

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 L Jones

26th October 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 4th November 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 can be contacted 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 4th November 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 23rd September 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 | £ 5,800.05 |
| 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.

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

7. UPDATE ON ONGOING POINTS

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

8. COVID-19 COMMUNITY ACTION

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

9. ICO DATA PROTECTION ANNUAL FEE

Councillors are asked to approve the ICO data protection annual fee, which is due on the 25th November 2020 for £40. Paying by Direct Debit reduces the fee by £5.

25th November 2020 - £35.00 (nil VAT)

10. CiLCA REGISTRATION FEE INCREASE

Councillors are asked to consider and approve the price increase of the clerk's CiLCA registration fee that has increased from £350 to £410. After a conversation with SLCC they informed the clerk that they had not increased the price for a few years, but decided to this year to ensure it was a competitive price. The payment of the CiLCA course was agreed in point 477/19 on the minutes from 17th April 2019.

11. RoSPA ANNUAL PLAYGROUND INSPECTION

Councillors are asked to approve the RoSPA playground annual inspection invoice for the following amount due on the 20th November;

21st October 2020 - £94.80 (VAT £15.80)

12. RoSPA INSPECTION REPORT

Councillors are asked to consider the report and consequent items flagged for repair or replacement.

13. PARISH MEETING AND ANNUAL PARISH MEETING DATES FOR 2021

Councillors are asked to set both the parish meeting and the annual parish meeting dates for 2021.

14. CLERK ANNUAL LEAVE REQUEST

The clerk requests annual leave for two weeks in December, from the 17th to the 31st December 2020.

15. SECRET GARDEN GRASS

The Secret Garden has recently had the grass cut.

16. SECRET GARDEN PICNIC TABLE

Councillors are asked to consider the state of the Secret Garden's picnic table, seats and posts. Quotes are currently being sought.

17. MAINTAINING PUBLIC RIGHTS OF WAY

Erlestoke have been approached by Keevil Parish Council asking for a coordinated approach to tackling the problem of maintaining public rights of way, whilst the number of users has increased.

18. SSE UPDATED THE SUB STATION

Councillors are asked to consider that the sub station has been updated by SSE.

19. PLANNING APPLICATIONS

| Application Number | Applicant | Location of Development | Description of Development |
|--------------------|-----------|-------------------------|----------------------------|
| | | | |

20. PLANNING APPLICATIONS DETERMINED

| Application Number | Location of Development | Description of Development | Decision |
|--------------------|--------------------------------------|----------------------------|---------------|
| 20/07678/TCA | 26 The Park Erlestoke SN10 5TY | Work to five trees | No objections |

21. 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

22. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

| | |
|----------|--|
| 019/22.1 | Councillor Jonik - Website and Footpaths |
| 019/22.2 | Councillor Lewcock - Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison |
| 019/22.3 | Councillor Frise-Morgan - Health and Wellbeing and the Village Hall |
| 019/22.4 | Position vacant – Play Area Officer and Community Police |
| 019/22.5 | Councillor Durham - Information Technology |
| 019/22.6 | Position vacant - General Maintenance |
| 019/22.7 | Mr. Bill Kemp – Flood Warden |
| 019/22.8 | PCSO Georgie Dodd - Police |

The next meeting will be held on Wednesday 16th December 2020.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 23rd September 2020

Please note the meeting was held online.

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

In Attendance: Mrs Polly Doyle – Parish Clerk
Tamara Reay

Public Participation –

The agenda had been published on the Parish website and on the notice board.

A member of public had raised the issue of speeding through the village, but was unable to attend in person.

The issue of **speeding through the village** was discussed by those present.

It was noted that parking on the road can act as a traffic calmer, but care should be taken how the cars are parked. Parking on the pavement can be potentially dangerous if, for example a pram cannot get past.

There is a speedometer in place on the **EAST** side of the village that operates 80-90 % of the time and it was felt that this is effective. Unfortunately, cars speed as they exit the village at the other end. Temporarily moving the speedometer to the other end was discussed and is being looked into. The 30 sign is obstructed by greenery and will be cleared. Further advice on actions to take is being sought. It is worth noting that speeding is a Police issue rather than a Highways issue.

It was noted that **Erlestoke Prison** has recently been in the news for receiving a very critical report regarding the conditions inside.

Tamara Reay who is the nominated candidate for the Conservatives attended the meeting. Ms. Reay is currently working on the Devizes Gateway Project, which is preparing a business case with Wiltshire Council. The project is one of ten that has been selected and a site has been identified on the A342.

