

# DRAFT

## Minutes of the Erlestoke Parish Council Meeting 28<sup>th</sup> March, 2007 at 7:30 p.m. in the Village Hall

**Open Forum:** A discussion took place regarding the Sarsen Housing response to the sewer works at 15 The Park. Ms. Morgan thanked Erlestoke Villagers for supporting her concerns regarding building works in her front garden. Ms. Morgan reported that Princeton Homes Limited had done a nice job restoring her raised and fenced garden bed and had completed the job on schedule though more of the garden had been impacted than was previously agreed. She has submitted an additional letter to Sarsen Housing requesting compensation for the additional disruption to her vegetable garden. She is waiting a response from Sarsen.

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

### Present

Cllr. J. Foote (In the Chair), Cllr. J. Morgan, Cllr. S. Jonik, Cllr. R. Loraine-Smith, Cllr. M. D. Gilbert, P. Sinnett-Jones, Cllr. D. B. Turner, Kennet District Cllr. L. Grundy, and WCC Cllr. P. Rugg.

### In Attendance:

Veronica Brown, Parish Clerk.

Minute	Dialog	Resp
30/07	<b>Apologies</b> None.	
31/07	<b>Declaration of Interest</b> None declared.	
32/07	<b>Minutes of the Meeting, 17th January, 2007</b> These minutes had been circulated and it was unanimously agreed they be signed as a correct record. <b>Prop.</b> Cllr. M. Gilbert; <b>Sec.</b> Cllr. P. Sinnett-Jones	
33/07	<b>Matters Arising:</b> <b>a) Action 06/07: Parish Clerk Contract – Open.</b> Mrs. Brown was asked to leave the room. The Councillors unanimously agreed to offer Mrs. Brown the Parish Clerk position at pay scale: LC1, SCP 16, £8.035/hour with £100 per annum for computer equipment usage, plus general expenses and auto mileage expenses. The contract will be as defined by the NALC model contract. The contract will be back-dated to 28 <sup>th</sup>	

# DRAFT

<p>February, 2007. Councillors ratified both rate and contract.</p> <ol style="list-style-type: none"><li>1. Mrs. Brown was asked to provide detail of hours and expenses at the 18<sup>th</sup> April Council Meeting.</li><li>2. Cllr. Foote and Cllr. Morgan will provide a specific contract at the 18<sup>th</sup> April Council Meeting</li></ol> <p><b>Prop:</b> J. Morgan; <b>Sec:</b> P. Sinnett-Jones</p> <p><b>Action 18/07f-1: Request for Traffic Management Study – Closed.</b> Letter submitted to WCC requesting study.</p> <p><b>Action 18/07f-2: Request for Traffic Management Study – Closed.</b> Reference the WCC Letter and Traffic Management Study in the Erlestoke Village Council report. Provide this report to “The News”.</p> <p><b>Action 18/07g: Review of the Section 106 Agreement – Open.</b> There are two Section 106 agreements. The initial agreement contains an allocation of £9,000 to be divided equally across the villages of Erlestoke, Great Cheverell and Little Cheverell. The Parish Council does not have a copy of this agreement and therefore, does not know the issue date. The issue date is important, as the money is available for the parishes to spend over a five year time period as of the issue date with any unused funds being returned to the originator. The Council does not know how far into the five-year period we are with the initial allocation of £3,000. The Council also does not know what additional money has accrued on the account from interest or CPI adjustments. Cllr. R. Loraine-Smith to obtain initial Section 106 Agreement and specific account balances for the May Annual Parish Meeting.</p> <p>The second Section 106 agreement has £15,120 (plus interest and CPI adjustments) allocated for recreational use with the same five-year time period requirement. The date on the second Section 106 Agreement is 17<sup>th</sup> August 2006.</p> <p>The available money may be spent on Open Space projects and Amenities for the village. Councillors discussed the following allocations for the money: land allotments, new playground equipment, benches, rubber matting for the playground and playground maintenance. The money would be “ring-fenced”.</p> <p>Councillors agreed to notify the Erlestoke Villagers at the Annual Parish Meeting on Wednesday, 9<sup>th</sup> May 2007 with the objective being to receive</p>	<p>VB</p> <p>JF, JM</p> <p>SJ</p> <p>RLS</p>
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# DRAFT

