

ERLESTOKE PARISH COUNCIL

Parish Clerk

Mrs Linda Roberts
44 Westlands Lane
Beanacre
Wiltshire
SN12 7QE

Chairman

Mr Stan Jonik
55 High Street
Erlestoke
Wiltshire
SN10 5UA

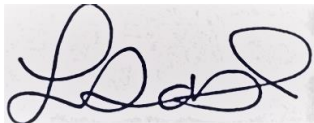
To: Councillor J S F Jonik – (Chairman)
Councillor M R D Barton
Councillor N J M Barton
Councillor J B R Durham
Councillor J J R Hunt-Davis
Councillor K Lewcock
Councillor F Morgan-Frise

4th April 2018

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend the **Erlestoke Parish Council Meeting**. The meeting will be held **in the Parish Church on Wednesday 11th April 2018 at 7.15pm**. (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.

Yours sincerely



Mrs L A Roberts BA (Hons) PGCAP FHEA, Fellow ILCM
Parish Clerk

ERLESTOKE PARISH COUNCIL

Wednesday 11th April 2018

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

AGENDA

1. Apologies

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 7th March 2017.

4. Report from Councillor Richard Gamble - Wiltshire Council

To report on any matters affecting Erlestone which have been discussed at Wiltshire Council Meetings and or the Area Board.

5. Finance

5.1 Bank Balances

| | |
|-----------------------|------------------|
| Treasurers Account | £ 677.95 |
| Business Bank Instant | £8,501.31 |
| <u>Total</u> | <u>£9,179.26</u> |

5.2 Updated Cash Book – circulated with agenda

5.3 Clerks Salary for Approval

Members are requested to approve the salary and expenses for the Parish Clerk due for February and March and to approve the payment to HMRC of £148.60 by bank transfer. (Please note HMRC will only accept bank transfers for payment). Timesheet, HMRC pay-sheet and confirmation of payment will be circulated for inspection and signature at the meeting.

| | |
|-------------------------|--------------------------------|
| Salary Feb | £215.68 |
| Salary March | £215.68 |
| Home Working Allowance | £312.50 (10 months June-March) |
| Mileage 22 miles at 45p | £ 9.90 |
| Printing and Copying | £ 25.00 |
| <hr/> | |
| Gross | £788.76 |
| Less Tax due to HMRC | £148.60 |
| <hr/> | |
| Total Payable | £640.16 |

6. Pedestrian Footway - Erlestoke Prison to the School

This matter was raised in public participation and it was agreed that it should be included on the agenda for discussion at this meeting. Members are requested to decide the best way to make a request to Wiltshire Council to progress the proposal.

8. The Electric Sub Station in Erlestoke

The matter is being handled by the Parish Clerk who is liaising with SSE. The Parish Clerk will provide an update to the meeting.

9. Community Identity, logo and Letterhead

Update from Councillor Lewcock.

10. General Data Protection Regulations – Information Session 20.4.18

Members are requested to appoint two representatives from the Parish Council to attend the Information Session.

General Data Protection Regulations, Wiltshire Council will be hosting a free information and Q&A session in the Council Chamber at County Hall, Trowbridge on Friday 20 April 2018 between 1pm and 4pm. The session will focus on:

- A high-level overview of the regulations
- How they apply to town and parish councils
- What *your* responsibilities are as a council
- Action to take
- Q&A

10. George and Dragon Pub

Update from Councillor Lewcock.

13. Exchange of Information and on-going matters – Please note no decisions can be made on any items discussed under this agenda item.

- Safety of school children crossing the B3098
- Erlestoke House Gates
- Fracking
- Broadband
- Play Area
- Erlestoke Lakes
- Erlestoke Woods

14. To receive reports from EPC Representatives

14.1 Footpaths

14.2 Police

15. Correspondence circulated via clerk's email for noting

- 8.3.18 Wiltshire Council – Parish Newsletter
- 8.3.18 Richard Gamble – TTRN B3098 (Part) Cheverall Parva 11 Mar 1 day
- 12.3.18 Wiltshire Council – Waste Services Update
- 4.4.18 Wiltshire Council – General Data Protection Regulations
- 4.4.18 Wiltshire Council – Briefing Note 345 General Data Protection Regulations
- 4.4.18 Wiltshire Council – Briefing Note 347 Outdoor Education
- 4.4.18 Wiltshire Council – Parish Newsletter
- 4.4.18 Wiltshire Council – Briefing Note 346 – Ofsted March 2018
- 4.4.18 Wiltshire Council – Councillor Wayman's April 2018 Highways Newsletter
- 4.4.18 Wiltshire Council – Minutes Devizes Area Board
- 4.4.18 Wiltshire Council – Minutes, Eastern Area Planning Committee

Parish Meeting 25 April 2018
Annual Meeting 23 May 2018

ERLESTOKE PARISH COUNCIL

Minutes of the Meeting held on Wednesday 7th March 2018 In the Parish Church

Present: Councillor J S F Jonik – (Chairman)
Councillor M R D Barton
Councillor N J M Barton
Councillor J B R Durham
Councillor K Lewcock
Councillor F Morgan-Frise left at 8.45pm

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

It was suggested that a request should be made to Wiltshire Council for a footpath to be installed from the prison on route to Cheverall in order to make walking to school safer. It was agreed by the Chairman, Councillor Jonik to add this to the agenda for the next meeting.

