

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
Councillor C West

3rd March 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 10th March 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 10th March 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 27th January 2021.

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	£3523.14
Business Bank Instant	£ 9005.14

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 acknowledge the following payments by direct debit.

12th January 2021 - **£5.39** - Zen Internet
12th February 2021 - **£5.39** – Zen Internet
19th March 2021 - **£11.99** – Annual Domain Name payment

7. CLERK TIMESHEET

Members are requested to note the clerk's timesheet for January at 25.5 hours and February at the standard number of 16 hours.

Members are asked to approve the overtime hours accrued in January of 9.5 hours at £10.44 per hour, plus printing costs of £9, to a total of **£108.18**.

8. CLERK HOLIDAY REQUEST

The clerk has 12 hours holiday remaining from 24 hours total annual leave.

The Council are asked to approve the clerk's request for 8 hours holiday before the end of the financial year and the carrying over of 4 hours to the following leave year as allowed by point 15.5 in the clerk's contract.

The dates requested are Friday 22nd March to Sunday 4th April 2021.

9. REIMBURSEMENT FOR BOLLARDS

Members are requested to approved the reimbursement to Councillor Durham for the purchase of bollards for car parking management for the sum of;

10th January 2021 - £54.99 from Street Solutions UK for 12 traffic cones

10. REIMBURSEMENT OF CAR PARK SIGNS

Members are requested to approved the reimbursement to Chairman Jonik for the purchase of temporary signs for car parking management for the sum of;

1st February 2021 - £85.50 from Uniquesign for car park signs

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. CAR PARKING IN THE VILLAGE

Members are asked to reconsider the issue of the increased number of visitors to the village, the consequent issue with parking and evaluate the benefit of the measures in place.

14. PARKING RESTRICTIONS IN THE PARK

Councillors are asked to consider the parking restrictions in The Park.

15. CRICKET CLUB PAVILLION

The Council are asked to formally confirm that they are still happy to support the Cricket Club's planning application and that 'in principle' the Parish Council also support subsequent funding applications that are made. Plans have been drawn up for a new pavillion design and an affordable building plan.

16. MOVE CHANGE OF SPEED LIMIT SIGN POSITION

Members are asked to discuss the potential to move the 30 to 20 mile an hour change in speed restriction near the cross point from the car park at the church and at the other end of the village too.

17. READOPTION OF PARISH COUNCIL DOCUMENTS

The Council are asked to readopt the following;

- 17.1 Code of Conduct
- 17.2 The Standing Orders
- 17.3 Financial Regulations

18. LOCAL COUNCIL ELECTIONS MAY 2021

Members are asked to review the timetable for the local council election day in May 2021 and specifically the deadline of **8th April** to submit nomination papers.

19. ANNUAL MEETING DATE

The Council are asked to approve the setting of the Annual Meeting date on Wednesday 19th May. The annual meeting needs to be held within 14 days of the new council taking office, which is on Monday 10th May 2021. The first business is the appointment of the Chairman – please consider if this is a role you would consider taking on.

Please also note that the legislation allowing meetings online will expire on the 7th May and there are currently no plans to extend this date.

20. LITTER PICK

Members are asked to consider a date for the annual village litter pick.

21. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
21/00305/FUL	Mr Rafe Colenso	Manor Farm Lower Road Erlestoke Devizes Wiltshire SN10 5UE	To install 1no. double door & 2no. Dorma windows & 1no. Velux window.
21/01200/LBC	Mr Rafe Colenso	Manor Farm Lower Road Erlestoke Devizes Wiltshire SN10 5UE	To install 1no. double door & 2no. Dorma windows & 1no. Velux window.
21/01067/FUL	Mr Rafe Colenso	Manor Farm Lower Road Erlestoke Devizes Wiltshire SN10 5UE	Demolish existing building and rebuild to use as a dwelling.
21/01737/LBC	Mr Rafe Colenso	Manor Farm Lower Road Erlestoke Devizes Wiltshire SN10 5UE	Demolish existing building and rebuild to use as a dwelling.
21/01666/FUL	Jonny Marion	Barton Cottage, 51 High Street, Erlestoke, Devizes, SN10 5UA	Internal alterations and rear dormer extension.
21/00256/LBC	Jonny Marion	Barton Cottage, 51 High Street, Erlestoke, Devizes, SN10 5UA	Internal alterations and rear dormer extension.

22. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

No planning applications determined

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

24.1 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 24.1 Councillor Jonik - **Website and Footpaths**
- 24.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison**
- 24.3 Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 24.4 Position vacant – **Play Area Officer and Community Police**
- 24.5 Councillor Durham - **Information Technology**
- 24.6 Position vacant - **General Maintenance**
- 24.7 Mr. Bill Kemp – **Flood Warden**
- 24.8 Due to Covid-19 this work is currently centralised – **Police**

The next meeting will be held on Wednesday 21st April 2021.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 27th January 2021

Please note the meeting was held online.

