

# DRAFT

## Minutes of the Erlestoke Parish Council Meeting 18<sup>th</sup> April, 2007 at 7:30 p.m. in the Village Hall

**Open Forum:** No parishioners attended.

The Council meeting commenced at 7:30 p.m.

**Present**

Cllr. J. Foote (In the Chair), Cllr. S. Jonik, Cllr. R. Loraine-Smith, Cllr. M. D. Gilbert

**In Attendance:**

Veronica Brown, Parish Clerk.

Minute	Dialog	Resp
46/07	<b>Apologies:</b> Cllr. J. Morgan, Cllr. D. Turner, Cllr. L. Grundy, Cllr. P. Sinnett-Jones	
47/07	<b>Declaration of Interest</b> None declared.	
48/07	<b>Minutes of the Meeting, 28<sup>th</sup> March, 2007</b> These minutes had been circulated. Modifications were made to add Footpath designators and to correct the spelling of Esther Daly's name. <b>Prop.</b> Cllr. M. Gilbert; <b>Sec.</b> Cllr. P. Sinnett-Jones  <b>New Action (48/07):</b> Check with whether Wansborough have registered the playfield and Secret Garden.	VB
49/07	<b>Matters Arising:</b> a) <b>Action 06/07: Parish Clerk Contract – Open.</b> The contract was reviewed at the meeting. It will be reviewed again and signed-off during the next council meeting with all Councillors in attendance.  <b>Action 18/07g: Review of the Section 106 Agreement – Deferred to May Parish Council Meeting.</b>	All  RLS

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	<p><b>Action 33/07-1: Provide Display and Feedback forms</b> for Erlestoke Villagers to respond to the use of the Section 106 funds at the Annual Parish Meeting – <b>Open.</b></p> <p><b>Action 22/07: Quality Parish Council – Deferred.</b> Response received from P. Bell and is in circulation file pending Councillors’ review. Additional information provided by M. Gilbert will be reviewed by Councillors at the next council meeting. The clerk will buy a frame for the QPC certificate and hang it in the Village Hall.</p> <p><b>Action 28/07b: Statutory Notice in “The News” – Open.</b> The Notice was placed in “The News” and a copy was provided to the MOD. An additional copy needs to be provided to Esther Daly, Footpaths Officer.</p> <p><b>Action 38/07: Research Minutes: Deferred.</b> Research minutes and council data files to determine if the land transfer mechanism options from a Parish Council perspective had been identified and analyzed previously.</p> <p><b>Action 42/07a: Erlestoke Prison Invitation: Open.</b> Ensure that the Prison Governor is invited to the Erlestoke Annual Parish Council Meeting and AGM.  <ul style="list-style-type: none"> <li>▪ Cllr. P. Rugg will discuss Prison Traffic issue with contacts at WCC.</li> </ul> </p> <p><b>Action 43/07b: Bus shelter roof repair. Deferred.</b> The clerk needs to obtain three estimates. Also, contractors may need to liaise with the Baker family for access to their ground.</p> <p><b>Action 43/07c: Skip Provision: Deferred</b> The clerk needs to coordinate skip delivery with the KDC, Adrian Turner. This action is waiting a response from KDC for the price of the recycling and garden waste skips. KDC has indicated there is a cost associated with all recycling and garden waste skips also.</p> <p><b>Action 43/07a: Investigate Sludge Silt Holding Tank: Deferred</b> Cllr. M. Gilbert has agreed to investigate holding tank further.</p> <p><b>Action 43/07d: Miles and Francis Rate for 2007: Closed</b> The rate has increased 5.00 per cutting. Miles and Francis are reliable and reasonably priced.  <ul style="list-style-type: none"> <li>▪ The M&amp;F rate will be an agenda item for the next PCM.</li> </ul> </p>	<p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>VB</p> <p>MG</p> <p>VB</p>
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<p>50/07</p>	<p><b>Matters for Attention</b></p> <p>a) <b>Parish Clerk Contract:</b> See Action 06/07 above.</p> <p>b) <b>Injury at Playground:</b> The injury at the Erlestoke Playground was dealt with by Cllr. J. Morgan in a timely manner, as follows:</p> <p>Cllr. J. Morgan provided an Accident Report for the Erlestoke Parish Council, as follows: “On Monday 2<sup>nd</sup> March, Joshua Duckett had an accident in the playground/Erlestoke. Sally, Jean and I (<i>Cllr. Morgan</i>) were in the playground with our children and Josh ran fast at the gate under the hornbeam tree, misjudged it as sometimes happens as the gate swung back onto his head very quickly. He had a large cut to the forehead, the wound was compressed and he was treated at Trowbridge Hospital. On inspecting the gate, (the old one), it is not clear whether it was the edge of the gate or the two protruding bolts which made contact with his head; but I (<i>Cllr. Morgan</i>) wish to see the two bolts covered with plastic bungs or removed. It is not possible to eliminate all risk of accidents with gates – especially metal ones, but having watched Josh’s accident, we must improve this gate, as advised above. This safety issue was not raised by our park Risk Assessment Report.”</p> <p>Since the accident, Miles and Francis have removed two protruding bolts to improve the gate. The fitting has been welded.</p>	
<p>51/07</p>	<p><b>Finance Report</b></p> <p>a) The Current Account balance stood at £100.00.</p> <p>b) The Reserve Account stood at £3215.31.</p> <p>c) Councillors ratified the payment to Miles and Francis for the cutting of the grass. <b>Prop.:</b> Cllr. R. Lorraine-Smith <b>Sec:</b> Cllr. M. Gilbert</p> <p>d) Councillors ratified the Clerk’s payment of time charges and expenses from February 28<sup>th</sup> through to April 18<sup>th</sup>. A cheque was provided to V. Brown for £272.15.</p> <p><b>Prop:</b> Cllr. M. Gilbert; <b>Sec:</b> Cllr. S. Jonik</p>	
<p>52/07</p>	<p><b>Parish Elections:</b></p> <p>There are seven nominations for Erlestoke Parish Council; so this will be an uncontested election. Nominated Councillors will sign acceptance papers at the May 9<sup>th</sup> Parish Council Meeting.</p>	

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<b>45/07</b>	<p><b>New Action 52/07a: Clerk to contact internal auditor.</b> Do we have to complete internal audit before annual reviews?</p> <p><b>New Action 52/07b: Clerk to find AGM and APC Meeting Minutes.</b> Locate AGM and APC meeting minutes to build agenda for this year's meeting.</p> <p><b>Dates of Next Meetings:</b> The first meeting of Councillors after the election will be held at the Village Hall on 9<sup>th</sup> May 2007 beginning at 7:00 pm. Councillors will sign all required election forms.</p> <p>The AGM of Erlestoke Parish Council will be held at the Village Hall on 9<sup>th</sup> May 2007 beginning at 7:15 pm. Councillors will elect officers.</p> <p>The Annual Parish Meeting will be held at the Village Hall on 9<sup>th</sup> May 2007 beginning at 7:30 pm.</p>	VB  VB
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The meeting closed at 9:00 pm.