

Draft Minutes from the Ordinary ROWDE PARISH COUNCIL MEETING
Held on Wednesday 8th October 2025, 7.30pm, Rowde Village Hall

	<p>PRESENT: L Wills (Chair), J Dalley, T Lines, S Rigby, M Somerville, S Skelhorn, S Taylor, E Watt, J Wills, R Carine (from item 4) Public audience: 9</p>	
1.	Apologies: Cllr Laura Mayes, Chris Greenwood	
2.	<p>Register of pecuniary interests M Somerville registered an interest in payment for grounds work. J Dalley registered an interest in payment for his work to refurbish the goal posts.</p>	
3.	<p>Chairman's five minutes The Chairman reminded everyone to be respectful when others are talking.</p>	
4.	<p>Personnel</p> <ul style="list-style-type: none"> • New Parish Councillor – vote for co-option of Rosilyn Carine R Carine was proposed by S Skelhorn, seconded by S Taylor for co-option. J Dalley asked R Carine's reasons for wanting to join the Parish Council. R Carine confirmed that she has lived in the village for many years and now has the time to contribute to village life. • Plans to appoint a replacement Clerk T Lines informed the Parish Council that a locum may be appointed temporarily before a permanent Clerk is appointed. • Further discussion on commissioning an independent investigator to review Rowde Parish Council L Wills proposed that the Parish Council move forward with appointing an independent investigator to look at how the Parish Council works as a group. J Dalley requested that all Councillors are interviewed during this process. It is proposed that only a selection of Councillors will be interviewed due to the cost. Councillors will be given an opportunity to participate, either in person or in writing. The cost is estimated to be £2675. J Dalley proposed to accept the proposal, seconded by S Skelhorn. All Councillors present agreed. The report will be available to everyone to view. • Vote to agree PO address for future Clerk L Wills proposed that the Parish Council arrange for a PO address for Parish Council correspondence moving forward. The cost will be approximately £400/year. This was proposed by J Wills, seconded by E Watt. All Councillors agreed. 	
5.	<p>Public Question Time A visitor to the village has complained about the poor mobile signal in the village and asked if anything is being done to improve this. The Parish Council responded that there is fibre optic in the village. It will not be connected though until sufficient people request it from their internet provider. It was requested that this is promoted to residents. A question was asked about whether there is any update on the structure erected without planning permission on The Common. A question was asked about the outcome of the planning applications for plots 1 & 4, Berhills Lane and whether Cllr Mayes could look into this.</p>	<p>Clerk Clerk Clerk</p>
6.	<p>Wiltshire Council update There were no updates from Wiltshire Council.</p>	

