

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

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

3rd July 2019

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend the **Parish Council Meeting of Erlestoke Parish Council**. The meeting will be held **in the Parish Church on Wednesday 10th July 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 10th July 4 2019

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

AGENDA

1. APOLOGIES

To receive apologies for absence.

2. 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.

3. MINUTES

To confirm as a correct record the draft minutes of the Parish Council Meeting held on Wednesday 27th May 2019.

4. 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.

5. FINANCE

5.1 BANK BALANCES

Balance as of the 3rd July 2019

Treasurers Account	£7809.81
Business Bank Instant	£8749.53

5.2 BANK RECONCILIATION – 03.07.19

For noting, circulated with agenda.

5.3 UPDATED CASH BOOK – 03.07.19

For noting, circulated with agenda.

6. PAYMENTS BY DIRECT DEBIT

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

12th June 2019 - **£5.39** Zen Internet

7. INTERNAL FINANCE AUDIT COMPLETED ON TIME AND RESULTS

Erlestoke Parish Council's internal audit was conducted by Stuart Pollard of Auditing Solutions. The audit report along with the AGAR Part 2 is being forwarded for Councillors to review. The recommendations should be noted by the Councillors and will be worked on over the next year by the clerk.

As we are a smaller authority where our gross income or gross expenditure was £25,000 or less we did not need to undertake an external audit, but needed to complete an Annual Governance and Accountability Return 2018/19 Part 2 (AGAR Part 2). This was completed and forwarded to the SBA Team as PKJ Littlejohn LLP Chartered Accountants.

The finances and other required information have been published on the parish website for the 30 working days requirement.

8. APPROVAL OF PAYMENT TO AUDITING SOLUTIONS Ltd

Members are requested to resolve the payment to Auditing Solutions Ltd for the internal audit for the amount of £110 + VAT £22. Total amount of £132.00

9. WALC CLERK TRAINING DAY ON 25th SEPTEMBER 2019 CONFIRMED

Confirmation that the clerk has a place booked on the training day held by the Wiltshire Association of Local Councils entitled 'The Clerk's Year – What to do and When' at a cost of £78 (£65.00 +VAT). This has been approved, but date was to be confirmed.

10. PARISH INSURANCE RENEWAL

The insurance policy for Erlestoke Parish Council is due to be renewed on 16th July 2019. This is held with Community First Trading (underwritten by Zurich Municipal). We have a three year undertaking which is due to expire in 2021.

The premiums for each year have been fixed at £331.56.

This is broken down into Total Premium for the year at £296.04

With Insurance Premium Tax at £35.52.

I have confirmed that sending a cheque for the total amount in the post after the Council meeting is acceptable.

I am forwarding the insurance policy for Councillors to review and for approval.

11. ASSIGNED COUNCILLOR FOR FINANCIAL REVIEW

It has been recommended by the internal auditor that a formal quarterly bank reconciliation should be prepared and be reviewed by a councillor independent of the cheque signing / payment release process. Consequently we need a volunteer councillor for this process.

12. SALARY OVERPAYMENT TO PREVIOUS CLERK

It was noted and recommended by the internal auditor to review the apparent overpayment made to the former clerk and seek recovery if deemed appropriate. This is referring to the salary payment of payment date 28/12/2018 of £660.48 to Linda Roberts. This includes the Total Income Tax deduction of £132.20 for which the former clerk is responsible. Salary paid with cheque number 631.

13. REMOVAL OF GENERAL POWER OF COMPETENCE

Due to the change of clerk and the newly appointed clerk not being formally qualified, Erlestoke Parish Council can no longer apply the General Power of Competence and this subsequently needs to be removed.

The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. In simple terms, it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.

14. ELECTRIC SUB STATION ERLESTOKE UPDATE

As decided at the last Council meeting the clerk confirmed with Gemma Barnfield at Dalcour Maclaren the previous agreed Heads of Terms. Gemma duly sent the signed and agreed version 2.

The clerk then received an email from Neil Patterson of Wansborough Solicitors on the 25th June 2019. He wrote to inform the Council that he had told SSE that the Council would concede the annual RPI rent review the Council had wanted to add to the lease, but that we required the lift and shift provisions to be retained. SSE do not want to accept the proposal.