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

In Attendance: Mrs Polly Doyle – Parish Clerk
Councillor R Gamble
Tamara Reay
Sgt Gareth Edwards
Seven members of the public

Public Participation –

Many members of public that live in the village attended the meeting to express their concern over the number of visitors to the village during lockdown. There is regularly an overflow from the car park and cars, vans and a motorhome have all parked on the grass. Some have needed to be towed out of the mud created. The members of public felt that the visitors were not local and consequently not following COVID-19 guidelines. Their concerns were the risk of bringing COVID-19 to the village, damage done to the grass, littering and anti-social behaviour. The attendees expressed a wish for the car park at the church and also by the Secret Garden to be closed to try and resolve the problems associated with the visitors.

The issues were discussed with the Counsellors in attendance. It was highlighted that the number of visitors to the village has been steadily growing and social media has made the

location well known and easy to find. The Councillors were keen to find a solution that will benefit the village in the long term as well as the short term. The issue of visitors is constantly being monitored by the Parish Council and has been for a while. Decisions also needed to be democratic and taken in the best interest of the village as a whole. One concern was that if the car parks were closed it would push a parking issue out onto the High Street. Additionally, it was felt that keeping the car parks open enabled access to locals that needed to drive to space such as those with young children.

After some discussion several solutions were suggested including putting up signs at the entrance to both car parks reminding visitors of the COVID-19 guidelines to act as a deterrent, more substantial barriers and ongoing monitoring.

Sgt. G. Edwards attended the meeting and gave some guidance with the visitor issue. He stated that as the issue was predominantly with parking that this would fall to the Parish Council to resolve. Sgt Edwards highlighted that the guidelines state that you should stay within your village or town for your exercise, but that is not law. Similarly wearing masks outside is not set in law. There have been no fixed penalties in the area.

Chairman Jonik stated that the Parish Council were very concerned about the situation and was glad that so many parishioners attended to discuss the issue.

160/21 APOLOGIES

No apologies received.

161/21 DECLARATIONS OF INTEREST

No declarations of interest raised.

7.55pm Councillor F Morgan-Frise joined the meeting.

162/21 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 16th December 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.

Chairman Jonik proposed and brought forward

Point 16. INCIDENTS IN THE WOODS WITH POLICE INVOLVEMENT

Sgt Gareth Edwards was not aware of any incidences of verbal abuse to walkers. The Woods are under the jurisdiction of the MOD. However, what would normally happen is that an individual would dial 999 in the first instance and if the caller felt that there was or potential for damage to property or a person was at risk it would be investigated. In relation to The

Park there have been nine logs of instances, but on each occasion no further action was taken.

Councillor Lewcock highlighted an instance when two dog walkers were confronted by a man with a van. They felt threatened and left quickly. Sgt Edwards noted that the team have put out flyers encouraging members of the parish to report any suspicious activity.

Sgt Edwards thanked Erlestoke parishioners for all their help as they have been very alert and consequently the police have been able to apprehend people and make arrests.

Chairman Jonik proposed and brought forward
Point 15. CAR PARKING IN THE VILLAGE

Chairman Jonik acknowledge the many good points brought forward in the public forum.

After some debate that took into account the discussion in the public forum it was decided that the action to be taken was for signs at the entrance to both car parks reminding visitors of the COVID-19 guidelines and more substantial fencing could be erected to limited the numbers of cars that could park. Councillor Lewcock volunteered to research a short and a longer-term solution for the parking barriers together with the costs involved. The Parish Councillors would undertake implementing the measures themselves to minimise cost.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the proposal to allocate a maximum of £1000 to obtain the necessary signs and fencing.

The situation would be reviewed every two weeks and if no improvement was made to the number of visitors then closing the car park would be reviewed.

It was noted that the roads in The Park are public highways and that there are no restrictions. Any changes would need to be processed through Wiltshire Council. Councillor Gamble stated that making changes to highway restrictions was a slow and expensive process and consequently not a short-term solution. Another option to consider was 'H bars'. There was no money in Wiltshire Council's budget for this option so Erlestoke Parish Council would need to either fund these or wait until April to request funding. H bars and cost to be investigated.

Chairman Jonik said the situation would be constantly reviewed and if the issue was not resolved then an extraordinary meeting would be called in two weeks.

163/21 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

Councillor Gamble complemented the conversation regarding the parking issue and also said thank you to Sgt. Gareth Edwards for attending the meeting.

Sgt. Gareth Edwards left the meeting at 8.30pm.

Councillor Gamble highlighted that there was a Local Planning Consultation in the upcoming meetings on Monday and Tuesday about rural areas. If you are interested on planning policies anyone is welcome to attend and contribute.

Councillor Gamble reminded everyone that the compulsory Census was happening in March and was mostly online. As some will not manage to attend online we are encouraged to support those that will struggle with this aspect.

There is an Area Board Meeting on the 15th March. Currently no agenda yet, but the big issues are climate change, sustainability and the Council are keen on good cycle routes that take you away from the main routes.

There is a CATG meeting on the 15th February.

There will be road closures in Market Lavington for up to four days and please watch out for a long diversion. Hopefully there will be a report produced in February regarding the Black dog crossroads.

Councillor Gamble noted that any activity in the woods was difficult to attend to, but the MOD have increased their use of drones to monitor the area.

Councillor Gamble and Tamara Reay left at 8.40pm.

