

ROWDE PARISH COUNCIL

www.rowdeparishcouncil.gov.uk

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Chair: Lisa Wills

Parish Clerk: Vacant

DRAFT Minutes of the general Rowde Parish Council (RPC) meeting held on Wednesday 10th June 2026 at

Rowde Village Hall, Cock Road, Rowde, SN10 2PS at 7pm.

Present: L. Wills (Chair), T. Lines (Vice-Chair), J. Wills, J. Dalley, E. Watt, S. Rigby, R. Carine, S. Skelhorn, S. Taylor, M. Somerville.

In attendance: 9 Members of the Public (MOPs).

Minute No.

26-27/22 The Chair announced that the Locum Clerk Tekla Hicks resigned on 29th May 2026 She cited her reason for leaving as a perceived lack of respect Following her departure, the Chair thanked her for the work she had undertaken and her contribution to the Council.

Recruitment for a permanent clerk has restarted and is being advertised through WALC, local noticeboards, and the Job Centre, with the hope of having a new locum for the July meeting.

The meeting was recorded to assist with minute-taking the chair asked if anyone else was recording to Let the council know.

No other person present advised the Chair that they were also recording the meeting

26-27/23 **Public Participation**

26-27/23.1 No questions were received from the public

26-27/23.2 No petitions or deputations were received

26-27/24 **Apologies**

Apologies were received from Cllr Greenwood and were RESOLVED UNANIMOUSLY to be accepted

Cllr Rigby previously informed the chair she would be attending but maybe late.

26-27/25 **Declarations of Interest**

Cllr. Dalley declared an interest in minute reference 26-27/34 (iiii) regarding the disposal of the MUGA and stated he would leave the room at this point of the meeting.

26-27/26 **Reports**

26-27/26.1 Cllr L Mayes sent her apologies for the June and July meeting No report was received
Cllr Lisa Wills will request a report for the July meeting.

26-27/26.2 The Council received the RPC External Meetings Schedule and confirmed the attendance of specific councillors for each upcoming meeting. It was RESOLVED that Cllr Lisa Wills would update the schedule to reflect these agreements

26-27/26.3 It was RESOLVED UNANIMOUSLY to remove the following historic items from the RPC Action Plan as they are either no longer viable or have changed in responsibility:

- **Police Mobile Roadside Sign:** The request to meet with the police regarding removable roadside signs was removed.
- **Thistle Reporting:** The action to report thistles and seeds blowing across the common to Wiltshire Council was removed.
- **Signage Update:** It was noted that new playground management signs cannot be fitted at this time. The Chair reported that the telephone number on the signs needs to be amended or erased before installation can proceed.
- **CATG Request for White Gates:** It was noted that white gates are no longer available through the LHFIFG (formerly CATG) and are now the responsibility of the Parish Council.

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- **HSE training:** Cllr Skelhorn is currently experiencing IT issues the chair has offered to arrange a time so he can complete the online training using the parish council laptop.
- **Unpaid Receipt:** Cllr Skelhorn enquired about the status of a receipt for cable ties that he submitted to the former Clerk in December. He claimed that the former Clerk had previously declined the receipt because it allegedly did not explicitly state "cable ties". Cllr Lisa Wills noted she had not seen the receipt and would contact the former Clerk to locate it.

- 26-27/26.4** The Council received a progress report on neighbourhood plan noting that the move to Regulation 14 consultation has been delayed
- 26-27/26.5** The council received a progress report from the recent National Grid VIP meeting

COUNCILLOR TRAINING

26-27/27 Councillor Training

- 26-27/27.1** Cllr Lisa Wills has received details of councillor training providers and is hoping that a locum clerk will share details of the provider she currently uses and in July she will come back with some quotes.

PREVIOUS MEETINGS AND OUTSTANDING MATTERS

26-27/28 Minutes of the previous meetings

- 26-27/28.1** The minutes of the meeting held on 13th May 2026 were RESOLVED to be a correct record with minor amendments to add remove Cllr Rigby and include Cllr Taylor and Watt to the community engagement group. (7 for, 2 abstentions, 1 non-vote)

26-27/29 Planning Matters

- 26-27/29.1** To consider/ratify planning applications received as follows: -

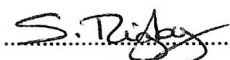
26-27/29.1a **PL/2026/02814 (Land near Homeleigh):** The Chair clarified that this application was discussed via email in May and the meeting served to ratify that recommendation. The Council identified anomalies regarding the site's description as "land near Homeleigh" when it is a commercial dog exercise field, and anomalies regarding the existence of hedgerows. It was RESOLVED (6 for, 4 against) to ratify the request for a planning officer to visit the site to verify these facts

26-27/29.1b **PL/2026/02921 (Silverwood School):** RESOLVED UNANIMOUSLY to raise No Objection