The clerk replied by email to Neil Patterson on the 27th June 2019 to inform him of the decision the Council had made to continue with the original Heads of Terms without amendment. The clerk pointed out that the Council had not requested the negotiation in the Heads of Terms and also requested an update of the legal fees that have been incurred to date with an estimate of the final cost.

15. PARISH STEWARDS UPDATE

The Parish stewards attended on the 12th June and will be attending again on the 10th July. The priorities sheet for this date has been submitted.

16. IOC DATA PROTECTION FEE

Under the Data Protection (Charges and Information) Regulations 2018, individuals and organisations that process personal data need to pay a data protection fee to the Information Commissioners Office (ICO), unless they are exempt. The clerk completed the online form at ioc.org.uk and was informed that the Parish is exempt from paying the Data Protection Fee.

17. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
19/05138/LBC	Mr Rick Humphreys	23 High Street Erlestoke	Proposed new staircase and enclosure to existing attic room
19/05334/TCA	Mr Barry Meeuwissem	25 High Street Erlestoke	T1 willow tree to be pollarded

18. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
19/02379/FUL	Bibury Lower Road Erlestoke	Single storey rear extension and replacement of an existing flat roof with a pitched roof, balcony and solar PV panels.	Approve with conditions

19. CORRESPONDENCE FROM WILTSHIRE COUNCIL

Emails sent by the clerk;

27.5.19 Cllr Mrs Wayman's May Highways Newsletter.

11.06.19 – Consultee Planning Application letter for 23 High Street, Erlestoke

11.06.19 – Weekly list of planning applications w/c 07/06/19

11.06.19 – Sewer and Land Drainage Team regarding new gully clearing service

11.06.19 – Consultation form for Application Ref: 19/05334/TCA

11.06.19 – Weekly list of applications w/c 31/5/19

13.6.19 - The agenda for Eastern Area Planning Committee, Thursday, 20th June, 2019, 3.00 pm has just been published.

23.06.19 – Agenda and Budget for next CATG meeting on Tuesday 25th June

23.06.19 - Weekly list of ‘new planning applications’ and the ‘weekly list of decisions’ w/c 14/06/19

23.06.19 - Briefing about changes on how new requests for CATG projects can be reported to Wiltshire Council.

23.06.19 - The draft minutes for Eastern Area Planning Committee, Thursday, 25th April, 2019

20. 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

21. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

21.1 FOOTPATHS – none received

21.2 POLICE – Report received by PCSO Georgie Dodd for May 2019. Forwarded to Councillors.

Email from PCSO Georgie Dodd:

‘looking into the increase of Motorcycles in Erlestoke Woods and Pear Tree Hill. I have been speaking with the Range Officers who work for the MOD (as it is their land, therefore their jurisdiction), and they have said they will request MOD patrols on the Weekends. In the meantime, they said they will always respond to reports made by members of public. Please can you encourage your **parishioners to call the Range Control on 01980 674 951 instead of the Police**, as they have more powers on their land and can take better action’.

22. CORRESPONDENCE CIRCULATED VIA CLERK'S EMAIL FOR NOTING

27.5.19 - Rural Bulletin May 2019

27.5.19 - WALC newsletter May

17.6.19 – PC email regarding motorcycles in Erlestoke Woods and contact telephone number

11.06.19 – Neighbourhood Watch AGM on 13th July 2019

11.06.19 – Wessex Community Newsletter June 2019

11.06.19 - Rural Services Network newsletter for June 2019

11.06.19 – PC report for May 2019

23.06.19 – PC Dodd on paternity leave

23.06.19 - WALC newsletter for June

23.06.19 - Agenda for the Wiltshire Neighbourhood Watch Annual General Meeting, due to be held on Saturday 13th July 2019

Next meeting will be the Annual Parish Meeting on Wednesday 21st August 2019.

ERLESTOKE PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 29th May 2019

Present: Councillor J S F Jonik – (Chairman)
Councillor M R D Barton
Councillor N Barton
Councillor J B R Durham
Councillor K Lewcock

In Attendance: Mrs Polly Doyle – Parish Clerk

Public Participation – no public in attendance

It was discussed whether it might be possible for Councillor J Hunt-Davis to participate in the parish meetings via a broadband connection - face time or skype - next meeting. The issue of a different venue to try and enable this was also discussed. It was acknowledged this needed further organisation and that Councillor Hunt-Davis would need advanced warning.

