

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.
Tel: 01225 760372 or Email: marketlavpc@gmail.com

Minutes of the **Meeting** of the Parish Council held on **Tuesday 17th April 2018**
At 7.15pm in the Old School, Market Lavington

Councillors Present: Cllr Davis (Vice-Chairman and Acting Chair for this meeting), Cllr Steele, Cllr Padfield, Cllr Myhill and Cllr White.

In attendance: 4 members of the public (three arrived for start of meeting, one arrived at 7.48pm / two left at 7.45pm), Wiltshire Cllr Gamble (arrived at 7.34pm and left at 8.00pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
17/18-408	Apologies for Absence Cllr Osborn and Cllr Earley had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
17/18-409	Declarations of Interest and Dispensations to Participate There were none.
17/18-410	Minutes of Council meetings The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: a) Parish Council meeting 20th March 2018 (proposed Cllr Myhill, seconded Cllr Padfield).
17/18-411	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.23pm and resumed at 7.28pm. The Acting Chairman brought forward the following agenda item for discussion. 17/18-422i Correspondence - From Wiltshire Council – Details of Road Traffic Regulation Order 2018 – Cllr Davis noted that the Parish Council had been asked by Wiltshire Council in June 2017 to review the existing parking restrictions in the village. This review had considered the safety aspects of the current parking restrictions i.e. parking at junctions etc. whilst also trying to address the balance of parking requirement with ensuring safe traffic flow through the centre of the village. Following a full discussion, during which feedback from local residents was also considered, it was recognised that the second proposal to implement a 'No Waiting at any time' restriction on the High Street (north west side from boundary between 29 and 31 High Street for 54 metres in a NW direction) was not perceived to be satisfactory. It was therefore proposed by Cllr Davis seconded by Cllr Myhill and resolved, to respond to the consultation requesting that a shorter length of road be covered by the proposal and that the existing time restriction remain unchanged (No Waiting Monday to Friday 9am-6pm) – ACTIONS – Cllr Myhill to prepare Parish Council submission.
17/18-412	Police Report Officers from the Neighbourhood Policing Team had given their apologies and provided a report on the 6 th of April which had been circulated to Councillors.
17/18-413	Wiltshire Councillor Report Wiltshire Cllr Gamble referred to problems with youths congregating along the footpath by the railway bridge off Broadway, which he agreed to follow up. He also made reference to the Vintage Event, reminding the Parish Council that funds for capital items could be available from the Area Board via the Community Grant scheme.
17/18-414	Chairman's Report The Acting Chairman noted that he had no additional matters to report.
17/18-415	Market Lavington Neighbourhood Plan a) Report from Chairman of the Steering Group – The Chairman was unable to attend the meeting; the Clerk therefore updated members in her absence. The

