

ERLESTOKE PARISH COUNCIL

Parish Clerk

Mrs Polly Doyle
1 Pagnell Lane
Littleton Panell
Wiltshire
SN10 4EW

Chairman

Mr Keith Lewcock

To: Councillor K Lewcock – (Chairman)
Councillor J B R Durham
Councillor J J R Hunt-Davis
Councillor F Morgan-Frise
Councillor L Jones
Councillor C West

21st June 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 **in the Parish Church on Wednesday 30th June 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.

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

MEETING OF ERLESTOKE PARISH COUNCIL

Wednesday 30th June 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 19th May 2021.

4. VOTE FOR CHAIRMAN

Councillors are asked to vote for a new Chairman.

5. VOTE FOR VICE CHAIRMAN

Councillors are asked to vote for a new Vice Chairman

6. REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

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

7. FINANCE

7.1 BANK BALANCES

Treasurers Account	£ 7,424.70
Business Bank Instant	£ 9,005.14

7.2 UPDATED CASH BOOK

For noting, circulated with agenda.

8. INSURANCE QUOTES

Councillors are asked to review and agree on which insurance quote the Parish accepts as the current policy ends on the 14th July 2021.

9. DONATION FOR STANLEY DAWLINSON FUNDRAISER

Members are requested to approve the reimbursement to Councillor Lewcock for the donation of £57.50 (as agreed online by four of Councillors) to Stanley Dallison's fundraiser for needed physiotherapy treatment. Cllr Lewcock made the donation on behalf of the Council as a direct debit card was needed.

7th June 2021 - £57.50 Colin Dallison Justgiving fundraiser

10. AUDITING SOLUTIONS LTD FOR 2020-21 INTERNAL AUDIT

Members are requested to approve the payment of the invoice to Auditing Solutions Ltd for the 2020-21 internal audit;

14th June 2021 - £144.00 from Auditing Solutions Ltd
£120 and £24 VAT

11. CLERK TIMESHEET AND MAY OVERTIME

Members are requested to note the clerk's timesheet for May and review and agree the overtime of 7 hours.

12. INTERNAL AUDIT REPORT

Members are requested to review and approve the internal audit report from Auditing Solutions Ltd including the action plan proposed.

13. CLERK HOLIDAY

Councillors are requested to consider and agree the clerk's holiday request of the week of 26th July, the week of the 2nd August and the week of the 23rd August at 12 hours in total.

14. DROPPED CURB

Councillors are requested to consider the application to provide a dropped curb for wheelchair access to the play park. A licence needs to be granted by Wiltshire Council before the work is undertaken.

Possible funding options for the works to be explored and discussed.

15. CRICKET CLUB PAVILION

Councillors are asked to consider the new design of the Cricket Club pavilion.

16. ACCESS TO CRICKET CLUB AND SECRET GARDEN

Members are asked to consider and discuss the issues surrounding access to the cricket club and the Secret Garden.

17. DEAD TREE ON EDGE OF PLAYING FIELDS

Members are requested to discuss a plan of action for the dead tree on the playing field.

18. UPDATE ON ONGOING POINTS

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

19. COVID-19 COMMUNITY ACTION

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

20. ANNUAL PARISH MEETING

Members are requested to review whether the Annual Parish Meeting should be held on the 14th July in light of the extended COVID 19 restrictions.

21. DEFIBRILLATOR TRAINING

Members are asked to suggest some dates for defibrillator training later in the year.

22. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
PL/2021/04007	John Andrew Bentham	21 High Street, Erlestoke, Devizes, SN10 5TZ	Remove existing tiles and felt and batten on roof (front and back), fit new breathable felt and batten and new tiles and ridge. Fix new lead flashing to chimney stack. The existing roof has reached the end of its useful life and existing tiles are unlikely to survive being removed, stacked and refitted.

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>

23. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
21/00305/FUL	Manor Farm, Lower Road, Erlestoke, SN10 5UE	To install 1no. double door & 2no. Dorma windows & 1no. Velux window	Refuse
21/01200/LBC	Manor Farm, Lower Road, Erlestoke, SN10 5UE	To install 1no. double door & 2no. Dorma windows & 1no. Velux window.	Refuse
21/01067/FUL	Manor Farm, Lower Road, Erlestoke, SN10 5UE	Demolish existing building and rebuild to use as a dwelling.	Refuse
21/01737/LBC	Manor Farm, Lower Road, Erlestoke, SN10 5UE	Demolish existing building and rebuild to use as a dwelling.	Refuse

Please note that all planning applications and planning applications determined are seen via email by the Council members although the applications are not necessarily in time to be included on the agenda.

