

ERLESTOKE PARISH COUNCIL

Parish Clerk

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

Chairperson

Councillor F Morgan Frise

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

5th October 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 12th October 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 12th October 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 7th September 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 | £ 7,851.49 |
| Business Bank Instant | £ 9,005.14 |

6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

7. CLERK TIMESHEETS FOR SEPTEMBER 2022

Members are requested to note the clerk's timesheets for September including the 5 hours overtime.

8. LAND REGISTRATION

The Council are requested to consider agreeing to the solicitor at Wansbroughs registering Erlestoke Parish Council as the owners of the strip of land the substation is situated on at the cost of around £300. The Solicitor has asked if this task is undertaken, whether or not the payment should be taken from the premium payment.

9. TRACK REPAIR CONTRIBUTION

The Cricket Club have asked whether Erlestoke Parish Council would be able to contribute to the maintenance work undertaken on the track from the main road to The Walled Garden which cost £1,500.

10. FLOODING RISK ON THE HIGH STREET

The Council are requested to consider the risk of a flood on the High Street and any preventable action that can be undertaken. An issue raised by a resident.

11. ROSPA PLAYGROUND SAFETY INSPECTIONS

Councillors are asked to consider the ROSPA playground safety inspection report and what maintenance work needs to be undertaken.

12. ROSPA INSPECTION INVOICE

Councillors are requested to agree the payment of ROSPA's annual playground inspection at a cost of £96.60 Including VAT.

13. PLAYGROUND ITEM TO PURCHASE AND INSTALL

Councillors are requested to consider the first and second choice from the quotations provided for the purchase and installation of a playground item.

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

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

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 |
|--------------------|-----------|-------------------------|----------------------------|
| | | | |
| | | | |

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 |
|--------------------|--|--|-------------------------|
| PL/2022/05164 | HMP Erlestoke, Erlestoke, Wilts, SN10 5TU | Proposed new internal fencing | Approve with Conditions |
| PL/2022/06003 | 3 PARK VIEW COTTAGES, LOWER ROAD, ERLESTOKE, DEVIZES, SN10 5UE | Proposed Works to Trees in a Conservation Area | No Objection |
| PL/2022/06004 | : 2 PARK VIEW COTTAGES, LOWER ROAD, ERLESTOKE, DEVIZES, SN10 5UE | 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. | 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.

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 Footpaths - Mr S. Jonik

- 19.2 **Cricket and Golf Club, Erlestoke Prison and EPC land** - Councillor Lewcock
- 19.3 **Health and Well-being** - Councillor Morgan-Frise
- 19.4 **Information Technology and the Play Area including a playground inspection** - Councillor Durham
- 19.5 **Flood Warden** – Vacant position
- 19.6 **Police Community Support officer** – Paula Yarranton 6015
- 19.7 **MOD and Erlestoke Woods** – Councillor Jones
- 19.8 **Defibrillator** – Mike Donnachie
- 19.9 **Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

The next meeting date is on Wednesday 23rd November 2022

Draft minutes of the
MEETING OF ERLESTOKE PARISH COUNCIL
Wednesday 7th September 2022

Present: Councillor F Morgan Frise (Chairperson)
Councillor K Lewcock
Councillor L Jones
Councillor J Durham
Councillor C West
Councillor A Rogers

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

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

Assistant Governor Matt Rollings, Head of Residence and Services at HMP, joined the meeting and answered several questions. A key issue was speeding through the village by prison officers and their conduct when approached about their speeding. A/Governor Rollings assured the Parish Council that if an employee was identified the issue would be addressed and the person spoken to. They will also send a Governor's order out to staff. It was advised that details were needed to act on and it was recommended to note the employee of HMP's identification number on their uniform or their registration plate.

Erlestoke Parish Council were very grateful for Assistant Governor Matt Rollings taking the time to join the parish meeting to discuss concerns.

496/22 APOLOGIES

Apologises received from Councillor Hunt-Davis.

497/22 DECLARATIONS OF INTEREST

Councillor Durham declared that his planning application was included on the agenda.

498/22 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 20th July were confirmed by the Chairperson, Councillor West, as a correct record.