7.	<p>Agree the minutes of the Parish Council meetings held on 10th September 2025</p> <p>J Dalley abstained from approving the minutes. The minutes were approved (Proposed by S Skelhorn, seconded by J Wills. All other Councillors present at that meeting agreed). The minutes will be signed at the next meeting.</p>	
8.	<p>Matters arising and actions taken from the meeting: 10th September 2025</p> <ul style="list-style-type: none"> • The Clerk has shared the RoSPA play area reports with the Parish Council. S Skelhorn updated on recommendations from the reports. Some of the items that have been listed as adjustable are not adjustable. S Skelhorn informed the meeting that some of the play equipment is in poor condition. Funds will be needed to rectify this. It was agreed that there would be a site meeting to look at these concerns. The Clerk will propose suitable dates to meet. • The skate park will be inspected fully when the equipment is no longer being used during the late summer. J Dalley updated the new members of the Council on funds that remain with the redundant Youth Council for maintenance on the skate park. It was agreed to write to the previous leaders of the Youth Council to request funds for this work. • The Chairman has written to grounds maintenance contractor, M Somerville, to thank him for his work outside of his contract. This work will cease on 1st November, whilst a new tender process is carried out. M Somerville has acknowledged receipt of this letter. • It was commented that there is illegal activity taking place next to the broken lamppost in Silverlands Road. This will be reported to the Police. • The area around the front of the old Cross Keys pub has been weeded and tidied up. L Wills shared contact details for the landowner with C Greenwood, as requested. • The Clerk has requested metro counts for a traffic survey on the volume and speed of traffic at the following points in the village: The Hill (High Street), West End Farm, Rowde Hall and Marsh Lane. The results of this metro count will help to achieve further possible locations for a Speed Indicator Device, or locations for use of the Speedwatch camera. • S Skelhorn spoke with contractors for Haymeadow Way and they laid grass seed on the grassed area of the Silverlands Play Area where Wiltshire Council has installed their drainage for the new build at Haymeadow Way. • Wiltshire Council are not responsible for the maps showing the route of the permissive path from Board Corner to Devizes Road. The route has not changed sufficiently to warrant the maps being altered. • L Wills attended the Operational Flood Working Group at Monkton Park, Chippenham. There was some CCTV inspection of drainage at Tanis. It appears that the drains are collapsing under the main road. • Trees on Marsh Lane. The Clerk has contacted Wiltshire Council's Tree Officer for advice on how to deal with problem neighbouring trees. It is possible to make an application for work to be carried out on neighbouring trees if they have a Tree Protection Order on them. • A concern was raised about a tree that is growing through the boundary wall at Maundrell Close onto the High Street. This is a public safety issue. The Clerk will express the Parish Council's concerns to Aster, the landowner. • A resident asked the Parish Council to ask Aster to cut back the ivy surrounding the trees that border the driveway to St Matthew's Church. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> • The Parish Council is no longer able to have the donated tree from Marsh Lane. They will seek other sources for a Village Christmas tree. • Jubilee Field gate: S Skelhorn volunteered to try to repair the field gate. It is estimated that materials needed will not exceed £60.00. • The spare football equipment left in the PC shed will be investigated for possible use at the grassed area of Silverlands {Clerk’s update, the equipment is not suitable for use at the Silverlands play area}. • The Clerk requested the Parish Steward cut back around road signs in the village. Some signs have been cleaned too. • The bespoke noticeboards have been installed: one on the High Street, one on Silverlands Road, with thanks to J Dalley and R Wills. The noticeboard which was previously located at Silverlands Road has been taken to the Men’s Shed for repair. • Sydenham kindly donated goods to J Dalley for the Parish Council, as their charitable donation of the week. It was requested that the Clerk sends a letter of thanks to the company for their kind donation. • Shelves have been installed in the PC shed, thanks to J Dalley and R Wills. • It was requested that the aluminum strips are ordered so that the ‘no dogs’ signs can be securely fixed to the playing area gates. 	Clerk
9.	<p>Standing order revision</p> <ul style="list-style-type: none"> • NALC updated Standing Orders 2025 – adopted by the Parish Council. • Confirmation of expenditure amount permitted outside of a Parish Council meeting. There was some discussion about what would constitute emergency expenditure by the Parish Council. 	
10.	<p>Playing fields and playgrounds</p> <ul style="list-style-type: none"> • Progress on planning application for community building. <p>The planning application is still being decided by Wiltshire Council. Wiltshire Council has raised concerns about net biodiversity and the possible need for a bat survey. There will need to be further consultation with the Parish Council before a bat survey is commissioned. It was suggested that the cost of a bat survey could range from £250 - £5k. There was a general discussion on the way forward with the proposal. It was suggested that there could be a village referendum to see if the village wishes to fund or part-fund this project. There are many strands of the project to consider, including providing electricity, water, and drainage to the structure. It was suggested that the Parish Council could take out a Public Works Loan (up to £150k) to build a structure on the playing field. Councillors asked how long such a loan would take to pay back. This is not confirmed. T Lines suggested that a changing facility could be rented short term, for possibly up to two years, which the Parish Council could part fund. This would give time for a business plan to be created and for a sports field association to be formed. The Parish Council could then step back and taper its support. There is some ring-fenced money to start the project (up to £5k).</p> <p>It was asked if the Clerk can find out whether Parish Councillors could be part of a new Sports Field Association.</p> <p>A question was asked about the details of what was requested in the planning application. It is an outline application for a container to be sited on the land.</p> <ul style="list-style-type: none"> • Update on usage of the playing field <p>A local football team is using the field between 2-4pm on Sundays. Thank you to J Dalley for marking the pitch out.</p>	Clerk
11.	<p>Allotments</p> <ul style="list-style-type: none"> • Agreement on new Parish Council Allotment representatives. 	

	<p>S Taylor, E Watt & J Wills were proposed to form a Parish Council allotment management team. This was proposed by S Skelhorn, seconded by T Lines. All Councillors were in favour.</p> <p>The team will carry out plot inspections shortly. There are concerns about waste accumulating on some plots.</p> <ul style="list-style-type: none"> • There is now a noticeboard sited at the allotments for notices to be posted. • Details of remaining drainage work required at allotment car parks. <p>Additional planings are needed to carry out the work. It was asked whether the Parish Council could obtain some planings from the London Road roadworks. It was agreed to ask Andy Cadwallader. The Parish Council needs 2 x 20 tons of type 1 stone to finish the project. The plan is to dig some channels out into the car park, then fill the channels with type one stone, then it will be topped off.</p> <ul style="list-style-type: none"> • Discussion on removal of additional waste <p>There has been a controlled burn in the allotment car park, to remove some of the waste wood that has accumulated on some plots. Further waste is being collected. It is proposed that there is a further one-off burn to get rid of this waste. This will potentially save the Parish Council hundreds of pounds on skip hire and waste removal.</p> <ul style="list-style-type: none"> • The memorial plot has benefitted from turf donated from the Haymeadow Way development. Franco Volpi's memorial bench has been decorated by his family. 	Clerk
12.	<p>Planning</p> <ul style="list-style-type: none"> • Planning applications <p>PL/2025/07091 Householder planning permission Rear extension, replacement windows, internal alterations and replacement roof structure to outbuilding. Prospect House, Cock Road, Rowde, Devizes, SN10 2PP</p> <p>Also, PL/2025/07368 Listed Building Consent for same works above.</p> <p>Prospect House is a Grade II listed building. Wiltshire Council's Conservation Officer has filed a detailed response to the application. Local residents have viewed the application and had concerns about the plans and the potential impact of the development on the Coach House in relation to the main house. The extension would also be visible from Cock Road. The Parish Council did not feel that it has the expertise to comment on listed building development and agreed to submit a no comment response with reference to the Conservation Officers' report.</p> <p>PL/2025/06173 - Caen Hill Locks on the Kennet & Avon Canal. Consent to display an advertisement. Various non-illuminated signs in the vicinity of Caen Hill Locks on Kennet & Avon Canal. The Parish Council had no objections to the signs.</p> <p>PL/2025/07721 Silverwood School. LBC. Replacement external doors in stable block {newly received application – post agenda}. The Parish Council had no objections to the proposed work.</p> <ul style="list-style-type: none"> • Neighbourhood planning – update on meeting from 16/9/25 – Rowde Parish Council still attends the Devizes Area Neighbourhood Plan Steering Group meetings. Work needs to take place to create other policies to represent Rowde's views and plans for their future, which would be included in the plan. 	
13.	<p>Highways and footpaths</p> <p>Discussion on HGV vehicle use of Bunnies Lane. There are weight restrictions (7.5 tons) on Cock Road. There is one sign at the Cock Road entrance to Bunnies Lane but there is no sign at the High Street end. It was requested that the Parish Council apply to the Local Highways and Footpath Infrastructure Group (LHFIG) to request an additional sign.</p> <ul style="list-style-type: none"> • Update on Community Speedwatch: date for camera use in village 	Clerk