493/19 ELECTION OF CHAIRMAN FOR 2018/2019

It was proposed by Councillor Morgan-Frise seconded by Councillor N Barton and

UNANIMOUSLY RESOLVED to elect Councillor Jonik as the Chairman for the ensuing year.

The newly elected chairman, Councillor Jonik signed the Declaration of Acceptance of Office.

494/19 ELECTION OF VICE-CHAIRMAN FOR 2018/2019

It was proposed by Councillor Jonik seconded by Councillor M Barton and

UNANIMOUSLY RESOLVED to elect Councillor Durham as the Vice Chairman for the ensuing year.

495/19 APOLOGIES

Apologies were received from Councillor J Hunt-Davis.

496/19 DECLARATIONS OF INTEREST

There were no declarations of interest.

497/19 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 17th April 2019, having previously been circulated were signed and confirmed by the Chairman, Councillor Jonik as a correct record.

498/19 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

No Unitary Councillor was in attendance.

Councillor Stan Jonik reported back from the Area Board meeting held on the 30th May 2019. Homestart is now in its' 31st year and a children's summer camp will be happening in the school holidays.

This year Wadworths will be hosting the Health and Well Being Week on the 18th to 15th June, which will include dancing, activities, and health associated talks. There will be an event on the Small Green, Devizes on Saturday 15th June from 11am to 3pm. The event will showcase adult health and wellbeing services available in the Devizes Community Area. Armed Forces Day was also discussed as Salisbury has been chosen to host the national event in 2019. It will be led by Wiltshire Council and runs from 28th – 30th June at Hudson's Field and City Centre. There will be a sponsored 34km walk across Salisbury plain by veterans.

There is funding available from a capital of £49,886, of which £20k will be for the youth fund and £6.7k will go towards health and well being.

The popular Park Run is to start in Devizes and will be held every week at the weekend. The distance is 5km and you will need to register for the event.

Air quality was a greatly discussed topic and the Council are trying to improve the levels, which they have been monitoring.

499/19 FINANCE

499/19.1 BANK BALANCES

Treasurers Account	£7980.02
Business Bank Instant	£8749.53

The bank balances were noted.

499/19.2 BANK RECONCILIATION – 20.05.2019

The bank reconciliation was noted.

499/19.3 UPDATED CASH BOOK - 20.05.19

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

500/19 PAYMENTS BY DIRECT DEBIT

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

UNANIMOUSLY RESOLVED to approve the direct debit payment of £5.39 to Zen Internet paid on the 13th May 2019.

501/19 APPROVAL OF PARISH CLERK SALARY PAYMENT FOR FEBRUARY, MARCH AND APRIL

The clerk's salary and timesheet having been previously circulated and reviewed by the Councillors, it was proposed by Councillor M Barton, seconded by Councillor Jonik and

UNANIMOUSLY RESOLVED to approve the clerk's salary payment of £660.45 for February, March and April 2019.

502/19 APPROVAL OF CLERK MEMBERSHIP OF SOCIETY OF LAND COUNCIL CLERKS (SLCC)

It was proposed by Councillor Morgan-Frise and seconded by Councillor N Barton and

UNANIMOUSLY RESOLVED to approve the payment of £187 for the Clerk's SLCC membership for the year.

503/19 ANNUAL PARISH DONATIONS FROM PRECEPT

It was proposed by Councillor Jonik and seconded by Councillor N Barton and

UNANIMOUSLY RESOLVED to approve the increased payment of £200 (from £170) as a donation to the Church for the year.

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

UNANIMOUSLY RESOLVED to approve the increased payment of £100 (from £50) for The News, village newsletter for the year.

It was proposed by Councillor N Barton and seconded by Councillor F Morgan-Frise and

UNANIMOUSLY RESOLVED to approve the payments of £50 for the Three Villages Minibus and £50 for the Citizens Advice bureau.