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	<p>Four 'Pop-Up Pop-In' sessions already held had been well attended, with one further session scheduled for the 28th of April. The Regulation 14 Consultation period which started on the 26th of March, will finish on the 13th of May.</p> <p>b) There were no further updates or matters highlighted for the attention of the Parish Council.</p>
17/18-416	<p>Community Hall Trust Report</p> <p>a) To appoint new Parish Council representative on the Trust Committee – Cllr Davis agreed to take on this role – ACTIONS – Clerk to advise Trust Secretary accordingly.</p> <p>b) To receive a report from Cllr Padfield (Community Hall Trust Committee member) – Cllr Padfield reported that the Trust were happy to progress with the proposals for the tall light bollards and defibrillator as discussed at the JLC meeting.</p>
17/18-417	<p>Committee meetings</p> <p>a) Old School Hall Committee (OSH) - The draft minutes from the committee meeting held on 3/4/18 were noted and no questions asked.</p> <p>b) Highways, Recreation, Amenity & Footpaths Committee (HRAF) – Cllr Steele provided a brief update from the committee meeting, which had taken place immediately before the main Parish Council meeting (minutes to be circulated in due course).</p>
17/18-418	<p>Old School Restoration Project</p> <p>a) To receive and consider any updates:</p> <p>i. Submission of PWLB application – The Clerk reported that the PWLB application had been submitted on the 29th of March under advice from the named Councillors as agreed at the Parish Council meeting on the 20/3/18 (minute number 17/18-375). Principle amount: £161,000 repayable by half yearly annuity / Date of advance: 4/4/18 / Fee paid: £56.35 (deducted from amount received) / Period for repayment: 25 years / Annual rate of interest: 2.62% / Amount of half-yearly annuity: £4,409.17 / Days in each year for payment: 4th April and 4th October. As previously agreed, the repayment for the new loan did not exceed the repayments of the previous loan (£4,454.74) the last payment for which would be on the 30th of April 2018.</p> <p>ii. Investigative work – It was noted that no major problems with the timbers had been identified by the contractor during their investigation of the Old School roof space.</p>
17/18-419	<p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported – Cllr Davis noted that the Parish Steward programme had been altered in recent weeks to enable road repairs to be carried out following the bad weather.</p> <p>i. Lighting on paths leading to the Church and Community Hall – Cllr Davis referred to the estimate provided by Wiltshire Council Highways Department to install a suitable pole at an agreed point along the footpath (£1,500), who had also suggested that part funding for the project could possibly be obtained from the CATG committee – ACTIONS – Cllr Davis to log matter as a 'Community Issue' with Wiltshire Council with the request that the matter be considered by the CATG committee.</p> <p>b) New matters reported – <i>Wiltshire Council</i>: Number of footpath signs around the village damaged or missing – ACTIONS – Cllr Padfield to provide photographs and details of exact locations to Clerk, for onward submission to Wiltshire Council. <i>Other</i>: Overhanging tree from property on Park Road causing damage to street light – ACTIONS – Clerk to write letter asking for tree to be pruned.</p>

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	<p>c) Drummer Boy Building Condition – It was noted that the wooden porch from the building had recently broken off and there were a number of loose tiles on the roof which had slipped and could fall at any time – ACTIONS – Clerk to write letter to property owner bringing matter to their attention.</p>
17/18-420	<p>Market Lavington Vintage Meet – Saturday 14th / Sunday 15th July</p> <p>a) To receive and consider any updates – Cllrs White and Myhill provided a brief update on preparations for the event.</p> <p>b) To consider application for Area Board Community Grant to cover some of the event expenses - Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr Davis and resolved to submit a grant application to the Area Board (if eligible) towards the cost of improving the access to the Elisha Field for the larger vehicles expected to attend the event, and providing additional internal and external electricity points for the Pavilion – ACTIONS – Clerk to obtain necessary quotes and submit application if eligible.</p>
17/18-421	<p>Annual Parish Meeting Agreed date Tuesday 8th May. Focus of meeting to be the Vintage Meet, Old School Restoration and Neighbourhood Plan – ACTIONS – Clerk to send out invites and liaise with Chairman of Steering Group and Vintage Meet Advisory Committee.</p>
17/18-422	<p>Correspondence Received</p> <p>i. From Wiltshire Council – Details of Road Traffic Regulation Order 2018 – Review proposals – Discussed under minute number 17/18-411.</p> <p>ii. From WW1 Commemorative Group – A representative from the Group briefed members on the design for the toposcope and asked if the Parish Council would consider giving its permission. Members fully supported the project, and following a brief discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to approve the design and siting of the toposcope, which it was understood had already been agreed with the MOD on whose land it would be sited.</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> <p>There were none.</p>
17/18-423	<p>Planning applications and decisions</p> <p>a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted: 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: i. 18/02660/LBC Manor House, Wick Lane, Littleton Panell. Installation of 2 No. Fire Doors & 1 No. Fire Screen. No objections ii. 18/01717/LBC 10 Church Street, Market Lavington. Replacement of canopy over front door on front of the house. No objections</p> <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) Recent planning application decisions made by Wiltshire Council were noted: There were none.</p>
17/18-424	<p>Finance</p> <p>a) Councillors received and approved the financial reports - income and expenditure details for March 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date.</p> <p>b) It was resolved to approve the payment of 'cheques / on-line Payments' for April 2018 as per schedule (see appendix at end of minutes) – proposed Cllr</p>

