

# ERLESTOKE PARISH COUNCIL

## Parish Clerk

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

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## Chairperson

Councillor L Jones

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

30<sup>th</sup> May 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 8<sup>th</sup> June 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 8<sup>th</sup> June 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 27<sup>th</sup> April and the Extraordinary Meeting on Wednesday 11<sup>th</sup> May 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. 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	£ 9768.40
Business Bank Instant	£ 9005.14

- Please note that the clerk's overtime May and June 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.

## **7.2 UPDATED CASH BOOK**

For noting, circulated with agenda.

### **8. GRASS MAINTENANCE INVOICE PAYMENT**

Councillors are requested to review and agree the invoice from Mark Goddard and Sons Ltd for the grass maintenance for the first quarter and the additional first cut at £504.

### **9. SLCC ANNUAL MEMBERSHIP PAYMENT**

Councillors are requested to formally acknowledge the payment made of the SLCC annual membership for £80.

### **10. LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2021-22**

Councillors are asked to review and agree the new rates of pay for the clerk as set out by the Local Government Services to be backdated to the 1<sup>st</sup> April 2021. The new current rate for Point 7 is now £10.60. Increasing from £10.44. If the clerk's pay is backdated to April 1<sup>st</sup> 2021 at 229 hours at £0.16 per hour = £34.64.

### **11. CLERK TIMESHEET FOR APRIL AND MAY 2022**

Members are requested to note the clerk's timesheets for April and May and agree the overtime hours of 8 hours for April (with printing and stationary total = £116.10) and 8.5 hours for May (with printing = £89.24).

### **12. CLERK SALARY INCREMENT INCREASE DUE TO CiLCA**

Councillors are asked to consider the salary increment award in light of the clerk passing the CiLCA. In the clerk's contract it states (9.3) an increase of a salary point for the first level of education in council administration.

### **13. AGAR 2021-22 APPROVAL**

Councillors are requested to;

**13.1** Declare Erlestoke Parish Council exempt from the requirement for a limited assurance review

**13.2** Agree Section 1 – Annual Governance Statement 2021-22

**13.3** Agree Section 2 - Accounting Statements 2021-22

**13.4** Have the accounts certified by the RFO and then Erlestoke Parish Council are requested to consider, approve and sign the accounts.

#### **14. DATES OF PUBLIC ACCESSIBILITY TO THE PARISH ACCOUNTS**

Councillors are asked to review and approve the proposed dates of public accessibility – Friday 1<sup>st</sup> July 2022 to Thursday 11<sup>th</sup> August 2022.

#### **15. MAINTENANCE**

Councillors are asked to consider the plan for the maintenance tasks required and whether this is completed by a working party or undertaken by a contractor.

#### **16. WORKING GROUP FOR ‘PARKING AND ROAD SAFETY IN THE VILLAGE’**

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

#### **17. WASTE REMOVAL CONTRACTOR AND INSTALLATION OF NEW BIN**

Councillors are asked to consider whether the proposed new bin should be installed in light of the waste removal contractor’s prices.

#### **18. CLERK APPRAISAL**

Councillors are asked to arrange an appraisal with the clerk.

#### **19. CLERK HOLIDAY**

The Council are requested to approve the clerk’s proposed holiday dates; 25<sup>th</sup> July to 14<sup>th</sup> August at 12 hours total.

#### **20. CONTRACTOR ADVERTISING**

The new grass cutting contract holder has requested to put up an advertising sign.

#### **21. UPDATE ON ONGOING POINTS**

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

#### **22. PLANNING APPLICATIONS**

Application Number	Applicant	Location of Development	Description of Development

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>

### 23. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
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 Western Red Cedar and dead stem on the right hand boundary situated to the rear of the Persian Ironwood, fell.	No objections.

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.

24. 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

### 25. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 25.1 Footpaths - Mr S. Jonik
- 25.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock
- 25.3 Health and Well-being - Councillor Morgan-Frise
- 25.4 Information Technology and the Play Area - Councillor Durham
- 25.5 Flood Warden – Vacant position
- 25.6 Police Community Support officer – Paula Yarranton 6015
- 25.7 MOD and Erlestoke Woods – Councillor Jones

25.8 Defibrillator – Mike Donnachie

25.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

**The next meeting date is the Annual Parish Meeting on Wednesday 22<sup>nd</sup> June 2022.**

Draft minutes of  
ANNUAL MEETING OF ERLESTOKE PARISH COUNCIL  
Wednesday 27<sup>th</sup> April 2022

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

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

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

Two members of the public attended and concerns over parking on the High Street was raised. There was also concern expressed over the noise levels coming from The George and Dragon pub as the licence was requested before the pub garden was created.

**422/22 APOLOGIES**

Apologises received from Councillor Morgan-Frise.

**423/22 DECLARATIONS OF INTEREST**

Councillor L Jones declared that she has a planning application submitted for review.

**424/22 MINUTES**

The minutes of the Parish Council Meeting held on Wednesday 9<sup>th</sup> March 2022, having previously been circulated, were confirmed by the Chairperson, Councillor Lewcock as a correct record.

