**ERLESTOKE PARISH COUNCIL**

**Parish Clerk – Louise Brebner**

**To:** Councillor K Lewcock

Councillor A Rogers

Councillor C West

Councillor J B R Durham

Councillor F Morgan-Frise

Councillor J J R Hunt-Davis

02.04.2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend a **meeting of** **Erlestoke Parish Council.** The meeting will be held **in the Parish Church** on **Monday 8th April 2024 at 7pm** (LGA 1972 sch.12 para 10(2)(a).

The Press and Public are welcome to attend the meeting, and speak in the “Public Participation” .

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

**Erlestoke Parish Council Meeting, 08.04.2024 Draft Agenda**

**Present:**

**Public Participation –**

1. **APOLOGIES –**
2. **DECLARATIONS OF INTEREST - nil**

*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 26.02.2024
2. **REPORT FROM COUNCILLOR TAMARA REAY –**
3. **FINANCE**
   1. **BANK BALANCES** 
      1. **Treasurers Account -**
      2. **Business Bank Instant -**
   2. **Cashbook and End of Year Accounts -**
   3. **Financial Church Contributions-**
   4. **Future Financial Community Plans-**
4. **ZEN INVOICE TO SIGN –**
5. **WEBSITE DEPOSIT INVOICE TO SIGN AND AGREE TO PAY-**
6. **POLICIES TO BE REVIEWED AND AGREED-**
   1. **Standing Orders**
   2. **Financial Regulations**
   3. **Code of Conduct**
   4. **Publication Scheme**
   5. **Data Protection Policy**
   6. **Equality and Diversity Policy**
   7. **Grievances Policy**
7. **REGSITERS TO BE REVIEWED AND AGREED –**
   1. **Asset Register 2024**
   2. **Risk Register 2024**
      1. **Chair to be given sealed/signed document containing PIN and Passwords for laptop/banking** (*6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council’s records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member’s personal computer used only for remote authorisation of bank payments.)(model financial regulations)*
8. **COUNCIL TO NOTE PFK LITTLEJOHN AUDIT SERVICES CONTINUED FOR THE INTERNAL AGAR/AUDIT -** Councillors are asked to note that Erlestoke Parish Council’s external auditor has been reappointed by the Smaller Authorities Audit Appointments (SAAA) as PKF Littlejohn LLP.
   1. **To note any audit work -**
9. **CICLA UPDATE –** ongoing
10. **CLERK TIMESHEETS -** Council asked to note/sign timesheets for Jan/Feb/March
11. **SETTING UP A STAFFING COMMITTEE –** council to decide on setting up a committee to handle staffing matters
12. **NEW WEBSITE –** ongoing
13. **LAPTOP ANTI-VIRUS SOFTWARE-** Laptop currently using free AVG, Council asked to consider updating the software for more protection
14. **Mark Goddard Tender –** council asked to note this continues till 2025
15. **THE COMMUNITY INFRASTRUCTURE LEVY (CIL) –** ongoing, to note Cllr T Reay is finding this out
16. **SECTION 85 LOCAL GOVENANCE ACT 1972 RULING –** Cllr A Rogers to discuss with council
17. **FLOOD POLICY -** ongoing
18. **SWAST DEFIBRILLATOR SCHEME –** Council asked to decide if we continue with the SWAST scheme at a cost of £1800plus VAT for 4 years, or be gifted the defib and we pay for continued upkeep/training
19. **CRICKET PAVILION –** ongoing
20. **INVOICE FROM WANSBOROUGHS IN REGARDS TO SSE LEASE –** ongoing
21. **GEORGE AND DRAGON PUB –** ongoing
22. **WHITE WELCOME GATES –** ongoing
23. **CHURCH WIFI –** ongoing
24. **PLAYGROUND INSPECTION –** Councillors are also asked to consider starting a physical inspection book
25. **OUTDOOR DONTATION BOX-** Cllr F
26. **HMK CHARLES 111 PORTRAIT SCHEME-** to note, the council have applied for the free portrait
27. **NATIONAL LOTTERY FUNDING FOR COMMUNITY PLAYGROUNDS-** funding available for community playgrounds, funding is ongoing through RedLynch (previously used for a new bird swing)
28. **TELEPHONE KIOSK –** ongoing
29. **DRAIN CLEARING –** Gully tanker visit for the end of February 2024, no report yet, ongoing
30. **ASH DIEBACK WORKS -** Ash Dieback B3089 Tree Works, Work to remove the diseased tree’s commences on Tuesday 2nd April 2024 and it is anticipated the works will be completed by Friday 12th April 2024, the B3098 will be closed from the junction for Coulston Road and the property known as 72 High Street between the hours of 09:30 and 15:30 not including the weekend
31. **CORONATION LIVING HERITAGE FUND –** ongoing
32. **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***](https://www.gov.uk/apply-work-on-protected-tree)

**PLANNING APPLICATIONS DETERMINED**

**Application Ref Address: Proposal: PL/2023/10906 - Proposed Works**

***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.***

1. **Footpaths -**
2. **Cricket and Golf Club, Erlestoke Prison and EPC land –**
3. **Health and Well-being –**
4. **Police Community Support officer –**
5. **MOD and Erlestoke Woods –** no reply re previous issue of frogs from MOD
6. **DATES FOR ANNUAL MEETINGS –**
7. **DATE FOR NEXT MEETING** -