

ERLESTOKE PARISH COUNCIL

Parish Clerk

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

Chairperson

Councillor C West

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

13th July 2022

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 20th July 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

MEETING OF ERLESTOKE PARISH COUNCIL

Wednesday 20th July 2022

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 8th June 2022.

4. ELECTION OF CHAIRPERSON

Councillors are asked to vote for a new Chairperson.

5. 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.

6. FINANCE

6.1 BANK BALANCES

Treasurers Account £ 8340.30

Business Bank Instant £ 9005.14

- 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.

6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

7. CLERK TIMESHEET AND OVERTIME FOR JUNE 2022

Members are requested to note the clerk's timesheets for June and agree the overtime of six hours in June.

8. AUDITING SOLUTIONS LTD INVOICE

Councillors are requested to review and agree the invoice of £156 from Auditing Solutions Ltd for the audit for 2021-22.

9. INSURANCE PAYMENT

Councillors are asked to review and agree the annual insurance payment to Community First of £303.24.

10. AUDIT REPORT

Councillors are asked to review and accept the audit report completed by Auditing Solutions Ltd.

11. ROSPA PLAYGROUND INSPECTION COURSE

Councillors are asked to review and agree the proposal of training one or more Councillors to ensure the safety of the playground and those that use it. The cost for a ROSPA One Day Inspection Course is £270 +VAT. The next date is the 20th October. An alternative option would be to organise a group session to hold the training at the clients' location. For six attendees it would cost £907 + VAT.

12. WORKING GROUP FOR 'PARKING AND ROAD SAFETY IN THE VILLAGE'

Councillors are asked to agree the framework for the proposed working group.

13. KALEIDOSCOPE EVENT LICENCE APPLICATION

Councillors are asked to note that the above company have requested a licence for a music event to be held on the weekend of the 1-4th September. Comments to be received by the 5th August.

14. WIFI IN THE CHURCH

Councillors are asked to consider the costs and benefits of installing WIFI into the church.

15. APPROVAL OF ABSENCE

Councillors are requested to approve the absence of Councillor J Hunt-Davis from attending council meetings for six months due to unavoidable reasons.

16. LAPTOP MAINTENANCE

Councillors are asked to consider the laptop being professionally reviewed with a view to a new battery being purchased as its' performance has deteriorated.

17. ERLSTOKE HISTORY AND BUDGET

Counsellors are requested to consider appointing a person to collect the history of Erlestoke via interviews and research.

18. UPDATE ON ONGOING POINTS

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

19. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
PL/2022/04895	Wheeler	17 THE PARK, ERLESTOKE, DEVIZES, SN10 5TY	G1 - Crown reduce x4 trees (3 Acer and 1 Sorbus) to rear by approximately 2.5- 3m to leave a natural shape.. T2 - Crown reduce Silver Birch tree to front (as pictured) by approximately 2.5m to leave a natural shape.
PL/2022/04894	Moore	26 THE PARK, ERLESTOKE, DEVIZES, SN10 5T	G1 - Crown reduce x3 Field Maple trees, x 1 Maple tree and x 1 Cherry tree back to previous pruning points.. T2 - Crown reduce tree to front by approximately 30%. Crown raise to 2.5m.

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>

20. 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.

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

22. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 22.1 Footpaths - Mr S. Jonik
- 22.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock
- 22.3 Health and Well-being - Councillor Morgan-Frise
- 22.4 Information Technology and the Play Area INCULDNG a playground inspection - Councillor Durham
- 22.5 Flood Warden – Vacant position
- 22.6 Police Community Support officer – Paula Yarranton 6015
- 22.7 MOD and Erlestoke Woods – Councillor Jones
- 22.8 Defibrillator – Mike Donnachie
- 22.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

The next meeting date is the Annual Parish Meeting on Wednesday 7th September 2022

Draft minutes of the
MEETING OF ERLESTOKE PARISH COUNCIL
Wednesday 8th June 2022

Present: Councillor L Jones (Chairperson)
Councillor K Lewcock
Councillor C West
Councillor A Rogers

In Attendance: Mrs Polly Doyle – Parish Clerk

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

No members of the public attended.

