

# ERLESTOKE PARISH COUNCIL

## Parish Clerk

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

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## 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

31<sup>st</sup> August 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 7<sup>th</sup> September 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 7<sup>th</sup> September 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 20<sup>th</sup> July 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	£ 8,061.91
Business Bank Instant	£ 9,005.14

##### 6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

**7. CLERK TIMESHEETS FOR JULY AND AUGUST AND OVERTIME FOR AUGUST 2022**

Members are requested to note the clerk's timesheets for July and August and agree the overtime in August.

**8. UPDATED CLERK PAY**

Councillors are asked to agree the updated payment of £8.80 as the updated pay scale of point 8 was not used for Junes salary.

**9. PARISH COUNCIL MEETING DATES**

Councillors are requested to agree the following meeting dates for 2023;

Wednesday 11<sup>th</sup> January

Wednesday 22<sup>nd</sup> February

Wednesday 29<sup>th</sup> March

Wednesday 10<sup>th</sup> May

Wednesday 14<sup>th</sup> June

Wednesday 19<sup>th</sup> July

**10. CLERK HOLIDAY**

Councillors are requested to approve the following holiday for the clerk;

20<sup>th</sup> to 26<sup>th</sup> October - 4 hours

19<sup>th</sup> December to the 1<sup>st</sup> January – 8 hours

(4 hours holiday remaining.)

**11. PLAYGROUND SAFETY INSPECTIONS**

Councillors are asked to consider the policy for the village playground safety inspections.

**12. PLAYGROUND ITEM TO PURCHASE AND INSTALL**

Councillors are requested to consider the options for the playground item to be purchased and installed with the help of a grant from Wiltshire Council.

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

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

**14. KALEIDOSCOPE MUSIC AND ARTS FESTIVAL**

Councillors are asked to consider the effect of the festival on the village.

## 15. WIFI IN THE CHURCH

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

## 16. GEORGE AND DRAGON PUB

Councillors are asked to review the car parking and planning applications of the George and Dragon pub.

## 17. THE SECRET GARDEN

Councillors are asked to review the maintenance of the Secret Garden.

## 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/2022/06004	Batt	2 PARK VIEW COTTAGES, LOWER ROAD, ERLESTOKE, DEVIZES, SN10 5UE	Proposed Works to Trees in a Conservation Area T1 - Section fell Apple tree due to growing from bank, leaning over garden and shading out other plants and shrubs. T2 - Pollard Holly tree to reduce in size by approximately 50% to leave a shaped framework for future re-growth.
PL/2022/06003	Durham	3 PARK VIEW COTTAGES, LOWER ROAD, ERLESTOKE, DEVIZES, SN10 5UE	Proposed Works to Trees in a Conservation Area G1 - Section fell x 7 Ash trees which overhang nearby gardens due to Ash dieback
PL/2022/05164	Ministry of Justice	HMP Erlestoke, Erlestoke, Wilts, SN10 5TU	New internal fencing

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	Location of	Description of	Decision
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Number	Development	Development	
PL/2022/04894	26 THE PARK, ERLESTOKE, DEVIZES, SN10 5TY	Proposed Works to Trees in a Conservation Area  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.	No objection
PL/2022/04895	17 THE PARK, ERLESTOKE, DEVIZES, SN10 5TY	Proposed Works to Trees in a Conservation Area  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.	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.

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 12<sup>th</sup> October 2022

Draft minutes of the  
MEETING OF ERLESTOKE PARISH COUNCIL  
Wednesday 20<sup>th</sup> July 2022

**Present:** Councillor C West (Chairperson)  
Councillor K Lewcock  
Councillor L Jones  
Councillor J Durham

**In Attendance:** Mrs Polly Doyle – Parish Clerk  
Councillor Tamara Reay

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

No members of the public attended.

**474/22 APOLOGIES**

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

**475/22 DECLARATIONS OF INTEREST**

No declarations of interest.

**476/22 MINUTES**

The minutes of the Parish Council Meeting held on Wednesday 8<sup>th</sup> June were confirmed by the Chairperson, Councillor Jones, as a correct record.

