

# MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: [marketlavpc@gmail.com](mailto:marketlavpc@gmail.com)

## Minutes of the **Meeting** of the Parish Council held on **Tuesday 20th March 2018** At **7.15pm** in the **Old School, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Earley, Cllr White and Cllr Davis.

**In attendance:** 3 members of the public (one arrived for start of meeting, two arrived at 7.45pm) and Carol Hackett (Parish Clerk).

|           | <b>AGENDA ITEM</b>   |
|-----------|--|
| 17/18-365 | <b>Apologies for Absence</b><br>Cllr Steele and Cllr Padfield had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted.   |
| 17/18-366 | <b>Declarations of Interest and Dispensations to Participate</b> <ol style="list-style-type: none"><li>Cllr Davis declared a pecuniary interest in item 17/18-382b as one of the payments due for approval was payable to him (Reimbursement for cost of spray paint). He took no part in the voting for this item.</li><li>There were none.</li></ol>   |
| 17/18-367 | <b>Minutes of Council meetings</b><br>The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: <ol style="list-style-type: none"><li>Parish Council meeting 20th February 2018 (proposed Cllr Myhill, seconded Cllr Davis).</li></ol>   |
| 17/18-368 | <b>Adjournment for Public Discussion (maximum of 5 minutes)</b><br>The meeting was adjourned and resumed at 7.19pm.  |
| 17/18-369 | <b>Police Report</b><br>Officers from the Neighbourhood Policing Team had been unable to attend the meeting, and no update had been provided.  |
| 17/18-370 | <b>Wiltshire Councillor Report</b><br>Wiltshire Cllr Gamble had given his apologies prior to the meeting, and forwarded details of a Road Traffic Order consultation which had just been issued by Wiltshire Council (included introduction/removal of 'no waiting' restrictions for Market Lavington) – <b>ACTIONS</b> – Clerk to circulate information to Councillors.   |
| 17/18-371 | <b>Chairman's Report</b><br>The Chairman reported that he and Cllr Davis had used the salt stores behind the Sea Scouts building during the recent bad weather, and asked that a letter of thanks be sent to the Sea Scouts for allowing the storage of the salt – <b>ACTIONS</b> – Clerk to send letter. He would be treating the moss on the tarmac area adjacent to the Museum, and at the rear of the Old School in the coming weeks, using his allowance to pay for the necessary chemicals. Apologies offered for the next Parish Council meeting.   |
| 17/18-372 | <b>Market Lavington Neighbourhood Plan</b> <ol style="list-style-type: none"><li>Report from Chairman of the Steering Group – The Chairman was unable to attend the meeting; the Clerk therefore updated members in her absence. The Regulation 14 Consultation would take place from Monday 26<sup>th</sup> March to Sunday 13<sup>th</sup> May (7 weeks). Advertising for the consultation was well underway, with posters, banners and flyers etc. Five 'Pop-Up Pop-In' sessions were planned during the consultation period. Councillors formally recognised the hard work and dedication of the Steering Group – <b>ACTIONS</b> – Clerk to send letter of thanks to the Steering Group.</li><li>The draft minutes from the Steering Group meeting held on 8/3/18 were noted and no questions asked.</li><li>There were no further updates or matters highlighted for the attention of the Parish Council.</li></ol> |

