

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

18th April 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 **Thursday 22nd April 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

Thursday 22nd April 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 10th March 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	£ 3,194.05
Business Bank Instant	£ 9,005.14

5.2 BANK RECONCILIATION

Please see updated and reconciled year end cashbook.

5.3 UPDATED CASH BOOK

For noting, circulated with agenda.

6. END OF YEAR BUDGET AND REVIEW

Councillors are requested to review and agree the end of year budget and expenditure.

Please note that the VAT reclaim of £255.61 for the period of 1st April 2018 to the 30th September 2020 has been refunded to Erlestoke Parish Council. Once the cashbooks have been reviewed and agreed the VAT for the remaining period of the financial year will be reclaimed.

7. REIMBURSEMENT FOR HIRE OF BARRIERS FOR CAR PARK

Members are requested to approve the reimbursement to Councillor Lewcock for the hire of car park barrier fencing for the sum of;

28th February 2021 - £343.20 from Sydenhams Hire
for the period of 02/02/21 to 28/02/21
£286 and VAT £57.20

31st March 2021 - £343.20 from Sydenhams Hire
For the period of 01/03/21 to 26/03/21
£286 and VAT £57.20

8. REIMBURSEMENT OF MATERIALS FOR CAR PARK FENCING

Members are requested to approve the reimbursement to Councillor Lewcock for the purchase of materials for the knee-high car park fencing for the sum of;

8th March 2021 - £535.26 from Jacksons Fencing for;
Birdsmouth posts x 15, Planed posts x11 and a galvanised strap
£446.05 and VAT £89.21

29th March 2021 - £128.95 from Sydenhams for post fix concrete x18 bags
£107.46 and VAT £21.49

4th April 2021 - £14.94 from Equilance Ltd. for gatepost reflectors x 6
£12.42 and VAT £2.52

9. PAYMENTS BY DIRECT DEBIT

Members are requested to acknowledge the following payments by direct debit.

12th March 2021 - **£5.39** – Monthly Zen payment
12th April 2021 - **£5.39** - Zen Internet

10. PAYMENT FOR WALC ANNUAL SUBSCRIPTION 2021-22

Members are requested to review and approve the payment to Wiltshire Association of Local Councils for Erlestoke Parish Council's annual membership for 2021-22 for the sum of £83.99.

1st April 2021 - £83.99 – WALC annual membership

11. REIMBURSEMENT FOR PURCHASE OF A UNION JACK FLAG

Members are requested to approved the reimbursement to Chairman Jonik for the purchase of a union jack flag to be used in the memorial of the passing of the Duke of Edinburgh for the sum of XXX

11th April 2021 - £24.98 via Amazon

12. REIMBURSEMENT PROCEDURE

Councillors are requested to consider the process of reimbursement in light of individuals needing to pay large sums of money and having to wait until the next meeting for reimbursement.

13. SSEN GRANT APPLICATION

Members are asked to consider whether Erlestoke Parish Council should submit an application to the new SSEN fund that has been established to build resilience and protect vulnerable community members across central southern England.

14. CLERK TIMESHEET

Members are requested to note the clerk's timesheet for March 2021.

15. RISK REGISTER REVIEW

Members are requested to consider the updated risk register and undertake the assessment.

16. ASSEST REGISTER

Members are requested to review the asset register with particular reference to the new car park fencing.

Physical examination of assets to be undertaken by Councillor Frise-Morgan.

17. INTERNAL AUDIT REPORT 2019-20

Members are requested to review and agree the action points of the Internal Audit report 2019-20.

18. ANNUAL GENERAL MEETING OF THE PARISH COUNCIL

Members are asked to make a plan for the Annual General Meeting due to be held on the 19th May in light of the fact that currently legislation will not allow online meetings after the 7th May 2021 to be legal. The Annual Meeting is required to be held within 14 days of the new council starting, which is on the 10th May.

The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 do not permit meetings of public bodies to occur until step 3 of the Government 'Roadmap out of Lockdown' is implemented. The earliest date for this is 17th May.