**425/22 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL**

**Point voted to be brought forward.**

The County Council plan is to embed more local decision making into highway matters. As a consequence of this, there has been a restructure of CATG into the 'Local Highways, Footpaths and Infrastructure Group'. This should result in more funding into the local pot for local schemes and projects.

It was brought to Councillor Reay's attention that the new sign and wall around The George and Dragon narrowed and obscured the view. In addition to this, cars are not fitting properly into the front spaces and are sticking out into the road. Planning suggested that there should be a parking space to each room let. Councillor Reay will follow up with the Planning department.

426/22 CO-OPTING OF COUNCILLOR

Point voted to be brought forward.

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the co-option of Andy Rodgers onto the Council.

427/22 DECLARATION OF ACCEPTANCE

Point voted to be brought forward.

Andy Rodgers signed the declaration of Acceptance of Office Section 83 of the Local Government Act 1972.

428/22 VOTE FOR CHAIRPERSON

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

429/22 VOTE FOR VICE CHAIRPERSON

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

430/22 Chairman Lewcock gave the CHAIRMAN'S REPORT 2021/22

This is the official Annual Parish Council meeting which sometimes gets confused with the Annual Parish Meeting. What a surprise. This meeting is a formal Parish council meeting, and strict Parish Council rules apply. The Annual Parish Meeting is open to everybody and is a hangover from the Middle Ages when communities would meet probably in the local church to discuss issues affecting the community. Nothing changed there then! It is usually organised, for convenience, by the EPC and this year's Annual Parish meeting is arranged for **Wednesday 22<sup>nd</sup> June** in this church and all residents can attend.

The local elections took place last year and fortunately we have six active Parish councillors from an uncontested election. The following Parish councillors were duly elected: James Durham, Louis Jones, Keith Lewcock, Fiona Morgan-Frise and Caroline West. Subsequently Justin Hunt-Davis was co-opted onto the council. Andy Rogers is going to join us today as a New Parish Councillor. A very warm welcome

Our longstanding chairman Stan Jonik stood down from the Parish Council after many years of service and his presence and commitment are sorely missed. A small farewell party for him was held at Caroline's home to say thank you. Currently we do not have a 'full time' chairman and the current Parish councillors are taking it in turns to carry on the role as acting chairman and vice chair.

In addition, our longstanding and supportive local councillor Richard Gamble retired, and his place has been taken by Tamara Reay who joined us at this meeting. Tamara is taking an interest in village affairs including issues around the opening of the Pub, speeding and traffic in the village.



Sadly, one of the long-term residents in the village, Bill Kerr, recently died. He and his wife Liz played an important part in the church and with the loss of the few regulars of the church there has been some uncertainty about how the church can continue. Fortunately, Simon West, who appropriately lives in the old vicarage, has stepped into to manage the church, and keep the building in use. It is an important architectural landmark and the location for our Parish Council meetings. Funds are being raised to improve and bring the church bells back to life.

The cricket club next to the secret garden is well cared for and they have plans for a new pavilion. It is looked after by Patrick Stayt and there is a new energy around cricket club activities. The club is aware that the Parish Council has right of access to the secret garden along the road owned by the cricket club.

There was a well-supported Community litter pick on the 10<sup>th</sup> April in which I participated. If anybody is missing an unopened packet of Viagra found by the side of the road, please get in contact with me. Thanks go to Stan Jonik who organised the litter pick and all those who helped.

The pandemic brought about some challenges for the Parish Council as the number of visitors to the village increased dramatically. Most were heading for the Erlestoke Woods, owned by the MOD but many parked in the Parish Council Car Park. Park residents found the number of visitors disruptive and there were some aggressive confrontations. Overflow parking often happened on the grassy sports field creating muddy tracks and mud.

As a result of submissions by the residents the Parish Council agreed to surround the car park with knee high fencing and put signs in place to try and limit the parking which so far has worked. This was completed in April of last year and some occupants of the park assisted with the installation.

However, the major infrastructure change to the village has been the re-opening of the George and Dragon Pub. After a long battle with the previous owners, who wanted to turn it into a house, the Pub was sold to Mr Gardner who has spent a significant amount of money refurbishing the 17ct building both internally and externally to a very high standard. Not all villagers have been enamoured with the reopening mostly due to the loss of on-site parking and the subsequent increase in parking on the highways. The Parish Council car park by the church has suddenly again become an 'in demand' location. We still await the Planning Officers decision on the retrospective applications. Probably true to say that the Parish Council car park is a limited solution for parking for Pub visitors, it has limited capacity and many visitors will use the Highways.

Covid and the reopening of the Pub have made villagers aware of the impact of improving local facilities and of Erlestoke being situated in an area of outstanding beauty. The resulting increase in visitors that these bring has perhaps been unforeseen and not always welcome.

Our long-time grass cutter Miles and Francis has now retired. We only now realise how much they are going to be missed. We have put the work out to contract and await three proposals. We are expecting the annual cost to increase and possibly the number of times the grass gets cut.