**477/22 VOTE FOR CHAIRPERSON**

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

**478/22 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL**

Councillor Reay informed the meeting that further funding of £400,000 for **the new rail connection** has been committed by the Department of Transport. This needs to be used by March 2023. Lydeaway is the preferred site, but more analysis needs to be completed. **Local Cycling and Walking Infrastructure Plans (LCWIPs)** will be advising where cycling and walking paths should be and people are being encouraged to go online to have their say.

Wiltshire Council are committing money into **priority areas** as suggested by the local residents. This will be £2 million over three years and the key priorities so far are; fly tipping enforcement, white line maintenance and gully clearing.

#### **479/22 KALEIDOSCOPE EVENT LICENCE APPLICATION**

Point 13 was moved forward.

Councillors had concerns about the following points in regards to the licence application;

- Roads are not suitable – concerns over access and exits
- The noise – concerns about the recorded music until 3am on both Friday and Saturday
- No indication of number of attendees apart from being under 5,000
- Concerns over licensing until 2am
- As far as the council are aware there has been no or limited consultations with the local residents

It was decided to email these concerns to Wiltshire Council.

#### **480/22 FINANCE**

##### **480/22.1 BANK BALANCES**

The bank balances were noted.

##### **480/22.2 UPDATED CASH BOOK**

The cashbook was noted.

#### **481/22 CLERK TIMESHEET AND OVERTIME FOR JUNE 2022**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to agree the clerk's timesheets and overtime for June.

#### **482/22 AUDITING SOLUTIONS LTD INVOICE**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the payment of the annual audit to Auditing Solutions Ltd.

#### **483/22 INSURANCE PAYMENT**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the annual insurance payment.

#### **484/22 AUDIT REPORT**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to accept the internal auditor's report.

#### **485/22 ROSPA PLAYGROUND INSPECTION COURSE**

It was decided to contact the insurance company to confirm what measures are expected and whether training for inspection affects the parish's premium.

**486/22 WORKING GROUP FOR 'PARKING AND ROAD SAFETY IN THE VILLAGE'**

This point was postponed until the next meeting.

**487/22 WIFI IN THE CHURCH**

It was noted that the church would be unable to fund or part fund this initiative. It was also noted that mobile signal has improved in the church. It was decided to undertake a signal check and enquire about possible tech grants.

**488/22 APPROVAL OF ABSENCE**

Councillors approved the potential absence of Councillor J Hunt-Davis from council meetings for six months due to unavoidable reasons. Councillor Hunt-Davis will attend as often as is possible.

**489/22 LAPTOP MAINTENANCE**

Councillor Durham to assist with reviewing the laptop.

**490/22 ERLSTOKE HISTORY AND BUDGET**

Councillor Lewcock to contact Bratton history Club and gauge local interest in collecting local history.

**491/22 UPDATE ON ONGOING POINTS**

There is a playpark inspection September booked for September by ROSPA.

**492/22 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.
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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>

All noted and agreed by Councillors.

**493/22 PLANNING APPLICATIONS DETERMINED**

No applications to note.

**494/22 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

**495/22 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

- 495/22.1 Footpaths - Mr S. Jonik**
- 495/22.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock**

There was concern that there has been excessive speeding by a small number of prison officers so this will be feedback to the prison management.

- 495/22.3 Health and Well-being - Councillor Morgan-Frise**
- 495/22.4 Information Technology and the Play Area - Councillor Durham**
- 495/22.5 Flood Warden – Vacant position**
- 495/22.6 Police Community Support officer – Paula Yarranton 6015**
- 495/22.7 MOD and Erlestoke Woods – Councillor Jones**

Councillor Jones has been in contact with the MOD due to concerns over the fires on the plain.

- 495/22.8 Defibrillator – Mike Donnachie**
- 495/22.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham**

Thank you to Councillor Durham who has made some changes and improvements to the Parish Council website.

**Meeting finished at 20:55**