

ERLESTOKE PARISH COUNCIL

Parish Clerk

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

Chairperson

Councillor J B R Durham

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

15th February 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 22nd February 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 22nd February 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 11th January 2023.

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	£ 5,542.42
Business Bank Instant	£ 9,005.14

6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

7. CLERK TIMESHEETS FOR JANUARY 2023

Members are requested to note the clerk's timesheets for January.

8. ZEN INTERNET DOMIAN NAME ANNUAL CHARGE

Councillors are asked to acknowledge that the internet provider, Zen, will take the annual payment of £12.49 excluding VAT for the website domain name at the end of February.

9. MAINTENANCE INVOICE PAYMENT

Councillors are asked to agree the payment of the Mark Goddard invoice for £342 for maintenance to the playground and The Secret Garden.

10. NEW PLAYGROUND ITEM

Councillors are asked to consider new updates to the installation of the new playground item.

11. PLAYGROUND REVIEW OF REPAIRS

Councillors Durham and Lewcock undertook a thorough playground inspection in December 2022 with reference to the ROSPA annual inspection report.

Councillors are asked to consider the plan for proposed maintenance, repair or replacement.

12. VILLAGE LITTER PICK

Councillors are asked to decide a date for the annual village litter pick and the plan for advertising the event.

13. ELECTION COSTS

Councillors are requested to note that Wiltshire Council will now be requesting that parishes pay towards election costs of between £200 to £1100 (uncontested). Our next election is due in 2025, but a cost to budget for in that year.

14. WHITE GATES

Councillors are asked to consider the plan for the purchase and installation of white gates at the entrances to Erlestoke.

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/2022/07528	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.	Refuse
PL/2022/07797	Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE	Alterations to fenestrations, new dormer windows, and retrospective consent for works to the Farmhouse and Outbuildings	Refuse
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.	No objection
PL/2022/06125	Grain Store, Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE	Conversion of former Grain store to C3 short term holiday let	Withdrawn by applicant
PL/2022/06462	Grain Store, Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE	Conversion of former Grain store to C3 short term holiday let	Withdrawn by applicant

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

- 20.1 Footpaths** - Mr S. Jonik
- 20.2 Cricket and Golf Club, Erlestoke Prison and EPC land** - Councillor Lewcock
- 20.3 Health and Well-being** - Councillor Morgan-Frise
- 20.4 Information Technology and the Play Area including a playground inspection** - Councillor Durham

A thorough playground inspection was undertaken in December 2022.

- 20.5 Flood Warden** – Vacant position
- 20.6 Police Community Support officer** – Paula Yarranton 6015
- 20.7 MOD and Erlestoke Woods** – Councillor Jones
- 20.8 Defibrillator** – Mike Donnachie
- 20.9 Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

The next meeting date is on Wednesday 29th March 2023

Draft minutes of the
MEETING OF ERLESTOKE PARISH COUNCIL
Wednesday 11th January 2023

Present: Councillor K Lewcock (Chairperson)
Councillor J Durham
Councillor F Morgan-Frise

In Attendance: Mrs Polly Doyle – Parish Clerk

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

No members of public present.

556/23 APOLOGIES

Apologies received from Councillor Rogers and Councillor Reay.

557/23 DECLARATIONS OF INTEREST

No declarations of interest.

558/23 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 23rd November 2022 were confirmed by the Chairperson, Councillor F Morgan-Frise, as a correct record.

559/23 VOTE FOR CHAIRPERSON

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

560/23 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

Councillor Reay was unable to attend the meeting, but sent the following report;

Wiltshire bus users can now travel on most routes in the county for just £2 or less for a single fare until 31 March.

The fare price reduction has been funded by the Government, and is aimed at getting more people to use buses across the country during the current cost of living challenges. Most normal bus services are included in the promotion, including services operated in Wiltshire by the following bus companies. To find out more about bus services and operators in Wiltshire, people should go to: www.connectingwiltshire.co.uk/getting-around/bus/

- Beeline Coaches
- Coachstyle
- Damory Coaches
- Faresaver
- First Bus
- Fromebus
- Libra Travel
- MoreBus
- Stagecoach
- Salisbury Reds
- SouthWest Coaches
- Swindon's Bus Company

Focus on potholes

Following the hot and dry summer, a period of cold winter weather and the continuing heavy rain, Wiltshire Council and its contractors are working hard to fix cases of potholes on the county's highways. As well as its usual teams working to fix potholes where they occur, the council has also tasked its 18 Parish Stewards to solely focus on mending potholes that meet our defect criteria over the next few weeks to help get on top of the issue.

Because the weather is so wet, in many cases the teams will patch the hole as a temporary fix, and then, later in the year, more permanent repairs will take place when conditions are more favourable. Residents should report potholes (and many other matters) through our MyWilts app or website.

Recycling update

Wiltshire Council has recently introduced a kerbside battery collection service. People can now leave most small household batteries for recycling (as long as they are not leaking) including D, C, AA, AAA, 9V and button-type batteries and these should be placed on top of blue-lidded bins in a sealed, transparent plastic bag ready for collection. Unfortunately, Li-ion, vapes, and hover and laptop batteries are not able to be collected but can be disposed of at household recycling centres.

