

MARKET LAVINGTON PARISH COUNCIL

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

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

VAT Registration Number: 296 9715 35

Minutes of the Meeting of the Parish Council held on Tuesday 19th June 2018 At 7.15pm in the Community Hall meeting room, Market Lavington

Councillors Present: Cllr Osborn (Chairman – left the meeting at 9.05pm and returned at 9.25pm), Cllr Earley, Cllr Davis (Vice-Chairman and Acting Chair for part of this meeting as detailed above), Cllr Steele, Cllr Padfield, Cllr Gordon and Cllr White.

In attendance: 10 members of the public (arrived and left at various times during the meeting), Wiltshire Cllr Gamble (left at 8.32pm), Carol Part (Chairman of Neighbourhood Planning Steering Group – arrived at 7.28pm left at 8.02pm), Paul Oakley (Planning Agent – left at 7.40pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-34	Apologies for Absence Cllr Myhill had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted. The Clerk referred to an email received from Cllr Whitehorn noting that he hoped to be able to attend meetings from September (last meeting attended December 2017). If this was not possible, it was his intention to resign from the Parish Council from October. Members resolved to accept this proposed arrangement – proposed Cllr Davis seconded Cllr Steele.
18/19-35	Declaration of acceptance of office The Clerk confirmed that Bob Gordon had signed his Declaration of Acceptance of Office form before the start of the meeting.
18/19-36	Declarations of Interest and Dispensations to Participate a) Cllrs Osborn, Davis and White declared a pecuniary interest in item 18/19-51b, as three of the payments due for approval were payable to either them or a family member. They took no part in the voting for this item. b) There were none.
18/19-37	Planning application Site off The Clays, Market Lavington 17/07414/FUL & 18/01196/FUL Presentation from Agent representing the applicant, to seek views on an alternative proposal for a single house on the site – The Agent provided a brief planning history for the site and then invited questions and comments. It was made clear by Cllr Davis that the purpose of this discussion was purely an opportunity for comments. Any formal decision regarding any alternative proposal for the site would only be made by the Parish Council during the normal consultation process, following the submission of a formal planning application. The Parish Council Chairman offered the opportunity for comments to be made by Councillors first, and then by members of the public. There then followed a time of open discussion.
18/19-38	Minutes of Council meetings The minutes of the following meetings of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: a) Annual Meeting of the Parish Council meeting held on the 23rd May 2018 – Proposed Cllr Padfield seconded Cllr Davis. b) Annual Parish Meeting 23 rd May 2017 – Proposed Cllr Davis seconded Cllr Osborn.
18/19-39	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.41pm and resumed at 7.47pm.
18/19-40	Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 13 th of June (amended version received 18 th June) which had been circulated to Councillors.

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18/19-41	<p>Wiltshire Councillor Report Wiltshire Cllr Gamble referred to the discussions at Wiltshire Council regarding the Housing Site Allocations Plan (HSAP), noting that it would be presented to cabinet again on the 3rd of July. The next Area Board meeting was scheduled for the 16th of July. Advance notice was given that Wessex Water would be carrying out repairs to loose manhole covers on the A360 by the Church in West Lavington.</p>
18/19-42	<p>Chairman's Report The Chairman reported that he had been keeping up with paperwork for the Vintage Meet and continuing with weed-killing spraying around the village. Work to stabilize gardens at the back of Canada Rise had now been completed to a high standard. The immediate area at the top of Canada Woods had been tidied up and re-seeded.</p>
18/19-43	<p>Market Lavington Neighbourhood Plan Before discussion of this item the Chairman brought forward item 18/19-49iii – Councillors noted the contents of the letter and following a brief discussion, agreed that it should be dealt by the Steering Group through the same process as all the other Reg. 14 responses that had been received.</p> <ul style="list-style-type: none"> a) Report from Chairman of the Steering Group – The Chairman briefed members regarding the extension to the Reg. 14 consultation period, which was due to end on the 24th of June. All the responses submitted would then be analysed by the Planning Consultant and amendments made to the draft Plan as necessary. Matters had been further complicated by the Wiltshire Council draft HSAP document, which conflicted in part, with the sites being put forward in the draft Neighbourhood Plan. Following representations made at the Cabinet meeting in May, where the document was due to be recommended for approval, the decision was made to defer the decision to give Cabinet members further time to consider the extensive document, and provide the opportunity for further representations to be made. Since this time, the Steering Group have joined forces with the North Bradley Group (as advised by our Planning Consultant who also supports North Bradley), who were experiencing similar difficulties, and have submitted a joint response, as well as having attended a joint meeting with Officers and members from Wiltshire Council to highlight the conflicts and note the general concern that Wiltshire Council do not currently take any notice of Neighbourhood Plans until they reach Reg. 16 stage of the process. Carol then made reference to the recommendation of the Planning Consultant supporting the Steering Group, that a Highways Consultant be employed to prepare a report assessing the suitability of access for the sites being put forward in the Neighbourhood Plan. b) To receive an update from the Steering Group meeting held on 5th June 2018 – There were no further updates. c) To discuss matters highlighted for the attention of the Parish Council – To include: <ul style="list-style-type: none"> i. Elisha Field – discuss decision previously made not to designate as a Local Green Space – The Clerk referred to the decision made in July 2017 not to allocate the Elisha Field. Following a full discussion it was proposed by Cllr Davis seconded by Cllr Gordon and resolved to designate the main field area as a Local Green Space i.e. from beyond the following point - the back of the car-park, extending across in a straight line, to the boundary with the adjacent property (Sandfield) – ACTIONS – Clerk to advise Steering Group Planning Consultant accordingly.
18/19-44	<p>Community Hall Trust Report Cllr Davis noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
18/19-45	<p>Old School Restoration Project a) To receive the following updates:</p>

