

Draft MINUTES of the Annual Parish & Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 8th May 2024, 7.30pm, Rowde Primary School

	<p>PRESENT: L Wills (Chair), J Dalley, C Greenwood, C Stevens, Josh Wills (until 9pm), B Zaccarelli Public audience: 4 Apologies: A Humphreys, M Somerville</p>	
	Annual Parish Council meeting	
1.	<p>Election of Chairman L Wills was proposed to remain as Chairman. All Councillors were in favour. The Declaration of Acceptance of Office of Chairman was duly signed.</p>	
2.	<p>Election of Vice-Chairman C Greenwood and J Dalley nominated themselves for the role of Vice-Chairman. A secret ballot was taken. J Dalley won the ballot. The Declaration of Acceptance of Office of Vice-Chairman was duly signed. L Wills noted that the Code of Conduct will be revised in light of the recent complaint to the Monitoring Officer.</p>	
3.	<p>Councillor responsibilities The Councillor roles will be revised. It was agreed to discuss this at the next Parish Council meeting. C Stevens agreed to rejoin the Finance Committee.</p>	
4.	<p>Finance</p> <ol style="list-style-type: none"> a. Presentation & approval of accounts for year ending 31 March 2024. The Parish Council approved the accounts for the year ending 31 March 2024. b. Review of internal auditor's report: There were no matters to report. c. The Parish Council approved the Annual Governance Statement 2023/24 on the Annual Governance and Accountability Return 2023-24 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. C Stevens will be re-added as a bank signatory, making three bank signatories. 	
	Ordinary Parish Council meeting	
5.	<p>Vote to co-opt Elaine Watt onto the Parish Council It was proposed by C Greenwood, seconded by C Stevens that Elaine Watt should join the Parish Council. All Councillors were in favour. E Watt was invited to join the serving Parish Councillors. The Declaration of Acceptance of Office of Parish Councilor was duly signed, along with the Code of Conduct.</p>	
6.	<p>Public question time A comment was made about the lack of people attending the meeting.</p>	
	Wiltshire Council update	
	<p>Cllr Laura Mayes gave a full update at the Annual Village meeting. Please see separate minutes.</p>	
7.	<p>Agree the minutes of the Parish Council meeting on 17th April 2024. C Greenwood proposed and C Stevens seconded that the minutes should be accepted. All Councillors who were present at the meeting agreed.</p>	
8.	Matters arising & actions taken from 17th April 2024	

	<p>The Clerk has contacted the Highways Engineer and asked for advice on speeding problems on the Common. A limit lower than the national speed limit may be considered. It was suggested though that such a restriction may not alter the speed at which vehicles travel along this road. It would cost around £3,000 for a speed limit review.</p> <p>A question was asked about how many households have complained about the problem. The answer is one, although it was noted that other households have not been canvassed. L Wills asked about whether there is information available about how much traffic uses that road. L Wills conducted a traffic survey on Conscience Lane some time ago and wondered if the same would be possible for The Common.</p> <p>It was noted that Conscience Lane also suffers from speeding drivers. It was proposed that the Clerk asks whether The Common and Conscience Lane could be considered together for a speed limit review for a total price of £3,000. C Greenwood offered to speak with Cllr Muns (lead of Local Highways and Infrastructure Group: LHFIG) about the proposal. It has been noted that the grass verges are being damaged by cars driving over them. The Parish Council was reminded that the grass verges may form part of the Common and are therefore the responsibility of the Parish Council.</p> <ul style="list-style-type: none"> • L Wills has agreed to meet with M Somerville about changes to the allotment tenancy agreement. • Cllr Mayes has agreed to discuss the sheeting of agricultural loads with local farmers. • L Wills has created a 'Community Prepared' leaflet to be printed. • The Parish Council asked Cllr Mayes to call in the planning application for the car park, High Street (Cross Keys). [Clerk's note: this application will be withdrawn and resubmitted]. • The Clerk has contacted three solicitors' firms for a quotation on pursuing matters on the Common. Two firms have responded so far. • A new tennis net has been purchased and installed. • The contractor at Haymeadow Way has been asked if their community endeavor could include painting items in the village. • Silverlands flooding: With thanks to the owners of Furlong Close who have cleared their boundary. Aster has installed stock fencing along their boundary. Aster has subcontracted the work to clear the ditch on their land. A digger was on site on 8/5/24. 	Clerk CG
9.	<p>Finance Matters</p> <ul style="list-style-type: none"> • Monthly bank reconciliation & monthly invoices for April 2024 <p><u>April 2024 invoices</u> (total: £3,524.83) Admin costs inc. audit fees: £1,790 Ground's maintenance: £750.97 Audit/subs: £820.68 Donations to village groups: £163.18</p> <ul style="list-style-type: none"> • Additional invoices were presented at the meeting: Insurance: £1,801.95; Tennis net £418.80. <p>Payments were proposed by L Wills, seconded by C Greenwood. 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: £125 per issue (all Councillors were in favour) Link: £250 (all Councillors were in favour) Rowde Toddlers: £250 for a new rug and new toys. All Councillors were in favour.</p>	

