

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 12th August 2020

Please note the meeting was held online.

Present: Councillor J S F Jonik – (Chairman)
Councillor K Lewcock
Councillor L Jones
Councillor R Gamble

In Attendance: Mrs Polly Doyle – Parish Clerk

Public Participation – no public in attendance

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 or to attend.

071/20 APOLOGIES

Councillor Morgan-Frise sent her apologies.

072/20 DECLARATIONS OF INTEREST

Councillor Jones declared an interest in the planning permission she has requested regarding trees at 15 High Sreet.

073/20 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 1st July 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.

074/20 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

Councillor Gamble informed the meeting that Lower Road will be closed on Friday 14th August for urgent railway work.

Councillor Gamble has received information regarding illegal off road bikers on the edge of Salisbury plain and in Erlestoke Woods. There have been complaints of the bikers destroying rights of way paths and threatening walkers using the paths. There are also concerns that information regarding where there might be a police presence is being passed on to certain groups. The information has been forwarded to the MOD police. There has also been a report of physical aggression. MOD police are aware and acknowledge the problem, but

have an issue with capacity. Councillor Gamble is already meeting with the Police and Crime Commissioner and is hoping to be able to highlight this issue.

It was pointed out that the Parish Council only own one small piece of land on the South side of the village of Erlestoke. Erlestoke Woods is a generic name for the land between the village and edge of Salisbury Plain, but most of this land is owned and managed by the MOD and it is their responsibility to 'police' their own land. Erlestoke PC can only advise and notify them of problems and complaints. Any proposals by the MOD to increase the quality and scale of signs showing their regulations would be welcome. Councillor Jonik reported that the posters he put up at the entrance to the wood with the military contact number have been destroyed.

Councillor Jones is liaising with the MOD over some of the issues. The MOD Estate Team have been demolishing jumps, but these often get rebuilt. They tend to leave cut down ash trees across paths to deter bikers. The Estate Team have recently impounded bikes and increased their policing by having a permanent presence at Westdown Camp. They are encouraging individuals to report incidents so that the scale of the problem is made known. Additionally, the MOD have a plan to increase signage at all access point. Erlestoke Council are proactive about raising awareness of where to complain and the regulations regarding using the area. Other points are that Erlestoke council have not received any requests to follow up issues in the woods, that there is no wildlife around when the motor cross bikes have been in the woods and erosion issues are created when motor bikes have been there when it's wet.

Devizes library now open.

Devizes Area board will be meeting virtually on the 14th September 2020 at 6.30pm.

075/20 FINANCE

075/20.1 BANK BALANCES

Treasurers Account	£7,255.31
Business Bank Instant	£8,749.53

The bank balances were noted.

075/20.2 BANK RECONCILIATION

Councillor Lewcock is currently working on the bank reconciliation.

075/20.3 UPDATED CASH BOOK

The updated cashbook was noted.

076/20 PAYMENTS BY DIRECT DEBIT

The following payments by direct debit were noted and approved;

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

077/20 CLERK TIMESHEETS AND PAY

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to make the clerk Polly Doyle's salary payment of £226.88 for June and £254.83 for July 2020 via bank transfer.

078/20 UPDATE ON ONGOING POINTS

All the grants have been given and letters of thanks received.
The annual insurance as well as the SLCC and WALC payments were made.
Local Ash Dieback work is starting imminently.
The salt bin audit needs to be undertaken. Councillor Jonik kindly agreed to check.

079/20 AGAR APPROVAL

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the amended Annual Governance and Accountability Return prepared for the internal audit.

The amendments were in accordance with the auditor's recommendations;
We have specifically noted that the February and March 2020 salary payments were entered in the cashbook prior to 31st March 2020, but were not actually approved and processed until May 2020 due to the Covid-19 situation: consequently, they should not have been included in the 2019-20 cashbook and will also need to be removed from the year-end bank reconciliation with the total payment value for the year reduced accordingly. Consequently, these two payments should be entered in the 2020-21 cashbook. We have amended the 2019-20 cashbook and year-end bank reconciliation provided for our examination accordingly and provided the Clerk with an updated version. These amendments will obviously the total spend during 2019-20 and will need to be reflected in a revised AGAR with reduced payment values at Section 2, Boxes 4 & 6 for the financial year and a corresponding increased year-end balance to be recorded at Boxes 7 & 8.

080/20 COVID-19 COMMUNITY ACTION

No current issues.

081/20 THE GEORGE AND DRAGON

The Council were updated on the status of the ACV on the George and Dragon. The owners of The George and Dragon have requested a review of the ACV decision and Wiltshire Council have eight weeks to review.

082/20 MILES & FRANCIS GROUNDS MAINTENANCE

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the payment for Miles & Francis for grounds maintenance from January to June 2020. Ref No: 5043/53/9 for the sum of £395.00.

083/20 LGA MEMBERS CODE OF CONDUCT CONSULTATION

The Local Government Association's (LGA) consultation on the Members Code of Conduct was noted.

084/20 RoSPA PLAY PARK INSPECTION

The upcoming RoSPA Play Safety Inspection of The Playfield that has been booked for September 2020 at the rate of £68.50 +VAT was noted.

085/20 CLERK HOURLY RATE

The error in the hourly rate was acknowledged by the Council as was the repayment.

086/20 CLERK SALARY PAYMENTS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the automatic monthly payment of the clerk's basic salary of 16 hours per month at a rate of £10.163 per hour being paid at the end of the month and any overtime being reviewed and resolved at the next parish council meeting.

087/20 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.

The vacancy is currently being advertised.

088/20 NEW NOTICE BOARD AND LEAFLET BOX FOR EDGE OF ERLESTOKE WOODS

Councillor Jones has received several MOD leaflets and is currently researching options for both a leaflet box for 15-20 leaflets and a notice board to be positioned at the entrance to the secret garden on council land. The notice board would not be for agendas and minutes, but for military contact numbers for issues in the woods and for events such as the Pop Up Pub and the Cricket Club fireworks etc. This will be reviewed at the next meeting.

089/20 NEW COUNCILLOR APPROVAL FOR BANKING

It was agreed that Councillor Jones was to be an account signatory for the Erlestoke Parish Council bank accounts and be included on the bank mandate.

090/20 PLANNING APPLICATIONS

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

No objections raised.

Erlestoke Parish Council would like to highlight that Erlestoke is a conservation area and consequently all planned tree work must be submitted to the Council via a 'works to tree' application. It is a simple process to check and apply online:

<https://www.gov.uk/apply-work-on-protected-tree>

091/20 PLANNING APPLICATIONS DETERMINED

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

Noted.

092/20 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
- Play Area
- Erlestoke Lakes
- Erlestoke Woods – Councillor Jones has sent out an email update.
- Village Hall

No issues were raised.

093/20 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 070/20.1 Councillor Jonik - **Website and Footpaths**
- 070/20.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison**
- 070/20.3 Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 070/20.4 Position vacant – **Play Area Officer and Community Police**
- 070/20.5 Councillor Durham - **Information Technology**
- 070/20.6 Position vacant - **General Maintenance**
- 070/20.7 Mr. Bill Kemp – **Flood Warden**
- 070/20.8 Due to Covid-19 this work is currently centralised - **Police**

Meeting ended at 8.50pm

The next parish meeting will be on Wednesday the 23rd September 2020