

ROWDE PARISH COUNCIL

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Chair: Lisa Wills (Locum) Parish Clerk: Tekla Hicks

Minutes of the general Rowde Parish Council (RPC) meeting held on Wednesday 11th March 2026,
at Rowde Village Hall, Cock Road, Rowde, SN10 2PS at 7.30pm.

Present: L. Wills (Chair), J. Wills (Vice-Chair), C. Greenwood, J. Dalley, E. Watt, S. Rigby, R. Carine, S. Skelhorn, S. Taylor.

In attendance: T. Hicks (Locum Clerk), 6 Members of the Public (MOPs).

Minute No.

25-26/46 Recording and filming of the meetings

The MOPs confirmed that they would not be recording the meeting and the parish council confirmed it would be recording the meeting. Cllr. Carine wished to be sent a copy of the recording. Action: Clerk to make available.

25-26/47 Public Participation

25-26/47.1 The MOPs asked various questions regarding:

- times of meetings - this was confirmed to be 7pm going forwards unless notified.
- the availability of the generator – to be added to the April agenda for update.
- Planning consent for lighting at the Cross Keys site – any updates would be publicly available on the Wiltshire Council planning portal.

25-26/47.2 The council received no petitions or deputations.

25-26/48 Apologies

The council received apologies from Cllr. T. Lines and UNANIMOUSLY RESOLVED to accept the reasons for absence. Cllr. Somerville was absent. ACTION: Clerk to update the absence register.

25-26/49 Declarations of Interest

Cllr. Skelhorn declared an interest in minute reference 25-26/55 and left the room for that item.

25-26/50 Reports

25-26/50.1 The council received an update from Wiltshire Councillor L. Mayes. The main points were:-

- The Wiltshire Council's Local Plan has been rejected by the Housing Inspector – for more information, please see <https://tinyurl.com/WCLocalPlan>
- The Wiltshire Council Gypsies and Travellers Development Plan is starting from scratch with identifying site. Residents will be able to comment and more information will be available shortly.
- The budget has been set for 2026-27, meaning a 5% increase in council tax, black bin collections moving to three weekly basis, parking charges to cover 7am and 7pm with Sunday parking charges to be brought inline with Monday to Saturday charges, and the implementation of a booking system to visit Household Recycling Centres.

25-26/50.2 The chair updated the meeting regarding, among other matters:-

- that two councillors had queried the recruitment process and details of the locum clerk's hours. After discussion, Cllr. Dalley proposed, with the chair seconding that these were voted to be 20 hours per week (by 9 votes for, 1 abstention) and for

procedural compliance, this vote will be ratified in April.

For the removal of doubt and future queries from councillors, the process of the recruitment of a permanent clerk would be re-started, the vacancy be advertised until 21st April 2026. The Staffing Committee would then interview candidates from 28th April 2026, with a recommendation for the appointment of a permanent clerk to be brought to the Annual Meeting of the Parish Council on 13th May 2026.

- that two councillor had queried the name and the quorate membership of the Staffing Committee. To clarify this matter, the Chair proposed a motion (pursuant Standing Order 10(a)(ix)) to vote and it was RESOLVED:-
 - a) The committee be extended to 4 members. (6 votes for).
 - b) Three members proposed themselves to be fourth member with Cllr. Skelhorn receiving one vote, Cllr. Greenwood receiving three votes and Cllr. J. Wills receiving five votes. Cllr. J. Wills to be the fourth member.

25-26/50.3 The council received RPC External Meetings Schedule and confirmed who will attend each meeting. Clerk to update the schedule that the chair and Cllr. Skelhorn to attend the Operational Flood Working Group meetings.

25-26/50.4 The council discussed updates to RPC Action Plan 2025-26. ACTION: Clerk to update list.

25-26/50.5 The council noted updates to the RPC Reset and Restart Report.

25-26/50.6 The council received a report from the Neighbourhood Plan group.

25-26/50.7 The council noted the clerk's report.

PREVIOUS MEETINGS AND OUTSTANDING MATTERS

25-26/51 **Minutes of the previous meetings**

The council UNANIMOUSLY RESOLVED to approve (with amendments) as a correct record the minutes of the general parish council meeting held on 11.02.2026. The minutes were duly signed by the Chair.