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|-----------|---|
| 17/18-373 | <p><b>Community Hall Trust Report</b></p> <p>a) Cllr White (Parish Council representative on the Trust Committee) noted that she had been unable to attend the recent Trust meeting, and would also have difficulty in attending future meetings as they were on a Monday evening. She therefore felt it would be best to step down from this role. Appointment of new representative to be discussed further at next Parish Council meeting.</p>   |
| 17/18-374 | <p><b>Committee meetings</b></p> <p>a) <b>Highways, Recreation, Amenity &amp; Footpaths Committee (HRAF)</b> – Meeting scheduled for 27th February – inquorate so unable to take place.</p> <p>b) <b>Old School Hall Committee (OSH)</b> - The draft minutes from the committee meeting held on 6/3/18 were noted and no questions asked.</p> <p>c) <b>Joint Liaison Committee (JLC)</b> - The draft minutes from the committee meeting held on 13/3/18 were noted and no questions asked.</p>  |
| 17/18-375 | <p><b>Old School Restoration Project</b></p> <p>a) To receive and consider any updates:</p> <ol style="list-style-type: none"> <li>i. Letter of intention – The Clerk detailed the response received from Project Manager - the figure of £100,000 had been quoted, as he was aware that if the Parish Council were unsuccessful with the grant application, the PWLB money would also need to cover consultant's fees etc. and not just the building work. The purpose of the letter was to give the contractor the comfort and reassurance of knowing that they at least had that level of contract.</li> <li>ii. Cost cutting exercise carried out by Project Manager – Several items in the specification had been identified with the contractor for possible cost savings, using cheaper alternatives. The Project Manager would be making contact with the Wiltshire Council Conservation Officer to determine if these alternative products and methods were acceptable to them.</li> <li>iii. Consider where to hold Parish Council meetings during restoration works – The Community Hall meeting room was considered to be the most suitable alternative venue to hold any meetings. There was some discussion regarding possible free use of educational buildings – <b>ACTIONS</b> – Chairman to check regulations regarding use of educational buildings for meetings and forward information to Clerk. Clerk to then make bookings as appropriate.</li> <li>iv. Pre Contract Meeting with Contractor had been arranged for Wednesday 9<sup>th</sup> May at 11.30am in the Old School.</li> </ol> <p>b) To consider and approve the term, amount and application date for submission of the PWLB loan application – Councillors considered the report and information sheet provided by the Clerk with the agenda papers and also the email recommendation provided by the Chairman of the Management &amp; Finance Committee. Whilst it was noted over the past couple of weeks since the OSH committee meeting, that interest rates payable on PWLB loans had been decreasing slightly, it was also recognised that there was a real possibility that there could be a raise in the Bank of England Base Rate in the very near future, which would have an immediate effect on PWLB interest rates. Following a full discussion, it was therefore proposed by Cllr Davis seconded by Cllr Myhill and resolved to delegate to the Clerk the responsibility of checking the PWLB rates on a daily basis. Providing the rates continue to stay the same, or decrease further, the Clerk would submit the application on Monday the 16<sup>th</sup> of April, with the preferred date of advance for the money being Monday 30<sup>th</sup> of April (this would mean that in future years when the repayments are made on the loan, the first tranche of precept will have already been received from Wiltshire Council). However, if at any time before the 16<sup>th</sup> of April the PWLB rates start to increase or there are any concerns about a possible raise in the Bank of England Base Rate, the Clerk will contact the</p> |

