

# ERLESTOKE PARISH COUNCIL

## Parish Clerk

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

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## Chairperson

Councillor Caroline West

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

10<sup>th</sup> November 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 17<sup>th</sup> November 2021 at 7.00pm**. (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. 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 17<sup>th</sup> November 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 6<sup>th</sup> October 2021.

#### 4. VOTE FOR CHAIRPERSON

Councillors are asked to vote for a new Chairperson.

#### 5. VOTE FOR VICE CHAIRPERSON

Councillors are asked to vote for a new Vice Chairperson.

#### 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	£ 5537.41
Business Bank Instant	£ 9005.14

## **7.2 UPDATED CASH BOOK**

For noting, circulated with agenda.

### **8. DONATIONS REVIEW**

Councillors are requested to consider the donations already granted this financial year and any further consideration for donation.

### **9. CLERK TIMESHEET FOR OCTOBER**

Members are requested to note the clerk's timesheet for October for £198.29.

### **10. MEETING ROOM HIRE FEE**

Councillors are asked to consider the fee for the hire of the Church of the Holy Saviour, Erlestoke as a meeting room.

### **11. DATA PROTECTION FEE**

Councillors are requested to agree the annual data protection renewal fee of £40 or £35 if paid by direct debit in line with the GDPR Data Protection Act 2018.

### **12. COUNCILLOR TRAINING INVOICE**

Councillors are requested to agree the invoice of £30 for the participation of Caroline West on the WALC Councillor training session on Tuesday 2<sup>nd</sup> November 2021.

### **13. ROSPA PLAYSAFETY INVOICE**

Councillors are asked to agree the invoice from ROSPA Play Safety for the play park inspection for £94.80 including VAT of £15.80.

### **14. ROSPA INSPECTION REPORT**

Councillors are asked to consider the report resulting from the inspection by ROSPA and an action plan.

### **15. CLERK HOLIDAY REQUEST**

The clerk proposes taking the week of the 24<sup>th</sup> January 2022 for the four hours of holiday remaining.

### **16. WHITE GATES AT VILLAGE ENTRANCES**

Councillors are asked to consider the purchase and positioning of white gates on the main road entrances to the village as a speed deterrent.

#### 17. PARISH NOTICE BOARDS

Members are asked to consider the condition of the parish notice boards and whether these need to be replaced.

#### 18. LITTER BINS

Councillors are asked to discuss the options for a replacement litter bin and the possibility for a recycling bin.

#### 19. MILES AND FRANCIS RETIRING

Councillors are asked to review the contract for the grass cutting services in light of the fact that Miles and Francis are retiring.

#### 20. UPDATE ON ONGOING POINTS

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

#### 21. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
Ref PL/2021/06514	MR James Durham	3 PARK VIEW COTTAGES, LOWER ROAD, ERLESTOKE, DEVIZES, WILTSHIRE, SN10 5UE	Proposed En-suite bathroom upstairs
Ref PL/2021/09607	Mr Mark Brackstone	South Farm, Erlestoke, Devizes, SN10 5UG	New Agricultural Storage/Livestock Barn and New Shed, including all other associated works

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>

#### 22. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision

Ref PL/2021/08897	19 HIGH STREET, ERLESTOKE, DEVIZES, SN10 5TZ	Works to Trees in a Conservation Area	No objection

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.

23. 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

24. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 24.1 Website and Footpaths - Mr S. Jonik
- 24.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock
- 24.3 Health and Wellbeing - Councillor Morgan-Frise
- 24.4 Information Technology and the Play Area - Councillor Durham
- 24.5 Flood Warden - Mr. Bill Kemp
- 24.6 Police Community Support officer – Paula Yarranton 6015
- 24.7 MOD and Erlestoke Woods – Councillor Jones
- 24.8 Defibrillator – Mike Donnachie

The next meeting date proposed is Wednesday 15<sup>th</sup> December 2021.

**ERLESTOKE PARISH COUNCIL**

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

**Wednesday 6<sup>th</sup> October 2021**

**Present:** Councillor C West – (Chairperson)  
Councillor K Lewcock  
Councillor J B R Durham  
Councillor L Jones  
Councillor Tamara Reay

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

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

No public present.

**312/21 APOLOGIES**

Apologies received from Councillor Morgan-Frise and Councillor Hunt-Davis.

**313/21 DECLARATIONS OF INTEREST**

No declarations of interest raised.

**314/21 MINUTES**

The minutes of the Parish Council Meeting held on Wednesday 18th August 2021, having previously been circulated, were confirmed by the Chairperson, Councillor Jones as a correct record.

**315/21 VOTE FOR CHAIRPERSON**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the voting in of Councillor West as the new temporary Chairperson.

**316/21 VOTE FOR VICE CHAIRPERSON**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the voting in of Councillor Jones as the new temporary Vice Chairperson.

**317/21 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL**

Councillor Reay enquired whether Erlestoke Parish Council could move their meeting to the earlier time of 7pm to enable her to join the meeting as well as attend other local parish meetings. This was discussed and agreed.

Councillor Reay stated that she is determined to work with local councils to unpick some of the issues surrounding speeding and traffic. It was noted that other surrounding villages would also like to see speed restrictions imposed in their villages. Councillor Reay is keen to link the local clerks with the aim of sharing information and working together, with speed restrictions as one area to concentrate on.

Councillor Reay holds the Climate Change portfolio and highlighted that the Blue and Green Draft strategies were due to close on the 17<sup>th</sup> October. There is a plan to work with Bratton to bring local parish councils together on the climate change topic.

