

# ERLESTOKE PARISH COUNCIL

## Parish Clerk

Mrs Polly Doyle  
1 Pagnell Lane  
Littleton Panell  
Wiltshire  
SN10 4EW

## Chairman

Mr Stan Jonik  
55 High Street  
Erlestoke  
Wiltshire  
SN10 5UA

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**To:** Councillor J S F Jonik – (Chairman)  
Councillor M R D Barton  
Councillor N J M Barton  
Councillor J B R Durham  
Councillor J J R Hunt-Davis  
Councillor K Lewcock  
Councillor F Morgan-Frise

23<sup>rd</sup> May 2019

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend the **Annual Meeting (AGM) of Erlestoke Parish Council**. The meeting will be held **in the Parish Church on Wednesday 29<sup>th</sup> May 2019 at 7.15pm**. (LGA 1972 sch.12 para 10(2)(a). A period of public participation will take place prior to the formal opening of the meeting. The Press and Public are welcome to attend the meeting. In accordance with the parish Council's Standing Order No. 60.

Yours sincerely

Polly Doyle  
Parish Clerk

**ERLESTOKE PARISH COUNCIL**

**Wednesday 29<sup>th</sup> May 2019**

**Public Participation** – To receive questions from members of the public.

**AGENDA**

**1. ELECTION OF CHAIRMAN FOR 2018/2019**

Once elected the Chairman will sign a Declaration of Acceptance of Office.

**2. ELECTION OF VICE-CHAIRMAN FOR 2018/2019**

**3. APOLOGIES**

To receive apologies for absence.

**4. DECLARATIONS OF INTEREST**

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Parish Council.

Members are reminded that, in accordance with the Parish Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

**5. MINUTES**

To confirm as a correct record the minutes of the Parish Council Meeting held on Wednesday 17<sup>th</sup> April 2019.

**6. REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL**

To report on any matters affecting Erlestoke which have been discussed at Wiltshire Council Meetings and or the Area Board.

Members are requested to note the byway map provided by Councillor Richard Gamble since the discussion at the Annual Parish Meeting regarding motorbike use of Erlestoke / MOD woods.

**7. FINANCE**

**7.1 BANK BALANCES**

Treasurers Account	£7980.02
Business Bank Instant	£8749.53

## **7.2 BANK RECONCILIATION – 20.05.19**

For noting, circulated with agenda.

## **7.3 UPDATED CASH BOOK – 20.05.19**

For noting, circulated with agenda.

## **8. PAYMENTS BY DIRECT DEBIT**

Members are requested to approve the following payments by direct debit.

13<sup>th</sup> May 2019 - **£5.39** Zen Internet

## **9. APPROVAL OF PARISH CLERK SALARY PAYMENT FOR FEBRUARY, MARCH AND APRIL**

It is requested that members agree and resolve the clerk salary payment for the months February, March and April 2019. The total amount is £660.45

This is based on my contract as £2040.00 per annum pro rata at 16 hours a month or 192 hours a year. The hourly rate being £10.63.

Total number of hours: 53.75 @ £10.63 = £571.36

Total pay including mileage, printing and stationery = 571.36 + (17.10 + 38.25 + 36.74) = £660.45

## **10. APPROVAL OF CLERK MEMBERSHIP OF SOCIETY OF LAND COUNCIL CLERKS (SLCC)**

It is requested for the members to approve and resolve the clerk's membership of SLCC at a cost of £187. Please note the 'Reason for Joining SLCC' document forwarded with agenda and that there is a saving of £50 on the course of four days CPD that is recommended to take prior to the CiLCA online course. The CiLCA online course is a requirement of the clerk's contract.

## **11. ANNUAL PARISH DONATIONS FROM PRECEPT**

Members are requested to discuss and resolve the annual parish donations to be made. Donations given last year were to the Church (£170), Three Villages Minibus (£50), The News, Village Newsletter (£50) and Citizens Advice (£50).

## **12. ELECTRIC SUB STATION ERLESTOKE**

Members are requested to note the recent correspondence from Wansborough Solicitors regarding the response from SSE's solicitors to the amended lease. SSE's solicitors have declined both the RPI addition and the 'life and shift' clause Wansboroughs also added. Both parties have requested that we respond to the recent correspondence.