24. EXCHANGE OF INFORMATION AND ON-GOING MATTERS – Please note no decisions can be made on any items discussed under this agenda item.

- Play Area
- Sub station
- Telephone kiosk

25. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 25.1 Website and Footpaths - Mr S. Jonik
- 25.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock
- 25.3 Health and Wellbeing - Councillor Morgan-Frise
- 25.4 Information Technology and the Play Area - Councillor Durham
- 25.5 Flood Warden - Mr. Bill Kemp
- 25.6 Police Community Support officer – Paula Yarranton 6015
- 25.7 MOD and Erlestoke Woods – Councillor Jones
- 25.8 Defibrillator – Mike Donnachie

The next meeting will be held on Wednesday 14th July 2021.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 19th May 2021

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

In Attendance: Mrs Polly Doyle – Parish Clerk
Simon West

Public Participation –

Dave Sandford put forward the request to reserve six car parking spaces for the service on Sunday as the car park is usually full. Dave Sandford has volunteered to make signs if needed. Simon West, who is an official member of the Parochial Council replied that he was happy to be involved with car space reservation and Councillor Lewcock offered the use of traffic cones.

Councillor Morgan-Frise has had enquiries about restarting the book swap. The restarting of activities will depend on someone volunteering to run them. It was decided to aim for the 21st June for a book swap and a cake sale on the first weekend of July.

Simon West announced the plans for a display in the Church of the history of Erlestoke, which will be open when it can be supervised.

Chairman Jonik to give CHAIRMAN'S REPORT 2020/21 -

Erlestoke Chairman's report 2020 – 2021 It seems I start all my annual reports with "it has been a strange and busy year for such a small village", well this year as we all know has been strange and busy coping with Coronavirus and Zoom meetings. I would like to thank our councillors for their total commitment to making Erlestoke safe for our residents and giving thought to our neighbours who don't have access to the outside facilities that we enjoy. We know of five people who recorded positive with Covid and thankfully all pulled through successfully with no long-term effects.

The knock-on effect of the Covid pandemic is that the number of visitors to Erlestoke has increased, the council has introduced a number of procedures and installed fencing to help direct visitors in a more controlled way. Up to now Erlestoke has been a quiet and in some ways hidden village, but "the times they are a changin'" and we must cope and move with the times.

You will remember that the Council elections should have taken place last year but the Government stopped the elections and Councillors were to do an extra year. This year elections are now going ahead. Unfortunately, Councillor J Simmons decided to resign from Erlestoke Parish Council. The Council are sorry that Councillor Simmons decided not to continue and wish her all the best. There are

two changes this year, we are pleased to have Caroline West as a new Councillor, Caroline has already proved constructive and is focused on the speed limits on the B3098 and litter picking. The second change is I am stepping down and making room for new ideas and focus.

After Covid the next big change for Erlestoke is the George and Dragon Pub has now been purchased and the new Landlords are making the building smarter and ready for business. We wish them all the best and give them our full support. I would like to thank Keith Lewcock who ran the campaign for the "Erlestoke Hub" in conjunction with the Parish Council for at least five years highlighting benefits and correcting inaccurate publications. We were also helped with the fact there was always at least one interest and sometimes two interested parties in buying the George and Dragon as a pub not as a residential property.

Back to more normal Council business, every year we organise a maintenance program fixing fences and making sure the play area is safe. The Play area was closed at the start of 2020 because of Covid but now we have managed to upgrade the area and its back in use. We have had three flood issues that needed looking at, the drains through the village and down to outside The George and Dragon were constantly being blocked after a heavy rain storm. This is now resolved by Wiltshire Council who have cleared the drains and put Erlestoke on their list to be checked every two months. Having said this the drain at the bottom of the Garden Road leading to the Secret Garden still needs unblocking. The second flood issue is the flooding under the railway bridge along Lower Road, the reason for this flooding involved negotiations between Highways and British Rail. The communication between these seemed to delay the resolution by at least two months thankfully now the road is cleared for use. The third flood is the area behind the houses in the Park, the road is used by the Water Works some temporary work has been done and may still require attention this summer.

