

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

4th January 2023

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 11th January 2023 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 11th January 2023

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 23rd November 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	£ 5,550.76
Business Bank Instant	£ 9,005.14

6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

7. COUNCILLOR RESIGNATION

Councillors are asked to note that Councillor Louise Jones has sadly resigned from her position as a Councillor.

8. REVIEW EFFECTIVENESS OF FINANCIAL INTERNAL CONTROLS

Councillors are asked to consider and review the financial internal controls in place.

9. CLERK TIMESHEETS FOR NOVEMBER AND DECEMBER 2022

Members are requested to note the clerk's timesheets for November and December.

10. EPC DONATIONS FOR 2022/23

Councillors are requested to consider the donations made in the previous year's budget in light of what donations the parish council are able to make this financial year.

11. ZEN INTERNET MONTHLY CHARGE INCREASE

Councillors are asked to acknowledge that the internet provider, Zen, has increased their monthly charge from £6.59 to £8.39 from the 1st October 2022.

12. BUDGET REVIEW AND PRECEPT SETTING

The Council are asked to consider the budget for the year in the light of the setting of the precept for January 2023. The precept for 2022/23 was £6849. The deadline is the 18th January.

13. LOCATION OF NEW PLAYGROUND ITEM

Councillors are asked to decide where the planned birds nest swing will be located in the playground.

14. READOPTION OF PARISH COUNCIL POLICIES

Members are asked to review and resolve to adopt the following policies held by the parish council;

- 14.1 Risk Register
- 14.2 Asset Register
- 14.3 Code of Conduct
- 14.4 Standing Orders
- 14.5 Financial Regulations

15. EXTERNAL AUDITOR REAPPOINTED

Councillors are asked to note that Erlestoke Parish Council's external auditor has been reappointed by the Smaller Authorities Audit Appointments (SAAA) as PKF Littlejohn LLP.

16. PLAYGROUND REVIEW OF REPAIRS

Councillors are asked to discuss the results of the playground inspection in relation to the recent ROSPA inspection report, in particular a plan for any proposed maintenance, repair or replacement.

17. THE SECRET GARDEN MAINTENANCE

The Council are asked to consider the maintenance work needed in The Secret Garden.

18. FLOODING ISSUES IN ERLESTOKE

The Council are requested to consider the issues of flooding in the village, in particular the Secret Garden track, drain blockage and flooding under the bridge on Lower Road.

19. LOSS OF GENERAL POWER OF COMPETENCE

The councillors are asked to note that due to the resignation of an elected councillor, Erlestoke Parish Council have lost the General Power of Competence.

20. UPDATE ON ONGOING POINTS

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

21. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
PL/2022/07797	Rafe Colenso	Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE	Alterations to fenestrations, new dormer windows, and retrospective consent for works to the Farmhouse and Outbuildings.
PL/2022/07528	Rafe Colenso	Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE	Alterations to fenestrations, new dormer windows, addition of a new driveway and retrospective consent for works to the Farmhouse and Outbuildings.

PL/2022/08680		Beech House, 72 High Street, Erlestoke, SN10 5UA	Proposed single storey rear extension to provide Kitchen and accessible bedroom. Alterations to existing garage to form annexe accommodation over. Associated external works, including alterations to road access.
PL/2022/08766		3 Pudnell Farm Cottage, Erlestoke, Devizes, SN10 5UG	The diversion of an overhead line and the installation of a new pole to maintain a safe height across a roadway
PL/2022/09513		19 THE PARK, ERLESTOKE, DEVIZES, SN10 5TY	G1 - Crown reduce x2 Acer trees on rear boundary by approximately 30% to shape. T2 - Crown reduce Hawthorn tree next to driveway by approximately 25-30% to shape.

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>

22. 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.