Erlestoke is a very small community of approximately 100 households. Our precept (annual income) is very small and creates limits on what we can do financially. We are required to have a professional paid clerk, who is an employee of the Council, and Polly has been doing sterling work for us.

Some expenditure has been approved including a new picnic table in the secret garden, white gates at the village entrances and a new SID. In addition, we have received a grant to enhance the playground. This will require 50% funding. However, all of these may not be affordable and will be for discussion later during our meeting.

Fiona is organising a Queen's jubilee event and a Jubilee picnic and dog show will be held in the Park, Erlestoke, on Sat June 4<sup>th</sup>.

#### 431/22 FINANCE

##### 431/22.1 BANK BALANCES

The bank balances were noted.

##### 431/22.2 UPDATED CASH BOOK

The cashbook was noted.

#### 432/22 GEORGE AND DRAGON PUB

Councillors discussed the parking issues in the village and noted that the Council had received a letter from the George and Dragon pub owner, Paul Gardner. Different options for the Council owned car park by the church were discussed such as; an entrance from the road through the main wall, extension of the car park, the need to change the surface if usage increases. It was acknowledged that a community consultation would be needed. The Council welcome further engagement from the George and Dragon pub and further discussion.

#### 433/22 END OF YEAR BUDGET AND REVIEW

The Council considered the end of year budget and noted the additional expense of training for the playground inspection that would be upcoming.

#### 434/22 WALC ANNUAL PAYMENT

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the payment of the annual subscription fee of £84.50 for WALC (and NALC) membership.

#### 435/22 CLERK TIMESHEET FOR MARCH 2022

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the payment of the Clerks' March timesheet.

#### 436/22 RESERVE LEVELS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the level of reserves held by Erlestoke Parish Council.

#### 437/22 BIN GRANT

It was agreed to postpone this point until further information was gathered.

#### 438/22 PLATINUM JUBILEE CELEBRATIONS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the funding of a Jubilee memorial gift for the children of the village up to a total of £200. An email will be sent out to promote this.

#### 439/22 UPDATE ON ONGOING POINTS

It was noted that there was a respectful request from a member of the public for those involved with the mowing of the cemetery to be more a little more mindful, especially in the Spring.

#### 440/22 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

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>

**441/22**      **EXCHANGE OF INFORMATION AND ON-GOING MATTERS – Please note no decisions can be made on any items discussed under this agenda item.**

- **Play Area – An inspection had been made and it was noted that rail replacements were needed**
- Sub station
- Telephone kiosk

**442/22**      **TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

- 442/22.1**      **Footpaths - Mr S. Jonik**
- 442/22.2**      **Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock**
- 442/22.3**      **Health and Well-being - Councillor Morgan-Frise**
- 442/22.4**      **Information Technology and the Play Area - Councillor Durham**
- 442/22.5**      **Flood Warden – Vacant position**
- 442/22.6**      **Police Community Support officer – Paula Yarranton 6015**
- 442/22.7**      **MOD and Erlestoke Woods – Councillor Jones – It was flagged that the bench in the Secret Garden needs replacing and rail posts needed replacing.**
- 442/22.8**      **Defibrillator – Mike Donnachie**
- 442/22.9**      **Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham**

**Meeting finished at 21:32**

**Draft minutes of the  
EXTRAORDINARY MEETING OF ERLESTOKE PARISH COUNCIL  
Wednesday 11<sup>th</sup> May 2022**

**Present:** Councillor L Jones (Chairperson)  
Councillor C West  
Councillor J B R Durham  
Councillor A Rogers  
Councillor F Morgan-Frise

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

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

No members of the public attended.

**443/22 APOLOGIES**

No apologies received.

**444/22 DECLARATIONS OF INTEREST**

No declarations of interest raised.

**445/22 Grass Cutting Contract**

The Council reviewed the quotes submitted and agreed to award the contract to Mark Goddard and Sons Ltd. Councillor Jones will arrange to meet with Mark Goddard to review and sign the contract.

**446/22 Power of Competence**

Councillors acknowledged that due to the Clerk passing their qualification as Certificate in Local Council Administration (CiLCA), Erlestoke Parish Council now holds the 'Power of Competence'.

**447/22 Maintenance of The Park and The Secret Garden**

It was agreed that some of the rails around the playground need replacing along with the wooden parking posts and bench tops in the Secret Garden. It was agreed to consider quotes for the maintenance along with the option on a working party at the next meeting.

**448/22 Corporate Governance Questionnaire**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to accept the Corporate Governance Questionnaire.

**449/22            Working Group for Parking and Road Safety in the Village**

Several councillors expressed an interest in joining the proposed Working Group for 'Parking and Road Safety in the Village'. It was agreed that a framework for the group would be formed for the next meeting and then opening the group to members of public to join if they are interested.

Working Groups do not have delegated power, but it will need to report back to the full council for summaries and updates and for any decisions to be voted on.

**Meeting finished at 20:24**

**The next meeting is on Wednesday 8<sup>th</sup> June 2022.**