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|           | <p>Parish Council Chairman, Vice-Chairman and Chairman of the Management &amp; Finance Committee by email to agree when the request for the advance of the loan money will be made. The amount to be borrowed will be calculated on the day the loan money is formally requested from the PWLB, using that day's interest rates. As previously agreed the annual repayments for the loan will not exceed £8,909.48 as calculated on that day. The term of the loan will be 25 years – <b>ACTIONS</b> – Clerk to action accordingly under advice from Councillors as detailed above.</p>  |
| 17/18-376 | <p><b>Village defibrillators</b><br/>           End of four year agreement with South Western Ambulance Service August 2018 – Councillors considered the options available for continuing defibrillator provision in Market Lavington as detailed in the report provided by the Clerk with the agenda papers. Following a full discussion it was proposed by Cllr White seconded by Cllr Myhill and resolved to purchase a defibrillator directly from Cardiac Science for £800 + VAT (POWERHEART G5 model) when the current agreement with the SWAS finishes in August. The device would be purchased at the beginning of July so it would be available at the Vintage Meet event. As briefly discussed at the recent JLC meeting it might be appropriate to alternate the responsibility of providing the annual first aid training sessions currently provided as part of the agreement with SWAS, between the two organisations (to be discussed further at next JLC meeting). The Clerk noted that there were sufficient funds left in 'restricted reserves' from the previous fundraising events to cover the cost of purchasing the new device, however money would need to be put aside in future years from the S137 budget to build up sufficient funds to replace the one at the Doctors Surgery when that reached the end of its warranty in three years time – <b>ACTIONS</b> – Clerk to advise SWAS accordingly and place order for new device when necessary.</p>   |
| 17/18-377 | <p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Update on matters previously reported –             <ul style="list-style-type: none"> <li>i. Lighting on paths leading to the Church and Community Hall – Cllr Davis referred to the quote now received from SSE to connect an unmetered supply to a lamppost £836.78 inc. VAT. SSE did not allow new lights to be attached to existing wooden poles, it would therefore be necessary to get Wiltshire Council Highways to install a suitable pole at an agreed point along the footpath – <b>ACTIONS</b> – Cllr Davis to obtain quote from Wiltshire Council.</li> <li>ii. Steps at bottom of footpath from Northbrook leading up to Bouverie Drive – The Clerk referred to the response received from Wiltshire Council – following an inspection it had been concluded that whilst the angle of the top step was not flat, the step was solid and not moving and therefore did not present a safety defect. The footway is inspected on a regular basis and will continue to be monitored.</li> <li>iii. Recent verge trimming on Lavington Hill – The Clerk reported that the land owner had confirmed that they had not authorised or carried out the original cutting of the trees. Following a brief discussion it was agreed that no further action was necessary regarding this matter.</li> <li>iv. Improvement of sightlines at Blackdog crossroads – The Clerk reported that the landowner had kindly cut back the vegetation on the Worton side of the junction, and information had now been obtained regarding ownership of the land on the Market Lavington side – <b>ACTIONS</b> – Clerk to provide this information to Wiltshire Council.</li> <li>v. Parish Council request for reduction in speed limit on short section of road approaching Market Lavington from Easterton – The Clerk referred to the response from Wiltshire Council – The Community Area Transport Group did not support the issue, therefore it will be closed on the system.</li> <li>vi. Village Gateways – Consider request from Wiltshire Council's CATG meeting asking for Parish Contribution towards work – It was noted that a provision of £2,000 had already been allocated in the Parish Council budget for 2018/19 for this purpose – <b>ACTIONS</b> – Clerk to advise Wiltshire Council accordingly.</li> </ul> </li> </ul> |

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|           | <p>b) New matters reported – <i>Handyman Contractor</i>: leaves and debris around perimeter of Elisha Field carpark – <b>ACTIONS</b> – Clerk to liaise with contractor. <i>Wiltshire Council</i>: large potholes around manhole cover on the Spring just past the school – <b>ACTIONS</b> – Wiltshire Council have prioritised pothole repairs following recent bad weather (monitor to ensure repair carried out). <i>Other</i>: Steps between Church Street and pavement in front of Old School – top step broken and bowing out – <b>ACTIONS</b> – Clerk to advise St Mary’s Church PCC.</p> <p>c) Bank erosion to the rear of Canada Rise abutting Canada Woods – Consider additional information received from local resident - The Chairman invited the local resident to address the Council, who in turn provided an update for members – Would use a smaller digger if access behind Beechwood houses was used, and a letter of assurance had been received from contractor. It might be possible, with permission from the landowner, to bring a larger digger across the fields at the top as suggested by the Parish Council, but that was weather dependent and would be pursued nearer the time if thought appropriate. Work would take approximately 3 weeks to complete, and it was hoped that it might start at the end of April, depending on the weather. He then asked the following questions to the Parish Council – What would the Parish Council like done regarding the fallen wood which has to be moved for access and any wood from the slope which might be excavated? Could the elm saplings be cut back along the narrowest point of the footpath behind the houses to allow a bit of extra room for access? Following a brief discussion Councillors agreed that the wood could be stacked on site in a single heap so that ecologically it would benefit the mammals, insects and birds. Permission given for the elm saplings at the narrow point of the access track to be cut back, in the hope that they would sprout again from the roots.</p> |
| 17/18-378 | <p><b>Market Lavington Vintage Meet – Saturday 14<sup>th</sup> / Sunday 15<sup>th</sup> July</b><br/> Cllrs Myhill and White reported that the second volunteer meeting had been well supported, and provided an update on the arrangements made to date. A local resident had kindly come forward with experience in organising similar events and offered to take on the role of ‘Event Director’ for the event. Informal meetings were currently being held by a small group of organisers to progress plans for the event; however it was recognised that more formal arrangements needed to be put in place for this group. It was therefore agreed to formalise this group and set up an ‘Advisory Committee’ – <b>ACTIONS</b> – Management &amp; Finance Committee to meet and consider the Terms of Reference for this committee for consideration by full Council.</p>  |
| 17/18-379 | <p><b>Annual Parish Meeting</b><br/> Agreed date <b>Tuesday 8<sup>th</sup> May</b>. Focus of meeting to be the Vintage Meet, Old School Restoration and Neighbourhood Plan.</p>  |
| 17/18-380 | <p><b>Correspondence Received</b><br/> There were none.<br/> <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><br/> There were none.</p>  |
| 17/18-381 | <p><b>Planning applications and decisions</b></p> <p>a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted:<br/> There were none.</p> <p>b) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> <li>i. 18/02041/TPO 15 Canada Rise, Market Lavington. Beech Tree – Thin and reduce tree by 25% back to old pruning points – No Objection</li> <li>ii. 18/02046/TPO 14 Canada Rise, Market Lavington. Beech Tree – Reduce canopy &amp; overall size by 25% - No Objection</li> </ol>   |

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|           | <p>c) There were no applications received and considered by the Planning Committee 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) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> <li>i. 18/00302/TCA Adjacent to 5 The Bricklayers Gyes Old Yard, White Street, Market Lavington. Copper Beech – light prune of branches – No Objection</li> <li>ii. 18/00453/TPO 5 Shires Close, The Spring, Market Lavington – various tree works – Approve with conditions</li> <li>iii. 18/00831/TCA White House, 29 White Street, Market Lavington. Remove 4 leylandii trees – No Objection</li> <li>iv. 18/00514/VAR 1 Stobberts Place, Market Lavington. Variation of condition 2 of planning permission 16/00857/FUL – Approve with conditions</li> </ul> <p>e) Hamilton Drive Play Area – Enquiry made to Aster by local resident to purchase strip of grass area – The Clerk reported that a copy of the Parish Council licence agreement for the Play Area had been forwarded to Aster for their consideration and a response was awaited.</p>  |
| 17/18-382 | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) Councillors received and approved the financial reports - income and expenditure details for February 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date.</li> <li>b) It was resolved to approve the payment of 'cheques / on-line Payments' for March 2018 as per schedule (see appendix at end of minutes) – proposed Cllr White seconded Cllr Myhill (Cllr Davis abstained).</li> <li>c) Quarterly check of Parish Council accounts by Chairman of Management &amp; Finance committee – In the absence of the M&amp;F Committee Chairman item deferred until next meeting.</li> <li>d) Parish Council insurance renewal documents – Note comments from OSH Committee, review items included within the policy, including those which come under the remit of the HRAF committee and consider need for any necessary amendments – Following a full discussion it was proposed by Cllr Davis seconded by Cllr Myhill and resolved to add the following items to the policy schedule on 'all risks' cover from the renewal date 1/4/18 – Information Board at Canada Woods (value £484), Defibrillator located at Doctors Surgery (value £800), Defibrillator located at entrance of Woodlands Yard (value £800 with a note that cover would not be required until July 2018) – <b>ACTIONS</b> – Clerk to make necessary arrangements with Community First.</li> </ul> |
| 17/18-383 | <p><b>General Parish Matters</b></p> <p>The Clerk noted that WALC would be organising another GDPR briefing shortly and asked if she could book 1 member and herself onto the course straight away to ensure places could be booked (attendance approved at previous meeting but no spaces left on original briefing) – Members approved this action.</p>   |
| 17/18-384 | <p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.16pm.</p>  |
| 17/18-385 | <p><b>Dates of next Meetings</b></p> <p>OSH Committee meeting – Tuesday 3<sup>rd</sup> April<br/>         Parish Council meeting – Tuesday 17<sup>th</sup> April 2018<br/>         HRAF Committee meeting – Date to be agreed<br/>         M&amp;F Committee meeting – Date to be agreed</p>  |
| 17/18-386 | <p><b>Closure of meeting</b></p>  |

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|  | There being no further business the meeting was closed at 9.20pm |
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## Appendix.

|                                  |                  |                                      |
|----------------------------------|------------------|--------------------------------------|
| Balance at Lloyds Bank 28.2.18   | 27,696.06        | Current, and instant access Accounts |
| Less outstanding cheques – total | 00.00            |                                      |
|                                  | <b>27,696.06</b> |                                      |

|                           |                  |
|---------------------------|------------------|
| Balance b/fwd             | 30,521.99        |
| Add receipts              | 367.01           |
| Less cheques & D/D's draw | 3,192.94         |
| Balance c/fwd             | <b>27,696.06</b> |

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.17 = £3,274.88

| Receipts since last meeting             |             |        |
|---|-------------|--------|
| Details                                 | Cost Centre | Amount |
| Lloyds Bank - Interest                  | 110         | 1.01   |
| Manhattan Nights – Hire OSH             | 140         | 120.00 |
| K Thorn Fitness – Hire OSH              | 140         | 60.00  |
| Mums & Chums – Hire OSH                 | 140         | 156.00 |
| SW Wildlife Trust – Trader Vintage Meet | 135         | 30.00  |

| Cheques / Bill Payments & D/D's drawn since last meeting             |             |         |     |       |
|--|-------------|---------|-----|-------|
| Details  | Cost Centre | Amount  | Ref | VAT   |
| Water2Business - Water OSH   | 350         | 18.00   | DD  |       |
| Water2Business - Water E/F Pavilion                                  | 370         | 7.50    | DD  |       |
| Southern Electric – Electric OSH                                     | 350         | 36.00   | DD  |       |
| Southern Electric – Electric E/F Pavilion                            | 370         | 20.61   | DD  |       |
| C Hackett – Clerk wages + expenses ^                                 | 310/various | 717.60  | BP  | 5.87  |
| H Sainsbury – Cleaner OSH wages                                      | 330         | 101.75  | BP  |       |
| R Hale - Handyman contractor ^^                                      | 320/360     | 304.57  | BP  | 3.66  |
| Protect Fire Equipment – Fire Equip checks OSH and E/F               | 350/370     | 300.72  | BP  | 50.13 |
| AlphaPrint.Me – Vintage Meet flyers for magazine                     | 375         | 66.00   | BP  |       |
| D King PlanningStreet – Neighbourhood Plan Consultant fee            | 200/400     | 1350.00 | BP  |       |
| CS Electrical – repair to timeclock on Community Hall car park light | 360         | 60.00   | BP  | 10.00 |
| Wicksteed Leisure – Play area safety inspections                     | 360         | 216.00  | BP  | 36.00 |

^ Clerk wages £628.69 + reimburse cost of 8 books of 2<sup>nd</sup> class stamps £53.76 + reimburse cost of 2 X printer cartridges £18.40 + reimburse cost of 2 ring binders £2.50 + reimburse cost of 4 X printer paper £10 + reimburse cost of cleaning materials OSH £4.25 = TOTAL £717.60

^^ Handyman hours worked £275 + reimburse cost of black bags £9.95 + reimburse cost of fuel £7.58 + reimburse cost of oil £4.75 + reimburse cost of plastic straps £7.29 = TOTAL £304.57

£3,000 transferred from Lloyds Bank savings account into the current account 19/2/18 to cover above payments to be made.

| March payments to be paid by Cheque / on-line Bill Payment |             |         |     |       |
|--|-------------|---------|-----|-------|
| Details  | Cost Centre | Amount  | Ref | VAT   |
| C Hackett – Clerk wages + expenses *                       | 310/various | 1189.17 | BP  | 5.94  |
| H Sainsbury – Cleaner OSH wages                            | 330         | 81.40   | BP  |       |
| R Hale - Handyman contractor                               | 320         | 220.00  | BP  |       |
| Cllr RA Fred Davis – Spray paint X2 for dog poo            | 360         | 19.13   | BP  | 3.19  |
| Certas Energy – Oil OSH                                    | 350         | 586.95  | BP  | 27.95 |
| AlphaPrint.Me – Neighbourhood Plan printing                | 400         | 1621.65 | BP  |       |
| Mums & Chums – S137 grant donation                         | 380         | 50.00   | BP  |       |

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\* Clerk wages £628.69 + reimburse cost of 2 pavilion padlock keys £6.00 + reimburse cost of 5 pavilion keys £29.64 + reimburse cost of postages 24/3/17 to 15/3/18 £39.84 + Secretarial Support Neighbourhood Planning Steering Group 25/10/15 to 9/3/18 £485.00 = TOTAL £1,189.17

£4,000 transferred from Lloyds Bank savings account into the current account 19/3/18 to cover above payments to be made.