

# 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

18<sup>th</sup> January 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend the **Meeting of Erlestoke Parish Council**. The meeting will be held **online via Zoom** on **Wednesday 27<sup>th</sup> January 2021 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 27<sup>th</sup> January 2021

**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 16<sup>th</sup> December 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	£ 4418.20
Business Bank Instant	£ 8749.53

##### 5.2 BANK RECONCILIATION

Councillor Lewcock is currently working on the next bank reconciliation.

##### 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.

14<sup>th</sup> December 2020 - **£5.39** Zen Internet

**7. REIMBURSEMENT FOR WHEELIE BIN STICKERS**

Members are asked to approve the reimbursement of the following amount for 'slow down' wheelie bin stickers for parishioners living in The Park;

18<sup>th</sup> January 2021 - £43.17 to Polly Doyle purchased from mywheeliebin

**8. MILES & FRANCIS INVOICE**

Members are requested to approve the following amount for grounds maintenance work carried out July to December 2020;

5<sup>th</sup> January 2021 – £395.00 to Miles & Francis

**9. CLERK TIMESHEET**

Members are requested to note the clerk's timesheet for December 2021 at the standard number of 16 hours.

**10. REIMBURSEMENT FOR SECRET GARDEN GRAVEL**

Members are requested to approved the reimbursement to Councillor Lewcock of the purchase of limestone gravel for The Secret Garden car park for the sum of;

2<sup>nd</sup> December 2020 - £71.56 from Sydenhams

**11. UPDATE ON ONGOING POINTS**

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

**12. COVID-19 COMMUNITY ACTION**

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

**13. SPEED INDICATOR DEVICE**

Members are asked to consider the purchase of a SID in light of the quote information circulated prior to the meeting.

**14. THE SECRET GARDEN BENCH REPLACEMENT**

Members are asked to consider the quotes received for the replacement of The Secret Garden bench, which is in a poor condition.

**15. CAR PARKING IN THE VILLAGE**

Members are asked to consider the issue of the increased number of visitors to the village and the consequent issue with parking.

**16. INCIDENTS IN THE WOODS WITH POLICE INVOLVEMENT**

Members are asked to consider the recent incidents in the woods that involved the emergency services and any subsequent action that may be taken to prevent further incidents.

**17. PLAY PARK MAINTENANCE**

Councillors are asked to provide an update on any maintenance work undertaken or planned for the play park.

**18. MEMORIAL PLAQUE**

Councillors are asked to discuss the plaque for Roger Hampton's memorial tree.

**19. CENSUS AWARENESS**

Members are requested to consider the method for promotion of the census happening in March 2021.

**20. LOWER ROAD CLOSURE**

Councillors are requested to consider the closure of the Lower Road

**21. VOTE FOR APPLICANT OF VACANT COUNCILLOR POSITION**

Following the review and interview of the applicant, a discussion by the Parish Council and a subsequent vote will be held.

**22. PLANNING APPLICATIONS**

Application Number	Applicant	Location of Development	Description of Development
20/11600/FUL	HM Prison Erlestoke	HM Prison Erlestoke	Installation of a ground mounted solar photovoltaic generation system

## 23. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
20/05025/LBC	The Old School House, 34 High Street	Renew existing Sun Room Roof/Windows/Door	Approve with conditions

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

- 25.1 Councillor Jonik - **Website and Footpaths**
- 25.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison**
- 25.3 Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 25.4 Position vacant – **Play Area Officer and Community Police**
- 25.5 Councillor Durham - **Information Technology**
- 25.6 Position vacant - **General Maintenance**
- 25.7 Mr. Bill Kemp – **Flood Warden**
- 25.8 Due to Covid-19 this work is currently centralised - **Police**

The next meeting will be held on Wednesday 10<sup>th</sup> March 2020.

**ERLESTOKE PARISH COUNCIL**

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

**Wednesday 16<sup>th</sup> December 2020**

**Please note the meeting was held online.**

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

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

**Public Participation –**

Keith Rayward, Chairman of The Four Villages Link joined the meeting later on in the proceedings.