Members also need to consider the fact that local authorities have legal obligations to ensure that members of the public have access to most of their meetings. For physical meetings, the government are actively encouraging local authorities to continue to provide remote access until at least 21st June. The current location for Erlestoke Parish Council meetings does not have internet access.

19. UPDATE ON ONGOING POINTS

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

Thank you to all those that participated in a very successful community litter pick on Sunday 11th April. Thank you also to Adrian Hampton for providing the necessary equipment.

20. COVID-19 COMMUNITY ACTION

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

21. CAR PARKING IN THE VILLAGE

A big thank you to all those involved with organising and building the car park fencing, particularly Steve French, Dean Moore, Dave Wheeler and Cllr Keith Lewcock.

In light of the new barriers established around the car park, 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. Councillors are asked to consider additional signage for the car park.

22. PARKING RESTRICTIONS IN THE PARK

Councillors are asked to reconsider parking restrictions in The Park, including white and yellow line applications.

23. MOVE CHANGE OF SPEED LIMIT SIGN POSITION

Members are asked to consider applying to move the speed restriction signage from near the cross point from the car park at the church to further out and to move the signage at the other end of the village too.

24. CHANGE THE SPEED LIMIT OF THE VILLAGE FROM 30 TO 20

Members are asked to agree an action plan in regards to changing the speed limit.

25. SPEED INDICATOR DEVICE

Members are asked to consider the purchase of another speed indicator device. Please see below for the quotations, but also further information as there are variations to consider between each option, for example the option of solar power.

Westcotec	slow down	3655
Westcotec solar	Smiley face	3755
	Thank you	4030
Evolis	Slow down	1889
MessageMaker	smiley face	2050

26. CHURCH AGM

The Church AGM is on Sunday 25th April after the 11am service (at approximately 11.40am).

All members of the community are welcome to attend either or both events, and, following the brief set business of the day, an open discussion on the future use of the building and facilities will be held. While the faith of the Church is an important part of village life, the practical use of the building for village affairs cannot be under estimated, and the costs of maintaining the building for both are considerable. The whole situation needs a co-ordinated Village approach and solution, and as many as possible should attend this discussion.

27. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
21/01605/LBC	Ms Louise Jones	15 High Street, SN10 5TZ	Remove existing (incomplete) flagstone floor in lounge, replace with limecrete and reclaimed timber flooring.
PL/2021/03500		Tilted Lodge, 5 High Street, SN10 5 TX	T1 - Ash tree - fell T2 - Ash tree - reduce 6 lateral branches

			by up to 2.5m and remove deadwood
21/02522/FUL	PJ & Hampton	Cook House, Lower Road, SN10 5UE	Demolition of existing farm building and erection of three bed holiday let

28. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

No planning applications determined

29. 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

30.1 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 30.1 Councillor Jonik - **Website and Footpaths**
- 30.2 Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison**
- 30.3 Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 30.4 Position vacant – **Play Area Officer and Community Police**
- 30.5 Councillor Durham - **Information Technology**
- 30.6 Position vacant - **General Maintenance**
- 30.7 Mr. Bill Kemp – **Flood Warden**
- 30.8 Due to Covid-19 this work is currently centralised – **Police**

The next meeting will be held on Wednesday 19th May 2021.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 10th March 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
Councillor C West

In Attendance: Mrs Polly Doyle – Parish Clerk
Councillor R Gamble
Tamara Reay

Public Participation –

Councillor Jones has spoken with WO1 Elson who is part of the MOD Salisbury Plain training team. It has been noted that the bylaw sign near the pedestrian access to the woods has disappeared, but will be replaced with a sign that makes clear that the area is MOD land. Contractors will be on site in the next few weeks to tidy the area.

The MOD team are keen to work with the parish council to help manage the numbers of walkers as monitoring has become problematic.

