

ERLESTOKE PARISH COUNCIL

Parish Clerk

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

Chairperson

Councillor A Rogers

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

26th August 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 Monday 4th September 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

Monday 4th September 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 19th July 2023.

4. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Councillors are asked to vote for a new Chairperson and new Vice 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	£
Business Bank Instant	£

6.2 UPDATED CASH BOOK

For noting, circulated with agenda.

7. REIMBURSEMENT FOR FENCE REPAIR

Councillors are asked to approve the reimbursements of the following amount to Laurie Bennett for fence repair work (also see invoice).

7 hours work at £20 per hour	££140
Materials	£63.62
Total	£203.62

8. REIMBURSEMENT TO CLERK

Councillors are asked to approve the reimbursements of the following amounts to the clerk;

Printer ink £24.43
Refreshments for the APM £15.00

9. OVERTIME HOURS APPROVED

Members are requested to approve the overtime hours of the clerk in August 2023.

10. CLERK TIMESHEETS

Members are requested to note the clerk's timesheets for July and August.

11. PLAYGROUND BIN

Councillors are asked to approve the suggested bin to be purchased for the playground. This has been funded by a grant from Wiltshire Council.

12. EPC LAPTOP

Councillors are requested to approve the suggested laptop for purchasing to replace the current parish council laptop.

13. REVIEW OF APPLICATIONS FOR PARISH CLERK POSITION

Councillors are asked to review and agree candidates to be selected for interview for the position of Parish Clerk.

14. INVOICE FROM WANSBOROUGH IN REGARDS TO SSE LEASE

Councillors are requested to review the invoice and suggested payment arrangement from Wansboroughs in regards to the SSE lease, premium paid and land registry to be undertaken.

15. PLAYGROUND MANAGEMENT POLICY

Councillors are asked to review and approve the Playground Management Policy.

16. WHITE GATES

Councillors are asked to consider the purchase of white welcome gates.

17. WIFI IN THE CHURCH

Councillors are requested to consider the three quotes for connecting WIFI in the church.

18. TREE WARDEN FOR PARISH

Members are asked to consider creating a Tree Warden position for the parish in line with Wiltshire Council's Woodland Grant Application and Planting Support (GAPS) Team targets. As part of its partnership with Swindon Borough Council's Great Western Community Forest (GWCF), GAPS wish to relaunch a Tree Warden Scheme in association with The Tree Council.

19. GORGE AND DRAGON PUB

Councillors are requested to review the village pub has community asset status.

20. UPDATE ON ONGOING POINTS

The playground is due a RoSPA inspection in September.

The Parish Steward will be working in Erlestoke on the following dates; 24th August, 25th September, 23rd October and 20th November.

21. 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>

22. PLANNING APPLICATIONS DETERMINED

Application Number	Location of Development	Description of Development	Decision
PL/2023/05495	BEECH HOUSE, 72 HIGH STREET, ERLESTOKE, SN10 5UA	Cherry (T1) - Fell to ground level as groundworks to take place to rear of dwelling that require removal of tree.	No objection
PL/2023/04280	MANOR FARM, LOWER ROAD, ERLESTOKE, SN10 5UE	Alterations to fenestrations to Listed Farmhouse	Refuse
PL/2022/08680	Beech House, 72 High Street, Erlestoke, SN10 5UA	Proposed single storey rear extension to provide kitchen and accessible bedroom. Demolition of potting shed and existing retaining walls. Engineering works to construct new retaining walls; steps; terrace; changes in ground levels; installation of modular soakaway system; and alterations to driveway, including stopping up an existing access; and resurfacing. Changes to hedgerows and trees.	Approve with Conditions

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, Erlestoke 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 Erlestoke Woods** – Vacant position
- 24.8 **Defibrillator** – Mike Donnachie
- 24.9 **Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

Draft minutes of the
MEETING OF ERLESTOKE PARISH COUNCIL

Wednesday 19th July 2023

Present: Councillor A Rogers (Chairperson)
Councillor K Lewcock
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.

