

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 J B R Durham
Councillor J J R Hunt-Davis
Councillor K Lewcock
Councillor F Morgan-Frise

30th October 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 6th November 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 6th November 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 25th September 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 29th October 2019

Treasurers Account	£4424.55
Business Bank Instant	£8749.53

5.2 BANK RECONCILIATION – 29.10.19

For noting, circulated with agenda.

5.3 UPDATED CASH BOOK – 29.10.19

For noting, circulated with agenda.

6. CLERK TIMESHEETS AND PAY

Councillors are asked to note the clerk's timesheets.

7. PAYMENTS BY DIRECT DEBIT

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

14th October 2019 - **£5.39** Zen Internet

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

8. BANK TRANSFER

The Council are requested to note the following bank transfer made with email approval from Councillors Jonik and Morgan-Frise

21st October 2019 - £395 – Miles and Francis for grounds maintenance

9. IOC DATA PROTECTION FEES

Please note that Erlestoke Parish Council has been registered with the IOC and the data protection fee of £35 will be paid by direct debit. This will be automatically taken next year.

10. NEW PERSON TO TAKE RESPONSIBILITY FOR THE DEFIBRILLATOR NEEDED

Person to be recruited.

11. RoPSA REPORT AND PLAYGROUND MAINTENANCE

Council to finalise plan for the maintenance issues highlighted in the RoSPA report.

12. ERLESTOKE LAKE AND WOODS

Councillors are requested to note any further updates.

13. LIVE AMMUNITION

A member of public discovered live ammunition in a public area near the water tank at the top of Coulston Hollow on 5th October. They reported this to the MOD who immediately came to collect. The member of public has asked that the public are warned about the issue.

14. UNITARY DIVISIONS

Councillors are requested to comment on the final recommendations for Unitary Divisions within Wiltshire – included in Devizes Rural East with one councillor.

15. COUNCILLOR RESIGNATIONS

Sadly, Councillors N. Barton and M. Barton have decided to resign from their posts. Two positions of vacancy notices to be posted on 1st November.

16. FLOOD WARDEN

A flood warden for the parish needs to be appointed and a review of community flood or emergency plans. The Environment Agency has requested contact details of the Flood Warden be provided and can help with plans.

17. NOTICE TO DISPOSE OF ST GEORGE AND DRAGON PUBLIC HOUSE

In view of the fact that the St George and Dragon is subjected to an ACV until May 2020, Councillors are requested to consider the notification by the owners of the St George and Dragon public house that they intend to dispose of the pub. There has been notification of a potential bidder.

18. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development

No planning applications to note.

19. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

No planning applications determined to note.

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 Councillor Jonik - Website and Footpaths

21.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlesoke Prison**

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

21.4 Councillor N Barton – **Play Area Officer and Community Police**

21.5 Councillor Durham - **Information Technology**

21.6 Councillor M Barton - **General Maintenance**

21.7 **Police** – none received

Next Parish meeting will be on Wednesday 18th December 2019.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on Wednesday 25th September 2019

Present: Councillor J S F Jonik – (Chairman)
Councillor K Lewcock
Councillor F Morgan-Frise
Councillor James Durham
Councillor Richard Gamble

In Attendance: Mrs Polly Doyle – Parish Clerk

Public Participation – No public were in attendance

Chairman Jonik attended the Devizes Area Board meeting on Monday 23rd September. Cyber fraud was discussed and a telephone number was provided if you thought you were being scammed or if someone is knocking on your door unsolicited - 0300 123 2040. It was announced that every Saturday at 9am a Park Run will be held at Rowde School. You do not need to book. parkrun.org.uk/
Councillor Jonik reported that many ways of raising funds for community projects were discussed.

571/19 APOLOGIES

No apologies were received.

572/19 DECLARATIONS OF INTEREST

No declarations of interest were raised.

573/19 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 21st August 2019, having previously been circulated were signed and confirmed by the Chairman, Councillor Jonik as a correct record.

Apologies that MP Claire Perry was incorrectly referred to as MP Claire Reay.

574/19 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

Councillor Richard Gamble is now the Vice Chairman of the Devizes Area Board and Councillor Simon Jenkins stays as chairman. Richard is also involved with the Community

Area Transport Group (CATG). Their next meeting is on the 5th November. Air quality will be on the agenda.

Principle matter is that the A350 is closed at Westbury until the middle of October. This has not been well advertised and there are ongoing problems with communication that causes a number of different issues. The aim is for the warning to be communicated to the public the month before. There is a risk of 'rat runs' being used by large vehicles and Councillor Gamble has asked that we let him know if this becomes a problem.

Additionally, Grove road in Market Lavington will be closed for two days in the middle of October and on the 16th October the B3098 will be closed for a day.

Councillor Gamble is proposing a weight limit (except for access) to be implemented to avoid lorries coming this way unaware of the size of the road. This is enforceable. After a resolution Erlestoke Parish Council support Councillor Gamble in this endeavour.

