**ERLESTOKE PARISH COUNCIL**

**Parish Clerk**  **Chairperson**

Mrs Polly Doyle Councillor F Morgan-Frise

1 Pagnell Lane

Littleton Panell

Wiltshire

SN10 4EW

**To:** Councillor F Morgan-Frise (Chairperson)

Councillor C West

Councillor K Lewcock

 Councillor J B R Durham

 Councillor J J R Hunt-Davis

 Councillor L Jones

 8th December 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 15th December 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 15th December 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 17th November 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 £ 5202.73

Business Bank Instant £ 9005.14

Please note that this balance does not include the agreed donations of £250, The councillor training fee of £30, the room hire fee of £200 and the clerk’s salary for November.

Additionally the following costs have been agreed; bench £500, notice board £50, village white gates £300.

**7.2 UPDATED CASH BOOK**

For noting, circulated with agenda.

**8. CLERK TIMESHEET FOR NOVEMBER**

Members are requested to note the clerk’s timesheet for November for £198.29.

**9. ANNUAL BUDGET REVIEW**

Councillors are requested to review the annual budget and the proposed budget for 2022/23.

**10. PARISH PRECEPT SETTING**

In view of the budget Members are requested to decide the precept and the chairperson sign the precept request form.

**11. ROSPA INSPECTION REPORT**

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

**12. LITTER BINS**

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

**13. PARKING IN THE VILLAGE**

Members are asked to review the parking options and issues for the village.

**14. PARISH MEETING DATES**

Councillors are requested to consider and agree the following meeting dates;

Wednesday 27th April 2022 Annual Parish Meeting

Wednesday 11th May Annual Meeting of the Council

Wednesday 22nd June

Wednesday 20th July

Wednesday 7th September

**15. UPDATE ON ONGOING POINTS**

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

**16. PLANNING APPLICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Number** | **Applicant** | **Location of Development** | **Description of Development** |
| Application Ref PL/2021/10932  | Mrs Christine Whatley | Tilted Lodge 5 High Street, Erlestoke, SN10 5TX | Proposed Works to Trees in a Conservation Area |

**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>

**17. PLANNING APPLICATIONS DETERMINED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application****Number** | **Location of****Development** | **Description of** **Development** | **Decision** |
| Application Ref PL/2021/07909  | Cricket Ground, High Street, Erlestoke, Wiltshire, SN10 5UA | New Cricket Pavilion | Approve with Conditions |

**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.**

**18. 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

**19. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

 **19.1** **Website and Footpaths -** Mr S. Jonik

**19.2** **Cricket and Golf Club, Erlestoke Prison and EPC land -** Councillor Lewcock

 **19.3** **Health and Wellbeing -** Councillor Morgan-Frise

 **19.4** **Information Technology and the Play Area -** Councillor Durham

 **19.5 Flood Warden -** Mr. Bill Kemp

**19.6 Police Community Support officer –** Paula Yarranton 6015

 **19.7** **MOD and Erlestoke Woods** – Councillor Jones

 **19.8 Defibrillator** – Mike Donnachie

**The next meeting date proposed is Wednesday 26th January 2022.**

**ERLESTOKE PARISH COUNCIL**

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

**Wednesday 17th November 2021**

**Present:** Councillor Fiona Morgan-Frise – (Chairperson)

Councillor C West

Councillor K Lewcock

 Councillor L Jones

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

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

No public present.

**334/21 APOLOGIES**

Apologises received from Councillor Durham.

**335/21 DECLARATIONS OF INTEREST**

No declarations of interest raised.

**336/21 MINUTES**

The minutes of the Parish Council Meeting held on Wednesday 6th October 2021, having previously been circulated, were confirmed by the Chairperson, Councillor West as a correct record.

**337/21 VOTE FOR CHAIRPERSON**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the voting in of Councillor Morgan-Frise as the new Chairperson.