663/23 APOLOGIES

Councillor F Morgan-Frise, Councillor J Durham, Councillor J Hunt-Davis and Councillor T Reay sent their apologies.

664/23 DECLARATIONS OF INTEREST

No declarations of interest.

665/23 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 14th June 2023 were confirmed by the Chairperson, Councillor A Rogers, as a correct record.

666/23 VOTE FOR CHAIRPERSON

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

667/23 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL

Local Plan Review

At Full Council on Tuesday 18 July, Wiltshire Council considered the review of the Wiltshire Local Plan, as this important document approaches the final stages towards adoption.

The Plan will set out the vision and framework for housing, infrastructure and land for employment growth for the next 15 years. Once adopted, all planning applications will be determined against the Plan, making it the most important place-shaping document for Wiltshire.

It also identifies sites for both housing and employment development until 2038. Following work to assess the number of homes needed, the number of planned homes in the Plan has been significantly reduced from its last iteration. When the Plan was consulted on in 2021, it proposed 45,630 homes over 20 years to 2036, but the updated Plan that Cabinet will consider proposes 36,740 homes, of which over 21,900 homes have already been built or are committed.

The local plan update now requires 40% of all new housing on developments of 10 homes or more to be affordable. Greater flexibility has been added to rural exception sites to make it easier to provide affordable housing in villages where there is clearly identified demand, but those

developments will still need to be proportionate to the size of a village. Erlestoke is considered a small village in the Local Plan and so there is no specific new housing allocation for Erlestoke.

The proposed Plan also sets out ambitious sustainability policies, as new developments will have to meet zero carbon standards, including energy generation such as solar panels. Biodiversity in Wiltshire will improve too, as the Plan policies set out a 20% net gain for all new developments, compared to the 10% legal requirement. All new developments must also have cycling and walking connections.

The detailed report is at <https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&Mid=14748>

Also attached is a summary of rural housing numbers.

Solar Together

Wiltshire Council and Swindon Borough Council are working with iChoosr, independent experts in group-buying, to launch a second Solar Together scheme, following the success of the first in 2022.

Since the first round of the scheme launched in May 2022, over 1,500 homeowners across Wiltshire and Swindon have so far installed over 8,500 solar panels and 720 storage batteries to benefit from generating their own renewable energy.

The prospect of choosing an installer and making the change to renewable energy can be quite daunting, but Solar Together makes the switch to clean energy as hassle-free as possible. The scheme supports people every step of the way, providing clear and objective information that people can trust, so that they can make a well-informed decision and receive expert guidance throughout the process.

The initiative offers solar panels (also known as solar PV) with optional battery storage and electric vehicle (EV) charge points. It also offers battery storage installation for residents who have already invested in solar panels and are looking to maximise how much of their self-generated energy they can use at home and become less dependent on electricity from the grid.

Solar Together operates on a group-buying approach, with the core principle that coming together as a group provides enhanced buying power and allows the approved providers to offer a better price than individual homeowners might get from entering the market alone.

The scheme is now open for registrations in Wiltshire and Swindon and the deadline is 11 August 2023. People who are interested can register for free, and, following a competitive bidding process managed by Solar Together, will then be sent their recommended provider and costs, with no obligation to proceed with the installation.

To register for the scheme, residents must either own their own house or have permission from the landlord to install solar panels. Small and medium-sized enterprises (non-domestic) and Commonhold Associations meeting this requirement can also participate. <https://solartogether.co.uk/wiltshire/home>

Local Cycling & Walking Plan

People in Wiltshire are being asked for their views on cycling and walking plans in Chippenham, Devizes and Trowbridge.

The three Local Cycling and Walking Infrastructure Plans (LCWIPs) set out proposals for cycling and walking networks in each town, and highlight how these networks will be improved and connected to make it easier and safer to walk and cycle in the towns.