Traffic on the B3098 is always on the agenda, last year we received notice of a number of cars that have overturned on bends. The pandemic has changed the road usage in the village with more people visiting and enjoying the area. We have introduced "SLOW DOWN" signs to help but a more permanent approach has been taken and we are asking Wiltshire Council to move the 30 mph limit signs on the B3098 at the West and East end of the village by at least 100 metres further out. In conjunction with this we would like the speed limit reduced to 20 mph.

The SSE Sub Station in the Park has been upgraded, this seems to have taken a long time although still untidy has been fenced off so it is safe. The Council are still waiting for the agreement to be finalised from SSE, it seems a David and Goliath situation and we are the David.

There have been a number of reports of motor bikes and mountain bike users across Erlestoke Woods that cause issues with walkers. Now we have generated a comprehensive map of all public footpaths this is now displayed on the Erlestoke web site www.erlestoke.org. The Pandemic has raised stress levels of some people and a number of incidents have been reported. The issue for the Parish Council is the woods and fields South of Erlestoke are MOD property and Councillor Jones works closely with the MOD trying to help out. The MOD have now increased the policing of the area to solve these issues. Councillor Morgan Frise and councillor Jones are working on a notice board and leaflet box to help with do's and don'ts in the woods.

The Erlestoke Woods are going through a major forestry program removing a number of Pine and Ash trees, they are replanting with broad leaf trees for future generations to enjoy. The church AGM is on Sunday 25th April this is an important meeting and will determine the future of the church as Hellen Diskett and Bill Kemp have stood down and there is nobody to help run and administer the running of the church. The Parish Council use the church we hope a solution can be found. The litter pick was well attended by 10 people we collected a massive amount of litter from around the village and very

little from the wood road where visitors roam. Again Jane Batt and Mandy McCaan have done a stern job picking up litter and dog poo so residents and visitors have a clean path to use, a big thank you to both as well as the 10 who attended on the 11th April litter pick day. The Council work to a tight budget and must be very careful what we spend our money on and this year we decided to keep the parish precept the same as last year at £6805.00 for 2020/21. I would like to thank all our councillors including Richard Gamble who is standing down this year and Polly Doyle our Clerk for all their help and advice throughout the year. Stan Jonik Chairman Erlestoke Parish Council

239/21 ELECTION OF CHAIRMAN FOR 2021/2022

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the election of Councillor Lewcock to stand as Chairman until the next Parish Council meeting.

It was agreed that each councillor would take a turn at being Chairman. In the following order; June to be Councillor Durham, August to be Councillor Jones, October to be Councillor West.

240/21 ELECTION OF VICE-CHAIRMAN FOR 2021/2022

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the election of Councillor Durham to stand as Vice-Chairman until the next Parish Council meeting. The Vice Councillor would follow same order of rotation as above.

241/21 CO-OPTING OF COUNCILLOR

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the co-option of Justin Hunt-Davis onto Erlestoke Parish Council. Justin Hunt-Davis will sign the acceptance of office at a later day as permitted by the Parish Council.

242/21 DECLARATION OF ACCEPTANCE

All the newly appointed councillors signed a declaration of acceptance.

243/21 APOLOGIES

No apologies received.

244/21 DECLARATIONS OF INTEREST

No declarations of interest raised.

242/21 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 22nd April 2021, having previously been circulated were confirmed by the Chairman, Councillor Lewcock as a correct record.

243/21 REPORT FROM WILTSHIRE COUNCIL COUNCILLOR

Councillor Tamara Reay of Devizes Rural West reported that she will champion our priorities for the village and community and in the wider Devizes area. Cllr Reay looks to identify the priorities which will include roads and traffic. Due to the Council's applications for a speed indication device and also a speed reduction to 20, Cllr Reay will attend the first CATG meeting, but not as a rule going forward.

Cllr Reay highlighted a change of leadership at Wiltshire Council as Philip Whitehead decided not to stand again. Richard Clewer was voted in and has appointed Laura May as his deputy. Cllr Reay has been offered the portfolio role of climate change which includes energy, housing and climate. A strategy will be produced this year.

247/21 FINANCE

247/21.1 BANK BALANCES

Treasurers Account £ 8,246.58

Business Bank Instant £ 9,005.14

The bank balances were noted.

247/21.2 BANK RECONCILIATION

Next reconciliation due in June.

247/21.3 UPDATED CASH BOOK

Cllr Lewcock has updated the cashbook and the updated version will be sent out.

