

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 17th July 2018 At 7.15pm in the Community Hall meeting room, Market Lavington

Councillors Present: Cllr Osborn (Chairman), Cllr Earley, Cllr Myhill, Cllr Davis, Cllr Steele, Cllr Padfield, Cllr Gordon and Cllr White.

In attendance: 2 members of the public, Wiltshire Cllr Gamble (left at 7.49pm), Carol Part (Chairman of Neighbourhood Planning Steering Group – arrived at 7.40pm left at 7.49pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-56	Apologies for Absence Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
18/19-57	Declarations of Interest and Dispensations to Participate a) Cllrs Myhill and White declared a pecuniary interest in item 18/19-71b, as they had payments payable to themselves due for approval. They took no part in the voting for this item. b) There were none.
18/19-58	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) Meeting of the Parish Council meeting held on the 19th June 2018 – Proposed Cllr Davis seconded Cllr Earley.
18/19-59	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.18pm and resumed at 7.26pm.
18/19-60	Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 16 th of July which had been circulated to Councillors. The Clerk referred to an email received from the Neighbourhood Policing Team, asking if there were any areas in the village where they should be focusing their patrols. Following a brief discussion, several areas were identified – ACTIONS – Clerk to advise Police accordingly.
18/19-61	Wiltshire Councillor Report Wiltshire Cllr Gamble congratulated all the organisers for the success of the Vintage Meet weekend. He noted that from the 23 rd of July road works would be taking place on Windsor Drive / London Road Devizes to install new traffic lights. There were also road closures scheduled from Brickley Lane at the same time. A four week micro-consultation was currently underway for the A303 tunnel. He then referred to the 'Substantive Highways Scheme Fund', suggesting that perhaps Black Dog Crossroads could be a possible project for consideration next year. He noted that since the last Parish Council meeting, Wiltshire Council Cabinet had agreed to take the Market Lavington housing proposals out of the Housing Site Allocations Plan DPD before it went to the Inspector.
18/19-62	Chairman's Report The Chairman reported that he had been busy this month supporting the organising of the Vintage Meet.
18/19-63	Market Lavington Neighbourhood Plan The Steering Group Chairman re-iterated the decision made by Wiltshire Council and formally thanked Cllr Gamble for his invaluable support liaising with Wiltshire Council Officers and Members. She noted that the comments submitted during the Reg. 14 Consultation had now been analysed by the Steering Group's Planning Consultant and were due to be considered by the Steering Group next week. A Highways Report,