The aim of the LCWIPs is to deliver infrastructure that will enable and encourage more trips to be made on foot or by bike, and help to improve air quality, reduce traffic congestion and cut carbon emissions. They will also be used to inform the planning process where relevant, and future funding from the Department for Transport for active travel schemes will be linked to the walking and cycling schemes in each publi The council has already consulted on the draft county-wide Wiltshire LCWIPs and a Salisbury LCWIP.

In the future the council intends to develop LCWIPs for Amesbury, Bradford on Avon, Calne, Corsham, Malmesbury, Marlborough, Melksham, Royal Wootton Bassett, Tidworth, Warminster and Westbury. The consultation on these three LCWIPs ends on 31 July, and once complete, all responses will be collated and considered before the LCWIPs are finalised. To find out more, read the documents and take the online survey, people should go to: www.wiltshire.gov.uk/transport-town-cycle-networks.

All About Potholes

Potholes remain a key focus for Wiltshire Council's Highways Team - a webinar was held a few weeks ago which enabled people to find out how potholes are inspected, prioritised and filled throughout the county, as well as information on long-term maintenance schedules and resurfacing. The recording can be viewed at [\(24\) Pothole webinar - YouTube](#)

668/23 FINANCE **668/23.1 BANK BALANCES**

The bank balances were noted.

648/23.2 UPDATED CASH BOOK

The cashbook was noted.

669/23 INVOICE FROM AUDITING SOLUTIONS LTD

It was unanimously agreed to approve the invoice from Auditing Solutions ltd for the 2022-23 audit for £174 including VAT.

670/23 INSURANCE INVOICE FROM COMMUNITY FIRST

It was unanimously agreed to approve the invoice of £334.67 for the annual insurance payment. The three-year agreement in place will expire July 2024.

671/23 CLERK TIMESHEETS

The clerk's timesheets for June were noted.

672/23 AUDIT REPORT

Councillors acknowledged the audit report for 2022-23.

673/23 MEETING DATES

It was agreed that meetings would now be held on Mondays bi-monthly. Future meeting dates agreed are;

Monday 4th September

Monday 30th October
Monday 18th December

674/23 CLERK HOLIDAY

The clerk's holiday request was agreed.

675/23 CLERK RESIGNATION

Councillors acknowledged that the clerk has submitted her notice and a leaving date for the 15th September was agreed. The channels to advertise the post were agreed as well as a time scale. Application deadline is the 31st August for an application review on the 4th September and interviews held soon after.

676/23 LAPTOP

Councillor Durham to research new laptop options.

677/23 MAINTENANCE APPROVAL

Maintenance work By Laurie Bennett to the fence between the church car park and the road was agreed.

678/23 UPDATE ON ONGOING POINTS

No updates were shared.

679/23 PLANNING APPLICATIONS

Planning applications noted.

680/23 PLANNING APPLICATIONS DETERMINED

No planning applications determined to note.

681/23 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

Councillor A Rogers to contact BT in regards to maintenance of the phone kiosk.

682/23 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

682/23.1 Footpaths - Mr S. Jonik

682/23.2 Cricket and Golf Club, Erlestoke Prison and EPC land - Councillor Lewcock

682/23.3 Health and Well-being - Councillor Morgan-Frise

682/23.4 Information Technology and the Play Area - Councillor Durham

Play area inspected by Councillor Durham.

682/23.5 Flood Warden – Vacant position

682/23.6 Police Community Support officer – Paula Yarranton 6015

682/23.7 MOD and Erlestoke Woods – Councillor Rogers

682/23.8 Defibrillator – Mike Donnachie

Mike Donnachie will be leaving this position in a few months. Please contact the clerk if you are interested in assisting with this position.

682/23.9 Website – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham
No new information.

The next Parish Council Meeting is Monday 4th September 2023.

Meeting finished at 20:10