

ERLESTOKE PARISH COUNCIL

Minutes of the Meeting of the Town Council held in the Parish Church on Wednesday 17 May 2017

PRESENT: Councillor J S F Jonik – (Chairman)
Councillor M R D Barton – Arrived at 9.40pm
Councillor N J M Barton
Councillor J B R Durham
Councillor K Leacock
Councillor F Morgan-Frise

OFFICERS: Mrs L A Roberts – Locum Clerk

NOTE: All Councillors present made their Declarations of Acceptance of Office prior to the start of the meeting, before the Proper Officer.

PUBLIC PARTICIPATION

There were no members of the public present.

179/17 ELECTION OF CHAIRMAN

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

UNANIMOUSLY resolved that Councillor Jonik be elected Chairman for the ensuing year.

Councillor Jonik assumed the Chair and declared and signed his Declaration of Acceptance of Office as Chairman.

180/17 APOLOGIES

Apologies for absence were received from Councillor Hunt-Davies.

It was reported that the Parish Council would need to agree a time-frame for Councillor Hunt-Davies to make and sign his Declaration of Acceptance of Office. It was proposed by Councillor Jonik, seconded by Councillor Mrs Morgan-Frise and

UNANIMOUSLY RESOLVED that Councillor Hunt-Davies would be allowed 14 days (from the date of this meeting) to make and sign his Declaration of Acceptance of Office.

181/17 APPROVAL OF MRS LINDA ROBERTS AS LOCUM CLERK

It was proposed by Councillor Jonik seconded by Councillor Leacock and

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UNANIMOUSLY RESOLVED to approve the appointment of Linda Roberts as Locum Clerk.

182/17 DECLARATIONS OF INTEREST

In accordance with Parish Council's Code of Conduct, all Members are required to declare any disclosable pecuniary interests 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 in the Register, as well as any other registrable or other interests.

No declarations were made.

183/17 ELECTION OF VICE CHAIRMAN AND FINANCIAL OFFICER

It was proposed by Councillor Jonik, seconded by Councillor Morgan-Frise and

UNANIMOUSLY RESOLVED to elect Councillor Durham as Vice-Chairman for the ensuing year.

It was proposed by Councillor Jonik, seconded by Councillor Mrs Burton and

UNANIMOUSLY RESOLVED that Councillor Leacock should take on the role as Financial Officer until a permanent Clerk is engaged.

Council were advised that the appointment of a Councillor to the role of Financial Officer was in accordance with the Internal Audit Report's recommendations. It was further noted that following the report and recommendations made by the internal Auditor that the Financial Regulations would be reviewed and updated.

184/17 MINUTES

The Minutes of the Parish Council meeting held on the 5th April 2017, having previously been circulated were signed by the Chairman, Councillor Jonik as a correct record.

185/17 EXTRA ORDINARY MEETING 25 APRIL 2017 – MINUTES

The Minutes of the Parish Council meeting held on the 25th April 2017, having previously been circulated were signed by the Chairman, Councillor Jonik as a correct record.

It was reported by the Chairman that the Minutes of the Parish Council meeting held on 1 March 2017 needed to be approved and would be circulated and included on the Agenda for the next meeting.

186/17 CALENDAR OF MEETINGS FOR 2017/18

The Parish Council meet every six weeks on a Wednesday evening at 7.30pm in the Parish Church. The following dates were set and approved.

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21 June 2017
2 August 2017
13 September 2017
25 October 2017
6 December 2017
17 January 2018

187/17 CLERK VACANCY FOR ERLESTOKE

It was reported that four applicants had been received, although not all had returned a Curriculum Vitae. There was a discussion around the qualifications and experience required for the role of Parish Clerk and it was proposed by Councillor Mrs Morgan-Frise, seconded by Councillor Mrs Barton and

UNANIMOUSLY RESOLVED that the new Clerk must be qualified with at least a Certificate in Local Council Management (CiLCA) and have previous experience of local council administration. If no suitable applicant came forward the Parish Council would continue with the use of a Locum and/or appoint a Councillor to the role.

Interview dates of 30 and 31 May would be offered to successful candidates chosen for interview and a panel of three would make up the appointments panel. Councillor Mrs Morgan-Frise, Councillor Mrs Barton and one independent person.

