

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

10th May 2021

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 (AGM) of Erlestoke Parish Council**. The meeting will be held **in the Parish Church on Wednesday 19th May 2021 at 7.15pm**. (LGA 1972 sch.12 para 10(2)(a)). A period of public participation will take place prior to the formal opening of the meeting. The Press and Public are welcome to attend the meeting. In accordance with the Parish Council's Standing Order No. 60.

A period of public participation will take place prior to the formal opening of the meeting. The Press and Public are welcome to attend the meeting. In accordance with the Parish Council's Standing Order No. 60. Please note that due to the lack of signal in the venue, Erlestoke Parish Council are unable to offer the meeting to be accessible online.

Yours sincerely

Polly Doyle
Parish Clerk

ANNUAL MEETING OF ERLESTOKE PARISH COUNCIL

Wednesday 19th May 2021

Public Participation – To receive questions from members of the public.

Chairman Jonik to give CHAIRMAN'S REPORT 2020/21 - The Chairman will provide an overview of the parish year.

AGENDA

1. ELECTION OF CHAIRMAN FOR 2020/2021

Councillors and the chairman are requested to elect a chairperson.

As specified in s.15 of the Local Government Act 1972. The Chair of a local council remains in office until their successor is elected, even if they have not been elected to the new council.

2. ELECTION OF VICE-CHAIRMAN FOR 2020/2021

Councillors and the Chairman are requested to vote to elect a vice-chairperson.

3. CO-OPTING OF COUNCILLOR

The Council are requested to vote to co-opt Justin Hunt-Davis onto Erlestoke Parish Council. The Representation of the People Act 1985 allows a local council to co-opt in the case of insufficient candidates at an election (as long as there is a quorum).

4. DECLARATION OF ACCEPTANCE

Declaration of Acceptance of Office Section 83 of the Local Government Act 1972 requires newly elected councillors to sign a declaration of acceptance of office before or at the first meeting of the council or before or at a later meeting fixed by the council.

5. APOLOGIES

To receive apologies for absence.

6. 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.

7. MINUTES

To confirm as a correct record the minutes of the Parish Council Meeting held on Wednesday 22nd April 2021.

8. REPORT FROM WILTSHIRE COUNCIL COUNCILLOR

To report on any matters affecting Erlestoke which have been discussed at Wiltshire Council Meetings and or the Area Board.

9. FINANCE

9.1 BANK BALANCES

Treasurers Account	£ 8,246.58
Business Bank Instant	£ 9,005.14

9.2 BANK RECONCILIATION – 31st March 2021

For noting, circulated with agenda.

9.3 UPDATED CASH BOOK

For noting, circulated with agenda.

10. PAYMENTS BY DIRECT DEBIT

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

12th April 2021 - **£5.39 - Zen Internet**

12th May 2021 - **£5.39 – Zen Internet**

11. APPROVAL OF PARISH CLERK SALARY PAYMENT FOR APRIL AND APRIL 2021 OVERTIME HOURS

It is requested that members agree and resolve the clerk salary payment for the months April 2020. Timesheet forwarded with agenda.

12. INTERNAL AUDIT – Corporate Governance Questionnaire

The Council are required to review and where necessary sign the Corporate Governance Questionnaire.

13. GENERAL POWER OF COMPETENCE

After the May elections Erlestoke Parish Council are no longer eligible to hold the General Power of Competence. Once the clerk has completed her CiLCA course in February 2022 the General Power of competence can be readopted.

14. AGAR PART 2

Councillors are requested to review the AGAR Part 2 in preparation for sending this out to the Internal Auditor.

15. NOTIFICATION OF THE EXERCISE OF PUBLIC RIGHTS

The Notification of exercise of public rights, which needs to run for thirty consecutive days starts on the 1st July 2021 and completes on the Wednesday 4th August 2021.

16. UPDATE ON ONGOING POINTS

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

17. COVID-19 COMMUNITY ACTION

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

18. CHANGE OF MEETING DATES

The Council are requested to review and approve the change in meeting dates. Due to the election and the current meeting being created it is proposed that the **2nd June meeting is cancelled**. To then even out the time between the following meetings these changes are proposed;

- to move the 14th July to the 30th June
- to move the 25th August to the 18th August

19. ANNUAL PARISH MEETING DATE FOR 2021

Councillors are requested to decide a date for the Annual Parish Meeting.

20. SOLAR PANEL SPEED INDICATOR DEVICE QUOTES

Councillors are requested to consider the quotes provided in regards to solar panelled speed indicator devices.