499/22 VOTE FOR CHAIRPERSON

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

500/22 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

Councillor Tamara Reay shared with the meeting that Wiltshire council are bringing forward the cost-of-living interventions. The announcements will be made on Thursday 9th September and a paper that details plans will be sent to Wiltshire Council on Tuesday 14th September. They are looking at support mechanisms through the winter such as warm havens.

There is a strong focus on electric vehicles and encouraging town and parishes to provide plug ins. There is a Webinar planned on how to join this initiative.

The Ukrainian settlement scheme is coming to the end of the six months of the initial guests that joined families in the area. Currently there are structural issues with where these guests will move on to next.

Strategy is being implemented in Devizes to tackle anti-social and criminal behaviour. A key scheme is the 'Roots and Shoots' programme to re-engage disengaged youths through the FA and football at the FA centre in Green Lane.

Councillor Reay advised the council that Wiltshire Council are keen on community speed watch teams being active so that they can gather data to collate where there are hot spots for speeding. Erlestoke Parish council are looking into setting up a Community Speed Watch Team and are canvassing interest. Please do get in contact by speaking to a Councillor or emailing Erlestokepc@gmail.com.

Point 14 was brought forward.

501/22 KALEIDOSCOPE MUSIC AND ARTS FESTIVAL

Councillor Reay informed the meeting that she has received three representations from local residents in regards to the festival. The clerk did not receive any complaints during or after the festival, but noted that the Wiltshire Council complaints telephone number along with the Festival sound engineer's number had been shared with the community. Clerk to follow up with Wiltshire Council.

Point 15 was brought forward.

502/22 WIFI IN THE CHURCH

Councillor Reay recommended looking into funding opportunities with the Community foundation. More WIFI signal testing to be undertaken.

503/22 FINANCE

503/22.1 BANK BALANCES

The bank balances were noted.

503/22.2 UPDATED CASH BOOK

The cashbook was noted.

504/22 CLERK TIMESHEETS FOR JULY AND AUGUST AND OVERTIME FOR AUGUST 2022

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

505/22 UPDATED CLERK PAY

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the payment of the updated pay.

506/22 PARISH COUNCIL MEETING DATES

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to accept the propose meeting dates for 2023.

507/22 CLERK HOLIDAY

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to agree the clerk's proposed holiday.

508/22 PLAYGROUND SAFETY INSPECTIONS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to agree the proposed playground inspection policy and use of a specific site inspection checklist to be drawn up by the clerk. It was also agreed that the Chairperson would visually inspect the playground and report back at the next meeting on each occasion.

509/22 PLAYGROUND ITEM TO PURCHASE AND INSTALL

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to purchase a bird's nest swing due to its' inclusive nature and to acquire three quotes to enable the final decision. Clerk to action.

510/22 WORKING GROUP FOR 'PARKING AND ROAD SAFETY IN THE VILLAGE'

Councillor Rogers to circulate the terms of condition next week.

511/22 GEORGE AND DRAGON PUB

There is currently no further information from the planning officer in regards to the planning applications.

512/22 THE SECRET GARDEN

The grass has been cut, but due to the hot weather not as often as was expected. Erlestoke Parish Council are very grateful for the two new hand made benches in hardwood received from HMP Erlestoke.

513/22 UPDATE ON ONGOING POINTS

The clerk provided an overview of the sub station situation and next steps for the contract to be completed.

514/22 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>

All noted and agreed by Councillors.

515/22 PLANNING APPLICATIONS DETERMINED

Planning applications determined noted.

516/22 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

517/22 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

| | |
|-----------------|--|
| 517/22.1 | Footpaths - Mr S. Jonik |
| 517/22.2 | Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock |
| 517/22.3 | Health and Well-being - Councillor Morgan-Frise |
| 517/22.4 | Information Technology and the Play Area - Councillor Durham |
| 517/22.5 | Flood Warden – Vacant position |
| 517/22.6 | Police Community Support officer – Paula Yarranton 6015 |
| 517/22.7 | MOD and Erlestoke Woods – Councillor Jones |
| 517/22.8 | Defibrillator – Mike Donnachie |
| 517/22.9 | Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham |

The next meeting date is on Wednesday 12th October 2022

Meeting finished at 21:03