188/17 WILTSHIRE COUNCIL AND DEVIZES AREA BOARD UPDATE

The Unitary Councillor Richard Gamble was not in attendance. It was reported that the next Area Board meeting would take place on 5 June, starting at 6.30pm in Devizes Sports Club.

189/1.17 ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT.

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

UNANIMOUSLY RESOLVED to adopt, as the new Council, the current Standing Orders, Financial Regulations and Code of Conduct.

In accordance with the recommendations from the Internal Audit Report all three documents would be reviewed as soon as was practicable.

189/2.17 MEMBERSHIP OF PROFESSIONAL BODIES, NALC and WALC

Continuing Membership of the National Association of Local Councils (NALC) and the Wiltshire Association of Local Councils (WALC) was approved.

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189/3.17 FIANNCIAL AND OPERATIONAL RISK ASSESSMENT

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

UNANIMOUSLY RESOLVED to adopt and approve the Financial and Operational Risk Assessment.

It was reported that the Risk Assessment would continue to receive on-going reviews and any changes reported to the Council.

190/17 TO CONFIRM THE CURRENT FINANCIAL STATEMENT AND ACCOUNTS FOR PAYMENT

The new format of Financial Reporting documents a system recommended by the Internal Auditor was welcomed. There was also a recommendation from the Chairman Councillor Jonik to remove the Sweep System currently operated between the Current Account and the Treasures Account. Due to the very low interest rates it was not imperative that the bulk of the funding was kept in an interest-bearing account.

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

UNANIMOUSLY RESOLVED to adopt the new financial reporting procedure.

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

UNANIMOUSLY RESOLVED to write to Lloyds Bank requesting that the 'Sweep' system is ceased forthwith in favour of a manual transfer of funds to cover expenses.

The Following Invoices were approved for payment:

- i)** WALC Payment £83.00
- ii)** Clerk Services £76.95
- iii)** Auditing Solutions £120.0
- iv)** Clerks services for 25 April Extra ordinary meeting £61.95
- v)** Clerks Services for 26 Annual Parish Meeting £69.45

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191/17 SPEED INDICATING DEVICES (SIDs)

A handover would need to be arranged with the previous Councillor Dean Moore. It was agreed that he should be thanked by the Parish Council for all his hard work in co-ordinating the SIDs. The Parish Council also agreed that if Dean is happy to continue as coordinator this would be welcomed as he had done an excellent job. It was reported that the SID's still need new batteries.

THE FOLLOWING AGENDA ITEMS WERE FOR INFORMATION, NOTING AND UPDATING – No decisions, financial or binding on the Council were made on them.

192/17 HIGHWAYS AND FOOTPATH ISSUES

- There was a need to prioritise tasks for the parish Steward to undertake
- A report regarding pot-holes had been made using the Wiltshire on-line App in relation to Pear Tree Hill going in the direction of Salisbury Plain. It was unclear whether Wiltshire Council had tried to remedy the problem. All pot-holes had been filled with large stones. It was agreed the problem should be reported again.
- Concerns were expressed over fly tipping in the village since, probably due to the restrictions on the type and size of trailers and numbers of visits in one year. It was agreed that the situation should be monitored.

193/17 ON-GOING MATTERS

The safety of school children crossing the B3098 was still a concern. A Community Area Transport Group Meeting was scheduled for May and the issue should be followed up and chased through that group.

- The issue over Erlestoke House Gates was on going
- Broadband – on-going
- There had been a Play Equipment Inspection - Had inspection some minor issues raised, Natasha is looking at grant funding for play areas to upgrade will report to the next meeting.
- Erlestoke Lakes Issues – On 20 June 2017 the Environment Agency, Ministry of Defence and a Parish Council representative would be meeting to discuss the condition of the lakes.
- Erlestoke Woods – burn bashwood and then replant. Logs/scrub are going to be burnt in the Autumn after the nesting season has finished.

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195/17 TO RECEIVE REPORTS FROM EPC REPRESENTATIVES

- i) **Footpaths** it was reported that the footpath from the main road to the golf course is overgrown.
- ii) **Police** – reports to the Police had been made about the Rave in Chittern and the rally at Stoke Hill

The Meeting Closed at 9.45pm

The next meetings is as follows:
21 June 2017 - 7.30pm in the village church
Erlestoke Village website – www.erlestoke.org