**ERLESTOKE PARISH COUNCIL**

**Parish Clerk**  **Chairperson**

Mrs Louise Brebner

Old School House

Low Road

Little Cheverell

SN104JS

**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

 25th October 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 **Monday 30th October, 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

Louise Brebner

Parish Clerk

**MEETING OF ERLESTOKE PARISH COUNCIL**

**Monday 30th October 2023**

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

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.

1. **MINUTES**

To confirm as a correct record the minutes of the Parish Council Meeting held on 04/09/23

1. **ELECTION OF CHAIRPERSON -** Councillors are asked to vote for a new Chairperson.
2. **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.

1. **FINANCE**

**BANK BALANCES**

* 1. Treasurers Account £ 4083.24
	2. Business Bank Instant £ 10739.23
	3. Note that the VAT claim has been sent in for £1,098.25 amount up to 20th September 2023 – arrived in bank account
1. **UPDATED CASH BOOK -** For noting, circulated with agenda.
2. **GODDARD AND SONS LTD INVOICE -** Mark Goddard invoice for grass cutting agreed and signed
3. **CLERK TIMESHEETS -** Members are requested to note the clerk’s timesheets for September
4. **SWAST DEFIBRILLATOR SCHEME -** The person who checks the defibrillator is leaving and a replacement needs to be found
5. **LAPTOP –** Ongoing
6. **INVOICE FROM WANSBOROUGHS IN REGARDS TO SSE LEASE -** ongoing
7. **GEORGE AND DRAGON PUB**
8. **TREE WARDEN FOR PARISH**
9. **WHITE WELCOME GATES**
10. **CHURCH WIFI**
11. **ISSUE OF DANGEROUS DOGS IN THE PARK –** Councillor F Morgan-Frise update
12. **COUNCILLORS ARE ASKED TO DISCUSS AND AGREE TO THE ATTENDANCE AND COST OF LOUISE BREBNER’S CILCA SUPPORT TRAINING**
13. **COUNCILLORS ARE ASKED TO NOTE LOUISE BREBNER’S CONTRACT HAS BEEN WITNESSED AND SIGNED –** Copy given to Louise Brebner
14. **ROSPA PLAYGROUND INSPECTION INVOICE AGREED AND SIGNED BY COUNCILLORS AND ROSPA REPORT REVIEWED AND AGREED AND A PLAN FOR FURTHER MAINTENANCE MADE**
15. **PLAYGROUND BIN INVOICE AND ONGOING BIN INSTALLATION –** The bin has arrived
16. **TELEPHONE KIOSK**
17. **OVERGROWN BUSHES OBSTRUCTING SPEED SIGNS ON LOWER ROAD AND LAND SLIPPAGE NARROWING THE ROAD**
18. **DRAIN CLEARING/HEDGE TRIMMING**
19. **UPDATE ON ONGOING POINTS**
20. **PLANNING APPLICATIONS**

Application Ref PL/2023/07664 - Proposed Works to Trees in a Conservation Area Address: 25 THE PARK, ERLESTOKE, DEVIZES, SN10 5TY

Proposal: T1 Ash tree - Crown reduce by approximately 3m to leave a natural shape.

Applicant Name McCann

Case Officer: Caroline Gamble R respond By 03-10-2023

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001C3IKc>

**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>

**PLANNING APPLICATIONS DETERMINED**

**Erlestoke CP**

Application Ref PL/2023/02970 - Full Planning Permission

Address: HM Prison Erlestoke, Erlestoke, SN10 5TU

Proposal: Retention of 24 single occupancy accommodation units and 4 ancillary units

Applicant Name: Ministry of Justice

Case Officer: David Millinship

Decision Date: 19-09-2023

Decision: Approve with Conditions

Application Link: https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AZl3s

**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.**

* 1. Play Area
	2. Sub-station
	3. Telephone kiosk

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

**a. Footpaths -** Mr S. Jonik

**b. Cricket and Golf Club, Erlestoke Prison and EPC land -** Councillor Lewcock

**c. Health and Well-being -** Councillor Morgan-Frise

**d. Information Technology and the Play Area including a playground inspection -** Councillor Durham

**e. Flood Warden –** Vacant position

**f. Police Community Support officer –** Paula Yarranton 6015

**g. MOD and Erlestoke Woods** – Councillor Jones

**h. Defibrillator** – Mike Donnachie

**i. Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

**Date of next meeting –**

**Draft minutes of the**

**MEETING OF ERLESTOKE PARISH COUNCIL**

**Monday 4th September 2023**

**Present:** Councillor A Rogers (Chairperson)

Councillor K Lewcock

Councillor C West

Councillor F Morgan-Frise

Councillor J Durham

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

 Stan Jonik

 Simon West – Church Verger

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

Stan Jonik was invited to provide an update on the footpaths and committed to checking the signposts and signs and review any maintenance tasks that need to be undertaken. Any complaints regarding footpaths need to be logged to go through MyWilts app.

7.10pm Councillor West arrived

7.15pm Councillor Durham arrived

**683/23 APOLOGIES**

No apologises

**684/23 DECLARATIONS OF INTEREST**

No declarations of interest.