504/19 ELECTRIC SUB STATION

The recent correspondence regarding the electric substation was discussed. It was agreed that it was unlikely that the parish would want to build on the green and for the clerk to confirm the details of the agreed Heads of Terms with Gemma at SSE. The Clerk will then speak to Wansborough Solicitors to confirm the agreement and to also confirm the costs that have been incurred.

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

UNANIMOUSLY RESOLVED that the above course of action regarding the electric substation had been agreed.

505/19 INTERNAL AUDIT - Annual Governance and Accountability Return Form

Please see **minute 510/19** for the resolution to the signature and agreed completion of the Annual Governance and Accountability Return Form that was circulated.

506/19 INTERNAL AUDIT - Standing Orders

Please see **minute 510/19** for the resolution to the re-adoption of the Standing Orders that were circulated.

507/19 INTERNAL AUDIT - Governance Questionnaire

Please see **minute 510/19** for the resolution to the completion by the Chairman of the Governance Questionnaire that was circulated.

508/19 INTERNAL AUDIT - Risk Assessment

Please see **minute 510/19** for the resolution to the discussion and updating of the Risk Assessment that was circulated.

509/19 INTERNAL AUDIT - Last Year's Action Plan from Audit

Please see **minute 510/19** for the resolution to the review and agreement of last year's Action Plan. The Clerk is to purchase a rubber stamp for the completion of the invoices.

510/19 INTERNAL AUDIT - Asset Register

The Asset Register was discussed and it was agreed, as per the audit advice of 2018, to register the parcels of land at one pound each. Councillor Morgan-Frise offered take photos of the parish assets as a record. Lastly it was noted that the laptop was to be registered in the insurance bracket of less than £1000.

The Council agreed to re-adopt the updated Asset Register.

It was proposed by Councillor Frise-Morgan and seconded by Councillor M Barton and

UNANIMOUSLY RESOLVED to approve or re-adopt the Agenda points 13 to 18 (inclusive) from Wednesday 29th May 2019 for the Internal Audit.

The following responsibilities were agreed by the Councillors;

Councillor Jonik - Website and Footpaths

Councillor Lewcock - Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison

Councillor Frise-Morgan - Health and Wellbeing and the Village Hall

Councillor N Barton – Play Area Officer and Community Police
Councillor Durham - Information Technology
Councillor M Barton - General Maintenance

511/19 NEIGHBOURHOOD PLANNING CONSULTANT

It was agreed to defer discussion of the Neighbourhood Plan to the next meeting.

512/19 PARISH STEWARDS

The Stewards visiting dates were noted and the task sheet completed to be returned the next day.

513/19 ERLESTOKE WOODS CLEARANCE AND BURNING

The Councillors noted 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. Councillor N Barton also contacted Environmental Health in relation to this matter. More funding has been allocated to enable work on the lakes to repair the dams to increase the water levels. The amount is currently unknown.

514/19 THE WEATHER TEAM

It was deemed by the Councillors that a weather plan was not necessary. It was also reported that there are two grit boxes in the village; one grit box on Lower Road and one on The Park. The Lower Road box is currently full, but The Park one is empty and will be reported by the Clerk to the Weather Team.

515/19 ERLESTOKE COMMUNITY DATABASE

The Councillors noted that there are over forty members on the database now. Sixty percent of those that receive community emails open them. The database is not as popular with The Park village members. It was questioned whether this was connected to these residents not having access to email.

516/19 PLANNING APPLICATIONS

There were no planning applications to note.

517/19 PLANNING APPLICATIONS DETERMINED

The planning application determined at Barton Cottage was noted.

518/19 CORRESPONDENCE FROM WILTSHIRE COUNCIL

All correspondence from Wiltshire Council was noted.

519/19 Exchange of Information and on-going matters – Please note no decisions can be made on any items discussed under this agenda item.

It was noted that the bins at the entrance to The Park were overflowing two weeks ago, but were since cleared up. Wiltshire Council are responsible for bin emptying.

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

520/19 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

520/19.1 FOOTPATHS – none received

520/19.2 POLICE – Report received from PCSO Georgie Dodd and forwarded on 9TH May was noted.

521/19 Correspondence circulated via clerk's email for noting

Correspondence was noted.

522/19 Date of next meeting will be Wednesday 10th July 2019

Meeting closed at 10.25pm.