25-26/52 **Planning Matters**

25-26/53.1 The council noted the RPC Planning Schedule as at 1st March 2026.

25-26/53.2 The council noted no further planning matters had been received after the agenda had been published.

FINANCE AND GOVERNANCE

25-26/54 **Payments**

25-26/54.1 **To approve/ratify** payments as follows:-

25-26/54.1a SLCC Invoice MEM257545-4 – apportioned Clerk's Membership - £180.48. Approved.

25-26/54.1b Scribe INV-16529 - £58.80. Approved and to add to the monthly approved list.

25-26/54.1c Countrywide – Invoice 679539 - £619.30. Approved.

25-26/54.1d Chair's expenses. Approved as contractual.

25-26/54.1e Clerk's expenses. Approved.

25-26/54.1f Pegden Contracting Ltd - £1850.00. Not approved as work not completed to standard. Carry forward.

25-26/54.2 The council UNANIMOUSLY approved invoices/requests for payment prior to the meeting as below:-

25-26/54.2a Countrywide Invoice 681570 - £288.00. Approved and to add to the monthly approved list.

25-26/54.2b Grist Invoice P298605 - £146.01. Approved.

25-26/54.3 **Monthly Management Accounts** – The council UNANIMOUSLY RESOLVED to approve the

RPC monthly financial report and bank reconciliation. Cllr. J. Wills signed the report as a non-signatory.

RECREATION AND WELLBEING

25-26/55 Allotments

- A) An emergency matter had come to the attention of the council. The Oak tree in the allotment is potentially unsafe. The chair has requested a new PiCUS tree survey as this is now overdue. However, in the meantime:-
- Renew plot 12, which is in the potentially unsafe area but notify that a vacant plot may need to be offered instead, and to not tend the plot until the tree report has been received. Action: Clerk.
 - Install HERAS fencing and signs. Action: Cllrs. Taylor, Dalley and Watt.
 - To ask members to remove all non-parish council owned items from the shed to reduce visits. Action: Clerk to write to members.
 - Once the report is received:-
To investigate moving the parish council shed if required. Action: Carry forward.
- B) A motion was proposed by the chair to create an Allotment Working Party. It was voted unanimously to create this. Action: Clerk to create Terms of Reference and bring to the April meeting. Members volunteered: Cllrs. Watt, Carine, Taylor and J. Wills. This was UNANIMOUSLY RESOLVED.

25-26/55.1 The council discussed plans for improving the surface of the allotment car park. It was RESOLVED that this work be carried out by Cllrs. Wills, Greenwood, Taylor, Dalley and Skelhorn. Permission given to Cllr. Dalley to hire equipment and purchase materials up to £550.

25-26/55.2 The council considered the plans for improving signage at the allotments to reduce inappropriate use of the car park. On the advice received by Wiltshire Council, it was UNANIMOUSLY RESOLVED to not continue with this plan.

25-26/56 Playgrounds

25-26/56.1 The council UNANIMOUSLY RESOLVED to adopt the RPC Playing Field Hire Policy.

25-26/56.2 The council UNANIMOUSLY RESOLVED to adopt the Playground Risk Assessment.

25-26/56.3 The council UNANIMOUSLY RESOLVED to adopt the Playground Risk Management Policy.

25-26/57 WiFi in the Village Hall

Cllr. Rigby updated the council with quotes for installing WiFi in the village hall. After consideration, it was RESOLVED (proposed by Cllr. Greenwood, and seconded by Cllr. Dalley) to approve the BT quote. Action: Clerk and Cllr. Rigby to move this matter forwards with the Village Hall.

At this point, the meeting had reached the 'Standing Order 3x' time limit of 2 hours and it was agreed to end the meeting and carry forward the remaining matters to April.

25-26/61 Confirmation of date of next meeting

The next meeting will be held on Wednesday 8th April 2026 at 7pm.

These minutes are subject to approval at the next council meeting.

An audio recording of this meeting is available on the parish council website www.rowdeparishcouncil.gov.uk

Minutes prepared by the clerk.

13.03.2026