21. RISK REGISTER REVIEW

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

22. ASSET REGISTER

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

23. SLCC MEMBERSHIP RENEWAL

Members are requested to review and approve the renewal of the clerk’s membership at The Society of Local Council Clerks at a cost of £185.

23. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development

24. PLANNING APPLICATIONS DETERMINED

Application Number	Applicant	Location of Development	Description of Development	Decision
21/01605/LBC	Ms Louise Jones	15 High Street, Erlestoke, SN10 5TZ	Remove existing (incomplete) flagstone floor in lounge, replace with limecrete and reclaimed timber flooring	Approve with Conditions
PL/2021/03500		TILTED LODGE, 5 HIGH STREET, ERLESTOKE, DEVIZES, SN10 5TX	T1 - Ash tree - fell. T2 - Ash tree - reduce 6 lateral branches by up to 2.5m and remove deadwood	No objections

25. 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

26. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 026/20.1** Councillor Jonik - **Website and Footpaths**
- 026/20.2** Councillor Lewcock - **Cricket and Golf Club, Leisure and Entertainments and the Erleske Prison**
- 026/20.3** Councillor Frise-Morgan - **Health and Wellbeing and the Village Hall**
- 026/20.4** Position vacant – **Play Area Officer and Community Police**

026/20.5	Councillor Durham - Information Technology
026/20.6	Position vacant - General Maintenance
026/20.7	Mr. Bill Kemp – Flood Warden
026/20.8	PCSO Georgie Dodd - Police

The next parish meeting will be the 30th June.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 22nd April 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 F Morgan-Frise
 Councillor C West

In Attendance: Mrs Polly Doyle – Parish Clerk
 Councillor R Gamble
 Margaret Green
 Paul Whatley

Public Participation –

A member of public enquired about the smouldering fires near the cricket pitch that have been ongoing since early February. On occasion the smoke has reached the village. The clerk will contact the Cricket Club to enquire about this issue and seek a resolution.

Councillor Richard Gamble noted that Chairman Jonik will be stepping down from the Council and wanted to express his admiration and appreciation for all the work that the Chairman has undertaken. He stated that Chairman Jonik has been an outstanding councillor and wanted to thank him for everything he has done for Erlestoke and the community.

Chairman Jonik replied to say that Councillor Gamble has been a great help along the way, that there is now a great Council and clerk and that it is time for new councillors to join. The Chairman is really pleased to have served on the Parish Council.

209/21 APOLOGIES

No apologies received.

210/21 DECLARATIONS OF INTEREST

No declarations of interest raised.

211/21 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 10th March 2021, having previously been circulated were confirmed by the Chairman, Councillor Jonik as a correct record.

Please note that the reference to Astel in point 198/21 was incorrect and should refer to Astor.

These minutes are to be signed at the next convenient opportunity.

212/21 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.

213/21 FINANCE

213/21.1 BANK BALANCES

Treasurers Account	£ 3,194.05
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Business Bank Instant £ 9,005.14

The bank balances were noted.

213/21.2 BANK RECONCILIATION

Councillor Lewcock has reconciled the year end cashbook and this was noted.

213/21.3 UPDATED CASH BOOK

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

214/21 END OF YEAR BUDGET AND REVIEW

On review of the budget there has been an overspend of the precept amount of £400 pounds. This is due to the expenses involved with the car park fencing. The overall spend on the project was £1600 and the overspend has been taken from the reserves.

The cashbook is not a cashflow system as some costs are from the previous financial year and have a knock-on effect to the following year. The budget is based on the precept as this is the only source of income.

The Councillors reviewed and agreed the budget.

215/21 REIMBURSEMENT FOR HIRE OF BARRIERS FOR CAR PARK

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

216/21 REIMBURSEMENT OF MATERIALS FOR CAR PARK FENCING

It was proposed, seconded and **UNANIMOUSLY RESOLVED** 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 - £602.00 from Jacksons Fencing for;
Birdsmouth posts x 15, Planed posts x11 and a galvanised strap
£722.40 and VAT £120.40

Please note the amended figures.

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

The Parish Council would like to say a **big thank you to Councillor Lewcock** for organising and for all the work involved in managing the car park. A significant percentage of the budget was spent on temporary and permanent barriers to enable this project.

The Council would also like to thank **Steve French, Dave Wheeler and Dean Moore** who all helped with the car park barriers.

217/21 PAYMENTS BY DIRECT DEBIT

The following payments by direct debit were noted;

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

218/21 PAYMENT FOR WALC ANNUAL SUBSCRIPTION 2021-22

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

219/21 REIMBURSEMENT FOR PURCHASE OF A UNION JACK FLAG

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve 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 £24.98.