A ten-year business plan framework with four themes is being introduced with the aim of a creating a more detailed business plan to go forward with. Electric vehicles and their charging infrastructure are being carefully considered. The current contract is with BP and the new EV charging strategy is going to the Cabinet on Saturday 9<sup>th</sup> October. It has been acknowledged that the technology for the two charging points in Station Road car park has been superceded. These points are targeted at visitors to the town and also locals who do not have a drive. There is a grant programme that offers the chance for town and parish councils to apply for the funding for a charging point.

### **318/21 FINANCE**

#### **318/21.1 BANK BALANCES**

Treasurers Account	£ 5,804.50
Business Bank Instant	£ 9,005.14

The bank balances were noted.

#### **318/21.2 UPDATED CASH BOOK**

The cashbook was noted.

### **319/21 AIR AMBULANCE DONATION REQUEST**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the donation of £50 to Wiltshire Air Ambulance.

Section 137 (3) enables contributions to be made to charities and bodies providing a public service on a non-profit making basis (UK based only).

### **320/21 CITIZEN ADVICE BUREAU**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the donation of £50 to the Citizen Advice Bureau.

### **321/21 CLERK TIMESHEET FOR AUGUST AND SEPTEMBER AND AUGUST OVERTIME**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the clerk's timesheet for August and September and approve four hours overtime in August at £10.44/hr.

**322/21          PRINTER INK REIMBURSEMENT**

The invoice was noted and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the reimbursement to the clerk for £21.80 for printer ink.

**323/21          CLERK HOLIDAY**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the clerk holiday requests for the following dates;

20<sup>th</sup> December – 4 hours

27<sup>th</sup> December – 4 hours

21<sup>st</sup> February – 4 hours

4 hours remaining

**324/21          PARISH NOTICE BOARDS**

The Council discussed the parish notice boards, their condition, replacement options and future content. Councillor Jones offered to research the options and costings for the next meeting.

**325/21          LOCAL CLIMATE STEERING COMMITTEE**

Councillor representative to be confirmed.

**326/21          PROPOSED PARISH COUNCIL MEETING DATES**

Councillors considered and agreed the following proposed Parish Council Meeting dates;

6th October 2021

17th November

15th December

26th January 2022

9th March

27th April

**327/21          SECRET GARDEN BENCH**

The Council considered the proposal and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve allocating £500 to purchase a picnic bench for the Secret Garden.

**328/21          UPDATE ON ONGOING POINTS**

**SSE contract** - The clerk confirmed that the SSE lease contract was signed, photocopied and sent to Wanborough Solicitors. It was also confirmed that the Wayleave Officer has given



instruction to SEPD’s solicitor to pay a contribution of £500 +VAT towards Erlestoke Parish Council’s solicitor fees.

**Church** - There will be a working party to improve the outside of the church with a date to be confirmed.

**Speed limit** – Councillor West has spoken to Richard Dobson (Highway technician at Wiltshire council) who has advised considering the following in relation to reducing the speed in the village; joining forces with other local councils, borrow a SID in the short term, instigate a speed watch, signs on the bins and white gates at entry points to the village. Councillor West is to research the options and costings of white gates.

Councillor West and Richard Dobson walked through the village and noted that; the edge of the road is in a poor state at the top end of the village and the vegetation needs to be cut back at both ends to be able to see the 30 sign (as the deadline has been missed for this year it will be next September). The parish boundary lines were sent to Councillor West, who is also going to review the village having its own sign from a previous competition.

### **329/21 COVID-19 COMMUNITY ACTION**

No action currently needed.

### **330/21 PLANNING APPLICATIONS**

Application Number	Applicant	Location of Development	Description of Development
Ref PL/2021/07909	Marrion Case	Cricket Ground, High Street, Erlestoke, Wiltshire, SN10 5UA	New Cricket Pavilion
Ref PL/2021/07632	Ms Louise Jones	15 HIGH STREET, ERLESTOKE, DEVIZES, WILTSHIRE, SN10 5TZ	Replace existing panel fence with new feather edge fence to sides of rear garden and rear access. Install new hedgerow between boundaries at the rear of the property  WITHDRAWN BY APPLICANT
PL/2021/08897		19 HIGH STREET, ERLESTOKE, DEVIZES, SN10 5TZ	Notification of proposed works to trees in a conservation area. Apple tree fell

Noted and supported.

**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>

### **331/21 PLANNING APPLICATIONS DETERMINED**

No planning applications determined.

**332/21 EXCHANGE OF INFORMATION AND ON-GOING MATTERS – Please note no decisions can be made on any items discussed under this agenda item.**

- Play Area – it was noted that the play area needs a new bin. Councillor Durham to research the options for a replacement and the possibility of providing a recycling bin as well.
- Sub station – no update
- Telephone kiosk – no update

**333/21 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

**333/21.1 Website and Footpaths** - Mr S. Jonik

**333/21.2 Cricket and Golf Club, Erlestoke Prison and EPC land** - Councillor Lewcock

**333/21.3 Health and Wellbeing** - Councillor Morgan-Frise

**333/21.4 Information Technology and the Play Area** - Councillor Durham

It was highlighted that there are weeds on Lower Road and this request will be added to the Parish Steward list.

**333/21.5 Flood Warden** - Mr. Bill Kemp

**333/21.6 Police Community Support officer** – Paula Yarranton 6015

**333/21.7 MOD and Erlestoke Woods** – Councillor Jones

The update from Mr Elson is that the barbed wire alteration and fence adjustment is in hand. The work on Ash dieback is progressing and on track.

**333/21.8 Defibrillator** – Mike Donnachie

**The next meeting will be held on Wednesday 17<sup>th</sup> November 2021.**

**Meeting finished at 21:10.**