**338/21 VOTE FOR VICE CHAIRPERSON**

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

**339/21 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL**

Councillor Reay was unable to attend the meeting, but sent the following update;

1. Flooding – you have heard that some properties in Potterne were flooded on 31 October.  As such I am working with Potterne PC and Wiltshire Council to agree interventions to reduce flooding risk.  I am not aware of any other flooding issues or concerns in Devizes Rural West, but as Winter is upon us, I would be grateful if there are any in Erlestoke that you could let me know.
2. Speed Limits etc.  I understand that the metrocount is progressing and I look forward to hearing results.  Cllrs may also be interested to know that the new Police and Crime Commissioner is committing additional resources to supporting Community Speedwatch and this may be worth considering.

**340/21 FINANCE**

**340/21.1 BANK BALANCES**

Treasurers Account £ 5537.41

Business Bank Instant £ 9005.14

The bank balances were noted.

**340/21.2 UPDATED CASH BOOK**

The cashbook was noted.

**341/21 DONATIONS REVIEW**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the following donations;

The News magazine - £100

The Three Villages Minibus - £50

This brings the current donation total to £250.

LGA 1972 137(3) enables contributions to be made to charities and bodies providing a public service on a non-profit making basis (UK based only).

**342/21 CLERK TIMESHEET FOR OCTOBER**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the clerk’s timesheet for October for £198.29.

**343/21 MEETING ROOM HIRE FEE**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the fee of £200 for the hire of the Church of the Holy Saviour, Erlestoke as a meeting room.

LGA 1972 134(4) allows the Council to pay for the hire of a meeting room for parish meetings.

**344/21 DATA PROTECTION FEE**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the fee of £35 for the annual data protection renewal fee of £40 or £35 if paid by direct debit in line with the GDPR Data Protection Act 2018.

**345/21 COUNCILLOR TRAINING INVOICE**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the fee of £30 for the participation of Caroline West on the WALC Councillor training session on Tuesday 2nd November 2021.

LGA 1972 s175 enables the Council to have the power to train Councillors.

**346/21 ROSPA PLAYSAFETY INVOICE**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the fee of £94.80 including VAT of £15.80 from ROSPA Play Safety for the play park inspection.

Public Health Act 1875 s164

**347/21 ROSPA INSPECTION REPORT**

Decision postponed.

**348/21 CLERK HOLIDAY REQUEST**

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the clerk holiday request of four hours in the week of 24th January.

**349/21 WHITE GATES AT VILLAGE ENTRANCES**

Councillors are asked to consider the purchase and positioning of white gates on the three main road entrances to the village as a speed deterrent. A walk was proposed to site a location for the gates. The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the setting of a budget of £300 to purchase three gates.

**350/21 PARISH NOTICE BOARDS**

The Council agreed to provide one notice board for the parish council and one for the community. The Council reviewed the request to refurbish the current notice boards and it was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove a budget of £50.

**351/21 LITTER BINS**

Councillors discussed the options for a replacement litter bin and the possibility for a recycling bin. Clerk to speak to the council about litter collection responsibility and the possibility of obtaining a household wheelie bin. Examples were shared. Decision postponed.

**352/21 MILES AND FRANCIS RETIRING**

Councillors reviewed the contract for the grass cutting services in light of the fact that Miles and Francis are retiring. It was decided to research quotes for the sports field only and confirm the number of cuts made.

**353/21**  **UPDATE ON ONGOING POINTS**

The clerk is currently updating the quotes for SIDs and researching quotes for the new grass cutting contract.

**354/21 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  |
|  |  |  |  |

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>

**355/21 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 |
|  |  |  |  |

Planning application determined noted.

**356/21 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

**357/21 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

 **357/21.1** **Website and Footpaths -** Mr S. Jonik

**357/21.2** **Cricket and Golf Club, Erlestoke Prison and EPC land -** Councillor Lewcock

 **357/21.3** **Health and Wellbeing -** Councillor Morgan-Frise

 **357/21.4** **Information Technology and the Play Area -** Councillor Durham

 **357/21.5 Flood Warden -** Mr. Bill Kemp

**357/21.6 Police Community Support officer –** Paula Yarranton 6015

 **357/21.7** **MOD and Erlestoke Woods** – Councillor Jones

 **357/21.8 Defibrillator** – Mike Donnachie

**The next meeting will be held on Wednesday 15th December 2021.**

**Meeting finished at 20:20.**