The blocked drain at the bottom of the track to the Cricket Club and Secret Garden was discussed. The issue has been reported to Wiltshire Council and it was flagged that the gravel is impacted in the drain. Wiltshire Council have informed Erlestoke Council that larger equipment is needed. Highways will be contacted directly and the issue will also be reported on the Highways app.

It was noted that another accident has occurred with a car coming from the Westbury side which resulted in a car flipping over.

**135/20 APOLOGIES**

Tamara Reay and Fiona Frise-Morgan sent apologies for not being able to attend.

**136/20 DECLARATIONS OF INTEREST**

No declarations of interest raised.

**137/20 MINUTES**

The minutes of the Parish Council Meeting held on Wednesday 4<sup>th</sup> November 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.**

**138/20 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL**

Councillor Richard Gamble wished everyone a Happy Christmas.

Councillor Gamble highlighted that there will be work undertaken on the railway bridge and work in Coulston in February 2020.

A public petition regarding the concerns over the volume of traffic has been submitted to Wiltshire Council. Cllr Gamble would also like to see the weight limit downgraded from a B to a C road in an effort to reduce the traffic.

The off-roader issues in the woods are being tackled by MOD drones.

Information about a public consultation on core strategy being reviewed will soon be published. There are no great expectations for development in Erlestoke at this time.

The Area Board Meeting will be on the 11<sup>th</sup> January 2021 via Teams online. The theme is the environment and amongst other subjects; cycle routes will be discussed.

7.45pm Councillor Lewcock joined the meeting

Councillor Jones noted that the Ash Die Back work has been undertaken. Unfortunately, large tracks have been left.

#### **139/20 FINANCE**

##### **139/20.1 BANK BALANCES**

Treasurers Account	£ 5056.71
Business Bank Instant	£ 8749.53

The bank balances were noted.

##### **139/20.2 BANK RECONCILIATION**

Councillor Lewcock is currently working on the bank reconciliation.

##### **139/20.3 UPDATED CASH BOOK**

The updated cashbook was noted.

#### **140/20 PAYMENTS BY DIRECT DEBIT**

The following payments by direct debit were noted and approved;

14<sup>th</sup> November 2020 - **£5.39** Zen Internet

#### **141/20 MATERIALS FOR MAINTENANCE WORKS TO PLAY GROUND AND SECRET GARDEN**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to refund the following payments;

From 5<sup>th</sup> December 2020 - £19.40 to Chairman Jonik for postcrete from Wickes

From 3<sup>rd</sup> December 2020 - £85.28 to Chairman Jonik for timber from Mole Valley Farmers for maintenance work

From 2<sup>nd</sup> December 2020 - £54.99 to Councillor Lewcock for 12 road traffic cones for the Secret Garden

**8.05pm** It was agreed that Point 21 should be brought forward.

Keith Rayward, Chairman of **The Four Villages Link** joined the meeting to introduce himself, the service and provide an update of their activities.

The service has undertaken 168 journeys from April to November for 27 different clients. The clients are mainly from Edington and Bratton.

They have 13 volunteer drivers who have all undergone thorough screening and regular training. However, this number has been reduced by many having to stay at home to shield for health reasons. All drivers are provided with the correct PPE such as masks etc.

The service is currently recruiting for a secretary so please contact The Four Villages Link if you are interested in the role.

Income for the service is through donations only and are anonymous.

The Four Villages Link is keen to promote awareness of the services they offer and are currently developing a website to aid this. Whilst Bratton makes up just over half of the capture area the group still want to ensure that Erlestoke residents are aware of the them should they ever need the service.

Currently there are no volunteers from Erlestoke. Erlestoke Parish clerk has volunteered to be the central point for information and will distribute to Erlestoke Parish Councillors.

#### **142/20 PROPOSED INCREASE TO EXPENDITURE ALLOWANCE ENABLED BY FINANCIAL REGULATIONS**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to increase the revenue expenditure limit from £100 to £200 in the Financial Regulations point 4.5. This will be updated.

