

# DRAFT

## Erlestoke **Parish Council** Minutes 13<sup>th</sup> June, 2007 at 7:30 p.m. in the Village Hall

The **Open Forum** commenced at 7:15 p.m.

Parishioner, Mrs. D. Oram queried the conclusion of the Feedback Forms. The Clerk was asked to hand-deliver the forms next time rather than using the postal service.

### **Present**

Cllr. J. Morgan (In the Chair), Cllr. S. Jonik, Cllr. R. Loraine-Smith, Cllr. M. D. Gilbert, Cllr. A. Pinnington, Cllr. D. Turner, Kennet District Councillor L. Grundy, and Mrs. V. Brown, Parish Clerk.

### **In Attendance:**

Parishioner, Mrs. D. Oram.

<b>Minute</b>	<b>Dialog</b>	<b>Resp</b>
<b>73/07</b>	<b>Apologies:</b> Cllr. M. Gilbert was out of town on business.	
<b>74/07</b>	<b>Review Previous Minutes of Meetings:</b>  The <b>Parish Council Meeting Minutes</b> , dated 18 <sup>th</sup> April 2007 were reviewed. Action item number 48/07 was corrected to remove the word “with”. With the change, the minutes were accepted as an accurate and true record. This was proposed by Cllr. R. Loraine-Smith and seconded by Cllr. A. Pinnington. All agreed. <b>New Action:</b> Registration of ownership of playfield and Secret Garden. Deeds are at the bank. This was proposed by Cllr. D. Turner and seconded by Cllr. S. Jonik. All agreed.  The <b>First Council Meeting Minutes</b> , dated 9 <sup>th</sup> May 2007 were reviewed. The minutes were accepted as an accurate and true record. This was proposed by Cllr. R. Loraine-Smith and seconded by Cllr. A. Pinnington. All agreed.  The <b>Annual General Meeting Minutes</b> , dated 9 <sup>th</sup> May 2007 were reviewed. The minutes were accepted as an accurate and true record. This was proposed by Cllr. R. Loraine-Smith and seconded by Cllr. D. Turner. All agreed.	SJ

<p>75/07</p>	<p>The <b>Annual Parish Meeting Minutes</b>, dated 9<sup>th</sup> May 2007 were reviewed. No blatant omissions were identified. Cllr. R. Loraine-Smith suggested the inclusion of the following words in Minute 67/07: “exiting and entering Erlestoke, through the village and down Lower Road.” The approval and signing of these minutes will take place at the 2008 Annual Parish Meeting.</p> <p><b>Section 106 Funds</b></p> <p>Cllr. J. Morgan reported on the Allotment Issue. The Secret Garden was not a practical location for garden allotments: the condition of the soil was not good, many trees prevented adequate light, and the threat of badgers, deer and rabbits would be very challenging. She also felt there was very little demand for allotments by parishioners. Instead, she presented a draft Release of Funds letter outlining use of Section 106 funds along with a draft sketch of proposed changes/improvements to the open space of the playfield and playground areas.</p> <p>The Councillors discussed the draft Release of Funds letter and concluded that the best approach would be to perform an analysis of the Section 106 Fund Feedback Forms and provide a summary for Councillors to review. Also, the draft sketch of the changes to the open space would be scaled down.</p> <p>It was suggested that the cost of the removal requirements (e.g., removal of old matting) be included in the financials.</p> <p><b>New Action:</b> The scaled down sketch, summary of feedback forms, and draft Release of Funds letter would be provided for Councillor review in the circulation file.</p>	<p>SJ</p>
<p>76/07</p>	<p>The Clerk was directed to place this item on next meeting agenda.</p> <p><b>Matters Arising:</b></p> <ol style="list-style-type: none"> <li>1. <b>M&amp;F Increase:</b> The Clerk provided Cllr. M. Gilbert’s response: the M&amp;F increase was discussed and payment ratified at the 18<sup>th</sup> April meeting.</li> <li>2. <b>Ratify Clerk’s Contract:</b> The Clerk’s contract was ratified with one minor change to the wording of section 12.1: the word “normal” was added to read: Your normal hours of work are 4 hours per week.</li> </ol>	<p>VB</p>