On the 1st October, in Calne, there is a meeting regarding the core strategy plan that leads up to 2036. The current plan expires in 2026. Erlestoke will become part of a different housing area, Chippenham, rather than the Eastern Housing Area. We have a five year supply of land for housing. Without a plan we could lose the land to developers.

575/19 FINANCE

575/19.1 BANK BALANCES

Balance as of the 20th August 2019

Treasurers Account	£5197.38
Business Bank Instant	£8749.53

The bank balances were noted.

575/19.2 BANK RECONCILIATION – 20.09.19

The bank reconciliation was noted.

575/19.3 UPDATED CASH BOOK – 20.09.19

The updated cashbook was noted.

576/19 PAYMENTS BY DIRECT DEBIT

Members noted the following payments by direct debit.

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

577/19 GENERAL POWER OF COMPETENCE

If a Parish Council is eligible for GPC following a formal four yearly election then at the first available meeting it has to resolve to adopt the power. If after that meeting and at any time before the next election one of the criteria is lost the Parish Council does not lose the

power.

However if the council was not able to comply after next election having previously had the power then there is an argument that it should have a resolution on the agenda stating that it does not have the eligibility.

Consequently, Erlestoke Parish continues to retain the General Power of Competence.

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

UNANIMOUSLY RESOLVED to approve the retention of the General Power of Competence.

578/19 SMALL EVENTS SELLING ALCOHOL

No further action needed – it was agreed that the current system is working.

579/19 IOC DATA PROTECTION FEES

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

UNANIMOUSLY RESOLVED to approve the direct debit payment of £35 to the IOC for the Data Protection regulation.

580/19 NEW PERSON TO TAKE RESPONSIBILITY FOR THE DEFIBRILLATOR NEEDED

Councillor Morgan-Frise has agreed to recruit a person to be responsible for the village defibrillator.

On Monday 4th November there will be a defibrillator awareness session in church.

581/19 WILTSHIRE SEARCH AND RESCUE GRANT REQUEST

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

UNANIMOUSLY RESOLVED to approve the grant payment to the sum of £50.

582/19 ST JOHN AMBULANCE GRANT REQUEST

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

UNANIMOUSLY RESOLVED to approve the grant payment to the sum of £50.

583/19 VILLAGE BUS STOP

Councillors Jonik, Durham and Morgan-Frise have cleaned and painted the inside of the bus stop and cleaned the notice board. A big THANK YOU to this working party for your time and materials and dramatically improving the bus stop appearance.

584/19 SPEEDING

The issue of speeding was discussed. It was reported that speeding is particularly bad along Lower Road. It is believed that many of these drivers are employed at the local prison. Councillor Lewcock will be writing to the prison to inform them.

585/19 WILDFLOWER AREAS

As per the request in the Highways August Newsletter the councillors have suggested the grassy area along by the fence in front the Church for wild flower planting and is roughly 100 metres long.

It was also resolved by the council to set up a plaque in memory of Roger Hampton. Fiona is coordinating this idea and the clerk will assist in the arrangements.

586/19 DOG MESS

After a discussion it was agreed for Councillor Lewcock to distribute the Woodlands Trust 'Stick and Flick' posters around the wood as a reminder.

587/19 VILLAGE HALL

Members are requested to consider the issues surrounding the village hall.

Councillor Lewcock has met with the cricket club and is putting together a proposal. The budget will need a significant sum from both parties as well as fund raising or a grant to secure the remaining finance. The Cricket Club has successfully raised £20k so far. Commercial ideas are also being explored to help raise funds. The planning application runs out next year and would need to be reapplied for.

There are many issues to consider. Suggested refurbishments may not the best option as to serve a commercial purpose the building would need to be more attractive. The building is not currently insulated. This would need to be addressed so that it meets regulations to ensure it can be used all year round. The quotation to bring power to the site is £30k.

Joint ownership of the cricket club grounds would be complicated and there would be a need to budget for legal fees. In addition, a covenant is paid to the MOD. Management of the building needs to be considered. Access may also be an issue as it is not a two-way road.

588/19 CLERK REQUESTING WRITTEN PERMISSION FOR SECOND PART TIME POSITION

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

UNANIMOUSLY RESOLVED to approve the written permission for the clerk's second part time position with another company.

589/19 PARISH ACCOUNTS RECONCILIATION AND REVIEW

Councillor Lewcock has undertaken a comprehensive bank reconciliation that is correct to the penny. The Parish Council and clerk would like to say a big thank you to Councillor Lewcock for all the time and effort put into the ensuring the finances are correct and transparent.

Another reconciliation will be completed at the end of September so the timings will be completed quarterly.

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

UNANIMOUSLY RESOLVED to accept the updated financial regulations that have taken into account the new NALC standards.

