

ERLESTOKE PARISH COUNCIL

Parish Clerk

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

Chairperson

Councillor C West

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

2nd May 2023

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend the **annual meeting of Erlestoke Parish Council**. The meeting will be held **in the Parish Church on Wednesday 10th May 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

ANNUAL MEETING OF ERLESTOKE PARISH COUNCIL

Wednesday 10th May 2023

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

Chairperson C West to give CHAIRPERSON'S REPORT 2022/23 - The Chairperson will provide an overview of the parish year.

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 29th March 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	£ 13,823.70
Business Bank Instant	£ 9,005.14

- Please note that the clerk's salary for April is pending.
- The following costs have been agreed; bench £500 (NB benches received courtesy of HMS Erlestoke Prison.), 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 was match funded by the Parish Council. These grants have been received and the payments are due to be made.
- 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.
- The defibrillator scheme will now need to be paid for at a cost of £1800 over four years. The defibrillator may need to be replaced next year.
- The laptop was purchased well over five years ago and is very slow. A replacement will need to be considered.

6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

7. BIRD NEST SWING INVOICE

Councillors are requested to consider and approve the invoice from Redlynch for the bird's nest swing of £5,198.40. This includes the received grant from Wiltshire Council of £2,145 and the reclaimable VAT of £866.40. Parish Council to cover the cost of £2,187.

8. END OF YEAR BUDGET AND REVIEW

Councillors are requested to consider the end of year budget review.

9. CLERK TIMESHEETS FOR MARCH AND APRIL 2023

Members are requested to note the clerk's timesheets for March and April.

10. WALC ANNUAL PAYMENT

Councillors are requested to review and agree the annual subscription fee of £85.08 for WALC (and NALC) membership.

11. APPOINT INTERNAL AUDITOR

Councillors are asked to consider and formally appoint an internal auditor. We have previously appointed Auditing Solutions td.

12. AGAR 2022-23 APPROVAL

Councillors are requested to;

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

12.2 Agree Section 1 – Annual Governance Statement 2022-23

12.3 Agree Section 2 - Accounting Statements 2022-23

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

13. DATES OF PUBLIC ACCESSIBILITY TO THE PARISH ACCOUNTS

Councillors are asked to review and approve the proposed dates of public accessibility of Monday 3 July to Friday 11 August 2023.

14. INSURANCE OF NEW PLAYGROUND ITEM

Councillors are asked to review and decide whether the new birds nest swing needs to be covered under 'all risks' at an additional fee of £22.22 annually.

All risks cover is Part C of the policy. Items listed under this section, if damaged, would be claimable for repair or replacement (depending on the extend of the damage) This also covers for theft.

15. PARISH MEETING DATES

Councillors are requested to change the date of the Annual Parish Meeting from the 28th June to the 12th July 2023.

16. LAPTOP

Councillors are requested to consider the purchase of a replacement laptop.

17. SWAST DEFIBRILLATOR

Erlestoke have been fortunate to have the defibrillator scheme for free until now. The council are now required to pay for the service at £1800 for 4 years. It has been noted that the defibrillator may need to be replaced next year, which would be at the cost of the parish council. The Councillors are asked to consider and decide whether to continue with the defibrillator support scheme.

18. THE PARK TRAFFIC AND PARKING

Councillors are requested to consider issues in The Park area with traffic, speeding and parking outside the car park.

19. UPDATE ON ONGOING POINTS

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

20. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
PL/2023/02970	HM Prison Erlestoke	HM Prison Erlestoke, Erlestoke, SN10 5TU	Retention of 24 single occupancy accommodation units and 4 ancillary units
PL/2023/01247	Colenso	Manor Farm, Lower Road, Erlestoke, Devizes, Wilts, SN10 5UE	Change of use of grain store from agricultural to C3 short term holiday let (Resubmission of PL/2022/06125)
PL/2023/01545	Colenso	Manor Farm, Lower Road, Erlestoke, Devizes, Wilts, SN10 5UE	Change of use of grain store from agricultural to C3 short term holiday let (Resubmission of PL/2022/06462)

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>

21. 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.

