

ERLESTOKE PARISH COUNCIL

Parish Clerk

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

Chairperson

Councillor K Lewcock

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

20th April 2022

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 of Erlestoke Parish Council**. The meeting will be held **in the Parish Church on Wednesday 27th April 2022 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

ANNUAL MEETING OF ERLESTOKE PARISH COUNCIL

Wednesday 27th April 2022

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

Chairman Lewcock to give CHAIRMAN'S REPORT 2021/22 - The Chairman will provide an overview of the parish year.

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 9th March 2022.

4. ELECTION OF CHAIRPERSON

Councillors are asked to vote for a new Chairperson.

5. ELECTION OF VICE CHAIRPERSON

Councillors are asked to vote for a new Vice Chairperson.

6. CO-OPTING OF COUNCILLOR

The Council are requested to vote to co-opt Andy Rogers 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).

7. 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.

8. 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.

9. FINANCE

9.1 BANK BALANCES

| | |
|-----------------------|------------|
| Treasurers Account | £ 3,288.71 |
| Business Bank Instant | £ 9,005.14 |

- Please note that the clerk's salary for April is pending.
- The following costs have been agreed; bench £500, notice board £50, village white gates £300.
- Two grant applications of £2,145 for the playpark and £364.95 for a recycling and rubbish bin unit from the Area Board were successful. The playpark grant needs to be match funded by the Parish Council. £2,000 has been ringfenced for refurbishments and new equipment for the playpark.
- Our legal fees from Wansbroughs Solicitors for the wayleave contract is £1323 including £220 VAT. They have received £500 contribution from SSE towards this. We are currently waiting for £1000 backdated wayleave (or 'premium') from SSE. Currently the property is unregistered.
- It was agreed to purchase a SID in April 2021, but a budget was not set.

9.2 UPDATED CASH BOOK

For noting, circulated with agenda.

10. GEORGE AND DRAGON PUB

Councillors are asked to consider the parking issues that are related to the George and Dragon pub opening.

11. END OF YEAR BUDGET AND REVIEW

Councillors are requested to consider the end of year budget review.

12. WALC ANNUAL PAYMENT

Councillors are requested to review and agree the annual subscription fee of £84.50 for WALC (and NALC) membership.

13. CLERK TIMESHEET FOR MARCH 2022

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

14. RESERVE LEVELS

The Council are asked to formally consider and approve the level of reserves held by the Parish Council. The following amounts have been ringfenced:

- £2k if there is a need for an election to be paid for by the Parish Council
- £2k for refurbishments and new equipment for the playpark
- £1k as a six-month expenditure reserve

15. PARISH COUNCIL MEETING DATES

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

- 8th June
- 20th July – Annual Parish Meeting
- 7th September
- 12th October
- 23rd November
- 11th January

There will be a need for an emergency meeting between the 2nd and the 12th May to enable a timely decision for the grass cutting tender.

16. APPOINT INTERNAL AUDITOR

Councillors are asked to consider and formally appoint an internal auditor. We have previously appointed Auditing Solutions td.

17. BIN GRANT

Councillors are asked to consider the use of the allocated grant in regards to the contractor costs of waste removal.

18. PLATINUM JUBILEE CELEBRATIONS

Councillors are requested to consider and agree funding for a Jubilee memorial gift for the children of the village.

19. UPDATE ON ONGOING POINTS

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

20. PLANNING APPLICATIONS

| Application Number | Applicant | Location of Development | Description of Development |
|--------------------|-----------|-------------------------|----------------------------|
|--------------------|-----------|-------------------------|----------------------------|

| | | | |
|---------------|-------------------------------|--|--|
| PL/2021/11594 | The Chaffinch Pub Company Ltd | The George & Dragon, 11 High Street, Erlestoke, SN10 5TX | Creation of a pub garden including construction of boundary fence and means of enclosure within the site, and associated landscaping; and installation of roof vents & extraction for the new commercial kitchen (retrospective). And erection of free standing post at front. |
| PL/2022/01660 | Mrs Cooper | 52 HIGH STREET, ERLESTOKE, DEVIZES, SN10 5UA | 1 - Conifer tree - fell. 2 - Yew tree - crown raise |
| PL/2022/00008 | Ms Louise Jones | 15 HIGH STREET, ERLESTOKE, DEVIZES, SN10 5TZ | Replacement of existing Victorian style wooden conservatory with a uPVC conservatory of the same style, retaining the same size and roof pitch and utilising the existing dwarf wall |

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>

21. PLANNING APPLICATIONS DETERMINED

| Application Number | Location of Development | Description of Development | Decision |
|--------------------|-------------------------|----------------------------|----------|
| | | | |

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.

22. 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

23. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 23.1 Footpaths - Mr S. Jonik**
- 23.2 Cricket and Golf Club, Erlestone Prison and EPC land - Councillor Lewcock**
- 23.3 Health and Well-being - Councillor Morgan-Frise**
- 23.4 Information Technology and the Play Area - Councillor Durham**
- 23.5 Flood Warden – Vacant position**
- 23.6 Police Community Support officer – Paula Yarranton 6015**
- 23.7 MOD and Erlestone Woods – Councillor Jones**
- 23.8 Defibrillator – Mike Donnachie**
- 23.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham**

The next meeting date is Wednesday 8th June 2022.