**13. INTERNAL AUDIT - Annual Governance and Accountability Return Form**

The Council are required to review and where necessary sign or re-adopt the Annual Governance and Accountability Return Form.

**14. INTERNAL AUDIT - Standing Orders**

The Council are required to review and where necessary sign or re-adopt the Standing Orders.

**15. INTERNAL AUDIT - Governance Questionnaire**

The Council are required to review and where necessary sign or re-adopt the Governance Questionnaire.

**16. INTERNAL AUDIT - Risk Assessment**

The Council are required to review and where necessary sign or re-adopt the Risk Assessment.

**17. INTERNAL AUDIT - Last Year's Action Plan from Audit**

The Council are required to review and where necessary sign or re-adopt Last year's Action Plan from the audit.

**18. INTERNAL AUDIT - Asset Register**

The Council are required to review and where necessary sign or re-adopt the Asset Register.

**19. NEIGHBOURHOOD PLANNING CONSULTANT**

Members are requested to note the news items highlighted by the Neighbourhood Planning Consultant David King in relation to planning the way forward for Erlestoke Parish.

**20. PARISH STEWARDS**

Members are requested to agree tasks for the stewards and note their attendance dates. The Steward Activity Sheet needs to be submitted two weeks prior to their visit date.

It should also be noted that;

Where local councils have identified gullies that require emptying, reported them on the MyWiltshire System but have been advised that the request is a low priority, they can send

a request for a discretionary gully empty to their local engineer, quoting the MyWiltshire reporting number.

Steward visiting dates:

There will be no stewards in May due to grass cutting and August due to holidays.

Erlestoke will be visited on;

12th June

10th July

11th August.

## **21. ERLESTOKE WOODS CLEARANCE AND BURNING**

Members are requested to note the reply received from Dave Blake (DIO Landmarc-SW Rural Estate Delivery Advisor) in regards to the clearance of the woods and the subsequent burning. Due to village complains and discussion at the Annual Parish Meeting a case complaint was raised Case ID 163724. Dave Blake stated;

The trees at Erlestoke Woods were felled because they were badly impacted by spruce aphid. The area will be replanted in the winter. To prepare the area for replanting, we have had to clear the site and we were trying to get that done before bird nesting really got underway and before the bluebells came out. The clearance will restart in September, but we are looking at alternatives to burning so I hope that the issues your neighbours have had with smoke will not be repeated.

## **22. THE WEATHER TEAM**

The Weather Team have requested that we complete the PEAS form and return it before the end of August. If we are applying for PEAS equipment we need to have an active snow and flood plan.

The Team will only be attending salt bins that have been reported empty. They request that we make an audit of any bins that are empty or damaged and forward the information to them.

## **23. ERLESTOKE COMMUNITY DATABASE**

The members are requested to note any updates.

## **24. PLANNING APPLICATIONS**

<b>Application Number</b>	<b>Applicant</b>	<b>Location of Development</b>	<b>Description of Development</b>

## **25. PLANNING APPLICATIONS DETERMINED**

<b>Application Number</b>	<b>Location of Development</b>	<b>Description of Development</b>	<b>Decision</b>
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19/03521/TCA	Barton Cottage, 51 High Street, Erlestoke, Devizes, Wiltshire, SN10 5UA	Conifer tree – fell in a conservation area	No objections
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## 26. CORRESPONDENCE FROM WILTSHIRE COUNCIL

23.4.19 Payment of precept 2019

24.4.19 Community Led Housing Quarterly 2019

24.4.19 Agenda for Eastern Area Planning Committee

24.4.19 Weekly list of planning applications received and determined w/c 12/4/19

24.4.19 Guidance for the use of parish and town councils in receiving and use of CIL funds

24.4.19 Annual Town and Parish Report 2018/19

24.4.19 Weekly list of planning applications received and determined 19/4/19

24.4.19 Cllr Wayman's April Highways letter

29.4.19 w/c 26<sup>th</sup> April of 'new planning applications' and the 'weekly list of decisions'

