

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: marketlavpc@gmail.com

Annual Meeting of the Council to be held on

Wednesday 23rd May 2018, at 7.15 pm in the Old School.

Carol Hackett

Carol Hackett - Parish Clerk

	AGENDA ITEM
18/19-1	Election of Chairman To elect a Chair of the Parish Council for the municipal year 2018/2019
18/19-2	Declaration of acceptance of office To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received
18/19-3	Apologies for Absence To receive apologies for absence and consider reasons for non-attendance
18/19-4	Election of Vice-Chairman To elect a Vice-Chair of the Parish Council for the municipal year 2018/2019
18/19-5	Declaration of acceptance of office To receive the Vice-Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received
18/19-6	Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda b) To receive any dispensation requests received
18/19-7	Parish Councillor vacancies To consider any applications received for the existing Parish Councillor vacancies (members of the public will be asked to leave the room during the discussion of this item)
18/19-8	Minutes of Council meetings To confirm and sign as a correct record the minutes of the following meeting: a) Parish Council meeting held on the 17th April 2018 (<i>copy attached</i>).
18/19-9	Adjournment for Public Discussion (maximum of 5 minutes) Opportunity for members of the public to speak on matters contained in this agenda
18/19-10	Police Report To receive a report from Devizes Rural Neighbourhood Policing Team
18/19-11	Wiltshire Councillor Report To receive a report from Wiltshire Cllr Richard Gamble
18/19-12	Chairman's Report To receive a report from Parish Council Chairman
18/19-13	Parish Council Committees / Meetings a) To review Terms of Reference for existing Parish Council committees (<i>copies attached</i>) b) To appoint membership of each committee c) To elect Chairman of 'Management & Finance' Committee for the coming year

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	<p>d) Management & Finance Committee (M&F) - To note the draft minutes from the committee meeting held on 24th April 2018 (<i>copy attached</i>), ask any questions arising from the minutes, and consider approval of recommendations</p> <p>e) Old School Hall Committee (OSH) - To note the draft minutes from the committee meeting held on 10th May 2018 (<i>copy attached</i>), ask any questions arising from the minutes, consider further any matters as necessary and receive any updates received since the committee meeting</p>
18/19-14	<p>Market Lavington Neighbourhood Plan</p> <p>a) To receive a report from Chairman or Vice-Chairman of the Steering Group</p> <p>b) To receive any updates and discuss matters highlighted for the attention of the Parish Council</p>
18/19-15	<p>Community Hall Trust Report</p> <p>To receive a report from Cllr Padfield (Community Hall Trust Committee member)</p>
18/19-16	<p>Old School Restoration Project</p> <p>a) To receive and consider any updates:</p> <p>i. VAT – To consider any additional information required for ‘Voluntary Registration’</p> <p>ii. Any other updates</p>
18/19-17	<p>Highways / Maintenance issues in the village</p> <p>a) To receive update from Cllr Davis and Clerk on matters previously reported – to include</p> <p>i. Lighting on paths leading to the Church and Community Hall</p> <p>b) To consider any new matters to report – for Handyman contractor / Parish Steward (date of next visit 19/20 June) / Footpath, Amenity Land contractor / Wiltshire Council</p>
18/19-18	<p>Market Lavington Vintage Meet – Saturday 14th & Sunday 15th July 2018</p> <p>a) To receive and consider any updates</p> <p>b) To consider quotes obtained for security cover at event (amount exceeds £500 therefore requires approval from full Council as per committee Terms of Reference)</p> <p>c) Area Board Grant application – To receive notification of application outcome</p>
18/19-19	<p>Correspondence Received</p> <p>None received at time of issue</p> <p><i>Any other correspondence received before the meeting, but after the agenda has gone to print will be included in an appendix and discussed/noted at the meeting</i></p>
18/19-20	<p>Planning applications and decisions</p> <p>a) To note receipt of planning applications received which have been considered at a Planning Committee meeting.</p> <p>i. 18/03974/FUL The Hollies, Kings Road, Market Lavington. SN10 4PZ. Conversion and extension to outbuilding forming swimming pool and games room</p> <p>b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting.</p> <p>None.</p> <p>c) To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>)</p> <p>d) To note recent planning application decisions made by Wiltshire Council</p> <p>i. 18/01196/FUL Land to the rear of 11 White Street, Market Lavington. Demolition of existing garages and erection of two houses with garages plus the provision of a passing space adjoining the Clays (amendment to 17/07414/FUL) – Refuse.</p>

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	<ul style="list-style-type: none"> ii. 18/00758/FUL 3 South Cliffe Road, Market Lavington. Demolish existing conservatory and build single storey rear extension – Approve with conditions. iii. 18/02041/TPO 15 Canada Rise, Market Lavington. Beech tree – thin & reduce tree by 25% back to old pruning points – Approve with conditions. iv. 18/02046/TPO 14 Canada Rise, Market Lavington. Beech tree – Reduce canopy & overall size by 25% - Approve with conditions. v. 18/01717/LBC 10 Church Street, Market Lavington. Replacement of canopy over front door on front of the house – Approve with conditions.
18/19-21	<p>Finance</p> <ul style="list-style-type: none"> a) To receive and consider financial reports - income and expenditure details for April 2018, bank reconciliation and budget position for financial year-to-date (<i>papers to be provided before start of meeting</i>) b) To approve payment of 'cheques / on-line Payments' for May 2018 – (<i>as per schedule to be provided before start of meeting</i>) c) To consider additional information received regarding request from West Lavington Youth Club to support some Friday night sessions in West Lavington during closure of Old School for Restoration Works d) Clerk Salary – To consider recommendation of The National Joint Council for Local Government Services (NJC) for new pay scales for 2018-2019 to be implemented from 1 April 2018 e) To approve the use of variable direct debits to pay Water, and Electric utilities for the Old School and Elisha Field Pavilion (as per fin. Regs. Para. 6.7 – approve bi-annually) f) To confirm the appointment of the Internal Auditor for the year ending 31/3/19 g) To consider renewal contract offer quote received from SSE Business Energy Electricity - contract for period of 24 months (current contract due to expire 30/6/18) h) To review the Council's subscriptions to other bodies
18/19-22	<p>Parish Council Accounts year ending 31st March 2018</p> <ul style="list-style-type: none"> a) To consider the findings of the review carried out by the Management & Finance Committee, approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2017/18) (<i>copy attached</i>) b) To consider, approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements 2017/18) (<i>copy attached</i>) c) To review and approve the asset register (<i>copy attached</i>) d) To review and approve the schedule of Earmarked / Restricted Reserves (<i>copy attached</i>)
18/19-23	<p>General Parish Matters</p> <p>Opportunity for individual Councillors / Clerk to bring any matter not on the agenda to the Council's attention – for information</p>
18/19-24	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>Opportunity for members of the public to speak on any matter</p>
18/19-25	<p>Dates of next Meeting/s</p> <p>Parish Council meeting – Tuesday 19th June 2018 (to be held in the Community Hall)</p> <p>(Dates of Parish Council meetings for whole year - 17.7.18 / 14.8.18 / 18.9.18 / 16.10.18 / 20.11.18 / 18.12.18 / 15.1.19 / 19.2.19 / 19.3.19 / 16.4.19 / 21.5.19)</p>
18/19-26	<p>Closure of meeting</p>