The MOD team will be taking down any bike jumps especially near the Coulston road as it is not appropriate for fast bikes. There is now a permanent presence at Westdown Camp and they are being proactive in keeping people safe.

Councillor Lewcock raised the issue regarding the complaint from The Park concerning parking. As the land is owned by Astel, Councillor Lewcock contacted them to explain the situation and pass on the complaint. Astel looked into the situation. There has been no further communication regarding the issue.

185/21 APOLOGIES

No apologies received.

186/21 DECLARATIONS OF INTEREST

No declarations of interest raised.

187/21 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 27th January 2021, 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.

188/21 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

Sadly, this may be Councillor Gamble's last meeting and he thanked Erlestoke Parish Council for all their help.

He mentioned a few of the successes such as the pub that will be reopening in the village and thanked Councillor Lewcock for all his work on this. Councillor Gamble hopes that some progress has been made in resolving the flooding issues with the railway bridge as many officers have worked hard to resolve this.

The Area Board meeting will be on Monday 15th and one item is for the funding application for the cricket ground. Support from the Parish Council would be appreciated.

Councillor Gamble highlighted the National Census on Sunday 21st March and considered who may need assistance with their census form.

We are still waiting to hear in regards to any decision making about the Black Dog Crossroads. There is a review of the local planning, which is used in core strategy. Whilst Erlestoke is not directly affected, it would be worth monitoring the decisions made as some interests may affect the parish. For example; Worton has planning for 40 houses, but Great Cheverel have none.

Councillor Gamble acknowledged that Chairman Jonik will be standing down as chairman. He thanked Chairman Jonik for everything that he has done for the Council and for all his comments and wisdom. He stated that Chairman Jonik has been an outstanding chairman of an outstanding community and that he will be missed.

Erlestoke Parish Council would like to thank Councillor Gamble for his service to and interest in the parish. The Erlestoke community are grateful for all the hard work Councillor Gamble has undertaken to support the community.

189/21 FINANCE

189/21.1 BANK BALANCES

Treasurers Account	£3523.14
Business Bank Instant	£9005.14

The bank balances were noted.

189/21.2 BANK RECONCILIATION

Councillor Lewcock is currently working on the most recent bank reconciliation.

189/21.3 UPDATED CASH BOOK

The updated cashbook was noted and will be posted on the website.

190/21 PAYMENTS BY DIRECT DEBIT

The following payments by direct debit were noted;

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

191/21 CLERK TIMESHEET

Members noted the clerk's timesheet for January at 25.5 hours and February at the standard number of 16 hours.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** 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**.

192/21 CLERK HOLIDAY REQUEST

It was noted that the clerk has 12 hours holiday remaining from 24 hours total annual leave.

It was agreed for the clerk to take 8 hours holiday before the end of the financial year and to carry over 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.

193/21 REIMBURSEMENT FOR BOLLARDS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve 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

194/21 REIMBURSEMENT OF CAR PARK SIGNS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve 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

195/21 UPDATE ON ONGOING POINTS

No updates to report.

196/21 COVID-19 COMMUNITY ACTION

It was decided to continue with no changes in regards to COVID-19 community action.

197/21 CAR PARKING IN THE VILLAGE

Councillor Lewcock outlined the three options for managing the issue of the increased number of visitors to the village and the consequent issue with parking. Those options are; to remove the barriers altogether, continue with the existing barriers (which would not be for long as this is expensive) or to build knee high fencing to replace the current metal fencing.

Councillor Lewcock sought three quotes for the knee-high fencing. If the work was completed by the parish the cost would be £550 plus the cost of the postcrete and this would come in with the budget that was agreed in the last meeting. Signs can also be added and a gate is not essential to include. Devizes fencing can only provide part of the order. Jacksons would cost £146 for delivery only. Councillor Lewcock felt that the fencing would make it clear that there is no parking on the grass unless there is a special occasion that merits the need.

6.57pm Councillor Morgan-Frise joined the meeting.

The Parish are currently hiring from Sydenhams, but this cost is not sustainable.