A big thank you was expressed to Jim Marshall, Liz and Bill Kemp for their assistance with the with the village spring clean.

The Parish Council would like to thank Mandy and Jane Batts for picking up the dog waste around the woods and village.

301/17 APOLOGIES

Apologies for absence were received from Councillor Hunt-Davis.

DECLARATIONS OF INTEREST

302/17 There were no declarations of interest.

303/17 MINUTES

The minutes of the Parish Council Meeting held on Wednesday 6th December 2017 having previously been circulated were signed by the Chairman, Councillor Jonik as a correct record.

The minutes of the Parish Meeting held on Wednesday 17th January 2018 having previously been circulated were signed by the Chairman, Councillor Jonik as a correct record.

304/17 REPORT FROM COUNCILLOR RICHARD GAMBLE – WILTSHIRE COUNCIL

Councillor Gamble reported that the road closure on the B3098 had caused some problems. He advised that another closure is proposed to take place on 27 April and there is concern about this as it is during school term time and also a normal working day, it was anticipated that this will cause problems as there was no suitable diversion route. Councillor Gamble is pushing for this to take place on a Sunday to alleviate problems. The work is required for Broadband improvements.

The Parish Council were advised that the next Area Board Meeting will be on 19th March at Devizes School. 6.30pm for 7.00pm. One of the agenda items will be about the short-term parking in Devizes Market Place.

305/17 FINANCE

305/17.1 BANK BALANCES

| | |
|-----------------------|-------------------|
| Treasurers Account | £ 825.84 |
| Business Bank Instant | £ 8,501.31 |
| <u>Total</u> | <u>£ 9,327.15</u> |

The bank balances were noted.

305/17.2 UPDATED CASH BOOK

The cashbook was noted.

306/17 ERLESTOKE CROSSING, CATG ISSUE 5067 (SCHOOL CROSSING)

Councillor Lewcock reported on the new scheme which was aimed at slowing down traffic into and through the village. It was agreed that the Parish Council should support the scheme. The contribution requested represents 25% of the total scheme cost.

It was proposed by Councillor Mrs Barton seconded by Councillor Durham and

UNANIMOUSLY RESOLVED to support the traffic calming scheme and to offer a 25% contribution of £1026. towards the costs as requested.

The Parish Council expressed their grateful thanks to Councillor Lewcock for his hard work on this issue.

Members requested that a completion date is sought when the offer is accepted.

307/17 COPORATE GOVERNANCE - FINANCIAL

308/17.1 RISK MANAGEMENT

It was proposed by the Chairman Councillor S Jonik and Councillor Mrs Morgan-Frise and

UNANIMOUSLY RESOLVED to adopt the Financial Risk Management Assessment.

As part of the Financial Risk Assessment the council is required to adopt the Transparency code for smaller authorities.

It was proposed by Councillor Lewcock, seconded by Councillor Mrs Barton and

308/17.2 TRANSPARENCY CODE

It was proposed by Councillor Lewcock, seconded by Councillor Mrs Barton and

UNANIMOUSLY RESOLVED to adopt the Transparency Code for Smaller Authorities.

308/17.3 MODEL PUBLICATION SCHEME

It was proposed by the Chairman, Councillor Lewcock, seconded by Councillor Mrs Morgan-Frise and

UNANIMOUSLY RESOLVED to adopt the Model publication scheme.

308/17.4 GENERAL RESERVES

Members discussed the balance held in reserves, some of which is earmarked for small projects, additional equipment for the Play Area, £1000.00 and the request to support the traffic calming scheme for £1,026. The estimated balance at year end will be approximately £7,300.00.

It was proposed by Councillor Mrs Morgan-Frise, seconded by Councillor Mrs Barton and

UNANIMOUSLY RESOLVED to approve the balance in reserves and the ear marked reserves, including a portion of the S106 monies.

308/17.5 UPDATED ASSET REGISTER

Members discussed the asset register which was updated to reflect the current position. It was agreed that land values should be established for inclusion in the asset register.

309/17 ELECTRIC SUB STATION

The Chair Councillor Jonik advised the Parish Council that the Parish Council had purchased the play area from the former Kennet District Council who had retained a four-foot ransom strip. The Parish Council had then purchased four-foot the ransom strip. Kennet District sold the houses adjacent to the Park to Sarson Housing and Kennet District Council had included the same four-foot ransom strip in that sale; in effect selling the ransom strip twice.