29.4.19 Devizes Area Board meeting will be held on Monday 13 May 2019

7.5.19 Parish Steward timetable

7.5.19 Local highways town and parish meetings

9.5.19 Devizes area agenda for the meeting on Monday 13th May

9.5.19 Week commencing 3<sup>rd</sup> May 2019 Planning applications

9.5.19 Briefing Note 19-015 - Spatial Planning Up

15.5.19 Information for Wiltshire Parish Councils - Dorset & Wilts Fire and Rescue Authority, Wiltshire Local Performance & Scrutiny Committee

15.5.19 Notes from CATG Meeting 24th April 2019

15.9.19 Briefing Note no. 19-016 Highways improvements and traffic survey requests from Communities.

15.5.19 Weekly Lists of Planning Applications Received & Weekly List of Planning Applications Determined w/e 10/05/2019

15.5.19 Email to say the meeting of Eastern Area Planning Committee scheduled for Thursday, 23rd May, 2019, was cancelled

15.5.19 Location of the meeting of Devizes Area Board scheduled for Monday, 15th July, 2019 has been changed

20.5.19 Week commencing 17.5.19 list of 'new planning applications' and the 'weekly list of decisions'.

**27. EXCHANGE OF INFORMATION AND ON-GOING MATTERS – Please note no decisions can be made on any items discussed under this agenda item.**

- Erlestoke House Gates
- Fracking
- Broadband
- Play Area
- Erlestoke Lakes
- Erlestoke Woods
- Village Hall

**28. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

**23.1 FOOTPATHS** – none received

**23.2 POLICE** – Report received from PCSO Georgie Dodd and forwarded on 9<sup>TH</sup> May 2019 to the Councillors.

**29. CORRESPONDENCE CIRCULATED VIA CLERK'S EMAIL FOR NOTING**

24.5.19 The Rural Bulletin 16<sup>th</sup> April 2019

7.5.19 Rural Bulletin 30<sup>th</sup> April

7.5.19 Enquiry from individual regarding history finds relating to the village

7.5.19 RSN Rural funding digest May 2019 edition

9.5.19 Rural bulletin 8<sup>th</sup> May

15.5.19 Wessex Community Action May Newsletter

15.5.19 Wessex Resolutions regarding lending council funds to homeowners

20.5.19 Tree surveying service for town and parish councils.

**The next parish meeting will be the 10<sup>th</sup> July 2019.**

# ERLESTOKE PARISH COUNCIL

## Parish Clerk

Mrs Polly Doyle  
1 Pagnell Lane  
Littleton Panell  
Wiltshire  
SN10 4EW

## Chairman

Mr Stan Jonik  
55 High Street  
Erlestoke  
Wiltshire  
SN10 5UA

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## ERLESTOKE PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Wednesday 17<sup>th</sup> April 2019 In the Village Church

**Present:** Councillor JSK Jonik (Chairman)  
Councillor K Lewcock  
Councillor F Morgan-Frise

**In Attendance:** Mrs Polly Doyle (Parish Clerk)

**Public Participation:** No public in attendance.

Councillor K Lewcock raised three points in the public forum;

- The Erlestoke village database needs some more work and this will be undertaken by Councillor James Durham. The database is still short of some names and addresses. Everyone that was spoken to reported they felt the database was a good idea. The aim is to finish the data collection in time to advertise the Annual Parish Meeting on the 1<sup>st</sup> May 2019.
- The Erlestoke woods have now started to be cleared and scrub is being burnt.
- Noted that there was a nasty dent in the railings opposite the church and that unfortunately there was a road accident in the early hours of the morning recently.

Councillor F Morgan-Frise reported that she;

- Has written to several groups in regards to funding for the village hall and heard back from a few about the possibility of grants.

#### **467/19. APOLOGIES**

Apologies were received from Councillors J Durham, N Barton, M Barton and J Hunt-Davies

#### **468/19. DECLARATIONS OF INTEREST**

There were no declarations of interest.



**469/19. MINUTES**

The minutes of the Parish Council Meeting held on the 6<sup>th</sup> March 2019, having previously been circulated, were confirmed by the Chairman, Councillor Jonik as a correct record.

**470/19. REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL**

No Unitary Councillor was in attendance.