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	<p>commissioned as a result of feedback received during the Reg. 14 Consultation, had now also been received. The Neighbourhood Plan will therefore shortly go forward to the next stage in the process (2nd SEA/HRA Screening), and would be putting forward proposed development sites based on the analysis of the Reg. 14 Consultation, and the subsequent Highways Report.</p>
18/19-64	<p>Community Hall Trust Report Cllr Davis noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
18/19-65	<p>Old School Restoration Project</p> <ul style="list-style-type: none"> a) To receive the following updates: <ul style="list-style-type: none"> i. Replacement tables – Item deferred to next meeting. ii. Development of Old School website – Cllr Osborn to circulate information to Councillors when received. iii. Asbestos Survey – It was noted that only trace elements of asbestos had been found in the building which were of no danger (in small piece of external downpipe / within toilet floor tiles – common in tiles of this age). Although work had been temporarily suspended whilst the results of the survey were awaited, the Contractor was still hopeful that they would be able to complete the project within the previous schedule. iv. Any other updates – Cllr Davis reported that donations via the ‘Just Giving’ page now totalled just under £400 – ACTIONS – ‘Just Giving’ page to be publicised in the Village Magazine and local Facebook pages. It was noted that the rear section of roof had now been stripped, and work on the electrics was due to start internally. b) Contractor meetings organised by Project Manager (representatives from Parish Council, Snape Contracting Ltd and Project Manager): <ul style="list-style-type: none"> i. Minutes from meeting held 27/6/18 & 11/7/18 (<i>copy to be circulated when received</i>) – The minutes were noted. There were no questions asked or further matters for the Parish Council to consider.
18/19-66	<p>Highways / Maintenance issues in the village</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 Wiltshire Council at Hopton were still aware that the issue was on-going, however they are no closer to confirming a price for the work. He had therefore updated SSE with the position – ACTIONS – Cllr Davis to keep matter under review. b) New matters to report – Footpath, Amenity Land contractor – FP6, FP1a, FP10 / Wiltshire Council – Speed sign by Doctor’s Surgery turned around. c) Wiltshire Council ‘Substantive Highways Scheme Fund’ bid application process for 2018/19 – Following Cllr Gamble’s suggestion that Black Dog Crossroads could be a possible project for consideration next year, it was agreed to follow this up – ACTIONS – Chairman to contact neighbouring Parishes. Cllr Davis to attend CATG meeting on 19th July, during which the problem with visibility at the junction is due to be discussed.
18/19-67	<p>Market Lavington Vintage Meet – Saturday 14th / Sunday 15th July Cllrs Myhill and White reported that the event had been very well attended. A lot of positive and constructive feedback had already been received, and a de-brief meeting for the Organising Committee was due to be held shortly. This would then be followed by an ‘open forum’ to which volunteers would be invited to express their thoughts on the event, and how it could be improved in future years etc. Feedback received from exhibitors and traders had already been compiled and circulated, and would be analysed in due course. It was noted that some of the left-over food from the Parish Council cold catering stall had been given to St. Arbucks, which meant that very little food had been thrown away – ACTIONS – Cllr Osborn to prepare an article for the Village Magazine, which he would circulate prior to submission.</p>

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18/19-68	<p>Market Lavington Post Office Cllr Myhill referred to correspondence received from the current operators of the Village Post Office, asking if the Parish Council would consider registering an interest regarding the Post Office, on-line. Following a full discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to register an interest as requested, in order to obtain more information — ACTIONS – Clerk to action accordingly.</p>
18/19-69	<p>Correspondence Received</p> <ul style="list-style-type: none"> i. From Wiltshire Council – Consultation on proposed closure of Everleigh household recycling centre (submissions by 3/9/18) – It was resolved not to submit a comment to the consultation. ii. From WW1 Commemorative – Update regarding signboards – Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to approve the positioning of a signboard adjacent to the commemorative stone on the Village Green (design to be approved) – ACTIONS – Clerk to advise accordingly. The Chairman referred to the request made by the member of the public during minute item 18/19-59. Following a brief discussion, it was proposed by Cllr Davis seconded by Cllr Gordon and resolved that the Parish Council would act as the ‘licence holder’ for the Lavington Toposcope – ACTIONS – MOD contact to be advised accordingly. <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> There were none.</p>
18/19-70	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted: There were none. b) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> i. 18/04939/FUL 13 Saxon Close, Market Lavington. Proposed rear single storey extension to replace existing conservatory – No Objections ii. 18/05013/FUL 30 the Spring, Market Lavington. Removal of existing conservatories to rear and erection of single storey rear extension – No Objections iii. 18/06258/TCA 74 High Street, Market Lavington. Cherry Tree, fell – No Objections 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>). d) Recent planning application decision made by Wiltshire Council was noted: <ul style="list-style-type: none"> i. 18/03974/FUL The Hollies, Kings Road, Market Lavington. Conversion and extension to outbuilding forming swimming pool and games room – Approve with conditions.
18/19-71	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for June 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date. Following a request received from one of the Councillors it was agreed that in the future the Clerk would provide a copy of the ‘budget position’ document with the agenda papers. b) It was resolved to approve the payment of ‘cheques / on-line Payments’ for July 2018 as per schedule (see appendix at end of minutes) – proposed Cllr