11th April 2021 - £24.98 via Amazon including VAT at 4.99

220/21 REIMBURSEMENT PROCEDURE

The issue of Councillors having to pay large sums of money that is not reimbursed until the next meeting was discussed. As it is not acceptable for an individual to wait for up to six weeks it should be highlighted that the following options are available; calling an extraordinary meeting and setting up Parish accounts. The spending limit without formal consent has recently been increased from £100 to £200. An account with Sydenhams is being looked into.

221/21 SSEN GRANT APPLICATION

It was agreed that 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. Councillor Frise-Morgan is currently working on the application.

222/21 CLERK TIMESHEET

The Parish Council noted the clerk's timesheet for March 2021.

223/21 RISK REGISTER REVIEW

The risk register review was postponed until the next meeting.

224/21 ASSET REGISTER

The asset register review was delayed until the next meeting. A physical examination and updated photos of the assets was undertaken by Councillor Frise-Morgan. Thank you.

225/21 INTERNAL AUDIT REPORT 2019-20

It was proposed, seconded and **UNANIMOUSLY RESOLVED** that the Erlestoke audit report of 2020-21 was agreed to and actions points undertaken.

226/21 ANNUAL GENERAL MEETING OF THE PARISH COUNCIL

In light of the fact that current legislation allowing online meetings will finish after the 7th May 2021, the Council have agreed to meet in person in the church employing social distancing measures. A risk assessment will be carried out before attending. Unfortunately, the Parish Council are unable to offer virtual access to this meeting due to the lack of signal in the church, but the meeting will be well publicised for members of the public to join the meeting in person.

227/21 UPDATE ON ONGOING POINTS

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.

228/21 COVID-19 COMMUNITY ACTION

Thank you to all those that have continued to volunteer and assist others in the Erlestoke community.

229/21 CAR PARKING

The new car park fencing has been completed and the Parish Council want to thank all those involved in making this happen particularly Steve French, Dean Moore, Dave Wheeler and Cllr Keith Lewcock.

Two complaints have been received in regards to car parking. Hopefully the new car park barriers and the easing of restrictions will also ease the pressure on the village car parking both in The Park and on the High Street. It was felt that closing the car park completely would not benefit the community. Some of the land in The Park is owned by Astor, which limits options. The situation will be continually reviewed as the pandemic restrictions decrease and the pub opens.

230/21 PARKING RESTRICTIONS IN THE PARK

The Parish Council reconsidered parking restrictions in The Park, including white and yellow line applications. Currently if the public want to park on the road they can do, but adding restrictions will affect residents as well as visitors. Both the High Street and The Park would need consideration for any parking restrictions employed. This would also have a significant cost in relation to the Parish budget. It was decided not to pursue parking restrictions at this time, but the situation will continue to be monitored.

231/21 MOVE CHANGE OF SPEED LIMIT SIGN POSITION

An application was submitted requesting that the speed signs at both ends of the village are moved further out. Councillor West will keep note of the upcoming CATG meeting in order to attend to represent the request.

232/21 CHANGE THE SPEED LIMIT OF THE VILLAGE FROM 30 TO 20

A metro count has been requested, but will not be undertaken until significant numbers of people return to work. The Parish Council have no control over where the counter is positioned.

233/21 SPEED INDICATOR DEVICE

The current SID needs refurbishing or decommissioning as the batteries are now only lasting a few weeks. There was discussion about which end of the village the device would be positioned. The advantage of the end near the church is that the land is Parish Council owned so no planning permission would be needed. There is a good chance that the County Council would contribute to the cost of the SID.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** that Erlestoke Parish Council would purchase a speed indicator device.

234/21 CHURCH AGM

The Church AGM was held on Sunday 25th April after the 11am service.

235/21 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

The planning applications were noted with no objections.

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>

236/21 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

No planning applications to note.

237/21 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.

238/21 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 238/21.1 Councillor Jonik - Website and Footpaths
- 238/21.2 Councillor Lewcock - Cricket and Golf Club, Leisure and Entertainment and the Erlestoke Prison
- 238/21.3 Councillor Frise-Morgan - Health and Wellbeing and the Village Hall
- 238/21.4 Position vacant – Play Area Officer and Community Police
- 238/21.5 Councillor Durham - Information Technology

- 238/21.6 Position vacant - **General Maintenance**
- 238/21.7 Mr. Bill Kemp – **Flood Warden**
- 238/21.8 Due to Covid-19 this work is currently centralised - **Police**

No reports were raised.

**The next meeting will be held on Wednesday 19th May 2021.
Meeting ended at 21.56pm.**