23. 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

24. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 24.1 Footpaths - Mr S. Jonik**
- 24.2 Cricket and Golf Club, Erlestone Prison and EPC land - Councillor Lewcock**
- 24.3 Health and Well-being - Councillor Morgan-Frise**
- 24.4 Information Technology and the Play Area including a playground inspection - Councillor Durham**
- 24.5 Flood Warden – Vacant position**
- 24.6 Police Community Support officer – Paula Yarranton 6015**
- 24.7 MOD and Erlestone Woods – Councillor Jones**
- 24.8 Defibrillator – Mike Donnachie**
- 24.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham**

The next meeting date is on Wednesday 22nd February 2023

Draft minutes of the
MEETING OF ERLESTOKE PARISH COUNCIL
Wednesday 23rd November 2022

Present: Councillor K Lewcock (Chairperson)
Councillor L Jones
Councillor C West
Councillor F Morgan-Frise

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

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

No members of public present.

537/22 APOLOGIES

Apologises received from Councillor Rogers and Councillor Durham.

538/22 DECLARATIONS OF INTEREST

No declarations of interest.

539/22 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 12th October were confirmed by the Chairperson, Councillor Lewcock, as a correct record.

540/22 VOTE FOR CHAIRPERSON

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

541/22 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

Councillor Reay had received communication from a concerned resident in regards to the risk of flooding in the village. Councillor Reay will continue to follow up the issue of flooding on the High Street and under the railway bridge in particular.

Councillor Reay flagged the proposals to the parliamentary boundaries; seven in total, with five in Wiltshire and two in Swindon. There is to be a second round of consideration of the proposals. More detail can be found on the Boundary Commission for England website.

542/22 FINANCE

542/22.1 BANK BALANCES

The bank balances were noted.

542/22.2 UPDATED CASH BOOK

The cashbook was noted.

543/22 NEW NALC PAYSACLE FOR CLERKS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to agree the clerk's new NALC advised pay scale.

544/22 CLERK TIMESHEETS FOR OCTOBER 2022

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

545/22 GRASS CUTTING INVOICE

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to pay the invoice received from Mark Goddard and Sons for landscaping works at a cost of £504 including VAT.

546/22 BUDGET REVIEW AND PRECEPT SETTING

An initial review of the budget was undertaken and further review will be undertaken before the precept setting in January.

547/22 PLAYGROUND REVIEW OF REPAIRS

This point was postponed with Councillor Durham to coordinate a review of the playground the coming weekend.

548/22 THE SECRET GARDEN MAINTENANCE

An initial discussion was held in regards to what work needed to be undertaken. It was also proposed, seconded and **UNANIMOUSLY RESOLVED** to approve the quote of £116.92 for four anchors and steel brackets to secure the picnic benches (two per bench).

549/22 FLOODING ISSUES IN ERLESTOKE

The key areas at risk of flooding will continue to be monitored and the clerk will follow up with Highways in regards to their feedback on attending the flooded area at the bottom of the Secret Garden track and under the railway bridge. Erlestoke Parish Council to consult with the Cricket Club in regards to possible flood risk prevention actions that can be taken.

550/22 WORKING GROUP FOR 'PARKING AND ROAD SAFETY IN THE VILLAGE'

Item postponed to next meeting.

551/22 UPDATE ON ONGOING POINTS

No updates to share.

552/22 PLANNING APPLICATIONS

No planning applications to consider.

553/22 PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
PL/2022/06884	THE GABLES, 58 HIGH STREET, ERLESTOKE, DEVIZES, SN10 5UA	2 x Silver Birch trees - fell	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.

Planning applications determined were noted.

554/22 EXCHANGE OF INFORMATION AND ON-GOING MATTERS – Please note no decisions can be made on any items discussed under this agenda item.

- Play Area

Councillor Lewcock to review the playground and work that needs to be undertaken, as well as the siting of the new playground item.

Costing and steps needed to implement a dropped curb to be researched.

- Sub station
- Telephone kiosk

555/22 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 555/22.1 Footpaths - Mr S. Jonik
- 555/22.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock
- 555/22.3 Health and Well-being - Councillor Morgan-Frise
- 555/22.4 Information Technology and the Play Area - Councillor Durham
- 555/22.5 Flood Warden – Vacant position
- 555/22.6 Police Community Support officer – Paula Yarranton 6015
- 555/22.7 MOD and Erlestoke Woods – Councillor Jones

555/22.8 Defibrillator – Mike Donnachie

555/22.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

The next meeting date is on Wednesday 11th January 2023

Meeting finished at 20.25