	<p>The Parish Council agreed to pay up to £500 towards the cost of the clock maintenance when the invoice for the work has been received. No invoice was submitted in the last financial year.</p> <p>Bromham and Rowde Monday Club: requested £150. This was not approved. It is not thought that anyone from Rowde attends the group. The Clerk will ask the group for more information.</p> <p>Village Hall: requested £200 - £300. J Dalley, C Greenwood and C Stevens abstained from voting as they are members of the Village Hall Committee. It was agreed to donate a new bespoke noticeboard to the Village Hall rather than give a cash donation this year.</p> <p>The Village Hall has been asked if the defibrillator could be sited at the Village Hall. The Village Hall have asked for information about the cost of running the defibrillator. The defibrillator is on a trickle charge if the external temperature drops below -7 degrees to keep the cabinet warm. C Greenwood asked for the Clerk to send details of the electricity usage of the defibrillator.</p> <ul style="list-style-type: none"> • Review of groundwork covered by Furlong Close <p>There was a discussion about the current level of grounds work provision, including village clean up and litter collecting. Work is also carried out monthly by the Parish Steward. It was agreed to review the hours worked.</p>	<p>Clerk</p> <p>Clerk to CG</p> <p>Clerk</p>
<p>10.</p>	<p>Playing fields and play areas.</p> <p><u>Grounds maintenance discussion</u></p> <p>L Wills has met with the current grounds contractor responsible for cutting the large, grassed areas in the village. It was discussed that the large playing field has been too wet to get the tractor on it to cut the grass. The contract manager agreed to refund the invoice for March 2024.</p> <p>The contractor was put on notice that they are considered to be in breach of their contract because of the few number of cuts that have been done. The contractor guaranteed that the small playing field and Silverlands Road grassed area would be cut by Friday 10th May 2024.</p> <p>The Parish Council noted that there are no football teams currently using the playing field. The Parish Council is particularly concerned about the length of grass in the small playing field in the lead up to the summer festival.</p> <p>The Clerk was asked to arrange for another contractor to box cut the grass in the small playing field on Friday 24th May. Parish Councillors will arrange for a further cut of the grass and for the area to be rolled, in the week commencing Monday 27th May.</p> <p>J Dalley expressed his wish for the Parish Council to have their own grass cutting equipment.</p> <p>J Wills left the meeting at 9pm.</p>	<p>Clerk</p>
<p>11.</p>	<p>Allotments</p> <p><u>Proposal to arrange a grab lorry to collect waste in the car park:</u> there is a lot of waste now in the car park. The area needs to be cleared. It was agreed that the whole area will be cleared of waste. The cost will be £190 per ton for mixed waste (minimum 2-ton collection), plus £85 transport fee. Payment will be taken from the allotment ring-fenced fund.</p> <p>The waste mound under the Oak tree will be removed when the large playing field is completely dry so that the grab lorry can access the waste from that side. This may not be removed until July or August this year. The cost for green waste is £75 per ton. J Dalley requested that the grab lorry goes all around the playing field to access the waste under the oak tree and not to turn left from the gate.</p> <p>The allotment tenancy agreement will be reviewed. Points to consider include new tenants are required to live within the parish of Rowde.</p>	

	<p>It was proposed that the children's area under the oak tree is removed due to safety concerns.</p> <p>The Parish Council discussed the need for a security camera on site. This will be reviewed at the next Parish Council meeting.</p>	
12.	<p>Community Engagement & social media</p> <p><u>Summer Festival event</u></p> <p>B Zaccarelli updated the meeting and praised the committee of 12 people. A new, updated leaflet has been produced. Raffle prizes can be donated to 4 Maundrell Close. Books for sale can be donated to 2 Omega Terrace. People are asked to bring any plants for sale on the day. Profit from the event will be donated to The Mind Tree Café.</p> <p>Volunteers are needed to help set up the event: Friday 31st May, from 7.00pm.</p> <p>Volunteers are needed again on Saturday 1st June, from 9.30am. It was suggested that people who are around at the end of the event could help to tidy away.</p> <p>It was reconfirmed that the generator will be serviced before the event. J Dalley will arrange this.</p> <p><u>Facebook post</u></p> <p>There were no posts to update on.</p>	JD
13.	<p>Highways and Village Appearance</p> <p><u>Village Appearance</u></p> <p>Saturday 15th June, from 10am, has been proposed as the day for a village clean-up. There is a lot of soil in the gutters from farm vehicles. J Dalley agreed to speak with a local farmer about loosening up the earth for it to be collected.</p>	
14.	<p>Correspondence</p> <p>A claim made against the Parish Council for damage to a vehicle is being dealt with by the Parish Council's insurers.</p>	
15.	<p>Date of next Parish Council meetings</p> <ul style="list-style-type: none"> • Wednesday 14th June 2023, 7.30pm Rowde Village Hall • Wednesday 12th July 2023, 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: