

ROWDE PARISH COUNCIL

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

Minutes of the Annual Rowde Parish Council (RPC) meeting held on Wednesday 13th May 2026,
at Rowde Village Hall, Cock Road, Rowde, SN10 2PS at 7.30pm.

Present: L. Wills (Chair), J. Wills (Vice-Chair), J. Dalley, E. Watt, S. Taylor, T. Lines.

In attendance: T. Hicks (Locum Clerk), 9 Members of the Public (MOPs).

The Chair welcomed all to the meeting and confirmed that the Council would not now be recording meetings unless otherwise stated.

Minute No.

26-27/1 Election of Chair or the Year 2026-27

Cllr. L. Wills was nominated as Chair and accepted nomination. Proposed: Cllr. Watt, Seconded Cllr Taylor, RESOLVED UNANIMOUSLY.

26-27/2 Election of Vice-Chair for the Year 2026-27

Cllr. J Wills was nominated as Vice-Chair, but declined nomination. Cllr. Lines was nominated as Vice-Chair and accepted nomination. Proposed: Cllr. Taylor, Seconded Cllr. Watt, RESOLVED UNANIMOUSLY.

26-27/3 Public Participation

26-27/3.1 A MOP asked a question regarding the Neighbourhood Plan.

26-27/3.2 The Council received no petitions or deputations.

26-27/4 Apologies

The Council received apologies from Cllrs. Rigby, Greenwood, Skelhorn and Carine. Cllr. Somerville was absent. ACTION: Clerk to update the absence register.

26-27/5 Declarations of Interest

No declarations were received.

26-27/6 Reports

26-27/6.1 The Council noted the RPC External Meetings.

26-27/6.2 The Council discussed updates to RPC Action Plan 2025-26. ACTION: Clerk to update list.

26-27/6.3 The Council noted there were no updates to the RPC Reset and Restart Report. It was agreed that as this has now been completed, it would not appear on the agenda any more. It will remain on the website for future reference.

26-27/6.4 The Council received an update from the Neighbourhood Plan group, and a consultation will be coming out to residents shortly.

PREVIOUS MEETINGS AND OUTSTANDING MATTERS

26-27/7 Minutes of the previous meetings

The Council UNANIMOUSLY RESOLVED to approve as a correct record the minutes of the general parish council meeting held on 08.04.2026. The minutes were duly signed by the Chair.

26-27/8 Planning Matters

26-27/8.1 The Council noted the RPC Planning Schedule.

26-27/8.2 The Council noted a planning application had been received after the agenda had been published:

26-27/8.2a [PL/2026/02814](#) Land near Homeleigh, Dunkirk Hill, Rowde, Devizes, SN10 2LU.

Retrospective planning permission sought for the erection of a shelter. The Council considered this application. However there were concerns that, among other matters, the

address was incorrect. The Chair allowed a MOP to comment on this matter. It was UNANIMOUSLY RESOLVED to allow Councillors further time to investigate. Councillors to email the Clerk their comments to be uploaded to Wiltshire Council before the consultation deadline of 10.06.2026, for ratification in June.

FINANCE AND GOVERNANCE

- 26-27/9** **Payments**
- 26-27/9.1** **Council UNANIMOUSLY APPROVED the following payments:**
- 26-27/9.1a** Clerk's Expenses - £109.10
- 26-27/9.1b** Parish Online Inc 00HY189-0007 - £108.00
- 26-27/9.1c** Scribe Inv 17535 - £58.80
- 26-27/9.1d** Grist Inv P304471 - £155.12
- 26-27/9.1e** WALC – INV-1120 - £588.28
- 26-27/9.1f** Countrywide Inv 685213 - £288.00
- 26-27/9.1g** Countrywide Inv 684295 – £619.30
- 26-27/9.1h** Rowde Village News £125
- 26-27/9.2** The Council UNANIMOUSLY APPROVED invoices received prior to the meeting as follows:
- 26-27/9.2a** Tom Ashpole Tree Care INV-0201 - £900
- 26-27/9.2b** PATAS Auditing Invoice IA/0254/26 - £295.00
- 26-27/9.2c** Rowde Community Events grant towards generator hire - £50.00
- 26-27/9.3** **Monthly Management Accounts**
The Council noted the the monthly financial report and bank reconciliation were not available due to Clerk's time being spent on duties for year end. These would be carried forward.
- 26-27/9.4** **Annual Regular Payment list** – The Council UNANIMOUSLY APPROVED the annual list of pre-approved payments.
- 26-27/10** **Annual Accounts 2025-26**
The Council UNANIMOUSLY APPROVED the annual accounts for the period 1st April 2025 to 31st March 2026.
- 26-27/11** **Asset Register 2026-27**
- 26-27/11.1** The Council UNANIMOUSLY APPROVED the Asset Register 2026-27.
- 26-27/11.2** The Council UNANIMOUSLY APPROVED the subscription of asset management subscription to Civic.ly at a cost of £22 per month, with no minimum term.
- 26-27/12** **Annual Internal Audit 2025-26**
The Council noted the Annual Internal Audit Report.
- 26-27/13** **Annual Governance and Accountability Return 2025-26**
- 26-27/13a** **Annual Governance Statement**
The Council UNANIMOUSLY APPROVED the Annual Governance Statement as outlined in section 1 of the Annual Return and minute accordingly. Full statement attached.
- 26-27/13b** **Accounting Statements 2025-26**
The council UNANIMOUSLY APPROVED the accounting statements as outlined in section 2 of the Annual Return. The Chair and Clerk signed the Annual Governance Statement and the Accounting Statement.
- 26-27/13c** **Exercise of Public Rights**
The Council noted that the Responsible Financial Officer has set the dates for the commencement of the period for the exercise of public rights to be Wednesday 3rd June to Tuesday 14th July 2026.

26-27/14

Appoint Councillor Portfolios

After received self-nominations from councillors, the council UNANIMOUSLY APPROVED:

26-27/14a

Finance & HR (usually the Chair): Cllrs. Lines, Rigby, J. Wills and L. Wills.

26-27/14b

Governance and Policies: Cllr. Rigby and offer to Cllr. Carine.

26-27/14c

Recreation & Playgrounds: Cllrs. Greenwood, Taylor, Carine and Dalley.

26-27/14d

Allotments (incl. shared Memorial Plot upkeep): Cllrs. Taylor, J. Wills, Watt and Carine.

26-27/14e

Highways & Rights of Way: Cllr. Greenwood.

26-27/14f

Grounds Maintenance & Parish Steward: Cllrs. Lines, Greenwood, Taylor and Dalley.

26-27/14g

Planning: Cllrs Greenwood, Carine and L. Wills.

26-27/14h

Speeding and SID: Cllrs. Lines, Greenwood and J. Wills.

26-27/14i

Tree Wardens: Cllrs. Greenwood, Rigby and Carine.

26-27/14j

Emergency planning (Flood Wardens, Community Engagement & Emergency Plan): Cllrs. L. Wills and ~~Rigby~~ *Taylor, Watt Amended*

26-27/14k

Waste Management: Cllrs. Lines, J. Wills and Dalley.

26-27/15

Governance

The council UNANIMOUSLY AGREED to adopt polices (already circulated) for 2026-27:-

26-27/15a

Appraisal Policy

26-27/15b

Biodiversity Policy

26-27/15c

Co-Option Policy

26-27/15d

Code of Conduct

26-27/15e

Complaints Policy

26-27/15f

Data Protection Policy

26-27/15g

Dignity at Work Policy

26-27/15h

Disciplinary Policy

26-27/15i

Document Management Policy

26-27/15j

Equality and Diversity Policy

26-27/15k

Financial Regulations

26-27/15l

Freedom of Information Policy

26-27/15m

GDPR Consent Form

26-27/15n

Grant Awarding Policy & Application Form

26-27/15o

Grievance Policy

26-27/15p

Health and Safety Policy

26-27/15q

IT Policy

26-27/15r

Lone Working Policy

26-27/15s

Playground Risk Management Policy and Risk Assessment

26-27/15t

Privacy Notice

26-27/15u

Playing Field Hire Policy

26-27/15v

Publication Scheme

26-27/15w

Recording of Council Meetings Policy

26-27/15x

Risk Assessment

26-27/15y

Standing Orders

26-27/15z

Terms of Reference and Delegated Powers

26-27/15aa

Volunteer Policy

26-27/15ab

Wildlife Camera Policy

RECREATION AND WELLBEING

26-27/16

Allotments

26-27/16.1

The council UNANIMOUSLY AGREED to adopt the Allotment Working Group terms of reference.

26-27/16.2

The chair updated the meeting regarding the tree survey. The council UNANIMOUSLY

AGREED to install a permanent fenced-off area below the large Oak Tree. The access to the parish council shed will follow a path to the end of the allotment site for safety reasons. The clerk to contact Community Payback to investigate help clearing the site and installing fencing. The chair has applied for a biodiversity grant.

26-27/16.3 See minute 26-27/14d.

26-27/16.4 See minute 26-27/16.2.

26-27/17 **Playgrounds**

The clerk updated the meeting that she was meeting with a play inspection and maintenance contractor so the council UNANIMOUSLY AGREED to carry forward to next meeting.

HIGHWAYS

26-27/18 **SID**

26-27/18.1 The council UNANIMOUSLY AGREED to remove the matter of purchasing a mounting pole for the SID.

26-27/18.2 The council UNANIMOUSLY AGREED to carry forward the outcome of request to LHFIFG for a pedestrian crossing – cost of assessment would be 25% of cost - £3000.

26-27/18.3 The council UNANIMOUSLY AGREED to support the following forms. Clerk to send to Wiltshire Council.

(a) LHFIFG request form from resident.

(b) LHFIFG request form from resident.

STAFFING

26-27/19 **Exclusion of Public and Press**

The council UNANIMOUSLY RESOLVED that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

26-27/20 **Recruitment of Parish Clerk/Responsible Financial Officer**

26-27/20a The council UNANIMOUSLY AGREED to note the minutes of the Rowde Parish Council Staffing Committee meeting on 22.04.2026, with recommendations to the recruitment of the parish clerk/RFO.

26-27/20b After consideration, the council UNANIMOUSLY AGREED to offer to retain the clerk on a locum basis on a rolling three month contract and to reduce the contracted hours to 18 per week.

26-27/21 **Confirmation of date of next meeting –**

The Council agreed that next meeting will be held on 10th June 2026 at 7pm.

There being no further business, the meeting was closed at 9.30pm.

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

Minutes prepared by the clerk.

18.05.2026