

# ERLESTOKE PARISH COUNCIL

## Parish Clerk

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

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## Chairperson

Councillor K Lewcock

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

21<sup>st</sup> March 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 29<sup>th</sup> March 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 29<sup>th</sup> March 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 22<sup>nd</sup> February 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	£ 6983.44
Business Bank Instant	£ 9005.14

##### 6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

#### **7. CLERK TIMESHEETS FOR FEBRUARY 2023**

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

#### **8. RECEIPTS FOR SUNDRY ITEMS**

Councillors are requested to review and agree the refund of the following items (receipts provided) to the parish clerk;

Combination lock for playground gate	£9.99
NinjaBatt laptop battery for EPC laptop	£27.99
Printer ink HP Ink cartridge Black	£12.50

#### **9. CLERK HOLIDAY**

Councillors are requested to agreed the clerk's holiday for 4 hours in March.

#### **10. RESERVE LEVELS**

Councillors are requested to review and agree the reserve levels held by EPC in the accounts.

#### **11. AUDIT REPORT**

Councillors are requested to review and agree any further actions needed to be take in respect of last year's audit.

#### **12. ASSET REGISTER**

Councillors are requested to review and readopt the updated Asset Register.

#### **13. COUNCILLOR CO-OPTION**

Erlestoke Parish Council have been notified by the Elections Team that they are allowed to select a new councillor by co-option to fill the casual vacancy.

#### **14. CORONATION MUGS FOR ERLESTOKE CHILDREN**

Councillors are asked to consider an allowance of money to provide coronation mugs to be given to the children living in Erlestoke.

#### **15. PARISH MEETING DATES**

Councillors are requested to decide the date of the upcoming Annual Parish Council Meeting and the Annual Parish Meeting.

## 16. NEW PLAYGROUND ITEM AND PLAYGROUND MAINTENANCE

Councillors are requested to consider the installation of the swing and any maintenance to be undertaken.

## 17. UPDATE ON ONGOING POINTS

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

## 18. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
PL/2021/11367	The Chaffinch Pub Company Ltd	The George and Dragon, 11 High Street	Erection of new signage and lighting to the public house; and installation of roof vents & extraction for the new commercial kitchen (retrospective).
PL/2021/11595	The Chaffinch Pub Company Ltd	The George and Dragon, 11 High Street	Erection of illuminated fascia signage to public house (retrospective), and to erect illuminated free standing sign for public house.

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>

## 19. 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.

20. 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

**21. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

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

A thorough playground inspection was undertaken in December 2022.

- 21.5 Flood Warden** – Vacant position
- 21.6 Police Community Support officer** – Paula Yarranton 6015
- 21.7 MOD and Erlestoke Woods** – Councillor Jones
- 21.8 Defibrillator** – Mike Donnachie
- 21.9 Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

**The next meeting date is on Wednesday 10<sup>th</sup> May 2023**

Draft minutes of the  
MEETING OF ERLESTOKE PARISH COUNCIL  
Wednesday 22<sup>nd</sup> February 2023

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

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

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

No members of public present.

**580/23 APOLOGIES**

No apologies received.

**581/23 DECLARATIONS OF INTEREST**

No declarations of interest.

**582/23 MINUTES**

The minutes of the Parish Council Meeting held on Wednesday 11<sup>th</sup> January 2023 were confirmed by the Chairperson, Councillor J Durham, as a correct record.

**583/23 VOTE FOR CHAIRPERSON**

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

**584/23 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL**

- Wiltshire Council passed its' budget yesterday and announced its key headlines. They are required by law to create a balanced budget. It is worth noting that £456 million, a huge portion, goes towards the statutory support services, such as adult and child service care.

In order to balance the budget they have decided to levy the maximum increase - 4.99% - for council tax. The Council are expecting systems to improve so that hopefully the levy will not be as high in future years.

7.15pm Councillor F Morgan-Frise joined the meeting.

- Councillor Reay asks that everyone keeps reporting potholes and issues with the highways on 'Mywiltsapp'.
- The newly introduced expense for local councils to pay for their own elections was highlighted.
- Parishioners should have received their £200 refund for electricity by now.

**585/23 FINANCE**

**585/23.1 BANK BALANCES**

The bank balances were noted.

**585/23.2 UPDATED CASH BOOK**

The cashbook was noted.

**586/23 CLERK TIMESHEETS FOR JANUARY 2023**

Members noted the clerk's timesheets for January.

**587/23 ZEN INTERNET DOMIAN NAME ANNUAL CHARGE**

Councillors acknowledged that the internet provider, Zen, will take the annual payment of £15.99 excluding VAT for the website domain name at the end of February.

**588/23 MAINTENANCE INVOICE PAYMENT**

Councillors voted unanimously to pay the invoice from Mark Goddard and Sons Ltd. for £342 for maintenance to the playground and The Secret Garden.

**589/23 NEW PLAYGROUND ITEM**

The date of the installation of the playground Birds nest Swing will be confirmed next week. A padlock has been ordered to permanently close the second gate so the area by the swing is safe.

**590/23 PLAYGROUND REVIEW OF REPAIRS**

The review of the playpark by Councillors Durham and Lewcock and list of work to undertake was unanimously agreed and a budget of up to £200 was set. The baby seat swing needs to be assessed and potentially a new one ordered.

**591/23 VILLAGE LITTER PICK**

The annual village litter pick will be held on Sunday 26<sup>th</sup> March at 10am. An email and a message in The News magazine will be sent out.

## **592/23 ELECTION COSTS**

Councillors noted that Wiltshire Council now request 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.

## **593/23 WHITE GATES**

Councillors discussed the installation of white gates. Two of three of the sites are Highways owned land and would need permission. Costs were considered and there is potential for applying for a grant from LHFIFG. Noted that Wiltshire Council choose an approved supplier.

## **594/23 UPDATE ON ONGOING POINTS**

The council have received two quotations for maintenance work from Mark Goddard and Sons Ltd, which will be added to the next agenda for approval.

## **595/23 PLANNING APPLICATIONS**

No planning applications to note.

## **596/223 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.

Planning applications determined noted.

**597/23 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

## **598/23 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

- 598/23.1** Footpaths - Mr S. Jonik
- 598/23.2** Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock
- 598/23.3** Health and Well-being - Councillor Morgan-Frise
- 598/23.4** Information Technology and the Play Area - Councillor Durham
- 598/23.5** Flood Warden – Vacant position
- 598/23.6** Police Community Support officer – Paula Yarranton 6015
- 598/23.7** MOD and Erlestoke Woods – Vacant position
- 598/23.8** Defibrillator – Mike Donnachie

**598/23.9 Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham  
No new information.

The next meeting date is on Wednesday 29<sup>th</sup> March 2023.

Meeting finished 8.15pm.