#### **143/20 UPDATE ON ONGOING POINTS**

Chairman Jonik reviewed the maintenance issues in the play park. The baby cradle swing is not rusty, but the covering is coming away. Ideally, they need to be replaced. The clerk will source quotes for two new baby cradle swings.

#### **144/20 COVID-19 COMMUNITY ACTION**

No current issues and the community seems well supported.



**145/20            BLACK DOG CROSSROADS**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to support Councillor Richard Gamble's letter to Cllr Bridget Wayman, (Cabinet Member for Cabinet Member for Highways, Transport and Waste) in requesting a change in the layout to the Black Dog crossroads due to the high risk of accidents.

**146/20            PRECEPT BUDGET**

The budget was considered and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to keep the parish precept request at the same amount of £6805.00 for 2020/21.

The clerk will submit the request by the deadline.

**147/20            COMMUNITY GROUP WORK ON PATHWAYS**

The useful work that Chairman Jonik has undertaken in view of mapping the local pathways was acknowledged. It was suggested that one overview map could be produced that had all the paths shown. Then ways of linking the paths could be suggested.

The MOD hold a policy of open access where they are able to. The access points are at the bottom of the hill from the church and at the entrance of the Secret Garden. Large signs displaying rules of use and informing the public that they were entering MOD land were considered. Parking is increasingly an issue as the walking area has become more popular. Signposts with information regarding parking including the church car park was considered. The issue will be explored further.

**148/20            SECRET GARDEN PICNIC TABLE**

Quotes for replacement picnic tables have not yet been received and will be chased up. Councillor Lewcock has offered to prepare a budget plan for the park for signposts, bench and gravel etc.

**149/20            PLAN FOR IMPROVEMENT WORKS TO SECRET GARDEN AND ENTRANCE**

Councillor Lewcock to prepare a plan for improvement works.

**150/20            CAR PARK AT THE PARK**

Management of the car park and how to protect damage done to the grass was discussed. Councillor Lewcock's plan will give an overview to discuss at the next meeting.

**151/20            SEDP SMALL CLAIMS LETTER**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to send the pre action conduct letter to SEDP in regards to signing the contract.

It was also agreed for a letter highlighting the state of the grass and the temporary fencing should be sent to the company. Not only is the area around the station in a poor state but it is also not safe or secure.

**152/20            SPEEDING**

The Parish Council have received some complains by resident about speeding in The Park. Unfortunately, speed bumps are an expensive option. The Council what to promote greater awareness and will place a sign on the parish notice board, investigate ‘kill your speed’ stickers on the side of wheelie bins and contact Highways to investigate the possibility of erecting a sign.

**153/20            TREE PLAQUE**

This point was postponed.

**154/20            NEW SWING GATE**

It was decided that as the gate is on an official footpath that a letter with a request for the new swing gate should be directed to the Footpath Agency.

**155/20            THE FOUR VILLAGES LINK**

Please see note above in 141/20.

**156/20            PLANNING APPLICATIONS**

Application Number	Applicant	Location of Development	Description of Development
20/05025/LBC	Mr Michael Donnachie	The Old School House, 34 High Street	Renew existing sunroom roof/ windows/ door

No issues with the planning application.

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>

**157/20            PLANNING APPLICATIONS DETERMINED**

Application Number	Location of Development	Description of Development	Decision

**158/20**      **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 speaks to Mr Elson every month, who is happy to attend a meeting to give an update. Mr Elson has been active keeping an eye on everything.

- Village Hall

No issues were raised.

**159/20**      **TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

- 159/20.1**      Councillor Jonik - **Website and Footpaths**
- 159/20.2**      Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison**
- 159/20.3**      Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 159/20.4**      Position vacant – **Play Area Officer and Community Police**
- 159/20.5**      Councillor Durham - **Information Technology**
- 159/20.6**      Position vacant - **General Maintenance**
- 159/20.7**      Mr. Bill Kemp – **Flood Warden**

Flooding in lower road where work is to be done.

- 159/20.8**      Due to Covid-19 this work is currently centralised - **Police**

The next meeting will be held on Wednesday 27th January 2020.

Meeting ended at 9.30pm