Councillor Richard Gamble will be standing down at the next election in May 2021. Councillor Gamble mentioned the new boundary division that now includes Seend, Poulston and Potterne. There is an issue surrounding the division between Great Cheverell and Erlestoke.

094/20 APOLOGIES

Apologies were received by Councillor J Hunt-Davis

095/20 DECLARATIONS OF INTEREST

No declarations of interest raised.

096/20 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 12th August 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.

097/20 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

Councillor Gamble confirmed that the ACV on The George and Dragon has recently been upheld.

Subsequent to the Parish Council's last discussion regarding issues with off road bikers in the woods further complaints have been received by people walking and dog waking in the area. Large numbers of bikers have been coming into the area at times with unregistered bikes on back of trailers.

Councillor Gamble brought it to the attention of Wiltshire police and DIO and within a day drones were being employed. There is now have quite a team of people and separate agencies who are willing to help.

Councillor Jones mentioned that the Estate Management Team who are undertaking the Ash Die Back work intend to leave felled logs in situ as a both a deterrent against bikers and for ecological reasons.

098/20 FINANCE

098/20.1 BANK BALANCES

| | |
|-----------------------|-----------|
| Treasurers Account | £ 6036.35 |
| Business Bank Instant | £ 8749.53 |

The bank balances were noted.

098/20.2 BANK RECONCILIATION

Councillor Lewcock is currently working on the bank reconciliation.

098/20.3 UPDATED CASH BOOK

The updated cashbook was noted.

099/20 PAYMENTS BY DIRECT DEBIT

The following payments by direct debit were noted and approved;

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

100/20 UPDATE ON ONGOING POINTS

The salt bins are all full.

101/20 COVID-19 COMMUNITY ACTION

No current issues.

102/20 THE GEORGE AND DRAGON

The ACV on The George and Dragon has been upheld. An email was sent out the village contact database to confirm the news and will also be published in the November issue of The News.

103/20 NEW NOTICE BOARD AND LEAFLET BOX FOR EDGE OF ERLESTOKE WOODS

Councillor Jones has received several MOD leaflets and has researched options for a leaflet box and possible notice board to be positioned at the edge of Erlestoke Woods. Researched showed that a glass fronted board was approximately £1800. Councillor Jones has spoken to a local joinery to see if they are able to make something with a more competitive price. However, it was decided that two councillors would construct a notice board with a perspex front themselves in order to keep costs down. It was felt that there was a greater footfall due to walkers and dog walkers at the entrance to the woods as opposed to the bus stop.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the purchase of a leaflet holder at the cost of around £20 along with a post to attach it to.

104/20 NALC NEW NATIONAL PAY SCALES

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the adoption of the new NALC pay scales for the parish Clerk and pay the clerk the difference when backdated to the 1st April as advised by NALC . The difference in payment from the 1st April up to and including August results in the clerk being paid £32.69.

105/20 WEBSITE ACCESSIBILITY COMPLIANCE

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to publish the previous circulated accessibility statement on the council's website in accordance with WCAG 2.1 level AA.

106/20 SECRET GARDEN PICNIC TABLE

Councillors reviewed the state of the Secret Garden’s picnic table and confirmed that the seats are rotting. Councillor Durham will contact Dave Seabourne in order to request a quote for a new bench and to repair the old one and / or logs for seats.

107/20 COUNCILLOR VACANCY

The Parish Council can now proceed to fill the vacancy by co-option and will be sending out an email to the village contact list.

108/20 ERLESTOKE DRAINS

All but one of the requested drains have been cleared. The blocked drain by The George and Dragon has been impacted by stones and more specific work is being requested.

On the Erlestoke website a new app has been included that allows you to raise issues with the Council. The more people who complain about an issue the quicker it gets done!

109/20 PLANNING APPLICATIONS

| Application Number | Applicant | Location of Development | Description of Development |
|--------------------|-----------|-------------------------|----------------------------|
| | | | |
| | | | |

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>

110/20 PLANNING APPLICATIONS DETERMINED

| Application Number | Location of Development | Description of Development | Decision |
|--------------------|-------------------------|----------------------------|----------|
| | | | |

111/20 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.

112/20 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 112/20.1** Councillor Jonik - **Website and Footpaths**
- 112/20.2** Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison**
- 112/20.3** Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 112/20.4** Position vacant – **Play Area Officer and Community Police**
- 112/20.5** Councillor Durham - **Information Technology**
- 112/20.6** Position vacant - **General Maintenance**
- 112/20.7** Mr. Bill Kemp – **Flood Warden**
- 112/20.8** Due to Covid-19 this work is currently centralised - **Police**

The meeting ended at 9pm.

The next parish meeting will be on Wednesday the 4th November 2020