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	<p>Davis seconded Cllr Myhill.</p> <p>c) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Padfield reported that no issues had been identified.</p> <p>d) Consider request received from West Lavington Youth Club to support some Friday night sessions in West Lavington during closure of Old School for Restoration Works – It was agreed to defer discussion of this matter until the next Parish Council meeting to enable further enquiries to be made with the Youth Club – ACTIONS – Clerk to contact Youth Club.</p> <p>e) Clerk Salary – Consider recommendation of The National Joint Council for Local Government Services (NJC) for new pay scales for 2017-2018 to be implemented from 1 April 2017 – Following a brief discussion it was proposed by Cllr Padfield seconded by Cllr Steele and resolved to approve the recommendation of the NJC (SCP21 to increase from £10.363 ph. to £10.467 ph. – to be backdated to 1/4/17) – ACTIONS – Clerk to action accordingly.</p>
17/18-425	<p>General Parish Matters</p> <p>The Clerk referred to an enquiry she had received from a local resident looking for approval to host an 'Ellacycle' recycling box at the Old School. Following a brief discussion it was agreed that the Parish Council were happy host the recycling box but someone would need to be responsible for administering the scheme. It would also not be possible to start the scheme until after the Restoration work had been completed – ACTIONS – Clerk to advise local resident accordingly.</p>
17/18-426	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.09pm.</p>
17/18-427	<p>Dates of next Meetings</p> <p>Planning Committee meeting – Tuesday 24th April (starting at 6.45pm)</p> <p>M&F Committee meeting – Tuesday 24th April</p> <p>Annual Parish Meeting – Tuesday 8th May</p> <p>Annual Meeting of the Parish Council – Tuesday 15th May 2018</p>
17/18-428	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.10pm</p>

Appendix.

Balance at Lloyds Bank 31.3.18	24,772.06	Current, and instant access Accounts
Less outstanding cheques – total	50.00	
	24,722.06	

Balance b/fwd	27,696.06
Add receipts	855.80
Less cheques & D/D's draw	3,829.80
Balance c/fwd	24,722.06

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.18 = £3,280.01

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	0.80
R Mann – Trade stand Vintage Meet	135	20.00
K Thorn Fitness – Hire OSH	140	60.00
G K White – 'Sponsor a bin' Vintage Meet	135	50.00
Ridiculously Rich – Trade stand Vintage Meet	135	20.00
Reeds - 'Sponsor a bin' Vintage Meet	135	50.00
A Greenaway – Trade stand Vintage Meet	135	20.00
Sparrow Cottage Plants - Trade stand Vintage Meet	135	20.00
Gemini - 'Sponsor a bin' Vintage Meet	135	50.00
E Harding – Hire OSH	140	30.00

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Virgin Care Services – Payment rec'd in error	150	505.00
SW Wildlife Trust – Payment rec'd in error	150	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	
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	
Clr 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	

* 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.

April payments to be paid by Cheque / on-line Bill Payment				
Details	Cost Centre	Amount	Ref	VAT
WALC ^	300	904.74	BP	150.79
H Sainsbury – Cleaner OSH wages	330	81.40	BP	
C Hackett – Clerk wages	310	628.69	BP	
R Hale - Handyman contractor	320	220.00	BP	
AlphaPrint.Me – Vintage Meet printing	375	119.00	BP	
Market Lavington Community Hall – deposit for meeting room hire	300	10.00	BP	
Mark Goddard – 1 of 7 payments footpaths/amenity land	360	536.92	BP	89.49
West Lavington YC – 1 st qtr S137 grant donation	380	750.00	BP	
Wilts Wildlife Trust – Refund payment rec'd twice	400	30.00	BP	
Virgin Care – Refund payment rec'd in error	400	505.00	BP	
Fast Hygiene – Paper towels OSH	350	39.00	BP	6.50
Cardiac Science – New battery defibrillator	250	210.00	BP	35.00
Community First – Annual Insurance Premium	Various	1676.92	3001	
SSE – Electricity for Christmas lights	360	9.27	3002	0.44

^ 2 X delegates to GDPR Briefing £84.00 + Annual Subscription £820.74 = TOTAL £904.74