The Area Board Meeting held on the 18<sup>th</sup> March was attended by Councillor Jonik;

- Devizes town council are responsible for the town parking and have decided to end the current free parking in the market
- A pop up youth van that contains games and activities is being introduced that can be booked by local villages.
- It was advertised that on the 28/29<sup>th</sup> June a Forces Day will be held in Salisbury
- The issue of individuals throwing drugs over the prison wall was discussed.

13<sup>th</sup> May is the next Unity Council Meeting.

**471/19. FINANCE**

**471/19.1 BANK BALANCES**

Treasurers Account	£2372.22
Business Bank Instant	£8749.53

The bank balances were noted.

**471/19.2 BANK RECONCILIATION – 08.04.19**

The bank reconciliation was noted.

**471/19.3 UPDATED CASH BOOK – 08.04.19**

The cashbook, having been circulated with the agenda, was noted.

**472/19. PAYMENTS BY DIRECT DEBIT**

It was proposed by Councillor Morgan-Frise and seconded by Councillor Lewcock and

UNANIMOUSLY RESOLVED to approve the direct debit payment of £5.39 to Zen Internet paid on the 12<sup>th</sup> April 2019.

**473/19. REIMBURSEMENT TO STAN JONIK FOR PAYMENT TO ZEN INTERNET**

It was proposed by Councillor Morgan-Frise and seconded by Councillor Lewcock and

UNANIMOUSLY RESOLVED to approve the reimbursement to Councillor Stan Jonik for the payment of the Zen Internet domain name for the period of 19<sup>th</sup> March 2019 to 18<sup>th</sup> March 2020 for the amount £11.99.

Cheque signed and given to Councillor Jonik.

**474/19. PAYMENT TO WWDC, HIGHWAY MAINTENANCE**

It was proposed by Councillor Morgan-Frise and seconded by Councillor Lewcock and

UNANIMOUSLY RESOLVED to approve the payment to WWDC Highway Maintenance for installation of the requested traffic calming measures for the amount of £1026.00.

**475/19. CLERK TRAINING DAY ON 1<sup>ST</sup> MAY FOR APPROVAL**

Please note that unfortunately the training day is currently fully booked. Clerk Polly Doyle is on the wait list should a space become available.

It was proposed by Councillor Morgan-Frise and seconded by Councillor Jonik and

UNANIMOUSLY RESOLVED to approve the clerk to attend a training day, should space become available, held by the Wiltshire Association of Local Councils entitled 'The Clerk's Year – What to do and When' on Wednesday the 1<sup>st</sup> May at a cost of £78 (£65.00 +VAT).

Clerk to keep Councillors informed.

**476/19. MOLECATCHER SERVICES EMPLOYED TO CLEAR PLAYGROUND FOR APPROVAL**

It was proposed by Councillor Jonik and seconded by Councillor Lewcock and

UNANIMOUSLY RESOLVED to approve the payment to mole catcher services to clear the playground of mole hills for the cost of £65.

The service consisted of four visits and five moles being caught.

**477/19. CLERK'S QUALIFICATION REGISTRATION FOR APPROVAL**

It was proposed by Councillor Lewcock and seconded by Councillor Morgan-Frise and

UNANIMOUSLY RESOLVED to approve the Clerks registration for the CilCA online course at a cost of £350 (non vatable) and for the CPD days £340 +VAT or £390 +VAT if not a SLCC member.

We are currently waiting for the invoices for the courses. Clerk to keep Councillors informed once invoice received and paid.

**478/19. PAYMENT TO WALC FOR ANNUAL SUBSCRIPTION**

It was proposed by Councillor Morgan-Frise and seconded by Councillor Lewcock and

UNANIMOUSLY RESOLVED to approve the payment to Wiltshire Association of Local Councils for annual subscription for 2019/2020 for the amount of £84.14 including VAT.

**479/19. ELECTRIC SUB STATION ERLESTOKE**

Situation discussed as we have not heard from the solicitors. Clerk to speak to Linda Roberts regarding the agreement over back dated pay and confirmation over the sharing of legal costs with Dalcour MacLaren.