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

23. TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

23.1 Footpaths - Mr S. Jonik

- 23.2 **Cricket and Golf Club, Erlestoke Prison and EPC land** - Councillor Lewcock
- 23.3 **Health and Well-being** - Councillor Morgan-Frise
- 23.4 **Information Technology and the Play Area including a playground inspection** -
Councillor Durham
- 23.5 **Flood Warden** – Vacant position
- 23.6 **Police Community Support officer** – Paula Yarranton 6015
- 23.7 **MOD and Erlestoke Woods** – Councillor Jones
- 23.8 **Defibrillator** – Mike Donnachie
- 23.9 **Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

The next meeting date is on Wednesday 14th June 2023

Draft minutes of the
MEETING OF ERLESTOKE PARISH COUNCIL
Wednesday 29th March 2023

Present: Councillor J Durham (Chairperson)
Councillor A Rogers (Vice 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.

599/23 APOLOGIES

No apologies received.

600/23 DECLARATIONS OF INTEREST

Councillor C West declared that they are on the Erlestoke Church Council.

601/23 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 22nd February 2023 were confirmed by the Chairperson, Councillor K Lewcock, as a correct record.

602/23 VOTE FOR CHAIRPERSON

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

603/23 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

- Wiltshire Council retendered its highways contract and this starts on 1st April with Milestone and should be a more efficient partnership. Parish stewards will be able to go across to the new contractor. There are now social conditions to the contract as well. This contract will not include Streetscene.
- White gates can be funded or part funded through LHFIG, although there is very little budget available. Recommended to undertake this project ourselves.
- The £2 bus fare scheme has been extended.

604/23 FINANCE

604/23.1 BANK BALANCES

The bank balances were noted.

604/23.2 UPDATED CASH BOOK

The cashbook was noted.

605/23 CLERK TIMESHEETS FOR FEBRUARY 2023

Members noted the clerk's timesheets for February.

606/23 RECEIPTS FOR SUNDRY ITEMS

The refunding of the three sundry items to the clerk was unanimously agreed.

607/23 CLERK HOLIDAY

The clerk's holiday in March was unanimously agreed.

608/23 RESERVE LEVELS

Councillors unanimously agreed the reserve levels held by EPC in the accounts.

609/23 AUDIT REPORT

Councillors reviewed and agreed the action points mentioned in last year's audit.

610/23 ASSET REGISTER

Councillors unanimously agreed to readopt the updated Asset Register. The new birds nest swing has been added.

611/23 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. New recruits to be encouraged to apply.

612/23 CORONATION MUGS FOR ERLESTOKE CHILDREN

Councillors agreed to a £200 budget for coronation mugs to be gifted to the children living in Erlestoke. There was one abstention.

613/23 PARISH MEETING DATES

Councillors unanimously agreed the following dates of the upcoming Annual Parish Council Meeting and the Annual Parish Meeting.

10th May - Annual Parish Council meeting

28th June - Annual Parish meeting

614/23 NEW PLAYGROUND ITEM AND PLAYGROUND MAINTENANCE

Councillors unanimously agreed for maintenance work to be undertaken on the playground as well as the number of hours and cost. The Council also unanimously agreed to the purchase of two specified baby seat swings as per the recommendation by the ROSPA report.

615/23 UPDATE ON ONGOING POINTS

No ongoing points at this time.

616/23 PLANNING APPLICATIONS

Planning applications noted.

617/223 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 to note.

618/23 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

619/23 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

619/23.1 Footpaths - Mr S. Jonik

619/23.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock

619/23.3 Health and Well-being - Councillor Morgan-Frise

619/23.4 Information Technology and the Play Area - Councillor Durham

619/23.5 Flood Warden – Vacant position

Drains need to be reported for clearing.

619/23.6 Police Community Support officer – Paula Yarranton 6015

619/23.7 MOD and Erlestoke Woods – Councillor Rogers
619/23.8 Defibrillator – Mike Donnachie
619/23.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

No new information.

The next meeting date is on Wednesday 10th May 2023.

Meeting finished 8.20pm.