

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

24th June 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 1st July 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 at 7.15pm. 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

MEETING OF ERLESTOKE PARISH COUNCIL

Wednesday 1st July 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 minutes of the Parish Council Meeting held on Wednesday 20th May 2020.

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

Treasurers Account	£2315.88
Business Bank Instant	£8749.53

5.2 BANK RECONCILIATION

For noting, circulated with agenda.

5.3 UPDATED CASH BOOK

For noting, circulated with agenda.

6. PAYMENTS BY DIRECT DEBIT

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

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

7. APPROVAL OF PARISH CLERK SALARY PAYMENT FOR MAY 2020

It is requested that members agree and resolve the clerk salary payment for the month of May 2020. The total amount is £285.05. Timesheet forwarded with agenda.

8. UPDATE ON ONGOING POINTS

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

9. DOG FOULING SIGNS

Members are requested to consider the use of dog fouling signs at the entrance to Erlestoke Woods.

10. SPEED INDICATOR DEVICE

Members are requested to consider the purchase of a SID and its permanent installation on parish land near the church. Highways have confirmed that as the SID would be on parish land there are no concerns from their point of view.

11. AGAR APPROVAL

Members are requested to approve the completed Annual Governance and Accountability Return prepared for the internal audit and sent with the agenda for approval.

12. SET THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Members are requested to set the dates that the period for the exercise of public rights in light of the new legislation:

[SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. **Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the**

exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020. This SI was issued on 7 April and is effective from 30 April 2020.

13. FIGURE CHANGE IN FINANCIAL REGULATIONS

The parish's internal auditor has suggested that the tendering figure in the FR11.1(h) of £25,000 be changed to match that of the SO65(a) at £5,000. This figure is at a more appropriate level in relation to the parish expenditure pattern. Please see specific text below.

11.1 h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

14. INSURANCE RENEWAL

Members are asked to consider the insurance that is due for renewal on the 16th July 2020 at a cost of £331.56. The insurance is with Community First and on a three-year fixed term policy that is due to expire in July 2021. Quote and policy sent with agenda.

15. BANK SIGNATORIES

Members are asked to note in accordance with FR2.2, that Councillor Lewcock, whilst the financial reviewer is excluded from being a bank signatory and from approving payments at Council meetings.

16. COVID-19 COMMUNITY ACTION

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

Social distancing measures will be eased as of the 4th July, including play parks – as long as they are kept clean.

17. VILLAGE LITTER PICK

Members are asked to choose a date to be set for a village litter pick in July.

18. ERLESTOKE CHURCH

Members are asked to consider the serious concerns regarding the Erlestoke Church keeping its' doors open. Their AGM is being held on Tuesday 28th July at 7.30pm.

19. BIKES IN ERLESTOKE WOODS

Members are asked to consider the ongoing concerns regarding both bikes and motorbikes in Erlestoke Woods.

20. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
20/04446/TCA	Louise Jones	15 High Street	Proposal:- T1 - Beech tree - dead wood T2 - Ash tree - fell T3 - Sycamore tree - fell T4 - row of sapling Beech trees - remove T5 - Apple tree - prune & reshape T6 - Conifer tree - fell

21. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

22. 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

23. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 023/20.1** Councillor Jonik - **Website and Footpaths**
- 023/20.2** Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erleske Prison**
- 023/20.3** Cou3cillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 023/20.4** Positon vacant – **Play Area Officer and Community Police**
- 023/20.5** Councillor Durham - **Information Technology**
- 023/20.6** Position vacant - **General Maintenance**
- 023/20.7** Mr. Bill Kemp – **Flood Warden**
- 023/20.8** PCSO Georgie Dodd - **Police**

The next parish meeting will be the 12th August 2020

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 20th May 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.

Councillor Jones has been in contact with the individual responsible for the military activity on Salisbury plain. West Down Camp now has a full time presence and the telephone contact will be confirmed. They have said that the number can be used for parishioners regarding issues with the woods. The more information they receive the more often they will try and get out to monitor the woods.

025/20 ELECTION OF CHAIRMAN FOR 2020/2021

Regulation 4 of the new 2020 regulations was noted and Chairman Jonik was happy to continue as Chairman for the 2020/2021 year.

026/20 ELECTION OF VICE-CHAIRMAN FOR 2020/2021

Regulation 4 of the new 2020 regulations was noted and Councillor Durham as happy to continue as Vice Chairman for 2020/2021 year.

027/20 APOLOGIES

Councillor Simmons sent her apologies.

028/20 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 29th 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.

029/20 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

Councillor Richard Gamble was unable to join the meeting.

030/20 CHAIRMAN'S REPORT

Chairman's report 2019 - 2020

This has been a strange year for everyone with April 2019 starting as fairly normal and uneventful and ending April 2020 with everything thrown up in the air with the coronavirus. Our Clerk Polly Doyle has done a marvellous job keeping things on track despite the changes.

Councillors N. Barton and M. Barton resigned their posts moving on to other things. They contributed well for the Council and attended most meetings. I would like to thank Councillors N. Barton and M. Barton for all their time and dedicated work, it is much appreciated by the community. The two posts have been filled by Councillors Joanne Simmons and Louise Jones and we welcome them to the council and look forward to their contributions.

We are still trying to sign off the wayleave contract with Scottish and Southern Electricity but it is between lawyers of the Council and SSE and out of our control. Hopefully to be sorted shortly.

We are aware the scam telephone callers have been trying to do business in Erlestoke if anyone has been contacted please let us and the police know.

It amazing how much litter is picked up on the arranged litter picking day on the 7th April 2019 a good turnout by

Andrew Sheate

Jim Marshall

Ian Marshall

Rolland Barth

Stan Jonik

We would also like to thank; **Jane Batt, Mandy McCaan and Mr and Mrs French** for their help in keeping the village litter free throughout the year. Unfortunately, 2020 litter spring clean day was cancelled because of the Coronavirus and may be started later this year.

We now have a village database of emails for sending out the latest information and to keep people up to date on village matters. Councillor James Durham manages the system, everyone that was spoken to reported they felt the database was a good idea.

The web site proves to be useful covering many subjects. The Highways section is automatically updated by Wiltshire Council identifying roadworks in the area with dates and times for possible disruption. Some other information covered is, Council agendas and minutes, link to WWDC for reporting problems or issues, Council finances, local Police report, Health and wellbeing, latest bus times, and local news.

Wiltshire Council have made two strategy and area changes that effect Erlestoke. The Boundary Commission have changed the Erlestoke boundary whereas we were always part on Lavington we are now part of a group of villages called "Seend, Potterne & Poulshot" this may mean a change to

where our election ballots are made. Another change is that Erlestoke will become part of a different housing area, Chippenham, rather than the Eastern Housing Area.

Highways is always on the agenda in one way or another. Overturned cars on the B3098 has prompted suggestions to slow traffic on the road. Suggested changes from Councillor Richard Gamble are a weight limit on the road except for access all the way to A342 through Market Lavington. Subsequently, those that use the road incorrectly can then be prosecuted. In the past the width of the road was not considered and an alternative change would be for the road to be downgraded. Satnavs often do not help the situation when they advise drivers to use smaller inappropriate roads.

In Erlestoke we have paid for traffic calming measures for the amount of £1026.00. These are visible as you enter the village from Lavington. Together with the Speed Indicator Device (SID) these do help make Erlestoke a safer place to live.

Every year we get reports on the Play area equipment and this year some maintenance work was required to keep the equipment safe and well maintained. We are also looking at increasing the play equipment for children with the aid of grants and funding.

The defibrillator training in November was well attended this year with visitors from Edington and Coulston together with Erlestoke got the benefit of the training. Julia Doel from the NHS will be running another training session this November well worth attending.

After complaints were received from members of the village community regarding the poor state of the bus stop the area was inspected and photos taken. It was agreed that the bus stop would benefit from a wash and a paint and that a working party would be set up. Volunteers got together and gave it a good spring clean.

The issue of dog mess in and around the woods is made worse with people picking up the mess with a poo bag and leaving the dog poo bag on the side of the path for somebody else to pick up. It will not disappear on its own. Please pick it up and take it home and place in your own rubbish bin.

It was reported that a member of Erlestoke Parish was attacked in the woods by a motorcyclist after confronting them on their right to be there. There was a witness to the incident. Others have reported being intimidated by the motorbike riders.

PCSO Georgie Dodd has requested that:

'parishioners 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'.

Erlestoke woods

The MOD have done a lot of work in Erlestoke woods installing fencing and felling trees opening the whole area. They have now planted various trees replacing all the ones felled and removed. They are looking at the Dam wall to see if its possible to repair any damage and bring the water level up to previous depths.

Councillor Morgan-Frise reported back from the Ash Dieback Community meeting on the 17th January that discussed the tree planting and 25 Ash tree felling that was scheduled for January. It was reported that Ash Dieback trees that are a danger to people in publicly used spaces will be taken down. Some have natural immunity so some will survive. Once taken down then trees will be replaced with indigenous species.

The POP UP Pubs held in the Park were very successful getting people together and catching up on local things. The proceeds from the food and alcohol sales go to the Church, we cater for about 60.

The George and Dragon pub continues to be a talking point in the village. The Parish Council reapplied for the Pub to be considered for an Asset of Community Value as the current one terminated this May. We have just received notice that the Asset of Community Value on the pub is going to continue.

The Erlestoke Hub have continued with funding and campaigning to keep the George and Dragon as a pub as there is considerable interest in the village. The survey and feed back were very positive and we wish them well.

Clearly the Coronavirus has had a massive impact on how the Council operates, we now have Online meetings to carry out village business. We also have weekly Zoom meeting to get updates on any virus issues. The Erlestoke web site list a number of local contacts to use if anybody requires help or to collect medication or food supplies. We keep a close eye on the people who are vulnerable with visits and telephone calls.

This year we kept the same Precept as last year with no increase. The Precept of £6805.00 as approved in January.

I would like to thank all our councillors including Richard Gamble and Polly Doyle our Clerk for all their help and advice throughout the year.

Stan Jonik
Chairman Erlestoke Parish Council

031/20 FINANCE

Councillor Lewcock has reconciled the cashbook to the end of March 2019/2020 and it is ready to be sent to the internal auditor. Councillor Lewcock gave an overview of the Parish finances and highlighted the issues regarding the budget. Clerk costs have increased this year due to increased hours and the training costs involved. The additional costs were covered by not spending on community projects and at the end of March 2020 the balance was £200 positive. The precept was £6805 and the amount spent was £6675 not including the training. VAT will be claimed.

This is all manageable, but if the need to spend on a big project rises the Council need to be conscious of reserves. Erlestoke Parish were fortunate to receive the full precept in light of the Coronavirus pandemic.

For new budget tried to predict costs; no foreseen mileage claims or increased sundries. Please see Councillor Lewcock's budget for further details.

Councillor Morgan Frise joined at 19:50.

In essence there is a need to keep control of costs. To note there will be an additional training cost of £350 in regards to the CiLCA, membership to the SLCC at around £187 and it was suggested that the church payment was reduced in light of the fact the council are currently meeting online.

It was acknowledged that the stipulated four hours is inadequate for the clerk work involved. Chairman Jonik stated that the clerk's work has been great and that training is essential.

The upcoming consideration of a SID will need to be carefully considered and potentially grants can be applied for. Sundries have been increased to £500 in light of the fence repairs that are needed. The budget needs to be considered every three months. Councillor Lewcock forecasts spending of £6675 without community projects spending.

031/20.1 BANK BALANCES

Balance as of the 13th May 2020

Treasurers Account	£9110.85
Business Bank Instant	£8749.53

The bank balances were noted.

031/20.2 BANK RECONCILIATION – 13.05.2020

The bank reconciliation was noted.

031/20.3 UPDATED CASH BOOK – 13.05.2020

The updated cashbook was noted.

032/20 PAYMENTS BY DIRECT DEBIT

The following payments by direct debit were noted and approved;

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

033/20 CLERK TIMESHEETS AND PAY

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to make the payment of £413.93 via bank transfer to The Parish Clerk Polly Doyle for April 2020.

034/20 APPROVAL OF ERLESTOKE PARISH MEMBERSHIP OF WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to make the payment for the parish membership of WALC at a cost of £86.09.

035/20 ANNUAL PARISH DONATIONS FROM PRECEPT

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to make payments to the Church (£100), Three Villages Minibus (£50) and The News, the village newsletter (£100) as the annual parish donations from the precept.

036/20 INTERNAL AUDIT - Standing Orders

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to adopt the updated Standing Orders to include the new NALC model Standing Orders.

037/20 INTERNAL AUDIT – Corporate Governance Questionnaire

See Point

038/20 INTERNAL AUDIT – Financial Regulations

See point

039/20 INTERNAL AUDIT – Code of Conduct

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to adopt all three of the above policies; the Corporate Governance Questionnaire (037/20), the updated Financial Regulations (038/20) and the Code of Conduct (039/20).

040/20 UPDATE ON ONGOING POINTS

It was noted and agreed that the SLCC membership was quoted incorrectly at £78 but is in fact £187.

The issue with the fencing in The Woods fencing has been brought to the attention of the MOD and they are dealing with it.

041/20 COVID-19 COMMUNITY ACTION

It was decided to continue with the informal COVID-19 related Wednesday meetings. As and when the grass in the church yard gets long Laurie has kindly offered to help.

Otherwise there are no issues that needed consideration. It was felt that those in the community that were shielding or vulnerable were being looked after.

042/20 UPDATE ON FENCING

The fencing along the road by the church was discussed. It was felt that the upright posts are in a poor condition and must be replaced, but some of the horizontal rails around the Park field need to be replaced before winter. Consideration was given to where material should be purchased and whether an account needs to be set up. Considerations to be looked into are whether the Parish Steward would be able to help, the health and safety risks involved and whether Council members and volunteers are insured. Issues with social distancing need to be considered while undertaking the work.

043/20 SKIP HIRE

In light of the news that Wiltshire Council has announced that household recycling centres are planning to reopen on the 18th May with some restrictions, it was decided not to hire a skip.

044/20 SOLAR PANEL SPEED INDICATOR DEVICE QUOTES

After a discussion it was decided that further information should be sort regarding the optimum positioning of the device, whether planning permission is needed and concerns about putting in the device ourselves as a professional team would be required and would incur additional costs.

045/20 PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development

046/20 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

046/20 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.

047/20 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

047/20.1 Councillor Jonik - **Website and Footpaths**

047/20.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and**

Entertainments and the Erleske Prison

047/20.3 Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**

047/20.4 Position vacant – **Play Area Officer and Community Police**

047/20.5 Councillor Durham - **Information Technology**
048/20.6 Position vacant - **General Maintenance**
049/20.7 Mr. Bill Kemp – **Flood Warden**
050/20.8 PCSO Georgie Dodd - **Police**

Next meeting will be the Parish Council on Wednesday 1st July 2020.