

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 10th December,
at Rowde Village Hall, Cock Road, Rowde, SN10 2PS at 7.30pm.

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

In attendance: T. Hicks (Locum Clerk), 8 Members of the Public (MOPs).

Minute No.

25-26/8

Recording and filming of the meetings

The MOPs confirmed that they would not be recording the meeting.

25-26/9

Public Participation

- MOP asked if the agenda can be available in paper form. The clerk confirmed this would be actioned going forwards.
- MOP addressed the meeting regarding a fallen tree and was advised to report on MyWilts.
- MOP reported a pothole in Marsh Lane had damaged their car. They were advised to claim damage repairs from Wiltshire Council and to report the hole on MyWilts.

25-26/10

Apologies

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

25-26/11

Declarations of Interest

Cllr. Dalley declared an interest in matter 22.1 and took no part in the discussion.

25-26/12

Reports

25-26/12.1

The council received an update from Wiltshire Councillor L. Mayes on the following matters:

- The Community Governance Review was being considered and for the council to review the criteria.
- That Blue Badge Disabled parking was now free again in Wiltshire Council owned car parks.
- Following a Wiltshire Council review, there will be changes in refuse collections from Spring 2027 to be every three weeks. More details will be available from Wiltshire Council.

25-26/12.2

The Chair updated the meeting regarding the outstanding PO box number, the Christmas Tree and that the planned road closure at the Cross Keys was delayed until 12th January 2026.

25-26/12.3

The Clerk had no report for the meeting.

25-26/12.4

The council received the RPC External Meetings Schedule and updated with who will attend each meeting. ACTION: Clerk to update schedule.

PREVIOUS MEETINGS AND OUTSTANDING MATTERS

25-26/13 Minutes of the previous meetings

25-26/13.1 The council RESOLVED UNANIMOUSLY to approve as a correct record the minutes of the general parish council meeting held on 8th October 2025. The minutes were duly signed by the Chair.

25-26/13.2 The council RESOLVED UNANIMOUSLY to approve as a correct record the minutes of the extraordinary parish council meeting held on 1st December 2025. The minutes were duly signed by the Chair.

25-26/14 Outstanding Matters - The council received the RPC actions spreadsheet. However the Clerk requested that these were postponed for discussion until the next meeting due to handover tasks taking priority. The council RESOLVED UNANIMOUSLY to ACTION: carry forward to February.

25-26/15 Planning Matters

25-26/15.1 The council had received no new planning matters to consider.

25-26/15.2 The council received the RPC Planning Schedule as at 1st December 2025. It was noted that the planning permission had been approved for the Sports Field in Rowde and thanks to Cllr. Greenwood were given.

25-26/15.3 The council noted no planning enforcement matters or complaints had been received.

FINANCE AND GOVERNANCE

25-26/16 Payments

25-26/16.1 The council RESOLVED UNANIMOUSLY to approve/ratify payments as follows:-

25-26/16.1a Clerk's Salary.

25-26/16.1b Clerk's Pension.

25-26/16.1c Clerk's PAYE.

25-26/16.2 The council RESOLVED UNANIMOUSLY to approve the Locum Clerk's salary claim to 09.12.2025.

25-26/16.3 The council noted it had received the following grant application:

25-26/16.3a Mind Tree Café - £1000. At the request of the Clerk, the council RESOLVED UNANIMOUSLY to consider this matter as part of the budget discussions at Minute 18. After consideration, the council RESOLVED UNANIMOUSLY to refuse the application. This was due to the previous grant being given (January 2025) with the provision that no further request would be made within three years. ACTION: Clerk to advise The Mind Tree Café.

25-26/17 Monthly Management Accounts – The council RESOLVED UNANIMOUSLY to approve RPC monthly financial report and bank reconciliation. The Chair signed the reports.

25-26/18 Budget and Precept 2026-27

25-26/18.1 After consideration, the council RESOLVED UNANIMOUSLY to approve Option 2 of the RPC budget for 2026-27.

25-26/18.2 After consideration, the council RESOLVED UNANIMOUSLY to approve the RPC Precept demand for 2026-27 and to ACTION: Clerk to make the Precept Demand to Wiltshire Council for £59,506.

25-26/19 Policies 2025-26

25-26/19.1 The council RESOLVED UNANIMOUSLY to adopt the following policies (previously

circulated):-

- 25-26/19.1a IT Policy as required in the SAPPP assertion 10 of the Practitioners Guide 2025.
- 25-26/19.1b Appraisal Policy
- 25-26/19.1c Biodiversity Policy
- 25-26/19.1d Co-Option Policy
- 25-26/19.1e Code of Conduct
- 25-26/19.1f Complaints Policy
- 25-26/19.1g Data Protection Policy
- 25-26/19.1h Dignity at Work Policy
- 25-26/19.1i Disciplinary Policy
- 25-26/19.1j Document Retention and Publication Policy
- 25-26/19.1k Equality and Diversity Policy
- 25-26/19.1l Financial Regulations
- 25-26/19.1m Freedom of Information Policy
- 25-26/19.1n GDPR Consent Form
- 25-26/19.1o Grant Awarding Policy & Application Form
- 25-26/19.1p Grievance Policy
- 25-26/19.1q Health and Safety Policy
- 25-26/19.1r Lone Working Policy
- 25-26/19.1s Privacy Notice
- 25-26/19.1t Risk Assessment
- 25-26/19.1u Standing Orders
- 25-26/19.1v Terms of Reference and Delegated Powers for the Clerk.

