**ERLESTOKE PARISH COUNCIL**

**Parish Clerk – Louise Brebner**

**To:** Councillor K Lewcock

 Councillor A Rogers

 Councillor C West

Councillor J B R Durham

 Councillor F Morgan-Frise

 Councillor J J R Hunt-Davis

 08.05.2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12 paras 10 (2) (b) you are summoned to attend the **Annual Parish Council Meeting of** **Erlestoke Parish Council.** The meeting will be held **in the Parish Church** on **Tuesday 28th May 2024 at 8pm (following the Annual Parish Meeting at 7pm)** (LGA 1972 sch.12 para 10(2)(a).

The Press and Public are welcome to attend the meeting, and speak in the “Public Participation” .

In accordance with the Parish Council’s Standing Order No. 60. Please note that due to the lack of signal in the venue, Erlestoke Parish Council are unable to offer the meeting to be accessible online.

Yours sincerely

Louise Brebner and Cllr A Rogers

Parish Clerk and Chair

**Erlestoke Parish Council Meeting, 08.04.2024 Draft Agenda**

**Present:**

**Public Participation –**

1. **APOLOGIES –**
2. **DECLARATIONS OF INTEREST - nil**

*To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Parish Council.*

*Members are reminded that, in accordance with the Parish Council’s Code of Conduct, they are required to declare any disclosable pecuniary interest 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 on the Register, as well as any other registrable or other interests. –*

1. **MINUTES -**To confirm as a correct record the minutes of the Parish Council Meeting held on 08.04.2024
2. **To Vote in a new Chairperson**
3. **To Vote in a new Vice Chairperson**
4. **REPORT FROM COUNCILLOR TAMARA REAY –**
5. **MEMBER OF PUBLIC EMAIL RE SPEEDING IN THE VILLAGE-** We have been contacted re the current speed limit in the village High Street(30mph) and the dangers this is posing and the request to reduce this down to 20mph – to discuss
6. **FINANCE**
	1. **BANK BALANCES**
		1. **Treasurers Account -**
		2. **Business Bank Instant -**
	2. **Financial Church Contributions-**
	3. **Bank Reconciliation to note/sign**
	4. **Payments over £100 to note/sign**
	5. **Council to discuss a debit card moving forward**
7. **WALC ANNUAL PAYMENT –** Councillors are asked to agree this payment
8. **ANNUAL GOVERENANCE DOCUMENTS TO SIGN (**Smaller Authorities Audit Appointments (SAAA) as PKF Littlejohn LLP **)**
	1. **Councillors are asked to declare Erlestoke Parish Council exempt from the requirement for a limited assurance review**
	2. **Agree Section 1**
	3. **Agree Section 2**
	4. **Accounts certified by RFO then agreed by Council**
	5. **Any Further Audit documents –**
9. **DATES OF PUBLIC ACCESSIBILITY TO THE PARISH ACCOUNTS**
10. **WEBSITE INVOICE TO SIGN AND AGREE TO PAY-**
11. **CICLA UPDATE –** ongoing
12. **CLERK TIMESHEETS -** Council asked to note/sign timesheets for April/May
13. **NEW WEBSITE –** ongoing
14. **THE COMMUNITY INFRASTRUCTURE LEVY (CIL) –** ongoing, to keep on agenda till used
15. **SECTION 85 LOCAL GOVENANCE ACT 1972 RULING –** ongoing, Cllr A Rogers
16. **FLOOD POLICY –** ongoing, a flood warden is needed for the flood policy
17. **SWAST DEFIBRILLATOR SCHEME –** The Defibrillator has now been signed over to the council, council to note gift letter. The Defibrillator is now signed up to The Circuit, and the council have responsibility for this going forward. Cllr A Rogers has agreed to be its guardian and responsible for the check, Clerk will forward on information.
18. **CRICKET PAVILION –** ongoing
19. **INVOICE FROM WANSBOROUGHS IN REGARDS TO SSE LEASE –** this has now been paid into the account. SSE ongoing re their payments to the council, have been contacted twice, awaiting response.
20. **GEORGE AND DRAGON PUB –** ongoing
21. **WHITE WELCOME GATES –** ongoing
22. **CHURCH WIFI –** ongoing
23. **PLAYGROUND INSPECTION –** Cllr J Durham
24. **HMK CHARLES 111 PORTRAIT –** this has arrived, Council are asked to decide on placement or storage.
25. **NATIONAL LOTTERY FUNDING FOR COMMUNITY PLAYGROUNDS-** ongoing
26. **TELEPHONE KIOSK –** ongoing
27. **DRAIN CLEARING –** Gully tanker visit for the end of February 2024, no report yet, Parish Steward has also reported several blocked drains to the gully team.
28. **CORONATION LIVING HERITAGE FUND –** ongoing
29. **DDay 80th Anniversary –** re email sent to councillors
30. **PLANNING APPLICATIONS**

**PLANNING PROPOSED**

|  |  |
| --- | --- |
| **Application No:** | **PL/2024/03312** |
| **Application Type:** | **Full planning permission** |
| **Proposal:** | **Construction of a retaining wall and associated land profiling within** **the secure perimeter** |
| **Site Address:** | **HMP Erlestoke, Erlestoke Park, Erlestoke, Wiltshire SN10 5TU** |

Deadline - **04/06/2024**

**Officer – Meredith Baker**

***Erlestoke Parish Council would like to highlight that Erlestoke is a conservation area and consequently all planned tree work must be submitted to the Council via a ‘works to tree’ application. It is a simple process to check and apply online:***

[***https://www.gov.uk/apply-work-on-protected-tree***](https://www.gov.uk/apply-work-on-protected-tree)

**PLANNING APPLICATIONS DETERMINED**

***Please note that all planning applications and planning applications determined are seen via email by the Council members although the applications are not necessarily in time to be included on the agenda.***

1. **Footpaths -**
2. **Cricket and Golf Club, Erlestoke Prison and EPC land –**
3. **Health and Well-being –**
4. **Police Community Support –**
5. **MOD and Erlestoke Woods –**
	1. **MOP Frog update-** Clerk emailed MOD again, has now been passed along to the Ecology Department at the MOD, awaiting response
6. **DATE FOR NEXT MEETING** -