Every year hundreds of fires at waste facilities across the country are linked to batteries thrown out in the bin. People can help to prevent fires and keep staff safe by only disposing of batteries using the new kerbside collection service or at battery collection points at locations such as supermarkets. As well as ensuring batteries are disposed of correctly for recycling, residents can also follow these top tips to recycle as much as possible:

- **Wrapping paper**- Only paper wrapping paper can be recycled. To check if wrapping paper is made of paper, people can use the scrunch test. Scrunch the paper and if it stays in a ball, it can be recycled in your blue-lidded bin.
- **Real Christmas trees** -If residents have signed up to garden waste collections, they can leave their real Christmas tree next to their green bin on their first scheduled collection in January and the council will collect it for composting. Alternatively, people can make a small donation to charities who collect Christmas trees. More information can be found at [Just Helping](#).
- **Packaging** -Recently there has been an increase in plastic bags and polystyrene (typically used for packaging) being incorrectly disposed of in blue-lidded bins which can damage waste machinery. People can see all the things they can (and can't) recycle at [Kerbside recycling - Wiltshire Council](#)

561/23 FINANCE

561/23.1 BANK BALANCES

The bank balances were noted.

561/23.2 UPDATED CASH BOOK

The cashbook was noted.

562/23 COUNCILLOR RESIGNATION

Councillors noted and the Chairperson has accepted Councillor Louise Jones' resignation as councillor for Erlestoke Parish Council. The council would like to say a big thank you to Councillor Jones for all the time and work she has committed to supporting Erlestoke Parish Council and the community. The link Councillor Jones made with the MOD and the advice provided in regards to managing flooding risks has been particularly beneficial. Thank you, Councillor Jones and best wishes for your next adventures.

563/23 REVIEW EFFECTIVENESS OF FINANCIAL INTERNAL CONTROLS

It was proposed, seconded and **UNANIMOUSLY RESOLVED** that the financial internal controls in place were effective.

564/23 CLERK TIMESHEETS FOR NOVEMBER AND DECEMBER 2022

The clerk's timesheets for November and December were noted and agreed.

565/23 EPC DONATIONS FOR 2022/23

It was proposed, seconded and **UNANIMOUSLY RESOLVED** make the following donations:

- The News £100
- The Three Villages Minibus £50
- Citizen Advice £50

- Church Room Hire £200

566/23 ZEN INTERNET MONTHLY CHARGE INCREASE

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

567/23 BUDGET REVIEW AND PRECEPT SETTING

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to request a precept of £7114.12 at a 0% change.

568/23 LOCATION OF NEW PLAYGROUND ITEM

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to locate the swing in the front right section of the playground and lock the second gate there so it is safer when the swing is in use.

569/23 READOPTION OF PARISH COUNCIL POLICIES

It was proposed, seconded and **UNANIMOUSLY RESOLVED** to readopt the following policies held by the parish council;

- 569/23.1 Risk Register
- 569/23.2 Asset Register
- 569/23.3 Code of Conduct
- 569/23.4 Standing Orders
- 569/23.5 Financial Regulations

570/23 EXTERNAL AUDITOR REAPPOINTED

Councillors noted that Erlestoke Parish Council's external auditor, PKF Littlejohn LLP, has been reappointed by the Smaller Authorities Audit Appointments (SAAA).

571/23 PLAYGROUND REVIEW OF REPAIRS

A list will be drawn up of repairs that are needed and the maintenance work will be contracted out to be completed.

572/23 THE SECRET GARDEN MAINTENANCE

Several new posts are still needed in The Secret Garden and this will be outsourced again. Councillor Lewcock to purchase bench anchors.

573/23 FLOODING ISSUES IN ERLESTOKE

The Cricket Club were contacted. They report that they have cleared loose surface material from around the drain and manhole cover in the highway. It is felt that the new boundary wall and sign by the pub have compounded the problems of the risk of flooding by interfering with the water flows.

It was highlighted that the Cricket Club does not own the bottom section of the track. Councillor Morgan-Frise will look into the option of registering the land to Erlestoke PC. The Cricket Club have discovered an old drain to the side of the track on a section that they do own. They have, however, cleared the drain and are considering what further work can be done to improve the drainage.

574/23 LOSS OF GENERAL POWER OF COMPETENCE

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

575/23 UPDATE ON ONGOING POINTS

It was shared that the ICO data protection payment was made.

576/23 PLANNING APPLICATIONS

Planning applications were noted.

577/223 PLANNING APPLICATIONS DETERMINED

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.

No planning applications determined to note.

578/23 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

No new information

579/23 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 579/23.1 Footpaths - Mr S. Jonik**
- 579/23.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock**
- 579/23.3 Health and Well-being - Councillor Morgan-Frise**
- 579/23.4 Information Technology and the Play Area - Councillor Durham**
- 579/23.5 Flood Warden – Vacant position**

579/23.6 **Police Community Support officer** – Paula Yarranton 6015
579/23.7 **MOD and Erlestoke Woods** – Councillor Jones
579/23.8 **Defibrillator** – Mike Donnachie
579/23.9 **Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

No new information.

The next meeting date is on Wednesday 22nd February 2023.

Meeting finished 8pm.