25-26/19.2 **NALC Civility and Respect Pledge** - The council RESOLVED UNANIMOUSLY to adopt the pledge. More information to be found [here](#).

25-26/19.3 **Meeting Dates for 2026** – After consideration, the council RESOLVED UNANIMOUSLY to approve the meeting dates for 2026, and to not have a January 2026 meeting.

COMMUNITY AND COMMUNICATION

25-26/20 **Social Media** - The council RESOLVED UNANIMOUSLY to agree to not to use social media/whatsapp for parish council business for the rest of this term (May 2026) at least. To be reviewed in May 2026 along with other policies. It was agreed that the council should have a new .gov website to mirror the email accounts and that the Clerk would use Facebook to link to news items on the new website only.

RECREATION AND WELLBEING

25-26/21 **Allotments**

25-26/21.1 The council received an update on planings for allotment car park surfacing and that Wiltshire Council would contact RPC when they were available.

25-26/21.2 There was no update on an informal meeting date and it would be reviewed in the Spring.

25-26/21.3 The chair updated the meeting that hedgerow cutting quotes were not all received so would carry forwards to the next meeting.

25-26/21.4 After consideration, the council RESOLVED UNANIMOUSLY to approve this work to be carried out on the shed roof by Mr. R. Wills when the weather has improved and ACTION: Clerk to prepare risk assessment.

- 25-26/22 **Playing fields**
 25-26/22.1 (Cllr. Dalley left the room) After consideration, the council RESOLVED UNANIMOUSLY to ACTION: Clerk to write to the Farm Manager where the MUGA is currently stored and request that certain parts of the MUGA be retrieved by the council, and offer that some were retained by the farm as their value should offset any storage fees claimed.
- 25-26/22.2 After consideration, the council RESOLVED UNANIMOUSLY that Cllr. Dalley continues refreshing the pitch marking. Any requests for more paint should be sent in good time to the Clerk when the penultimate tin is opened, and to remove used tubs regularly. Council were reminded that no purchasing may happen without explicit permission to spend.
- 25-26/22.3 After consideration, the council RESOLVED UNANIMOUSLY to approve that Cllrs. J. Wills and S. Taylor together with Mr. R Wills to remove the HERAS fencing and store at the side of the shed. Membrane to stop grass growing through to be considered if necessary.
- 25-26/23 **Playgrounds**
 25-26/23.1 The council noted there was no update on new barrier at swings at Silverlands Playground. Carry forward.
 25-26/23.2 The council noted there was no update to the plan for the inspection of skate park equipment. See minute 23.3.
 25-26/23.3 After consideration of the ROSPA Inspection outstanding matters, the council RESOLVED UNANIMOUSLY to approve:
 - Clerk to arrange online training for councillors who wish to be on the rota for weekly routine visual inspections.
 - Clerk to obtain quotes for quarterly operational inspections.
 25-26/23.4 The council agreed to consider the plan for Tower View Playground repairs once 23.2 is in place.
- 25-26/24 **Village Appearance** - The Chair updated the meeting regarding the Silverlands Road noticeboard. She is waiting for Wiltshire Council to advise where this can be sited.

ENVIRONMENT AND STREETSCENE

- 25-26/25 **Refuse** – The chair updated the meeting that the bin at Silverlands Play Area has now been added to the schedule of bins to be emptied on a regular basis.

RIGHTS OF WAY

- 25-26/26 **Residents' Questionnaires**
 25-26/26.1 The chair updated the meeting on Footpath at Tanis questionnaire. Carry forward to February meeting.
 25-26/26.2 The chair updated the meeting on Devizes Road footpath village questionnaire that not many responses had been received. The council RESOLVED UNANIMOUSLY to approve that this be put in the February Magazine.

TRANSPORT AND TRAFFIC

- 25-26/27 **LHFIG Requests** - Cllr. Greenwood updated the meeting that weight restriction advisory signs were to be installed by Wiltshire Council for Bunnies Lane (High St. entrance).

INVESTIGATION REPORT

- 25-26/28 The council discussed and resolved the updates to the RPC Investigation Action Plan.

25-26/29 *The Clerk advised the council that it would not be necessary to resolve that the public and press be excluded from the meeting citing the Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business to be transacted.*

STAFFING

25-26/30 The clerk updated the meeting that they would remain as locum for the time being to reduce staffing and associated costs. To review in February.

25-26/31 See minute 30. The council RESOLVED UNANIMOUSLY to delay agreeing the contract for new permanent Clerk.

25-26/32 **Confirmation of date of next meeting.** The next meeting will be held on Wednesday 11th February 2026. There being no further business, the meeting was closed at 9.10pm.

For supporting documents, please see [here](#) or scan the QR code:



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

Minutes prepared by the clerk.

11/12/2025