**685/23 MINUTES**

The minutes of the Parish Council Meeting held on Wednesday 19th July 2023 were confirmed by the Chairperson, Councillor A Rogers, as a correct record.

**686/23 VOTE FOR CHAIRPERSON**

It was proposed, seconded and **UNANIMOUSLY RESOLVED** toapprove the voting in of Councillor F Morgan-Frise as the new Chairperson.

**687/23 REPORT FROM COUNCILLOR TAMARA REAY – WILTSHIRE COUNCIL**

The local plan review (the key place shaping document and the strategy for how county will deliver on housing needs with a suite of planning policies) is out for public consultation in September and there will be events held eg in Devizes library in October.

It is intended that the majority of houses will be delivered in towns, but then also large villages with infrastructure such as shops etc will also have houses built. There are currently no plans for Erlestoke to have any house developments.

There will be greater flexibility for smaller sites to develop houses, particularly lower cost houses. For example; for older generations wanting to move to smaller accommodation but stay in their local community. The plan is to be adopted in 2024.

Devizes and Warminster are to have a new arrangement for recycling as currently 30% going to refuse could be recycled.

A large garden grant has been received by Devizes to revise the tree warden scheme and a launch of this scheme will occur at the end of the month.

Please note that there is Victorian sewer replacement happening in Devizes town centre. The contractor has worked closely with Highways to minimise impact on traffic.

Devizes Area Board meeting will be held on Monday 11th September at 6.30pm at Needham House. The Chief Constable is attending.

**688/23 It was voted to move point 17 forward; WIFI IN THE CHURCH**

Simon West the Church Verger has researched the three best options for installing WiFi in the church and the Vodaphone option was unanimously voted for. Simon West to action this and Erlestoke Parish Council to be responsible for the direct debit and the agreement will be reviewed in a years’ time. This arrangement will support parish meetings being online and village events being held in the church.

**689/23 FINANCE**

**689/23.1 BANK BALANCES**

The bank balances were noted.

**689/23.2 UPDATED CASH BOOK**

The cashbook was noted.

**690/23 REIMBURSEMENT FOR FENCE REPAIR**

It was unanimously agreed to approve the payment to Laurie Bennett for the playground maintenance and reimbursements.

**691/23 REIMBURSEMENT TO CLERK**

It was unanimously agreed to approve the reimbursement to the clerk for £39.43.

**692/23 OVERTIME HOURS APPROVED**

The clerk’s overtime for August was unanimously agreed to approve.

**693/23 PLAYGROUND BIN**

It was unanimously agreed to approve the purchase of a specified bin for the playground using the Council grant previously received.

**694/23 EPC LAPTOP**

It was unanimously agreed to approve the purchase of the recommended laptop that came within the £700 agreed purchase limit.

**695/23 REVIEW OF APPLICATIONS FOR PARISH CLERK POSITION**

Councillor Rogers shared a declaration of interest with the candidate selection. Interviews to be held the week of the 11th September by Councillor Morgan-Frise, Councillor West and the clerk.

**696/23 INVOICE FROM WANSBOROUGHS IN REGARDS TO SSE LEASE**

It was unanimously agreed that once Councillor Lewcock had completed due diligence that the proposed final invoice was accepted and paid.

**697/23 PLAYGROUND MANAGEMENT POLICY**

It was unanimously agreed to accept the proposed playground management policy.

**698/23 WHITE GATES**

Councillor West to complete the form requesting a Highways engineer to review the locations for the gates. To be updated and reviewed at next meeting.

**699/23 TREE WARDEN FOR PARISH**

Councillor Morgan-Frise to research further, check targets and review next meeting**.**

**700/23 GEORGE AND DRAGON PUB**

The village pub has a Community Asset status until 13th May 2025. Clerk to contact pub landlord to invite him to start a conversation in regards to the future of the pub.

**701/23 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.

**702/23 PLANNING APPLICATIONS**

No applications to note.

**703/23 PLANNING APPLICATIONS DETERMINED**

Planning applications determined noted.

**704/23 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

Clerk to contact BT in regards to maintenance of the phone kiosk.

**705/23 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES**

 **705/23.1** **Footpaths -** Mr S. Jonik

Footpaths to be reviewed for maintenance

**705/23.2** **Cricket and Golf Club, Erlestoke Prison and EPC land -** Councillor Lewcock

Councillor Lewcock in the process of arranging a meeting with the prison. Councillor Morgan-Frise to contact the golf club for a meeting.

 **705/23.3** **Health and Well-being -** Councillor Morgan-Frise

 **705/23.4** **Information Technology and the Play Area -** Councillor Durham

New laptop to be purchased and then set up by Councillor Durham

Play area inspected by Councillor Rogers

 **705/23.5 Flood Warden –** Vacant position

**705/23.6 Police Community Support officer –** Paula Yarranton 6015

 **705/23.7** **MOD and Erlestoke Woods** – Councillor Rogers

 **705/23.8 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.

 **705/23.9** **Website** – Mr S Jonik, Clerk Polly Doyle and Councillor James Durham

**The next Parish Council Meeting is Monday 30th October 2023.**

**Meeting finished at 21:00**