**ERLESTOKE PARISH COUNCIL**

**Parish Clerk**

Mrs Louise Brebner

Old School House

Low Road

Little Cheverell

SN104JS

**To:** Councillor K Lewcock

Councillor A Rogers

Councillor C West (Chairperson)

Councillor J B R Durham

Councillor F Morgan-Frise

Councillor J J R Hunt-Davis

12.12.2023

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 18th December, 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

**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 31/10/2023

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 (12.12.2023)**

* 1. Treasurers Account £ 2149.04
  2. Business Bank Instant £ 10,739.23

1. **UPDATED CASH BOOK -** For noting, circulated with agenda.
2. **INVOICE TO CLLR J DURHAM –** to sign
3. **INVOICE TO MR L BENNET –** to sign
4. **INVOICE FOR PC WORLD MICROSOFT 365 –** to sign
5. **GODDARD AND SONS LTD INVOICE -** Mark Goddard invoice to sign
6. **NEW NALC PAYSCALE-**
7. **CICLA UPDATE**
   1. **Policies**
   2. **Study time**
8. **CLERK TIMESHEETS -** Members are requested to note the clerk’s timesheets for October and November, to discuss December timesheet (early re Christmas)
9. **INVOICE FROM SIMON WEST RE WIFI-**
10. **SWAST DEFIBRILLATOR SCHEME –** Replacement needed, ongoing
11. **LAPTOP –**
12. **INVOICE FROM WANSBOROUGHS IN REGARDS TO SSE LEASE -** ongoing
13. **GEORGE AND DRAGON PUB –** (planning appeal dismissed)
14. **WHITE WELCOME GATES**
15. **CHURCH WIFI –** update re sim card
16. **PLAYGROUND INSPECTION -**
17. **TELEPHONE KIOSK -**
18. **OVERGROWN BUSHES OBSTRUCTING SPEED SIGNS ON LOWER ROAD AND LAND SLIPPAGE NARROWING THE ROAD -** ongoing
19. **DRAIN CLEARING –** see email from Highways
20. **HEDGE CLEARING –** Ongoing
21. **CORONATION LIVING HERITAGE FUND**
22. **EMERGENCY CONTACTS, WILTSHIRE COUNCIL –**
23. **UPDATE ON ONGOING POINTS**
24. **PLANNING APPLICATIONS**

**PLANNING PROPOSED**

**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**

**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.**

Erlestoke CP Application Ref PL/2023/07289 - Works to a Listed Building Address: Manor Farm, Lower Road, Erlestoke, Devizes, Wilts, SN10 5UE Proposal: Alterations to fenestrations to Farmhouse Applicant Name: Colenso Case Officer: Jocelyn Sage Decision Date: 02-11-2023 Decision: Approve with Conditions Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001C2QES>

Application Ref PL/2023/04347 - Householder Application Address: Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE Proposal: Alterations to fenestrations, the addition of a new driveway & for retrospective consent for works to the farmhouse & outbuilding. Applicant Name: Colenso Case Officer: Jonathan James Decision Date: 03-11-2023 Decision: Approve with Conditions Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AxxQw>

Application Ref PL/2023/04757 - Works to a Listed Building Address: Manor Farm, Lower Road, Erlestoke, Devizes, SN10 5UE Proposal: Alterations to fenestrations, the addition of a new driveway & for retrospective consent for works to the farmhouse & outbuilding. Applicant Name: Colenso Case Officer: Jonathan James Decision Date: 03-11-2023 Decision: Approve with Conditions Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001Ayv3g>

**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** –

**i. Website** – Clerk Louise Brebner and Councillor James Durham

**Date of next meeting –**

**MEETING OF ERLESTOKE PARISH COUNCIL**

**Monday 30th October 2023**

**Present:** Councillor K Lewcock

Councillor C West (chair)

Councillor F Morgan-Frise

**In Attendance:** Mrs Louise Brebner – Parish Clerk

Wiltshire Councillor Tamara Raey -

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

1. **Member of Public**
   1. Ongoing issue of road sign over growing bushes and the bank slide making the road narrower and it is hard to see the sign till you have driven past it, wall on left sign on the right, new ground slippage and rocks. Parish Clerk to email Highways re the actual road, ask regulations re who is responsible for what.
   2. State of the road going out of Erlestoke, rubbish coming down both sides, road is broken up and damaged and single lane in both places, going out towards Westbury. Tamara Raey – report these on My Wilts app, goes into the system and will get picked up. She has been talking to the public, condition of the road Wiltshire has put extra money into preventative resurfacing and wants to push for the B road to get its share.
2. **Member of Public** – Flooding, corner of Highstreet and Lower Road, came to Parish Council previously, worried about flooding at the front and the house is quite low, was very close to a serious flood. Factors – climate/road up the cricket club gravel was dry laid and that now comes down and the drain at end of ricket club road is blocked/wall by the pub making it worse and storm drain is full. Asking for help on what to do. Did send proper video of what was happening last time this happened. I don’t want any gravel put onto the road.
   1. **Tamara Raey -** immediate issue, report it to My Wilts, and she will also report (it is always reported), she will send an email tonight (30/05/2023)
   2. **Cllr Fiona Morgan-Frise –** drains are not being cleared properly.
   3. **Cllr Keith Lewcock –** there was an objection to the wall and the garden/pub, this could be causing more damage. Issue with water coming down the cricket club path
   4. **Tamara Raey –** make flood plan and speal to the operational flood working group. Cllr Fiona Morgan-Frise to email [nic.huntis@wiltshire.co.uk](mailto:nic.huntis@wiltshire.co.uk) and the Parish Clerk to phone re unblocking drains. Parish Clerk ask Little Cheverell council and find a contact re unblocking drains. Parish Clerk also to talk to pub re the wall and putting a hole into the wall and a bund across the road – owner Paul Gardener, water needs an escape through the wall. Parish Clerk to email cricket club owner re digging a culvert
3. **APOLOGIES -** To receive apologies for absence: Cllr A Rogers and Cllr J B R Durham and Cllr J J R Hunt-Davis send their apologies.
4. **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. NIL.