The following changes have been made;

To store the latest version with the clerk

Clerk appointed as RFO for Erlestoke Parish Council

Council cannot delegate the setting of the precept

The Council cannot grant money more than one 100 pounds

The need to review the clerk's salary and make amendments if the clerk is entitled to a pay rise

The RFO has the responsibility that any correspondence or report regarding the audit needs to be highlighted to the Council

One year budget forecast to be completed in December and signed off in January

All items under one 100 pounds can be authorised by the Chairman and RFO

Salary budget to be reviewed in December

Urgent money can be paid by the RFO up to the limit of 100 pounds but this needs to be reported to the Council immediately

Transferring money between different banks can be done up to the limit of 500 pounds

589/19.1 ONLINE PAYMENT TRANSFER

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

UNANIMOUSLY RESOLVED to approve the setting up of an online payment transfer with Erlestoke Parish Council's bank.

Payments via this system can only be made if the payment is stated in the budget and it will then need two registered councillors to email their approval. This needs a resolution every two years

589/19.2 It was considered and agreed to request all Councillors become a signatory.

589/19.3 The following amounts of money have been ringfenced within the Parish accounts for planned projects;

£2k ringfenced should there be a need for an election paid for by the Parish Council

£2k ringfenced for refurbishments and new equipment for the playpark

£1k ringfenced as a six month expenditure reserve

589/19.4 It was noted the previous clerk has transferred the overpayment of £132.20 on the 2nd September 2019.

590/19 CLERK PAID QUARTERLY

It was noted by the councillors that the clerk has requested and is happy to receive her payments quarterly.

591/19 CLERK PROBATIONARY PERIOD FINISHED

It has been noted by the members that the clerk's probationary period has ended and consequently an appraisal is to be completed with Councillor Frise-Morgan and Councillor Durham.

592/19 PLAYPARK MAINTENANCE AND ROSPA INSPECTION RESULTS

It was noted that the ROSPA inspection report has been completed and the Council are now going to review the report and communicate via email to arrange how the maintenance will be undertaken.

593/19 ROSPA PLAY PARK ANNUAL INSPECTION INVOICE

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

UNANIMOUSLY RESOLVED to approve the payment of £94.80 (£79 and £15.80 VAT) for the play park annual inspection.

594/19 CLERK WALC TRAINING DAY INVOICE

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

UNANIMOUSLY RESOLVED to approve the payment of £78 (£65 and £13 VAT) for the clerk's training day 'The Clerk's Year – what to do when'.

595/19 ERLESTOKE LAKE AND WOODS

Following the recent incident at Erlestoke Wood lake the MOD are looking at putting a fence on the dam wall for safety. They also intend to look at the dam wall itself. Unfortunately there is not enough money available to drain the lake and look at the wall. There are concerns that due to the incident that the facility will not be open to the public. It was asked if the logs can be removed from the lake.

Councillor Jonik is going to ask if we can have a meeting with the MOD and discuss further action regarding the dam wall. The Parish would also like to know the programme of works for the lake and surrounding woods. It was asked whether it would be possible for the Parish to be delegated the fund money and to coordinate action?

596/19 THE GEORGE AND DRAGON

Discussion relating to the issues surrounding The George and Dragon establishment have been deferred.

597/19 CODE OF CONDUCT CHANGES

The Councils notes that there are some changes regarding dealing with Code of Conduct Complaints.

598/19 SPEED INDICATOR

It was agreed that Councillor Jonik will purchase some new batteries as they now have a short battery life.

599/19 LOWER ROAD CONDITION

Councillor Jonik will discuss the issue of the Lower Road and the bank and tree encroachment with the land owner.

600/19 PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
19/08569/FUL		3 Pudnell Farm Cottage, Erlesetoke SN10 5UG	Single-storey and two-storey extensions RETURN DATE 14 th OCTOBER

Planning application was supported.

601/19 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

602/19 CORRESPONDENCE FROM WILTSHIRE COUNCIL

Emails sent by the clerk were noted.

603/19 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
- Erlestoke Lakes
- Erlestoke Woods
- Village Hall

Nothing to report regarding the above issues.

604/19 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

604/19.1 Councillor Jonik - **Website and Footpaths**

604/19.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and**

Entertainments and the Erlestoke Prison

604/19.3 Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**

604/19.4 Councillor N Barton – **Play Area Officer and Community Police**

604/19.5 Councillor Durham - **Information Technology**

604/19.6 Councillor M Barton - **General Maintenance**

604/19.7 **POLICE** – none received

No reports were received from the above areas.

605/19 CORRESPONDENCE CIRCULATED VIA CLERK'S EMAIL FOR NOTING

Correspondence was noted.

It was agreed that a note would not be made of all the correspondence circulated by the clerk and that the record kept within the Erlestoke email account would suffice.

606/19 Next meeting will be the Annual Parish Meeting on Wednesday 13th November 2019.

The meeting closed at 10.50pm