7.06pm Councillor West joined the meeting.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the knee-high wooden fencing for the car park with a space to enable the grass cutter to access the field.

It was suggested that signage was needed to make it clear that it is a parish council car park as opposed to a church car park. It was noted that the Secret garden was not designed as a car park, but can be used for parking. There are plans for a new pavillion and to upgrade the road leading to the area. The Cricket Club will be applying for planning application for the planned works to be completed over the next few years. The Cricket club are now charging people to park at the Secret Garden if they have no affiliation with the cricket club.

198/21 PARKING RESTRICTIONS IN THE PARK

The implementation of parking restrictions in The Park was considered. The addition of white lines cost £6.50 a meter and the section is approximately 100 meters. Even if the parish council pays for the work it would still not be undertaken until June. The alternative is to make a request for 75% funding of the cost at a CATG meeting. As we are at the end of the financial year there is no funding for this activity currently.

Double yellow lines involve a survey that would last several months. If it is deemed that there is no parking issue then the parish council are expected to pay for the survey, but if it is deemed that there is an issue then the parish council do not pay. However, there is an annual fee for the maintenance of the yellow lines.

Councillor Lewcock spoke to Adrian Hampton at Highways and was informed that Astel own many of the footpaths and grass verges around the sports field including outside number 1 and 2. Any activity needs to be communicated to Astel and permission sought in order to

undertake any work on their property. Additionally, it was noted that some houses are privately owned.

It was agreed that due to the work and costs involved that a decision should be delayed until after the COVID-19 restrictions are lifted to review whether the parking continues to be an issue.

199/21 CRICKET CLUB PAVILLION

The Council acknowledged that the Cricket Club have plans for a new pavillion design and an affordable building plan. The Parish Council would like the opportunity to review the plans.

200/21 MOVE CHANGE OF SPEED LIMIT SIGN POSITION

The proposal of lowering the speed limit from 30 to 20 mph was agreed in general. The possibility of moving the speed limit sign was also considered as it was felt that it was dangerous to cross the road near the car park. For these actions to happen the Council need to apply to the CATG Committee. It was also proposed that the sign at the other end of the village could be moved. Currently the position of the sign and that they are overgrown means that cars are still going at speed as they enter the village.

It was also felt that SID signs are a good investment as the number of speeding cars are increasing. It was proposed that there was a SID at both ends of the village. If the Council purchased one SID the original one can still be used as well.

Councillor West volunteered to attend the CATG meeting if needed.

It was agreed to delay the decision until the next meeting.

201/21 READOPTON OF PARISH COUNCIL DOCUMENTS

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

- | | |
|----------|-----------------------|
| 201/21.1 | Code of Conduct |
| 201/21.2 | The Standing Orders |
| 201/21.3 | Financial Regulations |

202/21 LOCAL COUNCIL ELECTIONS MAY 2021

It was acknowledged that members need to submit their nomination papers for the deadline of the 8th April

203/21 ANNUAL MEETING DATE

Members agreed to 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.

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.

204/21 LITTER PICK

Members agreed the date of Sunday 18th April from 10am to 12 pm for the annual village litter pick. Adrian Hampton will provide the trailer and equipment as long as we let him know the date.

205/21 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.

No issues with the planning applications.

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>

206/21 PLANNING APPLICATIONS DETERMINED

Application	Location of	Description of	Decision
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Number	Development	Development	

No planning applications to note.

207/21 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.

208/21 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 208/21.1** Councillor Jonik - **Website and Footpaths**
- 208/21.2** Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erlestoke Prison**
- 208/21.3** Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 208/21.4** Position vacant – **Play Area Officer and Community Police**
- 208/21.5** Councillor Durham - **Information Technology**
- 208/21.6** Position vacant - **General Maintenance**
- 208/21.7** Mr. Bill Kemp – **Flood Warden**
- 208/21.8** Due to Covid-19 this work is currently centralised - **Police**

No reports were raised.

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

Meeting ended at 21.48pm.