

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
Councillor J Simmons
Councillor L Jones

14th 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 of Erlestoke Parish Council**. The meeting will be held **online via Zoom** on **Wednesday 20th May 2019 at 7.30pm**.

Regulation 5 of the 2020 Regulations permits the holding of remote meetings.

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. Due to the meeting being online the public are invited to contact the Clerk should they wish to join the meeting online. Additionally, the clerk or any of the Councillors should be contact should a member of the public wish to highlight any issues or ask any questions. The online meeting will be widely published.

Yours sincerely

Polly Doyle
Parish Clerk

ANNUAL MEETING OF ERLESTOKE PARISH COUNCIL

Wednesday 20th May 2019

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

AGENDA

1. ELECTION OF CHAIRMAN FOR 2019/2020

Councillors and the chairman are requested to note the new regulations around the election of chairman and that the appointment can be continued as set out below.

Regulation 4 of the new 2020 regulations – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the chairman.

2. ELECTION OF VICE-CHAIRMAN FOR 2019/2020

Councillors and the vice chairman are requested to note the new regulations around the election of vice-chairman and that the appointment can be continued as set out below.

Regulation 4 of the new 2020 regulations – this provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the vice chairman.

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 29th April 2020 and the Extraordinary Meeting on the 26th February 2020.

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.

7. PARISH COUNCIL CHAIRMAN'S REPORT

The Chairman will provide an overview of the parish year.

8. FINANCE

8.1 BANK BALANCES

Treasurers Account	£9110.85
Business Bank Instant	£8749.53

8.2 BANK RECONCILIATION – 13.05.19

For noting, circulated with agenda.

8.3 UPDATED CASH BOOK – 13.05.19

For noting, circulated with agenda.

9. PAYMENTS BY DIRECT DEBIT

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

12th May 2020 - **£5.39** Zen Internet

10. APPROVAL OF PARISH CLERK SALARY PAYMENT FOR APRIL 2020

It is requested that members agree and resolve the clerk salary payment for the months April 2020. The total amount is £413.93. Timesheet forwarded with agenda.

11. APPROVAL OF ERLESTOKE PARISH MEMBERSHIP OF WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)

It is requested for the members to approve and resolve the parish membership of WALC at a cost of £86.09.

12. 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 (£200), Three Villages Minibus (£50), The News, Village Newsletter (£100), Wiltshire Search and Rescue (£50) and Citizens Advice (£50).

13. INTERNAL AUDIT - Standing Orders

The Council are required to review and re-adopt the updated Standing Orders to include the new NALC model Standing Orders.

14. INTERNAL AUDIT – Corporate Governance Questionnaire

The Council are required to review and where necessary sign the Governance Questionnaire.

15. INTERNAL AUDIT – Financial Regulations

The Council are required to review and re-adopt the Financial Regulations.

16. INTERNAL AUDIT – Code of Conduct

The Council are required to review and re-adopt the Erlestoke Parish Council Code of Conduct.

17. UPDATE ON ONGOING POINTS

The clerk will update any previous points raised that are ongoing.

18. COVID-19 COMMUNITY ACTION

Councillors are asked to consider any further action the Council could take to support the community.

Councillors are asked whether any further work is needed in regards to the maintenance of the Church and the graveyard in light of the work Laurie Bennett kindly undertook to ensure the area was in good condition for VE Day.

19. UPDATE ON FENCING

Councillors are requested to consider the fencing that needs to be replaced in light of the fence ownership.

20. SKIP HIRE

Councillors are requested to consider whether Erlestoke Parish Council wish to hire a skip for the use of the village to clear excess waste as the decision was deferred from the last meeting.

In recent Wiltshire Council communications it was announced that household recycling centres are planning to reopen on the 18th May with some restrictions.

21. SOLAR PANEL SPEED INDICATOR DEVICE QUOTES

Councillors are requested to consider the quotes provided in regards to solar panelled speed indicator devices.

22. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development

23. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

24. 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

25. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

025/20.1	Councillor Jonik - Website and Footpaths
025/20.2	Councillor Lewcock - Cricket and Golf Club, Leisure and Entertainments and the Erleske Prison
025/20.3	Councillor Frise-Morgan - Health and Wellbeing and the Village Hall
025/20.4	Position vacant – Play Area Officer and Community Police
025/20.5	Councillor Durham - Information Technology
025/20.6	Position vacant - General Maintenance
025/20.7	Mr. Bill Kemp – Flood Warden
025/20.8	PCSO Georgie Dodd - Police

The next parish meeting will be the 1st July 2020.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on Wednesday 26th February 2020

Present: Councillor J S F Jonik – (Chairman)
Councillor K Lewcock
Councillor James Durham
Councillor F Morgan-Frise
Joined by Councillor J Simmons

In Attendance: Mrs Polly Doyle – Parish Clerk

Public Participation

The Parish Council reviewed the application and held an interview for one of the vacant councillor positions on Erlestoke Parish Council.

Joanne Simmons gave a short presentation to introduce herself, her background and why she is interested in the position.

A vote was taken by the councillors that were present and Ms Simmons was voted onto Erlestoke Parish Council. Welcome to the Parish Council Councillor Simmons!

PCSO Richard Clark attended in PCSO Dodd's absence.

Cllr Lewcock highlighted the issue of accidents and overturned cars along the Erlestoke through road, including one very recently involving an Erlestoke prison officer. Tragically, a few years ago a couple of people were killed in a similar area. Vehicles on several occasions have come round bends too fast and are going up the bank and as a result the car is rolled.

PCSO Clark informed the meeting that the accidents have been put down to driver error. Whilst there is a specified speed limit, drivers still need to meter their speed in relation to the road conditions.

The black spots are a difficult area to act on. There is nowhere safe for the police to speed monitor. Monitoring on the high street has the potential to cause congestion, however the police still patrol and have a presence.

Councillor Lewcock spoke to the prison governor, who advised that the drivers, despite being employed by the prison are beyond his jurisdiction. He is advising them to drive safely and reduce speed. The 50 speed limit was considered too fast by those in attendance.

Georgina Dodd has suggested a community speed watch. This way the individuals are not stopped but their speed is monitored and there is the potential to be followed up.

Councillor Gamble contributed the fact that speed cameras are a huge expense in relation to the micro improvement that can be achieved. Village gates also create modest improvements.

Councillor Gamble suggested that whilst it is often contentious to put up a SID on land that is not parish owned, this is something to look into. He stated that it was unlikely that the speed limit would be changed but a warning light could potentially receive some funding and would be easier to implement.

PCSO Cark suggested a light up triangle warning sign would have more impact than a speed number flashing.

Improvement of communications with the military in relation to the woods.

A member of public volunteered to be a conduit to the army in regards to facilitating communications about Erlestoke Woods. The parishioner highlighted what actions can be taken; cleaning off the signs so offenders cannot claim ignorance of rules and putting up our own signs and that there is more weight in multiple complaints.

679/20 APOLOGIES

Apologies were passed on by Councillor Hunt-Davies.

680/20 DECLARATIONS OF INTEREST

No declarations of interest were raised.

681/20 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 29th January 2020, having previously been circulated were signed and confirmed by the Chairman, Councillor Jonik as a correct record.

682/20 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

Vice Chairman of the Council Richard Gamble attended the meeting and reported that Wiltshire had a full council meeting yesterday and were able to deliver the budget. Points of note were that Council Tax was increased by 1.9% and Social Care Levy by 2%. Wiltshire Council are having to find around £34 million in increased efficiency this year.

Housing allocations arrangements were discussed, but this is not highly relevant to Erlestoke. If Erlestoke wanted housing the only real mechanism is to create a neighbourhood plan, which is a huge undertaking. Positive points for increased housing would be that the through road is a fairly substantial one and that the prison is a large employer.

The recycling scheme is changing. Black boxes will only take glass and the day will possibly change.

There will be an Area Meeting on the 16th March that is specifically dedicated to the environment and the declared climate emergency. Some people want to set up a car sharing group in Devizes.

The Black dog cross roads has gone up from 98th to 7th in the list of priorities that need to be addressed due to the recent non-fatal, but serious accident.

The MP for Devizes, Danny Kruger has given attention to the possibility of a railway station.

683/20 FINANCE

683/20.1 BANK BALANCES

Balance as of the 20th February 2020

Treasurers Account	£	2668.49
Business Bank Instant	£	8747.53

The bank balances were noted.

683/20.2 BANK RECONCILIATION – 12.12.19

The bank reconciliation was noted.

683/20.3 UPDATED CASH BOOK – 20.02.2020

The updated cashbook was noted.

684/20 CLERK TIMESHEETS AND PAY

It was proposed by Chairman Stan Jonik and seconded by Councillor James Durham and

UNANIMOUSLY RESOLVED to make the payment of £211.39 via bank transfer to The Parish Clerk Polly Doyle for January 2020.

685/20 PAYMENTS BY DIRECT DEBIT

Members noted the following payments by direct debit.

12th February 2020 - **£5.39** Zen Internet

686/20 REIMBURSEMENT OF COST OF BANNER

It was proposed by Councillor J Durham and seconded by Councillor F Morgan-Frise and

UNANIMOUSLY RESOLVED to make the payment of £28.18 and £96.00 via bank transfer to Chairman S Jonik for the for the purchase of the 'Save the George and Dragon' banner and timber.

687/20 UPDATE ON THE GEORGE AND DRAGON

Councillor K Lewcock gave an update on the campaign to save The George and Dragon pub. It was requested that the Asset of Community Value on the pub was reregistered as it is due to expire soon. A call was made for the support forms to be completed and returned ASAP. It is essential that the group are able to put together the financial funds to submit an offer as The Plunkett Foundation have agreed to the loan on this basis. Formal support is to be sought from the prison, cricket club and parish council.

688/20 ANNUAL PARISH MEETING DATE

The Annual Parish Meeting date has been set as the 20th May.

689/20 ERLESTOKE WOODS UPDATE

The update on the felling and planting of trees in Erlestoke woods from DIO Landmark was noted.

Concerns over the quality of build of the railings were raised, specifically that the size of the nail used was too small. These are railings that people will lean on and some of the railings have already come down.

It was reported that a particular tree that is leaning on another tree is causing concern. This will be raised with DIO Landmark.

690/20 ERLESTOKE PRISON UPDATE

Councillor Lewcock reported back from his meeting with the Prison Governor. The minutes of this meeting will be added to the website.

691/20 CAR OVERTURNED ACCIDENT ON ERLESTOKE ROAD

PCSO Clark attended the meeting in the absence of PCSO Dodd and spoke as reported in the open forum.

692/20 POSITION AND SIGNAGE OF DEFIBRILLATOR

Councillors considered the position of the defibrillator in light of the recent comments about its position and the research that states that the defibrillator needs to be within 100 metres of an incident for it to have the optimum effect. It was suggested that the defibrillator could be moved to the telephone kiosk in order to be nearer the park. It will be investigated whether there is a power source. The reason it is at the car dealer is that there is always someone there to check the lights.

693/20 PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development

No planning applications to note.

694/120 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

No planning applications determined to note.

695/20 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

Nothing to report regarding the above issues.

696/20 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

696/20.1	Councillor Jonik - Website and Footpaths
696/20.2	Councillor Lewcock - Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison
696/20.3	Councillor Frise-Morgan - Health and Wellbeing and the Village Hall
696/20.4	Position vacant – Play Area Officer and Community Police
696/20.5	Councillor Durham - Information Technology
696/20.6	Position vacant - General Maintenance
696/20.7	POLICE – none received

No reports were received from the above areas.

697/20 The next Parish meeting will be on Wednesday 1st April 2020.

The meeting closed at 09.45pm.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 29th April 2020

Please note the meeting was held online.

Present: Councillor J S F Jonik – (Chairman)
Councillor K Lewcock
Councillor J Durham
Councillor F Morgan-Frise
Councillor J Simmons
Councillor L Jones

In Attendance: Mrs Polly Doyle – Parish Clerk

Public Participation

The agenda had been published on the Parish website and on the notice board. There were no requests by the public for any issues to be raised at the meeting, nor any requests to join the meeting.

001/20 APOLOGIES

Councillor Hunt-Davies attended the meeting and sent his apologies that he has been unable to attend previous meetings due to working in the British Embassy in Kiev. He expects to be back in the UK at the end of 2020, but this has not been confirmed due to the current COVID-19 situation. Councillor Hunt-Davies will be able to attend meetings in person when has returned and can easily attend meetings online in the meantime.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to accept the reason for Councillor Hunt-Davies having been previously absent from meetings and for him to attend meetings remotely until such time that he has returned to the UK.

002/20 VOTE FOR APPLICANT OF VACANT COUNCILLOR POSITION

It was voted to bring point 7 forward to point 1 in the interests of allowing the potential new councillor to participate on all discussions.

Following the review of the application previously circulated and interview of the applicant, it was proposed, seconded and **UNANIMOUSLY RESOLVED** to vote Louise Jones onto Erlestoke Parish Council as a new councillor.

003/20 DECLARATIONS OF INTEREST

No declarations of interest were raised.

004/20 **MINUTES**

The minutes of the Parish Council Meeting held on Wednesday 1st April 2020, having previously been circulated were confirmed by the Chairman, Councillor Jonik as a correct record.

These minutes are to be signed at the next convenient opportunity.

005/20 **REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL**

Councillor Richard Gamble joined the meeting to report on any matters affecting Erlestoke which have been discussed at Wiltshire Council Meetings and or the Area Board.

Councillor Gamble congratulated Louise Jones on her new appointment as Councillor to Erlestoke Parish Council and that he was pleased to see MOD staff involved.

Cllr Gamble reported that the Wiltshire Well Being Team has been extremely busy supporting 14,000 residents and have undertaken, amongst other activities, the delivery of 900 food parcels.

The Council is currently very active with the supply of PPE and in particular eye protection. They are working closely with the many volunteer groups involved with the COVID-19 response.

Cllr Gamble informed the meeting that 1700 children are attending school and this number is increasing daily. This is good news as vulnerable children are especially important to support at this time.

Within the business realm there are 80 staff involved in the crisis active contact centre. The Council have given out 63 million pounds via the government to over 2000 businesses. It is believed that 2500 more businesses are still eligible for government money, but have not made contact yet. Also noted that they are currently using Skype, but that it is not working well for the public so are looking into using Teams.

Lastly, they have a cabinet meeting on the 19th May to decide some policies on remote meeting.

19:45 Councillor Morgan Frise and Councillor Lewcock joined the meeting.

006/20 **REVIEW OF PROTOCOL FOR VIRTUAL MEETINGS**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to adopt the Protocol for Virtual Meetings that had previously been sent round to the Councillors.

007/20 **REGULATIONS REGARDING THE ANNUAL PARISH MEETING AND CHAIRMAN VOTE**

The Council noted that Annual Parish Meetings are not included in the 2020 regulations for legal remote meetings. Chairman Jonik stated that he was happy to continue as Chairman for another year, but after the election of councils in 2021 that he would then be stepping down from the role.

Erlestone Parish Council thank Chairman Jonik for all his hard work and dedication to the role to date.

008/20 FINANCE

008/20.1 BANK BALANCES

Balance as of the 22nd April 2020

Treasurers Account	£	2,310.86
Business Bank Instant	£	8,749.53

The bank balances were noted.

008/20.2 BANK RECONCILIATION – 29.10.19

The bank reconciliation was noted.

008/20.3 UPDATED CASH BOOK – 26.03.2020

The updated cashbook was noted.

009/20 CLERK TIMESHEETS AND PAY

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to make the payment of £211.39 via bank transfer to The Parish Clerk Polly Doyle for February 2020 (this decision was deferred from the last meeting) and also the payment for March of £247.88.

010/20 CLERK SLCC MEMBERSHIP RENEWAL

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to make the payment for the Clerk Polly Doyle's renewal of her annual membership of the SLCC via bank transfer for the amount of £78.

011/20 PAYMENTS BY DIRECT DEBIT

The following payments by direct debit were noted and approved;

14th March 2020 - **£5.39** Zen Internet

012/20 DEBIT CARD FOR ERLESTOKE COUNCIL BANK ACCOUNT

Councillors were asked to consider the application for a debit card for the Council bank account. There was discussion around the card making payments easier for necessary payments by individual Councillors. It was suggested that individuals ask for an invoice when buying anything, however accounts would need to be set up with the companies to enable this. Further discussion centred on the risk of fraud, fraudulent activity online and of one individual holding a debit card.

After detailed discussion regarding securing a debit card for Erlestoke Parish Council it was proposed, seconded and **DECLINED by a vote of four votes against and three votes in favour.**

013/20 COVID 19 COMMUNITY ACTION

The situation in care homes was discussed and the concern over a lack of information and guidance was highlighted by one councillor, especially in light of the number of COVID-19 related deaths in care homes having dramatically increased.

A new individual has recently volunteered their services to the community. There are currently no issues that need assistance with, but the volunteer was thanked and confirmed that the Council may well contact them again for assistance in the future.

Councillor Lewcock checked on the well being of the Clerk, who reported no issues, and encouraged the Clerk to let the Council know if the situation regarding COVID-19 started to compromise her work in any way.

014/20 SKIP HIRE FOR ERLESTOKE PARISH

A skip hire was discussed in detail and it was noted that if one was hired then it would need to be checked that the company was disposing of the waste responsibly. The skip would also need to be lockable, have open times monitored. Wiltshire Council have declined to pay for the skip hire. Residents are encouraged to be responsible for minimising the creation of waste and it was suggested that an option would be to ask a neighbour whose bin was not full to share their bin.

As there is currently no evidence of excess waste in the village it was decided to defer the decision until the next meeting.

015/20 MEMORIAL PLAQUE FOR ROGER HAMPTON

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to purchase the memorial plaque for Roger Hampton and Councillor Morgan-Frise will arrange this.

016/20 OPERATION MENAI, FORTH AND LONDON BRIDGE PROTOCOL CONSIDERATION

It was proposed, seconded and **UNANIMOUSLY RESOLVED** for an official statement being published on the parish website and notice board. Additionally, the flag would be flown at half-mast. A book would be laid out in the church for the public to sign in the event of the Queen's death. Action during the lockdown period would be reviewed.

017/20 WARNING TRIANGLE TO PREVENT ACCIDENTS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** against procuring a warning triangle as the positioning needed for the sign is out of the parish jurisdiction.

018/20 SOLAR PANELS

The information provided was discussed and it was agreed to source three quotes with additional information regarding the life span and servicing needs and consequent budgeting requirements of the solar panel.

019/20 LOCAL ELECTRICITY BILL

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to support the Local Electricity Bill by means of a letter to the local MP and an email to the campaigners acknowledging Erlestoke Parish Council's support.

020/20 DOG FOULING

The issue was discussed and it was agreed for the Clerk to look for an appropriate sign requesting the public to take their dog mess home. The sign is to be displayed near the entrance and near the Secret Garden so walkers are aware there is no dog mess bin in the area.

021/20 PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
20/01097/FUL	Mr and Mrs Worrall	Brookfield Lower Road Erlestoke Devizes Wiltshire SN10 5UE	Positioning bi-fold doors to rear elevation and small infill of entrance porch to side elevation

Planning application noted with no objections.

022/20 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

No planning applications determined to note.

023/20 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

No issues were raised.

024/20 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

024/20.1 Councillor Jonik - **Website and Footpaths**

024/20.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and**

Entertainments and the Erleske Prison

024/20.3 Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**

024/20.4 Position vacant – **Play Area Officer and Community Police**

024/20.5 Councillor Durham - **Information Technology**

024/20.6 Position vacant - **General Maintenance**

024/20.7 Mr. Bill Kemp – **Flood Warden**

024/20.8 PCSO Georgie Dodd - **Police**

Police report on the website and highways noted

Next meeting will be the Parish Council on Wednesday 20th May 2020.