bank reconciliation & monthly invoices for April 2022 <p><u>April 2022 invoices</u> (total: £3,609.48) Admin costs inc. audit fees: £1,887.75 Ground's maintenance: £916.66 Jubilee celebration: £157.99 Subscriptions: £647.08</p> <p>Payments were proposed by L Wills, seconded by C Stevens (P Brown abstained from the vote on payments to L Brown for litter collecting). All other Councillors were in favour.</p> <ul style="list-style-type: none"> Approval of donations to Village groups. <p>It was agreed to donate the following: Rowde Village News: £500 (proposed by J Dalley, seconded by C Greenwood) Rowde Village Hall: £200 (proposed by C Greenwood, seconded by L Wills) Rowde Parochial Church Council for upkeep of Village Clock: £500. The Clerk was instructed to ask the Church about whether it would be possible to have a cellular repeater on the church spire. Link: £250 (proposed by P Brown, seconded by C Stevens)</p>	
11.	Allotments	

	<ul style="list-style-type: none"> • J Dalley noted that a grab lorry will be arranged shortly to remove green waste from the allotment site. 	
12.	<p>Platinum Jubilee Celebrations</p> <ul style="list-style-type: none"> • The event is not for fundraising but to give the village a good time. • Thank you to all of the Committee for their hard work in planning the event. • There is currently more than 5 hours of entertainment. • Cllr Mayes has kindly agreed to judge the Jubilee Hat competition. • B Zaccarelli reported back on a successful meeting with Miss Simpson, Acting Headteacher for Rowde Primary Academy School, and L Wills. • There will be a children’s area on one side of the field, and then beer and skittles on the other side. • B Zaccarelli thanked R Berry for all of her help with producing and delivering the promotional leaflets. • The Committee still require raffle prizes. The money raised through the raffle will be donated to the Duke of Edinburgh scheme. • It has been proposed that the young people in the village are purchased a Jubilee mug. It is estimated that 200 will be required. L Wills will investigate costs further. • J Dalley will arrange a time for the curtain sided lorry to come onto the small playing field. The Clerk will notify local residents that access will be needed through the field gate. <p>[C Stevens left the meeting]</p>	
13.	<p>Footpaths</p> <ul style="list-style-type: none"> • D Pullen has met with the Countryside Access Officer at Wiltshire Council. They discussed the repair needed to the steel bridge at ROWD11. The bridge can not be welded as the damage is too extensive. Wiltshire Council has ordered new metal for the bridge and will carry out the repair. • It was agreed that footpath ROWD8, along the Hangings, is very dangerous due to the erosion of the bank. A repair of this nature would not usual be the responsibility of Wiltshire Council, but the landowner instead. However, as it is a matter of urgency, Wiltshire Council has agreed to carry out the repairs. • It was noted that the large branch overhanging the Hangings has been cut down. • The Parish Council was informed that the Parish Council can obtain a 25% discount on kissing gates. The Clerk was asked to contact the landowner of the bridleway ROWD27 & 28 and ask if he would consider purchasing one. 	
14.	<p>Highways</p> <p>The Clerk & C Greenwood attended the rescheduled Community Area Transport Group (CATG) meeting on 28th April. The Group has been renamed the Local Highways & Footpaths Infrastructure Group (LHFIG)</p> <p>The Parish Council has three items on the agenda. The first is the proposal to create a footpath at the junction off Conscience Lane. It was agreed to keep the request on the agenda, until the Parish Council has submitted its proposal to create the footpath themselves.</p> <p>The second item is a request for funding for Speed Indicator Device (SID) infrastructure. At the time of the meeting, the Parish Council was still waiting for the results of a metro count on Devizes Road, near to the bus shelter. [Clerk’s note: the metro count results have been received now and show that 70% of the traffic recorded was traveling at 37.4+ mph.</p> <p>The final item relates to safety measures at the junction of Close Lane with the High Street. The Highways representatives stated that the road is working well, the bend is signed and there are chevron boards. They said that the road is used routinely and that collisions are not taking place when the road is used legally.</p>	

	<p>Village Appearance</p> <p>It was asked if the weeds on the pavement could be weed killed from 21st May 2022 (especially around the entrance to Springfield Road and by the Cross Keys pub) and the road sweeper booked around 31st May.</p> <p>It was noted that the field in the small playing field needs to be box cut before the Jubilee event.</p> <p>The pink bench still needs repairing.</p> <p>The Parish Council has been asked to look at a tree which is overhanging the High Street, from Maundrell Close, near to the bus stop next to the George & Dragon. This may be an issue for the landowner. P Brown agreed to look at the tree.</p>	Clerk
15.	<p>Playing fields</p> <ul style="list-style-type: none"> • The goal posts at the Large Playing field will be put into storage soon. • The grass cutting is on schedule. • L Wills has arranged to meet Play Dale on 23rd May at 1pm to discuss the redesign of Silverlands play area. 	PB
16.	<p>Planning</p> <p>Neighbourhood Planning: C Greenwood and the Clerk continue to meet with the Devizes Area Neighbourhood Plan Group.</p> <p>Rowde is required to find space for 70 new homes up to 2036. Some of this number has been committed already, leaving space to find for approximately 45 homes.</p> <p>C Greenwood noted that the landowners who have come forward with land are currently outside of the settlement boundary. The Neighbourhood Plan group confirmed that it would be possible to revise the settlement boundaries as part of the process. The Clerk was asked to contact S Fisher, Town Clerk for Devizes Town Council, confirming the desire of the Parish Council to revise the settlement boundary.</p> <p>Planning</p> <p>It was asked whether planning permission has been sought by the owner of a property where the entrance from the road has been altered.</p>	Clerk Clerk
17.	<p>Community Engagement</p> <ul style="list-style-type: none"> • There were no updates. 	
18.	<p>Correspondence</p> <p>There was no further correspondence to report.</p>	
19.	<p>Date of next Parish Council meetings</p> <ul style="list-style-type: none"> • Wednesday 8th June 2022, 7.30pm Rowde Village Hall • Wednesday 13th July 2022, 7.30pm, Rowde Village Hall. <p>Everyone is welcome to attend all meetings.</p>	

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

Signed: Chairman Date:

