

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 February 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, T. Lines, E. Watt, S. Rigby (arrived at 7.40pm), R. Carine, S. Skelhorn, M. Somerville.

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

Minute No.

25-26/33

Recording and filming of the meetings

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

25-26/34

Public Participation

25-26/34.1

The MOPs asked various questions regarding trees, village appearance and drain clearing.

25-26/34.2

The council received no petitions or deputations.

25-26/35

Apologies

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

25-26/36

Declarations of Interest

Cllrs. Skelhorn and Somerville both declared an interest in minute reference 41 and took no part in this discussion.

25-26/37

Reports

25-26/37.1

The council had received no report from Wiltshire Councillor L. Mayes.

25-26/37.2

The chair updated the meeting regarding the new council PO box number, that they will be attempting to register parish council land with HM Land Registry with this new address, that the trees on the sports field will need a complete survey (this will be added to the March agenda for full discussion). Also that the mobile phone has had to be terminated due to being unable to transfer ownership from the outgoing clerk. This item to be added to the March agenda. (Cllr. Rigby arrived.)

25-26/37.3

The clerk gave no report to the meeting.

25-26/37.4

The council received RPC External Meetings Schedule and confirmed who will attend each meeting. Clerk to update the schedule.

25-26/37.5

The council discussed updates to RPC Action Plan 2025-26. ACTION: Clerk to update list and council will consider a page per future meeting due to time constraints. It was RESOLVED as follows:-

a) That Cllr. Greenwood would speak to CATG about placing white gates between Rowdey Cow Café and 30mph speed limit. Agreed UNANIMOUSLY.

b) That the Speed Indicator Device (SID) be moved temporarily. The installation sites were voted upon as follows:-

1) Marsh Lane – 1 vote.

2) Layby near the bridge – 6 votes.

3) Leave where it is – 2 votes.

Therefore, it was RESOLVED UNANIMOUSLY to resite the SID to the layby and for the Cllrs.

trained to move this. The chair agreed to organise a suitable date and time convenient for all.

- c) The installation of the Silverlands noticeboard. It was RESOLVED to be installed by Cllr. Dalley and R. Wills.
- d) Purchase two further posts to enable installation. It was RESOLVED UNANIMOUSLY, for Cllr. J. Dalley to purchase these (with permission to spend up to £30).
- e) Noticeboard on the High Street needs repairing. It was RESOLVED by a majority of 6 votes for Cllrs. L. Wills and J. Dalley to investigate.
- f) WiFi for village hall. Cllr. Rigby presented her report regarding the installation of WiFi in the village hall. Funding should be available from the National Grid and the Warm Spaces initiative. However, it was recommended the parish council budget for the costs of this, as previously agreed.

25-26/37.6 The council discussed and resolved updates to the RPC Reset and Restart Report. The chair read out the occurrences of violations to the plan since the December meeting. After discussion there were further violations identified. The clerk to update the report, publish on the website and send to the Monitoring Officer as previously agreed.

25-26/37.7 The council received an update on the Neighbourhood Plan from Cllr. Greenwood.

PREVIOUS MEETINGS AND OUTSTANDING MATTERS

25-26/38 Minutes of the previous meetings

The council RESOLVED UNANIMOUSLY to approve (with amendments) as a correct record the minutes of the general parish council meeting held on 10th December 2025. The minutes were duly signed by the Chair.

25-26/39 Planning Matters

25-26/39.1 **To consider/ratify** planning applications received as follows:-

25-26/39.1a [PL/2025/09284](#) **Lower Farm, Devizes Road, Rowde, Devizes, SN10 2LX.** Full planning permission sought for removal of storage area for proposed Agricultural storage building and Padel Court use. Deadline 30.12.2025. Comments received by email: No objection. UNANIMOUSLY RATIFIED.

25-26/39.1b [PL/2025/09413](#) **Silverwood School, Rowde, Devizes, SN10 2QQ.** Listed building consent sought for Works to repair & reinstate the Calm Room in Rowdeford House & the adjacent WC space. Excessive damp has damaged these spaces. Repair works to the adjacent Hygiene Room roof have resolved the long standing damp issues that severely damaged these spaces and now this work is to reinstate the spaces as functional spaces within Rowdeford House. Deadline 01.01.2025. Comments received by email: No objection. UNANIMOUSLY RATIFIED.

25-26/39.1c [PL/2025/05723](#) **12 St. Mathews Close, Rowde, Devizes, SN10 2PG.** Householder planning permission sought for erection of a single storey wraparound rear extension. Deadline 13.01.2026. The council voted 10 for and one absence to RESOLVE - No comment.

25-26/39.1d [PL/2025/09797](#) **Ox House, Devizes Road, Rowde, Devizes, SN10 2LU.** Retention of office building and continued use of an area of hardstanding for the parking of vehicles for event business (retrospective). Deadline 19.01.2026. The council voted UNANIMOUSLY to RESOLVE - No comment.

25-26/39.2 The council noted the RPC Planning Schedule as at 1st February 2026.

25-26/39.3 The council noted no further planning matters had been received after the agenda had been published.

FINANCE AND GOVERNANCE

25-26/40 Payments

- 25-26/40.1 The council UNANIMOUSLY APPROVED payments as follows and UNANIMOUSLY RATIFIED as the appendix attached:-
- 25-26/40.1a Parish Online 00HY189-0006 website - £300.00
- 25-26/40.1b Countrywide Inv 674596 grounds maintenance - £619.30
- 25-26/40.1c Scribe Inv 14976 accounts software - £58.80
- 25-26/40.1d Scribe Inv 14975 accounts setup - £1,366.80
- 25-26/40.1e Clerk's expenses
- 25-26/40.1f Chair's expenses
- 25-26/40.2 The council UNANIMOUSLY approved invoices/requests for payment prior to the meeting as below:-
- 25-26/40.2a SJF Planning & Design - £150.00
- 25-26/40.2b IRIS - £23.04
- 25-26/40.2c Rowde Village Magazine - £125.00
- 25-26/40.2d Paul Russell (Trading as Parish & Town Auditing Services) - £295.00
- 25-26/40.2e Rowde Village Hall - £186.00
- 25-26/40.3 **Monthly Management Accounts** – The council RESOLVED UNANIMOUSLY to approve the RPC monthly financial report and bank reconciliation. Cllr. J. Wills signed the report as a non-signatory.

RECREATION AND WELLBEING

25-26/41 Allotments

- 25-26/41.1 The council discussed the draft RPC Allotment Policy and Tenancy Agreement for 2027-28. It was RESOLVED, by 8 votes for, 1 against, to adopt the policy and to increase the 2027-28 allotment fees by 10% for each plot.
- 25-26/41.3 The council considered the three Hedgerow cutting quotes received and UNANIMOUSLY RESOLVED to approve quote 2 and for the chair and Cllr. Somerville to inspect the completed works prior to the invoice being settled.

ENVIRONMENT AND STREETSCENE

25-26/42 Grounds Maintenance Contract

- 25-26/42 The clerk updated the meeting that the quotes would not be available for consideration until after the deadline of 16th February 2026.
- 25-26/43 The council UNANIMOUSLY RESOLVED 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. (The clerk and the MOPs left the meeting)

STAFFING

- 25-26/44 The council discussed the recruitment of a new Parish Clerk/Responsible Financial Officer. It was UNANIMOUSLY RESOLVED to offer that the clerk remains on a fixed-term locum contract for three months, to allow for review and then a permanent contract be offered at that point.
- 25-26/45 **Confirmation of date of next meeting**
The next meeting will be held on Wednesday 11th March 2026. There being no further business, the meeting was closed.

ROWDE PARISH COUNCIL DEC'25 INVOICES			
Purpose	Payee	Type	Amount
Commercial bin collection - village	Grist Environmental Ltd	DD	£176.96
Staff mobile phone	Tesco mobile	DD	£12.50
Clerk's salary Nov25	R Jeffries	BACS	£1,336.55
Litter picker's salary Nov25 11 hours	L Brown	BACS	£120.00
Donation from precept Dec25Jan26	Rowde Village news	BACS	£125.00
Repairs to notice board - Springfield Rd	C Greenwood	BACS	£6.02
Village Christmas tree	S Taylor	BACS	£96.00
Clerk Pension Nov25	Nest Pensions	DD	£121.08
PAYE & NI (Nov '25)	HMRC	DD	£341.42
Service charges	Lloyds		£4.75
Payroll software Nov25	Iris	DD	£23.04
PC PO Box 12 months	Royal Mail	BACS	£371.40
Locum Clerk salary & expenses Oct/Nov/Dec - 53.5 hours	T Hicks	BACS	£1,251.59
Litter picker's salary Dec25 12 hours	L Brown	BACS	£120.00
			£4,106.31
ROWDE PARISH COUNCIL JAN'25 INVOICES			
Purpose	Payee	Type	Amount
Commercial Bin collection - village	Grist Environmental	DD	£147.98
Grounds maintenance Dec25	Countrywide	BACS	£619.30
Mobile phone - clerk	Tesco mobile	DD	£12.50
Service charges	Lloyds		£4.25
Payroll software Dec25	Iris	DD	£23.04
Grounds maintenance Jan26	Countrywide	BACS	£619.30
Clerk - filing cabinet - KFR	L Wills	BACS	£20.00
Allotment shed repairs - Screwfix	L Wills	BACS	£16.99
Village website	L Wills	BACS	£19.20
Printing charges Nov25	L Wills	BACS	£20.99
Printing charges Dec25	L Wills	BACS	£20.99
Filing cabinet lock set	L Wills	BACS	£3.99
Locum Clerk salary & expenses	T Hicks	BACS	£1,380.55
			£2,909.08

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

Minutes prepared by the clerk.

13.02.2026