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Minutes of a Erlestoke Parish Council 28th February, 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, P. Sinnett-Jones, Cllr. D. B. Turner, and Kennet District Cllr. L. Grundy

In Attendance:

Veronica Brown, Parish Clerk (Acting).

Minute	Dialog	Resp
15/07	Apologies Apologies for absence had been received from Cllr. J. Morgan.	
16/07	Declaration of Interest None declared.	
17/07	Minutes of the Meeting, 17th January, 2007 These minutes had been circulated and it was unanimously agreed they be signed as a correct record. US-UK spelling changes were corrected on signed copy at the meeting. Prop. Cllr. S. Jonik; Sec. Cllr. M. D. Gilbert	
18/07	Matters Arising: a. Action 80/06: Safety Report on Play Area – Closed. The new gate has been fitted. b. Action 84/06: Setting the Precept – Closed. KDC, Finance Manager was contacted. Precept is established and will be provided in 2 equal installments in April and September. The form has been signed and posted. There is enough money in the Reserve account to cover the cost of the upcoming Parish Elections. c. Action 85/06: Application for Parish Clerk – Closed. Mrs. V. Brown (Acting Clerk) was asked to leave the room. The Councillors agreed	

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	<p>unanimously to offer the Parish Clerk position to V. Brown at the appropriate statutory rate plus expenses incurred in accomplishing the tasks. Prop. Cllr. P. Sinnett-Jones; Sec. Cllr. J. Foote</p>	
	<p>d. Action 05/07: Coordination with Hazel – Closed.</p>	
	<p>e. Action 06/07: Parish Clerk Contract – Open.</p> <ul style="list-style-type: none"> ▪ Councillors requested the clerk add to the next Parish Council Meeting Agenda an item for Clerk Contract and Rate. 	<p>JRF VB</p>
	<p>f. Action 07/07: Increasing HGV traffic on B3098 – Closed. A letter was received from WCC in response to Erlestoke PC letter. WCC indicated that a traffic management study was underway. New Action: The Erlestoke PC would like to see a copy of the results of the Traffic Management study. Write to WCC for a copy of study when available.</p> <ul style="list-style-type: none"> ▪ Councillors requested that the Traffic Management study be kept as an agenda item. <p>Prop: P. Sinnett-Jones; Sec: D. Turner New Action: Reference WCC letter and traffic management study regarding the B3098 in “The News” as part of the Erlestoke Village Council report.</p>	<p>VB VB SJ</p>
	<p>g. Action 10/07: Fire Hydrant Safety Issue – Closed. Hydrants have been cleaned and a Hydrant map has been put on Notice Board.</p>	
	<p>h. Action 12/07: Review Section 106 Agreement – Closed. Councillors reviewed inputs provided by Cllr. J. Morgan and Cllr. R. Loraine-Smith. The following questions/actions resulted:</p> <ul style="list-style-type: none"> ▪ Do we have the data from last year’s playground survey for review? <p>New Action: Review of the Section 106 Agreement has raised the following questions: 1) Investigate payment of £3,000 and timeframe. 2) Determine how money comes to the Erlestoke PC. 3) What is the mechanism to allocate a portion of the money from the 106 agreement for the long-term maintenance of new playground equipment without the risk of losing the allocated funds.</p> <ul style="list-style-type: none"> ▪ The clerk was asked to put the Section 106 Agreement on the agenda for the March Parish Council Meeting so that Councillors 	<p>JM RLS VB</p>