<b>36/07</b>	<b>Finance Report</b> <ol style="list-style-type: none"><li>1. The Current Account balance stood at £100.00.</li><li>2. The Reserve Account stood at £3352.54.</li></ol>	
<b>37/07</b>	<b>Correspondence</b> <ol style="list-style-type: none"><li>1. The subscription for the NALC was renewed. A cheque was issued to NALC for £13.50. <b>Prop:</b> Cllr. J. Foote; <b>Sec:</b> Cllr. J. Morgan</li><li>2. The subscription for the WALC was renewed. A cheque was issued to WALC for £59.20. <b>Prop:</b> M. Gilbert; <b>Sec:</b> D. Turner</li></ol>	
<b>38/07</b>	<b>Village Hall Report (Land Evaluation)</b> <p>A point of clarification was made regarding the plot of land illustrated in Martin Walker's evaluation: the drawing provided was a guide and not used as an actual measurement of the land.</p> <p>Councillors discussed the need for legal advice to clarify the mechanism enabling Village Hall use of the land: i.e., should the land be given to the Village Hall Committee, leased, or perhaps some other mechanism. Community First will be advising the Village Hall Committee on the mechanism.</p> <p><b>New Action (38/07):</b> The clerk was asked to 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>	VB

# DRAFT

41/07	<b>Correspondence:</b> The correspondence received to date was reviewed and placed in the Circulation File for Councillors review and consideration.	
42/07	<b>Village Rep Reports:</b> a) <b>Erlestoke Prison:</b> 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 Erlestoke entrance is very poor and potentially dangerous. The issue of litter on the B3098 after prison visiting needs to be addressed. <b>New Action (42/07a):</b> Erlestoke Prison: 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> b) <b>Police:</b> No Visits. c) <b>Army:</b> Nothing to report. d) <b>Website:</b> Nothing to report. e) <b>Footpaths:</b> The footpath around the cemetery that crosses the B3098 was waterlogged, but seems to have cleared. Several trees down and chainsaw work needs to be done. Cllr. P. Sinnett-Jones has contacted Ester Dalt regarding the work. f) <b>Village Steward:</b> The council is pleased with recent efforts. The drains and signs have been cleaned.	VB
43/07	<b>Other Matters</b> a) <b>Sludge Silt Holding Tank:</b> <b>New Action (43/07a):</b> Cllr. M. Gilbert has agreed to investigate further. b) <b>Bus Shelter Leak:</b> <b>New Action (43/07b):</b> The clerk needs to obtain three estimates for the repair of the bus shelter roof. Also, contractors may need to liaise	MG VB

# DRAFT

	<p>with the Baker family for access to their ground.</p> <p>c) <b>Skips:</b> We are now well into 2007 and the Council needs to arrange with Kennett District Council (KDC), namely Adrian Hampton, the delivery schedule for Skips for 1) 2 no. General Waste Skip (EPC pays £50-£60 per skip), 2) 2 no Garden Waste Skip (KDC used to pay) and 3) the newly instituted Plastic and Cardboard Waste Skips at a frequency of two months (KDC pays).  <b>New Action (43/07c):</b> The clerk needs to coordinate skip delivery with the KDC, Adrian Turner.</p> <p>d) <b>Grass Cutting:</b> Need to ratify agreement with Miles and Francis.  <b>New Action (43/07d):</b> Cllr. M. Gilbert to contact Miles and Francis and check the rate for this year's work.</p>	<p>VB</p> <p>MG</p>
<p><b>44/07</b></p>	<p><b>Unitary Council</b>  Cllr. L. Grundy provided Unitary Council literature addressing the various viewpoints of the proposed change. Councillors will review the material and determine the way forward.</p>	
<p><b>45/07</b></p>	<p><b>Dates of Next Meetings:</b>  Erlestoke Parish Council will meet at the Village Hall on 18<sup>th</sup> April 2007, at 7:30 pm. An Open Forum will begin at 7:15 pm.</p> <p>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> <ul style="list-style-type: none"> <li>▪ The clerk needs to invite: Prison Governor, Holy Trinity School Headteacher, Police, Church Council, Cricket Club Secretary (M. Foster), Village Hall Committee, Cllr. P. Rugg, and Cllr. L. Grundy.</li> <li>▪ The clerk needs to advertise the AGM and APM one week before the meeting.</li> </ul>	<p>VB</p> <p>VB</p>

The meeting closed at 10:00 pm.