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	<ul style="list-style-type: none"> i. Report from the on-site meeting with Project Manager, lighting designer and Snape M&E Manager held on 30/5/18 – The Clerk reported that the meeting had gone well, with agreement being reached for the lighting design (quote for work yet to be received). ii. Report from on-site meeting with photographer 1/6/18 – The Clerk reported that the Chairman of a local Photography Club had very kindly agreed to take a series of photos of the restoration work being undertaken. He had already taken some initial photos before the work started, and would be making regular visits to site throughout the project. iii. Replacement tables and chairs – Cllr Osborn reported that the Courtyard Doctor’s Surgery was replacing their chairs and had kindly gift aided 30 of them to the Tuesday Club. iv. Development of Old School website – Cllr Osborn to carry out research for consideration at next meeting. v. Any other updates – Cllr Davis reported that he was just waiting for authorisation for the ‘sponsor a tile’ page from ‘just giving’, after which the page would be activated. <p>b) Monthly contractor meetings organised by Project Manager (representatives from Parish Council, Snape Contracting Ltd and Project Manager):</p> <ul style="list-style-type: none"> i. Minutes from meeting held 13/6/18 – (minutes to be circulated when received). Consider further any matters as necessary. To include: <ul style="list-style-type: none"> • Agree colour of paint for internal walls – Proposed by Cllr Padfield seconded by Cllr Davis and resolved to use ‘Poached Peach’ (Dulux) for the internal wall – ACTIONS – Clerk to advise Project Manager accordingly. • Any other matters – There were no other matters. c) Fire Risk Assessment – The Clerk reported that a preliminary Fire Risk Assessment had been carried out to identify any items what would need to be implemented during the electrical works. The report had been received and forwarded to the Project Manager. The contractor would return after the restoration work had been completed to carry out a full Fire Risk Assessment.
18/19-46	<p>Highways / Maintenance issues in the village</p> <p>Before consideration of this item, the Acting Chairman referred back to the Neighbourhood Planning report (item 18/19-43a) recommending that a Highways Consultant be employed. Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Earley and resolved to approve appointment of D Mason Engineering Consultants Ltd to carry out this work (£600 + VAT) – ACTIONS – Clerk to action accordingly.</p> <ul style="list-style-type: none"> a) Update on matters previously reported – <ul style="list-style-type: none"> i. Lighting on paths leading to the Church and Community Hall – Cllr Davis noted that he was still waiting to hear back from Wiltshire Council highways regarding their element of the quote – ACTIONS – Cllr Davis to follow-up. b) New matters reported – Broadwell grass area – ACTIONS – Cllr Davis agreed to carry out extra cuts in addition to those already carried out by the contractor.
18/19-47	<p>Market Lavington Vintage Meet – Saturday 14th / Sunday 15th July</p> <ul style="list-style-type: none"> a) To receive and consider any updates – Cllr White reported that planning for the event was going very well, with the organising committee now concentrating on the final details. It was noted that in next few weeks, in the immediate build up to the event, there would be a number of payments needed to be made, before the next Parish Council meeting (which was scheduled for after the event). It was therefore requested whether a temporary arrangement could be put in place to reimburse expenses incurred during this time. Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Steele and resolved to authorise the Clerk to reimburse any expenses