<p>77/07</p>	<p><b>3. Refuse, Recycle, and Garden Waste Skips</b> The Clerk reported the charges for Refuse and Garden Skips. According to KDC, S. Perryman, The recycling skips for plastic and cardboard do not cost anything, but the allocations have already been done for this financial year. I have spoken to Adrian and he has said that if the parish are willing to man them for a morning, then we can issue some for the year. With regards to Garden waste skips as the Council's preferred disposal option is firstly home composting (and the Council offers heavily subsidised home compost bins), secondly the kerbside collection of garden waste from bins, the Council is unable to offer subsidised Garden Waste Skips, however, it can provide these at cost. If you wish a skip dropped off and then collected later this would cost £100 per skip (not manned). Most people take care to only place cardboard or plastic into the skips; yet a few would throw in anything. If non-recyclable materials are put in the skips it will be contaminated and won't be recycled.</p> <p>Based on the above, the Councillors agreed unanimously not to proceed with the scheduling of skips for the parish. Councillors agreed to review this as necessary. This was proposed by Cllr. A. Pinnington, seconded by R. Loraine-Smith.</p> <p><b>4. Oil Storage Tank Communications</b> Cllr. R. Loraine-Smith suggested encouraging parishioners to look at the environmental agency website for checking boilers and fuel tanks, as well as precautions for avoiding oil leaks and spills. He emphasized that the obligation is on individuals to check their fuel tanks. He also suggested parishioners check their smoke alarms for proper operation. He will contact the fire brigade to have alarms provided and existing alarms checked. <b>New Action:</b> Provide a note in The News encouraging parishioners to be cautious of the boilers, fuel tanks and smoke alarms.</p> <p><b>5. Reclaim VAT</b> The clerk identified the need to file for VAT for the years ending March 2006 and March 2007. All councillors agreed.</p> <p><b>Financial Report</b> Councillors agreed unanimously to ratify payment of £397.54 for Community First Insurance. This was proposed by Cllr R. Loraine-Smith and seconded by Cllr. A. Pinnington. Councillors agreed unanimously to ratify payment of £34.00 for Community</p>	<p>SJ</p>
--------------	---	-----------

# DRAFT

<p><b>78/07</b></p>	<p>First Membership. This was proposed by Cllr. D. Turner and seconded by S. Jonik. Current and Reserve Account Balances were deferred to the next Council Meeting.</p> <p><b>Planning</b></p> <p>25 High Street: Approved, no objections. . Prop. Cllr. D. Turner, Sec. Cllr. S. Jonik.</p> <p>Rosewood Cottage, 61 High Street: Approved, no objections. . Prop. Cllr. R. Loraine-Smith, Sec. Cllr. A. Pinnington.</p> <p>HMP Erlestoke: Approved, no objections. Prop. Cllr. A. Pinnington, Sec. Cllr. D. Turner.</p>	
<p><b>79/07</b></p>	<p><b>B3098 Issues</b></p> <p><b>Parking:</b> Discussed. No clear resolution. <b>New Action Item:</b> Put note in The News to take care when parking. Cllr. A. Pinnington to be Highway Representative. All in favour. Prop: Cllr. R. Loraine-Smith, Sec: S. Jonik.</p>	<p>SJ</p>
<p><b>80/07</b></p>	<p><b>Village Representative Reports</b></p> <p>Prison Report: Parish is discussing with HMP Erlestoke Governor and Cheverell Parish the initiating of a speed limit on the B3098 near the prison. Cllr. A. Pinnington is in dialogue with HMP Governor regarding boundary planting and underbrush along the B3098 to improve drivers' visibility. Parish Steward: Schedule presented. Military: Nothing to report. Website: Nothing to report. Footpaths: Nothing to report.</p> <p>Cllr D. Turner provided his resignation letter and announced his resignation after many years of service. Madame Chair, Cllr. J. Morgan and all councillors thanked Mr. Turner for all of his time and hard work put in over the years. <b>New Action Item:</b> The Clerk was directed to place Councillor Vacancies on the next council meeting agenda.</p>	<p>VB</p>

# DRAFT

<b>81/07</b>	<b>Dates of Next Meetings</b> The next meeting of the Erlestoke Parish Council will take place on Wednesday, 22 <sup>nd</sup> August 2007.	
--------------	---	--

With no other business to complete, the meeting closed at 9:30 pm.