450/22 APOLOGIES

Apologises received from Councillor Morgan-Frise and Councillor Durham.

451/22 DECLARATIONS OF INTEREST

No declarations of interest.

452/22 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 27th April and the Extraordinary Meeting on Wednesday 11th May 2022, having previously been circulated, were confirmed by the Chairperson, Councillor Lewcock, as a correct record.

453/22 VOTE FOR CHAIRPERSON

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

454/22 VOTE FOR VICE CHAIRPERSON

It was proposed, seconded and **UNANIMOUSLY RESOLVED** for Councillor Rogers to remain as Vice Chairperson. Councillor Rogers will remain as Vice Chairperson for six months.

455/22 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

Councillor Reay was not present at the meeting.

456/22 FINANCE

456/22.1 BANK BALANCES

The bank balances were noted.

456/22.2 UPDATED CASH BOOK

The cashbook was noted.

457/22 GRASS MAINTENANCE INVOICE PAYMENT

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the payment of the invoice from Mark Goddard and Sons Ltd for the grass maintenance for the first quarter and the additional first cut at £504.

458/22 SLCC ANNUAL MEMBERSHIP PAYMENT

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the payment of the annual subscription fee of the SLCC annual membership for £80.

459/22 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2021-22

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the new rates of pay for the clerk as set out by the Local Government Services to be backdated to the 1st April 2021.

460/22 CLERK TIMESHEET FOR APRIL AND MAY 2022

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to agree the clerk's timesheets for April and May and agree the overtime hours of 8 hours for April and 8.5 hours for May.

461/22 CLERK SALARY INCREMENT INCREASE DUE TO CiLCA

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to agree the salary increment award to Point 8 in light of the clerk passing the CiLCA.

462/22 AGAR 2021-22 APPROVAL

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to agree **455/22.1** to **455/22.4**.

463/22 DATES OF PUBLIC ACCESSIBILITY TO THE PARISH ACCOUNTS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the proposed dates of public accessibility – Friday 1st July 2022 to Thursday 11th August 2022.

464/22 MAINTENANCE

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the works are undertaken by a contractor. To confirm that materials are included in the quotes.

465/22 WORKING GROUP FOR 'PARKING AND ROAD SAFETY IN THE VILLAGE'

Framework in draft and to be confirmed at the next meeting.

466/22 WASTE REMOVAL CONTRACTOR AND INSTALLATION OF NEW BIN

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the purchase of the new bin for the play park with the grant money awarded.

467/22 CLERK APPRAISAL

It was agreed that an appraisal would be held with Councillor Lewcock and Councillor Morgan-Frise.

468/22 CLERK HOLIDAY

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the clerk's proposed holiday dates of 25th July to 14th August at 12 hours total.

469/22 CONTRACTOR ADVERTISING

Contract holder advertising was discussed by the Council and more information is required before a decision can be made.

470/22 UPDATE ON ONGOING POINTS

It was requested that the possibility of the telephone box being painted was looked in to.

471/22 PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
PL/2022/00008	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	Withdrawn by applicant.
PL/2022/03286	High Street, Erlestoke, SN10 5TZ	T1 Lawson Cypress on rear corner of garage. Fell. T2 Sycamore to the left of garage crown lift to approx 3 metres. T3 Dead Juniper fell. T4	No objections.

		Western Red Cedar and dead stem on the right hand boundary situated to the rear of the Persian Ironwood, fell.	
--	--	--	--

All noted and agreed by the Councillors.

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>

472/22 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

473/22 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 473/22.1 Footpaths - Mr S. Jonik**
- 473/22.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock**
- 473/22.3 Health and Well-being - Councillor Morgan-Frise**
- 473/22.4 Information Technology and the Play Area - Councillor Durham**
- 473/22.5 Flood Warden – Vacant position**
- 473/22.6 Police Community Support officer – Paula Yarranton 6015**
- 473/22.7 MOD and Erlestoke Woods – Councillor Jones**
- 473/22.8 Defibrillator – Mike Donnachie**
- 473/22.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham**

Meeting finished at 20:25