1. **MINUTES**

To confirm as a correct record the minutes of the Parish Council Meeting held on 04/09/23 – Cllr F Frige-Morgan signed

1. **ELECTION OF CHAIRPERSON -** Councillors are asked to vote for a new Chairperson – Cllr C West elected
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.

* Discission on flooding see public notes, horrified about the flooding, worried about properties – Parish Clerk to add flooding plan to agenda for next meeting.
* Grants – older and vulnerable people grant; funding is available, identify if there are any groups in the village who need funding - Parish Clerk will email them to ask more
* Prison has planned to planting trees to screen the lights - Tamara will email the prison governor asking about the trees and letting them know there are grants available for planting.
* Tamara has been going through the village dropping on surveys and the road conditions and speeding’s has been brought up many times and HGV’s, wants to work with Caroline to look at previous data re speeding, metro count each time said is no problem with speeding in Erlestoke. Cllr West to discuss further with Tamara.
* A resident who is in Year 7 has been knocked down getting off the bus, Mother is wondering if the bus can pull into the park. Cllr F Morgan-West will send info to mum re reporting on my Wilts, plan to email all on the email chain to download My Wilts.

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. Ongoing re replacement poles at the secret garden, Parish Clerk to chase.
3. **CLERK TIMESHEETS -** Members are requested to note the clerk’s timesheets for September. Polly Clerk and Louise Brebner’s time sheet noted.
4. **SWAST DEFIBRILLATOR SCHEME -** The person who checks the defibrillator is leaving on the 10th November and a replacement will be found.
5. **LAPTOP –** Ongoing
6. **INVOICE FROM WANSBOROUGHS IN REGARDS TO SSE LEASE –** ongoing, Parish Clerk and Cllr K Lewcock to meet
7. **GEORGE AND DRAGON PUB –** There is a HUB meeting planned to discuss
8. **WHITE WELCOME GATES –** Cllr C West ongoing, will also contact Sue Ivey from Little Cheverell parish council to discuss
9. **CHURCH WIFI –** A sim card is needed and provider as the WIFI is now installed in the church. Cllr C West will ask the verger to find a sim/provider
10. **ISSUE OF DANGEROUS DOGS IN THE PARK –** Councillor F Morgan-Frise update

Fence will be built by landlord, have spoken to dog warden and he has attended the property and checked the dogs and he is happy that they are professionally trained and the owners are responsible people. The dogs have to be on leads and the owners have been made aware of their responsibilities: to keep out of park and not to be on The Green without a lead.

1. **COUNCILLORS ARE ASKED TO DISCUSS AND AGREE TO THE ATTENDANCE AND COST OF LOUISE BREBNER’S CILCA SUPPORT TRAINING *-*** Parish Clerk to forward email re training costs
2. **COUNCILLORS ARE ASKED TO NOTE LOUISE BREBNER’S CONTRACT HAS BEEN WITNESSED AND SIGNED –** Copy given to Louise Brebner, noted.
3. **ROSPA PLAYGROUND INSPECTION INVOICE AGREED AND SIGNED BY COUNCILLORS AND ROSPA REPORT REVIEWED AND AGREED AND A PLAN FOR FURTHER MAINTENANCE MADE -** invoice signed, the Parish Council would like a danger sign for swing, Parish Clerk will ask Cllr JBR Durham and the check will be done over the weekend and will also look into extra’s 5 items on the ROSPA invoice.
4. **PLAYGROUND BIN INVOICE AND ONGOING BIN INSTALLATION –** The bin has arrived and the invoice has been signed. Laurie is happy to install the bin, query about siting it, Parish Clerk will ask Cllr JBR Durham. Parish Council happy for this then to go ahead.
5. **TELEPHONE KIOSK –** Ongoing, Parish Clerk to email Cllr A Roges
6. **OVERGROWN BUSHES OBSTRUCTING SPEED SIGNS ON LOWER ROAD AND LAND SLIPPAGE NARROWING THE ROAD –** There has been nothing yet from the parish steward, Parish Clerk to chase. This was also discussed in the open forum. The Parish Clerk will find a highways contact re road slippage, and ask little cheverell parish council re advice as they have just dealt with something similar.
7. **DRAIN CLEARING/HEDGE TRIMMING – Cllr C West:** hedges are encroaching onto pavements, send letter to everyone in the village “keep pavements clear, if you want the parish steward to do it this can be arranged” Parish Clerk will create leaflet, Cllr F Morgan-Frise to distribute.
8. **PRISON VISIT BY EP COUNCILLOR –** Cllr K Lewcock went to visit, there is a new accommodation unit creating a lot of noise and a noise abatement notice been served by Victoria park estate
9. **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 **now approved**

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

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

**a. Footpaths -**

**b. Cricket and Golf Club, Erlestoke Prison and EPC land -** Councillor Lewcock (see above)

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

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

**e. Flood Warden –** Vacant position - advertise for flood warden

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

**g. MOD and Erlestoke Woods** – Cllr A Rogers for next meeting

**h. Defibrillator** – Mike Donnachie (see above)

**i. Website** – Report from Mrs Louise Brebner (parish clerk) current website is not currently safe, needs a lot of upgrading. This is unable to be done on the current laptop, to discuss with Cllr Durham.

**Date of next meeting – 18.12.2023**