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	<p>can discuss ideas about how to spend the money.</p> <p>i. Action 13/07-1: Repairing Damage to Playing Field – Closed. The work has been completed.</p> <p>j. Action 13/07-2: Advertise Availability of New Homes in Park – Closed. Information published in “The News”.</p>	
19/07	<p>Parish Election: The Parish Election will be held on May 3rd. Councillors in attendance were provided with a copy of the Timetable and Candidate Qualifications memo as well as the Nomination Papers.</p> <ul style="list-style-type: none"> ▪ The clerk was asked to put the Parish Election topic on the March Parish Council Meeting. <p>Action: Put Notice of Elections in White Horse News, The Star and The News and a copy to the clerk for posting on Bulletin Board.</p> <p>Action: Contact KDC, J. Gale for Electoral Number for the Nomination Paper.</p>	<p>VB</p> <p>SJ</p> <p>VB</p>
20/07	<p>Change Of Address for Correspondence, New Stationary, Yellow Book Change of Address memo has been distributed to WCC, KDC, neighboring village council clerks, and the Gazette and Herald. Cllr. J. Foote will provide the clerk with the Yellow Book once he has completed reading it.</p>	<p>JRF</p>
21/07	<p>Rent for Village Hall Councillors agreed to donate £100 to the Village Hall as was done in previous years. A check was written for that amount and provided to Cllr. R. Loraine-Smith for the Village Hall. Prop: M. Gilbert; Sec: D. Turner</p>	

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22/07	Quality Parish Council Action: Councillors requested that the clerk: <ol style="list-style-type: none">1. Contact KDC, J. Gale or K. Fielding regarding special privileges and advantages of Quality Council Status.2. Make a photocopy of the certificate and post it on village bulletin board.3. Scan and send to Cllr. S. Jonik.4. Buy a frame and hang it up in the Village Hall.	VB
23/07	Minutes Style and Format The table format of minutes was approved. The writing style provided in the January minutes was also found acceptable.	
24/07	Re-Institute Circulation File The circulation file will be instituted and will include the playground equipment data and other correspondence for Councillors to review. The new format for the Circulation Sign-off sheet was proposed and accepted. The new format includes a column for comments.	
25/07	Finance Report: (a) Balance at Bank: The Current Account balance stood at £100.00 and the Reserve Account stood at £3344.82. (b) Cllr. S. Jonik presented an invoice for the Erlestoke website yearly maintenance fee. The maintenance fee was previously thought to be £30.00 as documented in the January 2007 Council Meeting Minutes. But on investigation, it turned out that the actual cost was £42.30, including VAT. Councillors ratified the payment of the invoice. A check was provided to Cllr. S. Jonik in the amount of £42.30. Prop: D. Turner; Sec: P. Sinnett-Jones (c) We received a receipt for the £15.00 payment for the clerk advertisement in the News.	

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26/07	<p>Correspondence:</p> <p>a) Village Minibus: Councillors ratified a £75.00 donation for the Village Minibus. A check was written and will be posted by the Clerk. Prop: R. Loraine-Smith; Sec: D. Turner</p> <p>b) Calor Village Competition: There was little interest in pursuing this competition.</p> <p>c) Splash: Councillors did not want to make a donation at this time.</p> <p>d) Campaign to Protect Rural England: Councillors ratified a donation of £27.00. Prop: R. Loraine-Smith; Sec: D. Turner</p> <p>e) Sewage Treatment Report, 1/2007: This document was reviewed last month. The clerk will file this document.</p> <p>f) Auditor Memo: No Action required.</p> <p>g) Regulatory Reform (Fire Safety) Order 2005 Briefing: Clerk to file.</p> <p>h) Wiltshire Wildlife Fundraising event, The Sarsen Trail: The clerk will post on village bulletin board.</p> <p>i) Easter Refuse and Recycling Arrangements: The clerk will post on village bulletin board.</p>	
27/07	<p>Village Hall Report (Land Evaluation)</p> <p>Councillors have made contact with three Estate Agencies: Strakers, Atwell-Martin, and Martin Walker. In Martin Walker's letter to the Chairman, he wrote "I would be happy to undertake this work and waive my fees since I am well aware of the funding constraints placed upon all of us." Councillors agreed to engage Martin Walker for the land evaluation. Prop: P. Sinnett-Jones; Sec: D. Turner Action: Contact Martin Walker to perform the land evaluation and to request its completion prior to the next Village Hall Meeting, 6th March, 2007.</p>	RLS
28/07	<p>Village Rep Reports:</p> <p>a) Councillors noted that the damage done by Wessex Water to the</p>	