The sub-station is situated on the 4ft strip and there is rental due to the Parish Council.

The Chairman has been in correspondence with SSE regarding the wayleave payment due to the Parish Council. The Clerk had also been in touch to follow up the request that the payment is made and was awaiting a response regarding the Wayleave payments. A chasing email has been sent (26.2.18)

310/17 COMMUNITY IDENTITY, LOGO AND LETTER HEAD

Councillor Lewcock is to look through some archives for ideas. It was suggested the idea of using the Erlestoke letters combined with a background of a building of architectural interest.

It was agreed that some more work and thought about the logo was needed.

311/17 PLANING APPLICATION

311/17.1 Application Ref: 18/01163/LBC

Application for **Listed Building Consent**

Proposal: - Demolition of part rear extension and replacement with two storey extension (Resubmission of 17/10199/LBC).

At: Pollards, 53 High Street, Erlestoke, Devizes, Wiltshire, SN10 5UA

Assigned Officer: Jane Sanger

Direct Line: 01225 716756

Comments to be received by: 15 March 2018

Members supported the application.

311/17.2 Application Ref: 18/01091/FUL

Application for **Full Planning**

Proposal: - Demolition of part rear extension and replacement with two storey extension (Resubmission of 17/09966/FUL).

At: Pollards, 53 High Street, Erlestoke, Devizes, Wiltshire, SN10 5UA

Assigned Officer: Jane Sanger

Direct Line: 01225 716756

Comments to be received by: 15 March 2018

Members supported the application.

311/17.3 Planning Applications – Decisions

Application Number: 17/12498/FUL Site Location: Erlestoke & Coulston Cricket Ground High Street Erlestoke Wiltshire Grid Ref: 396332 153661

Proposal: Demolition of the existing cricket pavilion and construction of a replacement pavilion Case Officer: Nick Clark Direct Line: 01225 770258 Registration Date: 12/01/2018

Decision: Approve with Conditions Decision Date: 12/02/2018 Category of Application: Full Planning

The decision was noted.

312/17 STATE OF CONDUIT IN THE WATER HOUSE AND ACCESS TO THE BUILDING

The Chairman, Councillor Jonik explained that spring water should overflow through the conduit and go into the drain. The water unfortunately is no longer flowing through the conduit but flows through the street out to the cattle troughs. There is also a concern that the water in the lakes is reducing as the water levels are low. The Water house is a listed building and is in a poor state of repair, the roof has fallen in. It has been suggested that the Parish Council take on the Water House Building, a Grade II listed, Bath Stone construction with oak tiles, the size of a small garage.

It was agreed that some further research is needed into what the Parish Council could do, including adopting the Water House. The Parish Council is keen to preserve the building and establish what is required to protect the building from further deterioration.

313/17 WEBSITE

It was proposed by Councillor Lewcock, seconded by Councillor Mrs Barton and

UNANIMOUSLY RESOLVED to approve the new monthly payment of £5.00 for the new website.

The Parish Council wanted to place on record their thanks to the Chairman, Councillor Jonik for his work in getting the new website up and running.

314/17 Appointment of Internal Audit

It was proposed by Councillor Durham, seconded by Councillor Jonik and

UNANIMOUSLY RESOLVED to confirm the appointment of Auditing Solutions as the Parish Councillors Internal Auditors for the financial year 2017/2018.

The Internal Audit Report for 2016/2017 was noted.

315/17 Exchange of Information and on-going matters – Please note no decisions can be made on any items discussed under this agenda item.

- Safety of school children crossing the B3098
- Erlestoke House Gates

- Fracking
- Broadband
- Play Area
- Erlestoke Lakes - The Chairman Councillor Jonik advised that he had a meeting on 8 March 2018 with the MOD about the lakes and proposed works.
- Erlestoke Woods –

316/17 To receive reports from EPC Representatives

316/17.1 FOOTPATHS

316/17.2 POLICE

317/17 CORRESPONDENCE CIRCULATED VIA CLERK’S EMAIL

18.2.18 - Erlestoke War Memorial: Notification of Designation Decision

18.2.18 - Rebecca Jones, **Customer Relationship Manager**, Goodson Lodge Care Centre

18.2.18 - Claire Perry – Letter attached ref. Refill Scheme

18.2.18 - Parish newsletter - 15 February 2018

18.2.18 - TTRN B3098 (Part), Cheverell Parva 19 Feb 2 days, notification of B3098 closure on Monday and Tuesday next week at the Cheverell bends. The diversion is via Great Cheverell.

19.2.18 – Little Cheverall Parva 19 Feb 2 Days

20.2.18 – BT Road Closure

20.2.18 – B3098 Little Cheverall

Date of next meeting 11TH April 2018.

Date of the Annual Parish Meeting 25 April 2018

The meeting finished at 10pm

Signed: Dated 11th April 2018

Chairman, Councillor S Jonik