

ERLESTOKE PARISH COUNCIL

Parish Clerk

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

Chairperson

Councillor J Durham

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

12th July 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 and the Annual Parish Meeting**. The meeting will be held **in the Parish Church on Wednesday 19th July 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 19th July 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 14th June 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. FINANCES

6.1 BANK BALANCES

Treasurers Account	£ 6851.49
Business Bank Instant	£ 9640.98

6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

7. INVOICE FROM AUDITING SOLUTIONS LTD

Councillors are asked to approve the invoice from Auditing Solutions Ltd for the 2022-23 audit for £174 including VAT.

8. INSURANCE INVOICE FROM COMMUNITY FIRST

Members are requested to approve the invoice of £334.67 for the annual insurance payment. (Increased from £303.34 due to the new swing insurance.) The three year agreement in place will expire July 2024.

9. CLERK TIMESHEETS

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

10. AUDIT REPORT

Councillors are asked to acknowledge the audit report. There are no formal recommendations or qualifications.

11. MEETING DATES

It was agreed that meetings would now be held on Mondays bi-monthly. The Councillors are asked to set the upcoming dates.

Proposed meeting dates;

Monday 4th September

Monday 30th October

Monday 18th December

12. CLERK HOLIDAY

The clerk requests 10 hours holiday in August. Entitlement of 24 hours per annum. Consequently 10 hours holiday entitlement from 5th April to the 5th September.

13. CLERK RESIGNATION

Councillors are asked to acknowledge that the clerk has submitted her notice and requests a leaving date of the 10th September. Councillors are asked to make a plan for the recruitment of a new clerk including consideration of; the job spec, salary, contract and job advert.

14. LAPTOP

Councillors are requested to consider the replacement suggestions for a new laptop.

15. MAINTENANCE APPROVAL

Laurie Bennett has agreed to mending the fence between the car park and the road that has been driven into at a rate of £20 per hour for five hours. Councillors are asked to approve that this work is undertaken.

16. UPDATE ON ONGOING POINTS

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

17. PLANNING APPLICATIONS

Application Number	Applicant	Location of Development	Description of Development
PL/2023/04757	Colenso	Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE	Alterations to fenestrations, the addition of a new driveway & for retrospective consent for works to the farmhouse & outbuilding
PL/2023/04347	Colenso	Manor Farm, Lower Road, Erlestoke,	Alterations to fenestrations, the addition of a new driveway & for retrospective consent for

		Devizes, SN10 5UE	works to the farmhouse & outbuilding
PL/2023/04280	Colenso	Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE	Alterations to fenestrations to Listed Farmhouse

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>

18. 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.

19. 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

20. 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

20.5 Flood Warden – Vacant position

20.6 Police Community Support officer – Paula Yarranton 6015

20.7 MOD and Erlestoke Woods – Vacant position

20.8 Defibrillator – Mike Donnachie

20.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

Draft minutes of the
ANNUAL MEETING OF ERLESTOKE PARISH COUNCIL
Wednesday 14th June 2023

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

643/23 APOLOGIES

Councillor F Morgan-Frise sent their apologies.

644/23 DECLARATIONS OF INTEREST

No declarations of interest.

645/23 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 10th May 2023 were confirmed by the Chairperson, Councillor J Durham, as a correct record.

646/23 VOTE FOR CHAIRPERSON

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

647/23 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

Councillor Reay highlighted that there will be water works starting in Devizes in August. Details to be confirmed.

The next tranche of the scheme of ‘Solar together’ is being phased in and members of the public can receive a no obligation quote.

The council recycling service has been updated to enable electricals to be recycled at the curbside now.

Councillor Reay flagged that the Devizes Area Board also hold their meetings on a Monday so this would occasionally clash with Erlestoke’s meeting when they move to a Monday in September. There will also be a pot hole webinar being held so that the strategy for their management can be shared.

648/23 FINANCE

648/23.1 BANK BALANCES

The bank balances were noted.

648/23.2 UPDATED CASH BOOK

The cashbook was noted.

649/23 GODDARD AND SONS LTD INVOICE

Councillors unanimously approved the invoice from Goddard and Sons Ltd for grass cutting for £576 including VAT.

650/23 CLERK TIMESHEETS

Councillors noted the clerk's timesheet for May.

651/23 WIFI IN THE CHURCH

The Church has requested that the EPC pay for the WIFI in light of the Church being a community asset. There would be a set up cost and a running cost of around £250 a year. WIFI in the Church would benefit any event with sales as paypal could be used and would also facilitate running films. Both of these would be advantageous in encouraging the use of the Church.

Simon West will get three quotes and be responsible for the setting up and running of the WIFI. The invoice would be in the name of the parish council.

652/23 WELCOME WHITE GATES

This item was postponed.

653/23 CAR PARK UPKEEP

Council considered maintenance for the car park and agreed that the condition was current good, but that this should be reviewed on an annual basis. To review adding a sign that states 'owners park at their own risk'.

654/23 SWAST DEFIBRILLATOR SCHEME

This item was discussed and it was agreed to consider with a review of the budget at the end of the financial year – the current scheme is due to finish in April 2024. In the meantime EPC will canvas local support and request to see the contract. The cost is preferred from the outset, but SWAST will consider breaking down the payment.

655/23 MEETING DATES

It was agreed that the meeting day would be changed from Wednesday to Monday and that this would be put in place for new meetings in September. It was also agreed that meetings would be bi-monthly.

656/23 LAPTOP

Councillor Durham to research a replacement laptop within the cost of £500 to 700 including considering a refurbished one.

657/23 REIMBURSEMENT

Councillors unanimously agreed to the reimbursements to Councillor Lewcock for a ground anchor and security sets.

658/23 MAINTENANCE PAYMENT APPROVAL

Councillors agreed to the payment to Laurie Bennett for the playground maintenance undertaken; 5 hours @ £20 per hour to a total of £100.

659/23 UPDATE ON ONGOING POINTS

The clerk shared that there was a new steward system in place where there was a named steward to each parish. Adam Blatt is associated with Erlestoke and has agreed to look at the covered sign.

660/23 PLANNING APPLICATIONS

No planning applications to note.

661/23 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.

662/23 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

663/23 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- 663/23.1 **Footpaths** - Mr S. Jonik
- 663/23.2 **Cricket and Golf Club, Erlestoke Prison and EPC land** - Councillor Lewcock
- 663/23.3 **Health and Well-being** - Councillor Morgan-Frise
- 663/23.4 **Information Technology and the Play Area** - Councillor Durham

Play area inspected by Laurie Bennett whilst also undertaking maintenance.

- 663/23.5 **Flood Warden** – Vacant position
- 663/23.6 **Police Community Support officer** – Paula Yarranton 6015
- 663/23.7 **MOD and Erlestoke Woods** – Councillor Rogers
- 663/23.8 **Defibrillator** – Mike Donnachie
- 663/23.9 **Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

No new information.

**The next meeting date is the Annual Parish Meeting is on Wednesday 12th July 2023
And the next regular Parish Council Meeting is Wednesday 19th July 2023.**

Meeting finished at 20:05