ERLESTOKE PARISH COUNCIL

Draft minutes of the Parish Council Meeting held on

Wednesday 9th March 2022

Present: Councillor K Lewcock (Chairperson)
Councillor C West
Councillor J B R Durham

In Attendance: Mrs Polly Doyle – Parish Clerk

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

Two members of public attended. They expressed their concern over the increase in parked cars and traffic on the High Street since the George and Dragon pub has opened as it endangered both pedestrians and cars. The level of noise has increased and cars have been seen to drive up on the pavement. The members of public were interested to know if the owner has engaged with the Parish Council and what the suggested parking alternatives are. They were frustrated that the proper planning processes have not been followed.

The members of public stated that they welcomed the opening of the pub, but felt the parking issues needed to be addressed.

Councillor Durham joined the meeting at 7.20pm.

399/22 APOLOGIES

Apologies received from Councillor Morgan-Frise and Councillor Jones.

400/22 DECLARATIONS OF INTEREST

No declarations of interest raised.

401/22 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 26th January 2022, having previously been circulated, were confirmed by the Chairperson, Councillor Lewcock as a correct record.

402/22 VOTE FOR CHAIRPERSON

Councillor Lewcock stayed as the Chairperson.

403/22 VOTE FOR VICE CHAIRPERSON

Councillor Morgan-Frise stayed as the Vice Chairperson.

404/22 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

Councillor Reay informed the council that Hills are taking industrial action. The impact has been greater than hoped for and they have made the decision to suspend recycling provision for two weeks to prioritise the black bins.

On Monday evening the Devizes Area Board met. Erlestoke Parish Council were successful in receiving a grant for a playpark item and a bin for the playpark.

Traffic calming measures were discussed including white gates being positioned at both key entrances to the village and the potential to request funding for these.

405/22 FINANCE

405/22.1 BANK BALANCES

Treasurers Account £ 3,913.31

Business Bank Instant £ 9,005.14

Please note that this balance does not include the agreed donation of the room hire fee of £200 and the clerk's salary for February.

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

The bank balances were noted.

405/22.2 UPDATED CASH BOOK

The cashbook was noted.

406/22 REVIEW EFFECTIVENESS OF FINANCIAL INTERNAL CONTROLS

Councillors considered the financial internal controls in place and felt them to be effective.

407/22 CLERK TIMESHEET FOR JANUARY AND FEBRUARY 2022

The Council reviewed the request and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the clerk's timesheet for January and February both for £198.29.

408/22 ZEN DOMAIN NAME ANNUAL PAYMENT

Members acknowledged the annual payment of £12.49 to Zen Internet for the domain name.

409/22 READOPTION OF PARISH COUNCIL POLICIES

Members reviewed the policies and it was proposed, seconded and **UNANIMOUSLY RESOLVED** to adopt the following policies held by the parish council;

409/22.1 Risk Register

409/22.2 Asset Register

410/22 REVIEW INTERNAL AUDIT REPORT

Councillors considered and agreed with the internal audit report recommended actions.

411/22 WHITE HORSE SUSTAINABILITY GROUP

The memorandum of understanding for the sustainability group was proposed, seconded and **UNANIMOUSLY RESOLVED** that Erlestoke Parish Council agreed with this.

412/22 PARKING IN THE VILLAGE

Councillors discussed the parking situation in the village in relation to the newly opened George and Dragon and what the alternative options were. The Chairperson will email the pub owner to invite them to join a Parish Council meeting to present alternative parking solutions.

413/22 GRASSCUTTING CONTRACT

Councillors discussed the content of the new grass cutting contract. This is to be finalised before sending out to tender.

414/22 ERLESTOKE PARISH WEBSITE

Councillors agreed to the plan for updating the Parish website. Councillor Durham will receive training to help manage the website. Once updated the content will be regularly reviewed.

415/22 NOTICE BOARDS

The Councillors discussed and agreed the plan by Councillor Jones to update the notice boards content.

416/22 PLATINUM JUBILEE CELEBRATIONS

Ideas for marking the Jubilee celebrations were discussed and will be researched. Continue to find out who would be willing to be involved.

417/22 UPDATE ON ONGOING POINTS

No updates.

418/22 PLANNING APPLICATIONS

| Application Number | Applicant | Location of Development | Description of Development |
|--------------------|-----------|-------------------------|----------------------------|
|--------------------|-----------|-------------------------|----------------------------|

| | | | |
|---------------|--|--|---|
| PL/2022/01660 | | 52 HIGH STREET, ERLESTOKE, DEVIZES, SN10 5UA | 1 - Conifer tree - fell 2 - Yew tree - crown raise |
|---------------|--|--|---|

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420/22 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
- Notice boards

421/22 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 421/22.1 Website and Footpaths - Mr S. Jonik
- 421/22.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock
- 421/22.3 Health and Wellbeing - Councillor Morgan-Frise
- 421/22.4 Information Technology and the Play Area - Councillor Durham
- 421/22.5 Flood Warden - VACANT
- 421/22.6 Police Community Support officer – Paula Yarranton 6015
- 421/22.7 MOD and Erlestoke Woods – Councillor Jones
- 421/22.8 Defibrillator – Mike Donnachie

The next meeting will be held on Wednesday 27th April 2022.

Meeting finished at 8.50pm