

# MARKET LAVINGTON PARISH COUNCIL

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

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Minutes of the **Highways, Recreation, Amenity and Footpaths (HRAF) Committee Meeting**  
Of the Parish Council  
**Held on Tuesday 17th April 2018**  
**At 6.26pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Steele (Chairman), Cllr Davis and Cllr White.

**In attendance:** 2 members of the public (arrived at 6.30pm and left at 6.55pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
17/18-397	<b>Apologies for Absence</b> Cllr Osborn had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
17/18-398	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-399	<b>Minutes of Council Committee meeting</b> The minutes of the HRAF committee meeting held on the 12 <sup>th</sup> September 2017, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr White).
17/18-400	<b>Update on actions agreed at last meeting</b> <ul style="list-style-type: none"><li>a) Removal of permanent football goal at Elisha Field – Cllr Davis reported that he was trying to source either a petrol grinder, or a generator to use with his own electric grinder in order to carry out the work, which he would ensure was completed before the Vintage Meet event.</li><li>b) Renewal of lease for strip of land adjacent to stream in Canada Woods – The Clerk reported that the Parish Council had returned the signed copy of the lease to the Solicitor in November, for them to forward to the landowner for their signature. Confirmation had been received from the Solicitor that the document had not yet been returned by the landowner, and that he would follow the matter up – <b>ACTIONS</b> – Clerk to liaise with Solicitor.</li><li>c) Improvement of sightlines at Blackdog Crossroads – The Clerk reported that as agreed at the full Parish Council meeting she had written to the Wiltshire Council Cabinet Member for Highways, Transport &amp; Waste, Cllr Wayman formally requesting that Wiltshire Council give positive consideration for vision improvements at Blackdog Crossroads. An acknowledgement had been received, with a more detailed response expected in due course.</li></ul>
17/18-401	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned at 6.35pm and resumed at 6.55pm. A local resident kindly offered his services to gather information and investigate costs for improving the Play Area at Broadwell. It was recognised that funding would need to be obtained to support the project, but that there was a positive feeling within the community to help with this and also to perhaps organise a working party to generally spruce up the area – weeding, painting etc. Councillors welcomed the enthusiasm and support being offered from the local community and were happy to encourage the local resident to draft a proposal with ideas etc. and bring it back to the HRAF committee for further consideration – <b>ACTIONS</b> – Clerk to forward local resident contact information for Play Equipment companies.
17/18-402	<b>Wicksteed Safety Inspection Report for Elisha Field and Broadwell Play Area</b> The Clerk referred to the report which had been circulated to members prior to the meeting. Following a full discussion it was recognised that there were no immediate safety matters that needed addressing, however there were a number of general maintenance issues that needed to be carried out. It was proposed by Cllr Davis seconded by Cllr Steele and resolved to carry out the following work –

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	<ul style="list-style-type: none"> <li>• <b>Elisha Field Play Area</b> - To replace the damaged safety grass matting under the rotating see-saw / Remove the goal post / Instruct Handyman contractor to rake 'loose fill' material back under swing seats on a regular basis / Replace missing nut cover cap on Bagatelle Play Panel.</li> <li>• <b>Broadwell Play Area</b> – General painting of play equipment to be included in maintenance schedule / Monitor condition of both swing seats for further deterioration / Replace missing nut cover caps on Butterfly Spring Mobile.</li> </ul>
17/18-403	<p><b>Year-end balances 2017/18</b></p> <p>Consider proposals for carrying forward any unspent provisions into 'Earmarked Reserve' (as per financial regulations para. 4.3) - The Clerk referred to the document circulated to members with the agenda papers which showed the actual income for the 'Elisha Field / Pavilion', and expenditure for the 'Elisha Field / Pavilion' and 'Play Area, Footpaths, &amp; Woods' for the year ending 31/3/18. The 2017/18 budget for which the HRAF committee was responsible for was <b>£3,058.79 under-spent</b> ('Play Area, Footpaths, &amp; Woods' expenditure budget £2,543.98 under-spent + 'Elisha Field / Pavilion' expenditure budget £705.36 under-spent - 'Elisha Field / Pavilion' income budget £190.55 less received than expected. Following a full discussion it was proposed by Cllr Davis seconded by Cllr White and resolved to recommend to the Management &amp; Finance committee that the £3,058.79 under-spend be carried forward to 2018/19 and earmarked as follows: £442.91 'HRAF 17/18 insurance contingency' / £1,500 'footpath lighting contingency' / £1,115.88 'Elisha Field Gates contingency'. It was also requested that the 'Earmarked Reserve' contingency currently labelled 'Play Area Fund' be re-named 'Broadwell Play Area Fund'.</p>
17/18-404	<p><b>Elisha Field / Pavilion</b></p> <p>a) Vehicular access from carpark onto field - Consider moving existing access point to position directly in-line with main entrance – Members recognised that this would help to facilitate a safe and easier access for the larger vehicles which would be attending the Vintage Meet event. It was therefore proposed by Cllr White seconded by Cllr Steele and resolved to contact a local contractor to get an initial indication of the cost for the work, and then to obtain formal quotes as required. It was recognised that there was some urgency for this and it was therefore proposed by Cllr White seconded by Cllr Steele and resolved that in such exceptional circumstances the Clerk would email all Councillors with details of the quotes when received, in order for them to decide which one to approve – <b>ACTIONS</b> – Clerk to arrange quotes as required.</p> <p>b) Electric points – consider need for additional electrical connections to support the requirements of the Vintage Meet event – Members recognised that both additional internal and external electrical points would be required for the Vintage Meet. It was therefore proposed by Cllr White seconded by Cllr Steele and resolved to authorise the Vintage Meet advisory committee the authority to spend up to £500 on both elements of the work i.e. external and internal – <b>ACTIONS</b> – Clerk to liaise with the committee.</p>
17/18-405	<p><b>Other HRAF Committee business</b></p> <p>There were none.</p>
17/18-406	<p><b>Date of next Meeting</b></p> <p>To be arranged.</p>
17/18-407	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 7.15pm</p>