248/21 PAYMENTS BY DIRECT DEBIT

The following payments by direct debit were noted;

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

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

249/21 APPROVAL OF PARISH CLERK SALARY PAYMENT FOR APRIL AND APRIL 2021 OVERTIME HOURS

The Parish Council noted the clerk's timesheet for April 2021. It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the Clerk's overtime of 17 hours at a cost of £177.48 for April 2021.

250/21 INTERNAL AUDIT – Corporate Governance Questionnaire

The Corporate Governance Questionnaire was reviewed and signed.

251/21 GENERAL POWER OF COMPETENCE

It was acknowledged by the Council that Erlestoke Parish Council are no longer eligible to hold the General Power of Competence.

252/21 AGAR PART 2

The final version of the AGAR Part 2 was proposed, seconded and **UNANIMOUSLY RESOLVED** as reviewed and accepted.

253/21 NOTIFICATION OF THE EXERCISE OF PUBLIC RIGHTS

The Notification of Exercise of Public Rights, that starts on the 1st July 2021 and completes on the Wednesday 11th August 2021 was reviewed and confirmed by the Parish Council.

254/21 UPDATE ON ONGOING POINTS

No updates.

255/21 COVID-19 COMMUNITY ACTION

No changes to make at present.

256/21 CHANGE OF MEETING DATES

The Council agreed to the following change of dates;

2nd June meeting cancelled

Move 14th July to the 30th June

Move 25th August to the 18th August

257/21 ANNUAL PARISH MEETING DATE FOR 2021

It was agreed that Wednesday 14th July at 7pm would be the next Annual Parish Meeting date.

258/21 SOLAR PANEL SPEED INDICATOR DEVICE QUOTES

After consideration of the quotes, it was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the purchase of a SID. The Council will also apply for the 50% funding offered by Wiltshire Council. If granted it would mean that the SID would cost the Council approximately £1500.

259/21 RISK REGISTER REVIEW

Members considered and completed the updated risk register and it was it was proposed, seconded and **UNANIMOUSLY RESOLVED** to accept the updated version.

260/21 ASSET REGISTER

The Asset Register was reviewed and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to accept the updated register with addition of the car park railings.

261/21 SLCC MEMBERSHIP RENEWAL

It was it was proposed, seconded and **UNANIMOUSLY RESOLVED** to accept the renewal of the clerk’s membership at The Society of Local Council Clerks at a cost of £185.

262/21 PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development

No Planning applications to review.

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>

263/21 PLANNING APPLICATIONS DETERMINED

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

The planning applications determined were noted.

Please note that all planning applications and planning applications determined are seen via email by the Council members although the applications are not necessarily in time to be included on the agenda.

264/21 EXCHANGE OF INFORMATION AND ON-GOING MATTERS – Please note no decisions can be made on any items discussed under this agenda item.

- Play Area
- Sub station
- Telephone kiosk

No issues were raised.

238/21 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 238/21.1 Website and Footpaths - Mr S. Jonik**
- 238/21.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock**
- 238/21.3 Health and Wellbeing - Councillor Morgan-Frise**
- 238/21.4 Information Technology and the Play Area - Councillor Durham**
- 238/21.5 Flood Warden - Mr. Bill Kemp**
- 238/21.6 Police Community Support officer – Paula Yarranton 6015**
- 238/21.7 MOD and Erlestoke Woods – Councillor Jones**

1. Work on Ash tree dieback has been paused due to the wet weather. The plan is to resume work on the steep slope areas in late June when the tracks will be drier. Much of the brush and tree branches will be left on site to encourage wildlife and discourage mountain bikers and 'off road' activity
2. Work has been completed on the MOD Access Point on the south side of the Cricket pitch. Additional work is planned to replace the fence and signage on the north side (next to the Cricket club car park) in the coming months. The aim is to channel people entering the woods past the MOD signs which clearly indicate the by-laws that apply on MOD land.
3. Removal of mountain bike ramps in Erlestoke woods is ongoing with several demolished and removed last month.
4. The Salisbury Plain Training Team continue to work with MOD Police and Wiltshire Police to deter 'off road' activity and encourage residents to report any activity. Photos of any mountain bike ramps are very useful to enable continued targeted removal and can be sent to Councillor Jones who will ensure they are forwarded on to the SP Trg Team.

The next meeting will be held on Wednesday 30th June 2021.

Meeting ended at 21.27pm.