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	<p>Village Hall is in the process of being mended.</p> <p>b) Statutory Notice in “The News”: This item concerns the issue of a statutory notice in “The News” regarding access across Parish land other than at a legally designated footpath, bridleway or byway, etc. This is to prevent an informal access by those walking across Parish Land, becoming a legally defined access and notice needs to be inserted in “The News” before the end of this Council Session, ending in April.</p> <p>The title of the notice should read, “PREVENTION OF ACQUISITION OF PUBLIC RIGHTS OF WAY OVER PARK FIELD AND SECRET GARDEN (HIGHWAYS ACT 1980 SECTION 31(6))</p> <p>“There are two recreation grounds in Erlestoke, namely the Park Field and the Secret Garden. Both areas are amenities for the use of villagers. A footpath has been constructed around the burial ground of the Church of the Holy Savior and dedicated as a footpath. Apart from this there are no rights of way across either recreation ground. Erlestoke Parish Council, as owners, has been legally advised to publish a notice to this effect annually to prevent claims to any rights of way arising in respect of these recreation grounds.”</p> <p>Action: The clerk will provide this notice to “The News” with copies to the Ministry of Defense (MOD), Defense Estates Dept at Westdown Camp, Tilshead.</p> <p>c) Sludge/silt Holding Tank: This item was not addressed.</p> <ul style="list-style-type: none">▪ The clerk was requested to add this item to the next council meeting Agenda. <p>d) Erlestoke Prison: It has been brought to our attention that authorities of the Prison had a meeting last week to discuss the possible expansion of the prison from the present 460+ to a much higher amount. The canteen has a capacity of over 850. In addition the internal arrangement of the prison means that it could quite easily become a higher category from ‘C’ to ‘B’ or even ‘A’. If this were to be the case then as Parish Council we should seek various assurances from the Planning Authority, Kennet, to seek that landscaping of the northern perimeter fence should be done, and that the traffic management arrangements at the entrance should be improved either by traffic lights or speed restrictions or some other arrangements. Having seen other properly managed prison approaches in the Midlands, the</p>	VB
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	<p>Erlestoke entrance is very poor and potentially dangerous. The issue of litter on the B3098 after prison visiting needs to be addressed.</p> <ul style="list-style-type: none"> ▪ Councillors requested this topic be added to the next council meeting agenda. <p>e) Bus Stop Roof Leak:</p> <ul style="list-style-type: none"> ▪ Councillors requested this item be added to the next council meeting agenda. <p>f) Unitary Council Issues, Impact and Benefits: District Councillor, L. Grundy raised awareness regarding the Unitary Council Proposal and requested that councillors have an opportunity to discuss the proposal in detail at the next meeting Action: Cllr. L. Grundy to provide the following for review prior to the next village council meeting:</p> <ol style="list-style-type: none"> 1) Letter from 3 Chief Execs to District Council. 2) District Council responses to Secretary of State. 3) Draft letter of advice to Parish Councils. <ul style="list-style-type: none"> ▪ Councillors requested this item be added to the next council meeting agenda. <p>g) Web Site Usage: Statistics were provided for the village website usage. These statistics provided a comparison from last year to this year. The data will be provided in the circulation file for Councillors to review.</p> <p>h) Establish the dates for the upcoming AGM and Annual Parish Meeting.</p> <ul style="list-style-type: none"> ▪ Councillors requested this item be added to the next council meeting agenda. 	<p>VB</p> <p>VB</p> <p>LG</p> <p>VB</p> <p>VB</p>
<p>29/07</p>	<p>Dates of Next Meetings: Erlestoke Parish Council will meet at the Village Hall on 28th March at 7:30 pm.</p>	

The meeting closed at 10:00 pm.