164/21 FINANCE

164/21.1 BANK BALANCES

Treasurers Account	£ 4418.20
Business Bank Instant	£ 8749.53

The bank balances were noted.

164/21.2 BANK RECONCILIATION

Councillor Lewcock has completed the bank reconciliation up until the end of December and is currently working on the most recent bank reconciliation.

164/21.3 UPDATED CASH BOOK

The updated cashbook was noted and has been posted on the website.

165/21 PAYMENTS BY DIRECT DEBIT

The following payments by direct debit were noted;

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

166/21 REIMBURSEMENT FOR WHEELIE BIN STICKERS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the reimbursement of the following amount for 'slow down' wheelie bin stickers for parishioners living in The Park;

18th January 2021 - £43.17 to Polly Doyle purchased from mywheeliebin

These stickers will be delivered in The Park along with a letter and if required further stickers can be bought.

167/21 MILES & FRANCIS INVOICE

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the following amount for grounds maintenance work carried out July to December 2020;

5th January 2021 – £395.00 to Miles & Francis

168/21 CLERK TIMESHEET

The clerk's timesheet for December 2021 at the standard number of 16 hours was acknowledged.

169/21 REIMBURSEMENT FOR SECRET GARDEN GRAVEL

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the reimbursement to Councillor Lewcock of the purchase of limestone gravel for The Secret Garden car park for the sum of;

2nd December 2020 - £71.56 from Sydenhams

170/21 UPDATE ON ONGOING POINTS

Chairman Jonik has spoken to SSE substation again and the letter threatening the small claims court has been sent.

There was a healthy and safety issue involving residents using fencing from around the substation to block the car park, but this has been returned now. SSE are going to tidy up the area. Chairman Jonik also asked about the outstanding wayleave and hopefully they will get back to us.

171/21 COVID-19 COMMUNITY ACTION

Councillor Durham will send out a community email outlining the actions the Parish Council are taking in view of the car parking issues. The contact list will be highlighted as there are still many email addresses missing. Chairman Jonik will post a note regarding the contact list on the notice board.

172/21 SPEED INDICATOR DEVICE

The Council were asked to consider a solar powered SID in light of the quotes that were obtained. It was noted that the batteries have to be changed every two weeks and a solar powered SID would remove this task and the cost involved with replacing batteries. It was decided that as money was being committed to resolving the car parking issue in the village

that it was sensible to defer the decision of a new SID once we knew the plan for the car parks.

In relation to the concerns over speed and the increased number of people crossing the road from the car park to the woods, it was highlighted that maybe the 30 mph speed limit should be 20 mph. There is a long process involved with changing the speed limit, but the matter will be discussed at the next meeting.

Thank you to Councillor Morgan-Frise for taking responsibility for ensuring that the SID is working for the last year.

173/21 THE SECRET GARDEN BENCH REPLACEMENT

This decision was postponed.

174/21 CAR PARKING IN THE VILLAGE

This point was moved to the beginning of the meeting

175/21 INCIDENTS IN THE WOODS WITH POLICE INVOLVEMENT

This point was moved to the beginning of the meeting.

176/21 PLAY PARK MAINTENANCE

Maintenance has been undertaken on the playground. The posts have been repaired with thanks to Chairman Jonik, Councillor Lewcock and Councillor Durham. Other required work may need certain equipment to complete. Further work has been postponed due to COVID-19 restriction and will be reviewed when the guidelines change.

177/21 MEMORIAL PLAQUE

Councillor Morgan-Frise has agreed to commission the plaque.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the commission of a memorial plaque for Roger Hampton at a cost of approximately £200.

178/21 CENSUS PROMOTION

It was decided to promote the Census in the following channels; a community email, the March Newsletter, the notice board and on the website.

179/21 LOWER ROAD CLOSURE

Councillor Richard Gamble and Richard Dobson were contacted before Christmas regarding the flooding. The app keeps stating the work has been completed, but the flooding keeps reoccurring. It has been communicated that structural work needs to be undertaken beyond draining the area.

180/21 VOTE FOR APPLICANT OF VACANT COUNCILLOR POSITION

Following the review and interview of the applicant Caroline West a vote was taken.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the application of Caroline West to become a Councillor for Erlestoke Parish Council.

181/21 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

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>

182/21 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

Application decision supported.

183/21 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
- Play Area
- Erlestoke Lakes
- Erlestoke Woods
- Village Hall

No issues were raised.

184/21 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

184/21.1 Councillor Jonik - **Website and Footpaths**

Chairman Jonik has updated the record of all the footpaths in and around Erlestoke and this is available to view on the website. Once the COVID-19 restrictions have eased the updated map will be included on the notice board.

184/21.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison**

184/21.3 Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**

184/21.4 Position vacant – **Play Area Officer and Community Police**

184/21.5 Councillor Durham - **Information Technology**

184/21.6 Position vacant - **General Maintenance**

184/21.7 Mr. Bill Kemp – **Flood Warden**

184/21.8 Due to Covid-19 this work is currently centralised - **Police**

The next meeting will be held on Wednesday 10th March 2021.

Meeting ended at 9.45pm