26-27/29.2 The council noted the planning schedule to the 8th June 2026

26-27/29.2a **PL/2026/02035: 35 Tower View, Rowde** (Part retrospective siting of a mobile home to used as an annexe) The Chair noted that while councillors had previously shared there. views on this application via the Clerk's email, these comments have not yet been. planning portal. It was AGREED that subject to confirmation from the planning officer. that it isn't too late to add comments it would be finalised via email and brought to the July meeting for ratification

26-27/29.3 **PL/2025/09284. Lower Farm, Devizes Road, Rowde, Devizes, SN10 2LX.** The application involves the removal of a storage area to accommodate a proposed agricultural storage building and Padel Court. The Parish Council originally raised no objection to this application (as recorded in minute 25-26/39.1a) but amended plans and additional information have recently been submitted. Because the deadline for the response is 24th June, which falls before the next scheduled meeting, it was agreed that councillors would review the updated application and share their views via email. The final decision reached via email will be formally ratified at the July 8th meeting

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FINANCE AND GOVERNANCE

26-27/30 Appointment of interim Responsible financial officer and interim administrative support Arrangements

26-27/30.1 It was UNANIMOUSLY AGREED that Cllr Lines will become the RFO in the interim.

26-27/30.2 It was UNANIMOUSLY AGREED that Cllr L Wills will provide temporary unpaid administrative support the council during the recruitment process.

26-27/31 1 & 2 Payments

- Cllr Skelhorn raised concerns regarding the transparency of the initial £1,500 expenditure on the Scribe accounting software, suggesting that it had been used for several months before being brought to full council for approval on the 11th February.
- Cllr Carine expressed concern that expenditure should not be incurred before being brought to the Council for formal approval. The main concern related to the purchase of *The Council Administration Book*. She noted that the book was available online and could be accessed without purchase.
- Cllr Skelhorn raised a query regarding an invoice discrepancy, noting that the invoice for the book was not addressed to Rowde Parish Council. The Chair explained that the former Clerk had processed the order through her personal SLCC account to obtain a discounted price, which resulted in the book being delivered to her home address. The book was physically handed over to the Chair on the day of the meeting.
- Cllr Skelhorn queried the cost of printing, referring to previous discussions about reducing printing expenditure. He expressed concern that the paper copies of meeting packs included colour printing. It was explained that the Council's printing charges are based on the number of pages printed rather than the use of colour. Cllr Rigby would like to see ways of reducing printing costs.
- Cllr Skelhorn queried if we would be getting our contribution returned from the SLCC, Cllr Lisa Wills stated that with the circumstances that Tekla left in we wouldn't be entitled to ask for it.
- Cllr Skelhorn asked if scribe was licensed to more than one person and wanted confirmation that we have checked it isn't licensed to Tekla as she could use it with her other councils.
- It was agreed that the use of CIVICLY for the asset register and asset inspections would be reviewed in three months' time. Cllr Lisa Wills is going to share the asset register with Cllrs Skelhorn and Carine to update the Assets using CIVICLY.

The Chair Cllr Lisa Wills maintained that the actions taken by the former Clerk were within the authority granted under the Council's Standing Orders and were undertaken in the interests of ensuring the effective administration of the Council.

Payments were resolved by a majority vote.

26-27/31.3 Monthly Management Accounts

Members received the monthly bank reconciliation. Cllr J Wills signed this as an accurate update as a non-signatory.

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26-27/32 Policies

26-27/32.1 It was UNANIMOUSLY AGREED to adopt the social media Policy for 2026-27

RECREATION AND WELLBEING

26-27/33- Allotments

26-27/33.1 The chair advised the council that there was no update on the tree survey.

26-27/33.2 Allotment Tenancy Agreement Revisions to allow burns the Council did not resolve to amend the agreement at this meeting. Instead, the decision was formally adjourned to allow for further review from the allotment working group.

26-27/33.3 The motion to join the National Allotment Society was passed with a majority vote: For: 8
Against: 1 Abstention: 1

26-27/33.4 The chair advised the council that communication with Pegden contracting is still ongoing

26-27/34 - Playground/Sports Field

(i) The Council reviewed the requirement for mandatory playground inspections and the need for the councillors who have received playground safety training to perform monthly checks
It was agreed that the Council would use a professionally qualified inspector to inspect the equipment.
Councillors considered comparative costs for these services.

- **RoSPA:** The current annual provider quoted £2,768.40 per year for one annual and three quarterly inspections.
- **Infinity Playgrounds Limited:** Quoted £1,866 (including VAT) for the same service, which also includes specific quotations for any identified repair work.

Cllr Lisa Wills informed the Council that she was awaiting a third quote from the provider used by Devizes Town Council. Additionally, she planned to consult a potential locum clerk candidate who holds a playground inspector qualification to see if their certification covers the required inspections.

The Council RESOLVED to immediately discount the RoSPA quote as being beyond the current budget. To ensure inspections are conducted before the summer holidays, it was UNANIMOUSLY AGREED that the final decision would be reached via email once the remaining quote and qualification details are received, with the final contract to be formally ratified at the July 8th meeting.