**480/19. PLANNING APPLICATIONS**

Application Number	Applicant	Location of Development	Description of Development
19/02379/FUL	Mr and Mrs James and Karen Shadwell	Bibury, Lower Road, Erlestoke, SN10 5UE	Single storey rear extension and replacement of an existing flat roof with a pitched roof, balcony and solar PV panels
19/02491/FUL	Mr and Mrs Stephen Ewen	3 Pudnell Farm Cottage, Erlestoke, SN105UE	Erection of a two storey side extension and single storey rear extension
19/03521/TCA	Wessex Tree Care	Barton Cottage, 51 High Street, Erlestoke, Devizes, Wiltshire, SN10 5UA	Conifer tree – fell in a conservation area

Planning applications noted.

**481/19. PLANNING APPLICATIONS DETERMINED**

Application Number	Location of Development	Description of Development	Decision

**482/19. CORRESPONDENCE FROM WILTSHIRE COUNCIL**

Please note that correspondence was recorded under ‘CORRESPONDENCE CIRCULATED VIA CLERK’S EMAIL FOR NOTING’.

**483/19. PLAYGROUND**

Councillor N Barton is currently researching the options for the purchase of new playground equipment.

**484/19. BARNFIELD FARM BOUNDARY HEDGE REMOVAL DISPUTE**

The issue has been resolved and is considered a civil matter by the Wiltshire Council.

**485/19. DEFIBRILLATOR TRAINING SESSION DATE TO BE DECIDED**

Councillors have suggested the date of Monday 4<sup>th</sup> November 7pm. Church has been booked as the venue. Clerk to contact Julia Doel to confirm if this date is still available. Once confirmed Councillor Durham will send out the details to the Parish email database.

**486/19. AGENDA FOR ANNUAL PARISH MEETING TO BE DECIDED**

The annual Parish meeting is to be held on the 1<sup>st</sup> May 2019. The agenda was discussed and agreed to. Clerk to invite any interested parties to speak at the meeting. Councillor Morgan-Frise will include the Parish Meeting details in the Newsletter.

**487/19. ERLESTOKE PARISH NEWSLETTER**

The first Parish Newsletter was sent out to those that have recently subscribed to the mailing list. It was unanimously agreed that the email and newsletter looked great. A particular thank you to Councillor Durham for the creation of this item.

**488/19. LITTERPICKING**

Five people attended the litter pick and collected 12 bags of rubbish from around the village area. A special thank you to **Adrian Hampton** who provided the equipment needed for the litter pick.

The Parish Council would like to thank the following people for the donation of their time and help to make the litter pick a success;

**Andrew Sheate**

**Jim Marshall**

**Ian Marshall**

**Rolland Barth**

**Stan Jonik**

It was also noted that other residents litter pick through the year on their own individual walks. The Parish Council would like to thank; **Jane Batt, Mandy McCaan and Mr and Mrs French** for their help in keeping the village litter free.

**489/19. EXCHANGE OF INFORMATION AND ON-GOING MATTERS – Please note no decisions can be made on any items discussed under this agenda item.**

- Erlestoke House Gates
- Fracking
- Broadband
- Play Area – Councillor N Barton to research
- Erlestoke Lakes
- Erlestoke Woods – It was noted that clearing the scrub from the woods has started and is being burnt
- Village Hall - Councillor Morgan-Frise has recently been working on the funding for a village hall

**490/19. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

**23.1 FOOTPATHS** – none received

**23.2 POLICE** – Report noted that was received by PCSO Georgie Dodd on 08.04.19. Community Police Team to be invited to the Annual Parish Meeting

**491/19. CORRESPONDENCE CIRCULATED VIA CLERK’S EMAIL FOR NOTING**

The correspondence forwarded via the Clerk’s email was noted.

**492/19. DATE OF NEXT PARISH MEETING TO BE CONFIRMED**

The following dates have been decided by the Council for the Parish Meetings for the rest of the year. Dates have been booked with the church diary.

**29<sup>th</sup> May**

**10<sup>th</sup> July**

**21<sup>st</sup> August**

**2<sup>nd</sup> October**

**13<sup>th</sup> November**

**18<sup>th</sup> December**

**29<sup>th</sup> January**

**Booked in church diary**

Next meeting will be the Annual Parish Meeting on Wednesday 1<sup>st</sup> May 2019.

Meeting finished at 9.10pm