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	Padfield seconded Cllr Gordon (2 abstentions as detailed in 18/19-57a). The Clerk referred to the procedures that had been followed to obtain the 'Float' for the Vintage Meet, which had been agreed via email correspondence in-between the June/July meetings. She provided copies of bank statements and paying-in slips to provide a clear audit trail of the transactions made. It was agreed that more suitable procedures would be formally put in place for the event, should it go ahead next year.
18/19-72	General Parish Matters Cllr Myhill referred to correspondence received from a local resident who had provided a significant amount of support with the Vintage Meet site preparation. Following a full discussion it was proposed by Cllr Myhill seconded by Cllr Gordon and resolved by a majority decision (1 abstention) to re-imburse the out-of-pocket expenses incurred by the resident – ACTIONS – Clerk to raise payment at next meeting.
18/19-73	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 9.04pm.
18/19-74	Dates of next Meetings Meeting of the Parish Council – Tuesday 14th August 2018
18/19-75	Closure of meeting There being no further business the meeting was closed at 9.06pm

Appendix.

Balance at Lloyds Bank 30.6.18	200,863.62	Current, and instant access Accounts
Less outstanding cheques – total	0	
	200,863.62	

Balance b/fwd	202,917.44
Add receipts	2,394.87
Less cheques & D/D's draw	4,448.69
Balance c/fwd	200,863.62

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	7.50
Vintage Meet – programme advertising/trade stand fees/sponsor a bin fees (13 items)	135	301.00
Tuesday Club – Hire OSH	140	432.00
Sale of 2 cupboards from Old School	140	40.00
Sale of scrap metal from Old School sheds	140	60.00
Mums & Chums – Hire OSH	140	216.00
JAM Club – Hire OSH	140	45.00
Claire Lilley Fitness – Hire OSH	140	153.00
Wiltshire Council – Area Board Grant	102	1128.90
SSE – Wayleave payment	150	11.47

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	30.50	DD	
H Sainsbury – Cleaner OSH wages	330	83.50	BP1	
C Hackett – Clerk wages & reimburse expenses ^	various	1154.12	BP2	8.46

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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

Payments made in between meetings as agreed at PC meeting 19/6/18 minute no. 18/19-47				
Details	Cost Centre	Amount	Ref	VAT
John Moorehouse – Reimburse Vintage Meet expenses	375	26.50	BP1	4.42
Sharan White – Reimburse Vintage Meet expenses	375	317.42	BP2	48.77
Community First – Vintage Meet insurance	375	280.69	BP1	
Sharan White – Reimburse Vintage Meet expenses	375	278.00	BP1	13.24
July 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	942.64	BP2	4.43
R Hale - Handyman contractor	320	220.00	BP3	
Mark Goddard – 4 of 7 payments footpaths/amenity land	360	536.92	BP4	89.49
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP5	21.67
Sharan White – Reimburse Vintage Meet expenses	375	387.16	BP6	
John Moorehouse - Reimburse Vintage Meet expenses	375	38.90	BP7	
Ian Myhill - Reimburse Vintage Meet expenses	375	135.87	BP8	
PJM Security Services – Security Vintage Meet	375	1,391.60	BP9	
AlphaPrint.Me – Vintage Meet printing / signs	375	887.59	BP10	21.84
West Lavington Youth Club – 2 nd qtr S137 grant	380	750.00	BP11	
Snape Contracting – 1 st invoice for Restoration work	various	19,055.67	BP12	3175.95
Fast Hygiene – paper hand towels OSH	350	39.00	BP13	6.50
Moxom Electrical Ltd – Electric improvements Pavilion	250/200	1,006.80	BP14	167.80
Cardiac Science - Defibrillator	250	978.00	BP15	163.00
JBW Services – Toilet facilities Vintage Meet	375	720.00	3004	
Carer Support Wiltshire – S137 grant donation	380	50.00	3005	
DM Mason – Highways report Neighbourhood Plan	400	720.00	3006	120.00

* Clerk wages £647.68 + reimburse cost of 6 2nd class stamps Vintage Meet £3.36 + reimburse cost of printer cartridges X2 £21.60 + reimburse cost of fee for Morris Dancers Vintage Meet £100.00 + reimburse cost of fee for Announcer Vintage Meet £40.00 + reimburse cost of fee for Evening Entertainment Vintage Meet £125.00 + reimburse cost of printer paper X2 £5.00 = TOTAL £942.64