(ii) The Council discussed the acquisition of a 32ft x 10ft redundant steel toilet block to be converted into a changing room facility at the sports field. The following points were noted:

- The unit is priced at £1,500 + VAT. The Chair reported that research into comparable units showed retail prices ranging from £4,500 to £6,000.
- The purchase is to be funded using £5,000 in ring-fenced funds held by the Council since the Rowde Sports Field Association folded in 2007/2008.
- The unit will be sited on concrete pads. A klargester drainage system (£472) will be installed to meet planning requirements, supported by a donated submersible pump. Future power will be provided via solar panels and batteries (£2,500–£3,500), Cllr Dalley has confirmed that he has spoken with Luke Smith who holds the funds from the Youth Council that folded around 2008. Who is happy to hand over the money for this purpose.
- Modification and installation will be supported by voluntary labour from Cllrs Taylor, Lines and with professional electrical support from a parishioner with the relevant qualifications.
- Cllr Skelhorn raised questions regarding ongoing water costs and the legal requirements for professional installation and disabled access. He proposed adjourning the vote for a full repricing, but it was noted the unit would not be held beyond the current week.

Signed: S. Riley

- concern was expressed regarding potential cost overruns beyond the £5,000 budget Cllr L Wills advised there is no further available funds.
- It was RESOLVED to proceed with the purchase and installation of the unit. 8 for 1 against and 1 abstained

Cllr Taylor left the meeting

- (iii) The council UNANIMOUSLY AGREED to a Sports Field booking request for All-Stars Pan Disability Football
- (iiii) Cllr Dalley left the room, the council agreed to dispose of the MUGA and leave it where it with a vote of 7 for 1 against
- (iv) It was agreed by 8 councillors (Cllr Dalley Abstained) to give the rusty old gate to Peter Dalley.
- (v) It was agreed by 8 councillors for and 1 against the purchase of a goalpost for Silverlands Road park.

HIGHWAYS

26-27/35 LHFIG

26-27/35.1 The council noted the current requests to LHFIG

- (i) A342 request for a traffic survey
- (ii) Weight limit sign at Bunnies Lane
- (iii) Drop kerb at Springfield Road
- (iiii) Double yellow lines at Rowde Court Road

At this point, the meeting reached the mandatory two-hour time limit prescribed by Standing Order 3x and was closed at 9pm

26-27/38 Confirmation of date of next meeting – 8th July 2026 at 7pm.

For supporting documents, please visit www.rowdeparishcouncil.gov.uk

** Rowde Parish Council meetings are held in public, but they are not public meetings. Members of the public are very welcome to attend, and a session is provided to allow for questions to the chair (total three minutes). Outside the session, members of the public may only speak upon invitation from the chair. No decisions can be made on items raised during the meeting, but if council so wishes, items may be added to a future agenda for consideration*

Minutes prepared by Cllr Lisa Wills 12.06.2026

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Rowde Parish council Invoices for June 2026			
Purpose	Payee	Type	Amount
Scribe accounts software	Scribe	DD	£58.50
Asset register software	Civic.LY	DC	£26.40
Small grounds maintenance	Countrywide	DD	£288.00
Large grounds maintenance	Countrywide	DD	£619.30
The hill planters	B Zaccarelli	BACS	£40.40
Bin emptying April/May	Grist environmental	DD	£213.16
Stationary stamps & paper	Post office & The works	DC	£31.50
Planter Bus shelter	L Wills	BACS	£51.50
Council administration book	SLCC enterprises	BACS	£144
Printing	HP Instant ink uk	DD	£28.49
Clerks final salary	Tekla Hicks	BACS	£2,614.94
Litter pickers salary	Elizabeth Brown	BACS	£122.27

Pre-approved payment schedule 2026-27				
Purpose	Payee	Type	Frequency	Amount
Scribe Accounts Software	Scribe	DD	Monthly	£58.50
Small grounds maintenance	countrywide	DD	Monthly	£288.00
Large grounds maintenance	countrywide	DD	Monthly	£619.30
Bin emptying	Grist enviro	DD	Monthly	VARIES
Printing	HP Instant ink	DD	Monthly	VARIES
Litter Pickers Salary	E Brown	SO	Monthly	£122.27
WALC Membership	WALC	DD	Annually	VARIES
Parish online mapping software	Geosphere Ltd	DD	Annually	£108.00
PAYE & NI	HMRC NDDS	DD	Monthly	VARIES
Information Commissioner's Office	ICO	DD	Annually	£47.00
Water for allotments	Water4business	DD	6 Monthly	VARIES
Internet	BT GROUP PLC	DD	Monthly	TBC
Donation to Rowde Village Mag	Rowde Village Mag	SO	6x a year	£125.00
Hire of meeting room	Rowde Village Hall	BACS	Quarterly	VARIES

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