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	<p>presented for payment to her from members of the Organising Committee (up to a total of £1,500) without the need to seek any additional authorisation (reimbursement payments to be made by BACS). Details of any payments reimbursed, accompanied by supporting receipts would be provided at the July Parish Council meeting.</p> <p>b) To review and consider for approval the event Health & Safety Risk Assessment document – Cllr Davis referred to the document and accompanying appendices which had been circulated with the agenda papers. It was proposed by Cllr Davis seconded by Cllr Padfield and resolved to approve the document for adoption – ACTIONS – Clerk to advise Organising Committee accordingly.</p>
18/19-48	<p>The General Data Protection Regulation (GDPR)</p> <p>a) Data Audit / Register of Processing Activities – The Clerk reported that she had completed the Data Audit questionnaire with the support of Cllr Padfield. There were a number of matters that required further consideration, and these would be discussed at the next Management & Finance Committee meeting. With regards to the Register of Processing Activities, this was something that was likely to take some time to complete, the Clerk would therefore continue work on this as and when time permitted.</p> <p>b) To review and consider for approval draft Privacy Notice – It was proposed by Cllr Padfield seconded by Cllr Davis and resolved to approve for adoption the two draft Privacy Notices (General / Staff, Councillors and Role Holders).</p> <p>c) To review and consider for approval draft Consent Form - It was proposed by Cllr Padfield seconded by Cllr Davis and resolved to approve for adoption the draft Consent Form.</p> <p>d) Consider where and how to publish and advertise these documents – It was agreed to publish the General Privacy notice on the Parish Council page of the Village Website, and circulate the Staff, Councillors and Role Holders notice as necessary. Details of how to obtain or view copies of the notices would be included at the bottom of any emails sent from the Parish Council email address – ACTIONS – Clerk to action accordingly.</p> <p>It was questioned whether a Privacy Notice had been prepared specifically for the Vintage Meet Event – Cllr White to investigate and prepare a notice if required.</p>
18/19-49	<p>Correspondence Received</p> <p>i. From Wiltshire Council – Notification of Regulation 16 public consultation for the West Lavington Neighbourhood Plan, deadline for submissions 24/7/18 – Following a brief discussion it was agreed to respond supporting the site proposed for development – ACTIONS – Clerk to submit response.</p> <p>ii. From Local Resident – Enquiry about Community Speedwatch Scheme – Consider which roads should be included in initial speed count request to Wiltshire Council – The following locations were agreed – between Community Hall roundabout and Church Cottage / by the Library / between Fiddington Clay roundabout and doctors surgery – ACTIONS – Clerk to log requests.</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>iii. From Local resident – Response to Neighbourhood Plan Regulation 14 Consultation, which included request to be presented to Parish Council at its next meeting (response circulated to Councillors by email prior to meeting) – Considered under item 18/19-43.</p> <p>iv. From HMRC – Confirmation that VAT registration successful and attaching VAT Certificate – Noted.</p>
18/19-50	<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>

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	<p>b) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted:</p> <ul style="list-style-type: none"> i. 18/03978/LBC Broadwell House, 14 White Street, Market Lavington. Insertion of 2 No Velux windows. Replacement of rotted wooden windows. Replacement of stairs. Installation of shower room – no objections. ii. 18/04869/LBC Manor House, Market Lavington. Installation of shower within existing second floor store – no objections. iii. 18/04451/FUL 11 White Street, Market Lavington. Erect part-single/part-double extension and insert conservation-approved roof lights in to rear roof – Concerns raised. <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:</p> <ul style="list-style-type: none"> i. 18/02850/FUL Southcliffe Road, Market Lavington Erection of a two storey dwelling with integral garage and associated external works including the provision of a new access onto South Cliffe Road – Approve with conditions. ii. 18/02989/FUL 7 Lavington Hill, Market Lavington. First Floor extension, single storey extension, loft conversion and thatched garden shed – Approve with conditions.
18/19-51	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for May 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date. b) It was resolved to approve the payment of 'cheques / on-line Payments' for June 2018 as per schedule (see appendix at end of minutes) – proposed Cllr Padfield seconded Cllr Early (3 abstentions as detailed in 18/19-36a). c) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Padfield confirmed that he had carried out the quarterly check of the accounts as at 31/3/18 and all appeared to be in order. d) Councillors considered the one request received for Grant Funding in the 1st quarter of 2018/19 (as per Local Government Act 1972 Section 137 – a local authority may incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants – benefit obtained must be commensurate with the expenditure incurred). It was proposed by Cllr Davis seconded by Cllr Steele and resolved to approve the following payments: £50 to Carer Support Wiltshire.
18/19-52	<p>General Parish Matters</p> <p>Reference was made to vegetation overgrowing onto the pavement from an Aster owned property in Hamilton Drive – ACTIONS – Clerk to refer matter to Aster.</p> <p>Reference was made to nettles along The Clays – Cllr Osborn to spray with weed-killer, contractor and local resident to be asked to strim verges – ACTIONS – Clerk to action. The Clerk referred to an enquiry she had received from the local Gardening Club asking if the Parish Council would be happy for them to look into the possibility of taking over one of the raised beds in the Market Place – Members welcomed the offer – ACTIONS – Clerk to advise Gardening Club accordingly.</p>
18/19-53	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.53pm.</p>
18/19-54	<p>Dates of next Meetings</p> <p>Meeting of the Parish Council – Tuesday 17th July 2018</p>

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18/19-55	Closure of meeting There being no further business the meeting was closed at 9.54pm
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Appendix.

Balance at Lloyds Bank 31.5.18	202,917.44	Current, and instant access Accounts
Less outstanding cheques – total	0	
	202,917.44	

Balance b/fwd	201,902.84
Add receipts	1,036.58
Add balance of Santander A/C closed 25/5/18 £3,280.01 + £1.91 interest - transferred to Lloyds	3,281.92
Less cheques & D/D's draw	3,303.90
Balance c/fwd	202,917.44

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	5.58
Vintage Meet – programme advertising/trade stand fees/sponsor a bin fees (20 items)	135	770.00
K Thorn Fitness – Hire OSH	140	30.00
Aim on the Plain – Hire EF	130	21.00
J O'Donovan – sale meeting room furniture	140	180.00
P Sysum – hire of OSH 24/2/18	140	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	
H Sainsbury – Cleaner OSH wages	330	104.38	BP	
C Hackett – Clerk wages & reimburse expenses *	310/300/200	740.67	BP	5.17
R Hale - Handyman contractor	320	220.00	BP	
Mark Goddard – 2 of 7 payments footpaths/amenity land	360	536.92	BP	89.49
West Lavington YC – Friday night staffing	200	360.00	BP	
Ian Myhill – Reimburse expenses **	300/375	30.39	BP	
Auditing Solutions – Internal audit fee	300	186.00	BP	31.00
St Mary's PCC – S137 grant donation	380	475.00	3003	
Garbutt's – Storage container deposit	200	130.00	BP	21.67
Carol Part – Reimburse cost of notice in Gazette & Herald	400/200	278.40	BP	46.40
MKV Property Maint – repairs to Pavilion stop cock	370	65.34	BP	
John Moorehouse – Reimburse expenses ***	370 / 375	30.97	BP	4.00
Ian Myhill – Reimburse expenses ****	375 / 400	84.33	BP	8.01

Clerk wages £709.67 (includes £75.71 back-dated pay) + reimburse cost of colour printer ink cartridges £31.00 = TOTAL £740.67

** Reimburse mileage expenses for attending GDPR briefing in Swindon £23.40 + reimburse cost of bunting for Vintage Meet £6.99 = TOTAL £30.39

*** Reimburse cost of 2 new door locks for Pavilion £23.98 + Reimburse cost of line marking spray paint £6.99 = TOTAL £30.97

**** Reimburse cost of printer ink £25.79 + Reimburse cost of barrier tape £29.25 + Reimburse cost of line marking spray £5.75 + Reimburse cost of ream of paper £3.25 + Reimburse cost of cable ties for

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banner erection £6.00 + Reimburse cost of Postage of sponsor letters £1.34 + Reimburse cost of Postage of sponsor letters £2.68 + Reimburse cost of postage and DL window envelopes £3.02 + Reimburse cost of longer cable ties for banners £7.25 = TOTAL £84.33

June payments to be paid by Cheque / on-line Bill Payment				
Details	Cost Centre	Amount	Ref	VAT
H Sainsbury – Cleaner OSH wages	330	83.50	BP1	
C Hackett – Clerk wages & reimburse expenses ^	various	1154.12	BP2	8.46
R Hale - Handyman contractor & reimburse expenses ^^	320/360	306.20	BP3	5.20
Mark Goddard – 3 of 7 payments footpaths/amenity land	360	536.92	BP4	89.49
GK White Property Services – Work to Elisha Field Gates	250/200	1707.40	BP5	
CP Fire Consultants – Preliminary fire risk assessment OSH	200	193.50	BP6	32.25
Hospitality Services – Hire cold cabinet for Vintage Meet	375	72.00	BP7	12.00
HMRC – 1 st qtr Employers NI contributions	310	2.24	BP8	
Colin Osborn – 6 month Chairman’s allowance	300	125.00	BP9	
Fred Davis – Reimburse cost of cutter disk and tool	200	41.81	BP10	6.97
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP11	21.67
MLCHT – deposit for hire of meeting room 14/8/18	300	4.00	BP12	

Clerk wages £660.36 (includes £12.68 back-dated pay) + 6 month Clerk allowance £200.00 + reimburse cost of light bulbs for Pavilion £12.00 + reimburse cost of folder and dividers £4.00 + reimburse cost of green bin charge £48.00 + reimburse cost of blackboard paint for Pavilion £8.00 + reimburse cost of floor paint and door locks for Pavilion £26.76 + reimburse hours worked providing secretarial support for Neighbourhood Plan £195.00 = TOTAL £1,154.12

^^ Handyman hours worked £275 + reimburse cost of black bags £23.88 + reimburse cost of fuel £7.32 = TOTAL £306.20