	<p>It is reported that there are five people in the team.</p> <ul style="list-style-type: none"> • Proposal to survey residents at Tanis regarding footpath proposal. <p>It was agreed to canvas the residents in Tanis to understand support for the footpath project.</p> <ul style="list-style-type: none"> • S Skelhorn was thanked for his work filling the potholes in the allotment car park and on the Sands Lane track. 	
14.	<p>Village appearance</p> <ul style="list-style-type: none"> • Bin responsibility and emptying <p>There have been a few issues with the Parish Council bin emptying schedule. There have been particular problems with the bin outside of the Tower View Park overflowing with household waste, and the bin at the entrance to Furlong Close. T Lines has proposed bin stickers to state ownership of the public bins.</p> <ul style="list-style-type: none"> • Planters – High Street <p>There was a discussion about the planters located on the High Street. J Wills agreed to speak with a local resident about their upkeep and planting programme.</p> <ul style="list-style-type: none"> • Installation of new noticeboards. <p>The current noticeboard at Tanis will remain in situ. It is securely fixed into the ground and has recently been repaired.</p> <p>There are still some oak posts remaining, which had been intended for use with the new noticeboards. These are being stored with J Dalley. J Wills and S Skelhorn offered to re-home the posts. {Clerk’s note: there are logistical difficulties with collecting these posts at this time}</p>	<p>Clerk JW JW. SS</p>
15.	<p>Monthly financial matters</p> <ul style="list-style-type: none"> • Bank reconciliation for September was shared with the Parish Council. • Invoices for payment were presented (approved by J Wills, seconded by E Watt). Total: £3,585.22 Admin costs: £2,323.99 Ground’s maintenance: £1,190.70 Repairs: £70.53 • External auditor report on Annual Return 2024-25 <p>It is noted in the external auditor’s report that the internal auditor has not provided a conclusion on the following internal controls objectives: in respect of information on the website, and in respect of trust funds. The Clerk can confirm that all required documents are on the council’s website. The Parish Council does not have any trust funds.</p> <ul style="list-style-type: none"> • CIL money remaining to be spent by 12/2025 - £1,309. • Election costs: the Clerk updated the meeting that Wiltshire Council will be recharging town and parish councils for their election costs. The amount is not known yet. 	
16.	<p>Community engagement & social media</p> <ul style="list-style-type: none"> • Facebook posts <p>There has been a question asked about the flying of the Union flag on The Hill. Parish Councillors agreed to leave the flag in place.</p> <ul style="list-style-type: none"> • Remembrance wreaths <p>The Clerk will order a wreath to be laid on behalf of the Parish Council on Remembrance Sunday. It was agreed that Chris Stevens, former Parish Councillor, will lay the wreath on behalf of the village.</p> <ul style="list-style-type: none"> • Memorial to Tom Wheeler <p>The Parish Council honoured former Parish Council Chairman Tom Wheeler with a memorial plaque and tree in the churchyard when he passed away. The memorial plaque</p>	

	has deteriorated. The family have asked if the Parish Council would consider replacing it. It was agreed that the Parish Council would purchase a replacement.	
17.	Correspondence There will be a mobile Police drop-in session at The Mind Tree Café, on Saturday 18 th October 2025, 10am – 12pm.	
18.	Date of next Parish Council meeting <ul style="list-style-type: none"> • Next meeting Wed 12th November 2025, 7.30pm, Rowde Village Hall Everyone is welcome to attend all meetings.	

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

Signed: Chairman Date: