

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

3<sup>rd</sup> August 2020

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 12<sup>th</sup> August 2020 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 12<sup>th</sup> August 2020

**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 Extraordinary Parish Council Meeting held on Wednesday 12<sup>th</sup> July 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	£7,255.31
Business Bank Instant	£8,749.53

##### 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.

12<sup>th</sup> July 2020 - **£5.39** Zen Internet

#### **7. APPROVAL OF PARISH CLERK SALARY PAYMENT FOR JUNE AND JULY 2020**

It is requested that members agree and resolve the clerk salary payment for the months of June and July 2020. Timesheets forwarded with agenda.

The total amount for **June is 19.25 hours at £226.88**

The total amount for **July is 22 hours at £254.83**

#### **8. UPDATE ON ONGOING POINTS**

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

#### **9. AGAR APPROVAL**

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

#### **10. COVID-19 COMMUNITY ACTION**

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

#### **11. THE GEORGE AND DRAGON**

Councillors are asked to consider the current situation regarding The George and Dragon and the ACV attached to the building.

#### **12. MILES & FRANCIS GROUNDS MAINTENANCE**

Members are asked to review and resolve the invoice received from Miles & Francis for grounds maintenance from January to June 2020. Ref No: 5043/53/9 for the sum of £395.00.

#### **13. LGA MEMBERS CODE OF CONDUCT CONSULTATION**

The Local Government Association (LGA) are holding a consultation on the Members Code of Conduct that will run until the 17<sup>th</sup> August 2020, with the final version being published in Autumn 2020. Members are asked to review the document. There is a questionnaire designed for both members and officers

([https://research.local.gov.uk/jfe/form/SV\\_b1upYNXmiJ0xECV](https://research.local.gov.uk/jfe/form/SV_b1upYNXmiJ0xECV)) and Councils are welcomed to send any questions or responses to ModelCode@local.gov.uk.

#### **14. RoSPA PLAY PARK INSPECTION**

Members are asked to acknowledge that the RoSPA Play Safety Inspection of The Playfield has been booked for September 2020 at the rate of £68.50 +VAT.

#### **15. CLERK HOURLY RATE**

Members are asked to note that the clerk has acknowledged an error in the hourly pay amount and apologises. The hourly rate of £10.63 was used, when the amount of £10.163 should have been used. The clerk brought this to the attention of the auditor who confirmed the mistake and calculated that £132.65 was owed, which was immediately paid back via bank transfer.

£16.81 was owed from April 2020 and has been paid back. The correct amount of £274.08 was paid for the month of May 2020.

#### **16. CLERK SALARY PAYMENTS**

Members are asked to consider the clerk's basic salary of 16 hours per month at a rate of £10.163 per hour being paid automatically each month at the end of the month and any overtime being reviewed and resolved at the next parish council meeting. Currently basic salary and overtime are reviewed and then transferred at the next parish council meeting after the end of the month.

#### **17. COUNCILLOR RESIGNATION UPDATE**

Unfortunately, Councillor J Simmons decided to resign from Erlestoke Parish Council. The Council are sorry that Councillor Simmons decided not to continue and wish her all the best.

#### **18. NEW NOTICE BOARD AND LEAFLET BOX FOR EDGE OF ERLESTOKE WOODS**

Councillor Jones has received several MOD leaflets and requested that Council considers a notice board and / or leaflet box to be positioned at the edge of Erlestoke Woods.

#### **19. NEW COUNCILLOR APPROVAL FOR BANKING**

Members are asked to resolve Councillor Jones to be an account signatory for the Erlestoke Parish Council bank accounts and be included on the bank mandate.

#### **20. AUDITING SOLUTIONS LTD INVOICE**

Members are asked to review and resolve the invoice from Auditing Solutions Ltd for the audit for 2019/20 number A6632 for the amount of £138 including VAT at £23.

#### **21. PLANNING APPLICATIONS**

<b>Application Number</b>	<b>Applicant</b>	<b>Location of Development</b>	<b>Description of Development</b>
20/04815/TCA	J Durham	3 Park View Cottages	G1 - Pollard X2 trees (Sycamore and Ash) to just above where mainstem turns into branches

## **22. PLANNING APPLICATIONS DETERMINED**

<b>Application Number</b>	<b>Location of Development</b>	<b>Description of Development</b>	<b>Decision</b>
20/04446/TCA	15 High Street	Felling and reshaping of trees	No objections

## **23. 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

## **24. 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 Erlestoke 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**

**The next parish meeting will be Wednesday 23<sup>rd</sup> September 2020.**

**ERLESTOKE PARISH COUNCIL**

**Draft minutes of the Extraordinary Parish Council Meeting held on**

**Wednesday 15<sup>th</sup> July 2020**

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

**In Attendance:** Mrs Polly Doyle – Parish Clerk

**Public Participation**

No members of public were present.

**071/20 APOLOGIES**

Councillor J Durham sent apologies that he may be late in joining the meeting.

**072/20 DECLARATIONS OF INTEREST**

No declarations of interest declared.

**073/20 REVIEW OPENING OF ERLESTOKE PLAYPARK**

Erlestoke playpark was reopened after COVID-19 restrictions on playgrounds were eased and announced on the 4<sup>th</sup> July 2020. A risk assessment was undertaken in the previous meeting, the equipment reviewed to be in good working order and signs put in place to alert members of the public to use the playpark in relation to the government guidelines. There have been no issues since the reopening of the playground.

**074/20 DISCUSS HOLDING THE ANNULA PARISH MEETING AFTER THE CHURCH'S AGM**

The council have been informed that the church AGM may no longer be happening on the 28<sup>th</sup> July. Consequently, whether to hold the annual parish meeting will be reviewed at the next parish meeting in August. Holding the meeting will be reviewed in light of any COVID-19 restrictions and the safety of the community.

**075/20 REVIEW THE LETTER RECEIVED FROM ERLSTOKE CRICKET CLUB**

Members reviewed the letter received from Erlestoke Cricket Club that was inviting the parish council to support their plans for an upgraded pavilion.

Councillor Lewcock started a discussion about 18 months ago about joining forces, but then the pub became the priority in regards to a community space. Consequently, the facility as a focal point for the parish has been previously investigated. It was noted that funding at this time is a particular issue. Factors considered were; the club is specifically designed for the Cricket Club's use, there would be no electricity so not useable all year round and there are access rights issues. The Parish Council joining would create more issues. Additionally, unlike the pavilion, the pub can generate funds.

Councillor Durham joined at 7.30pm.

Further points taken into account were; the consideration of the Cricket club failing, legal fees, the issue of a split focus between the pavilion and the village pub, no further funding available from Sport England and that the location is preferable for the Cricket Club, but not necessarily the village community. It was queried whether the Cricket Club would be interested in supporting the bid for the village pub The George and Dragon. Councillor Lewcock will reply to the Cricket Club directly in wishing their endeavour well, but that we are unable to support them financially.

#### **076/20            REVIEW THE GEORGE AND DRAGON PUB**

Mike Hughes, who is an experienced chartered surveyor working with The Plunkett Foundation, visited The George and Dragon pub in order to conduct a survey. The survey was paid for by The Plunkett Foundation bursary, which has been extended. It was noted that there are different regulations in relation to a domestic dwelling as opposed to a public house building with resulting greater financial implications for a domestic dwelling. In addition, the building is grade 2 listed.

The community are still interested in purchasing The George and Dragon as a working pub and community centre and are still exploring financial options. It was noted that the two-bed flat and four independent rooms would create a good income. This would enable the pub to have a soft start over 6 to 12 months. There is very little equipment in the building as all the kitchen equipment has been removed. It was noted that as The Hub cannot legally make a profit (as it would need to be returned to the business) so the inclusion of the overage clause (that applies to any profit made should the pub be sold) would not negatively impact the purchase.

**077/20            The next Parish meeting will be on Wednesday 12th August 2020.**

**The meeting closed at 08.00pm.**