

# 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)

VAT Registration Number: 296 9715 35

## Minutes of the **Meeting** of the Parish Council held on **Tuesday 14th August 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 (arrived at 7.25pm), Cllr White and Cllr Turner-Scott.

**In attendance:** 1 member of the public (arrived at 7.32pm, left at 9.37pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
18/19-83	<b>Apologies for Absence</b> Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
18/19-84	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
18/19-85	<b>Parish Councillor vacancies (Due to the confidential nature of this matter, members of the public were asked to leave the room during the discussion of this item)</b> The Clerk reported that one formal application had been received, and she then read the introduction statement received from the applicant. Following a brief discussion, it was proposed by Cllr Padfield seconded by Cllr White and resolved to co-opt Mrs Laura Turner-Scott as a member of the Parish Council (members of the public returned to the meeting). The newly co-opted Councillor signed her 'Declaration of Acceptance of Office' form in the presence of the Clerk and joined in with the remainder of the meeting – <b>ACTIONS</b> – Clerk to advise Electoral Services accordingly.
18/19-86	<b>Minutes of Council meetings</b> 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 17th July 2018 – Proposed Cllr Myhill seconded Cllr White.
18/19-87	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.21pm.
18/19-88	<b>Market Lavington Neighbourhood Plan</b> a) In the absence of the Steering Group Chairman the Parish Clerk provided an update – The Wiltshire Council Housing Site Allocation Plan (HSAP) had now formally been submitted to the Secretary of State and would undergo an independent examination in due course, the dates of which the Parish Council would be advised. Following recent meetings of the Steering Group and with Wiltshire Council Officers, it had been recognised that although it was not a legal requirement to carry out an additional Reg. 14 Consultation, in order to be as open and transparent as possible and provide the opportunity for comments to be submitted before the Reg. 16 Consultation on the revised housing site proposals made following the review of the initial Reg. 14 Consultation feedback, it would be appropriate to carry out a second formal Reg. 14 Consultation, following the SEA/HRA screening. This second Reg.14 Consultation was due to commence on the 19 <sup>th</sup> of September. A grant application had been submitted to Locality to cover the cost of the additional Consultant time and advertising costs, for which approval had now been received. b) The draft minutes from the Steering Group meetings held on 24/7/18 and 7/8/18 were noted and no questions asked. c) There were no further updates or matters highlighted for the attention of the Parish Council.

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18/19-89	<p><b>Old School Restoration Project</b></p> <p>a) The Clerk briefed members on the current financial position of the project. Taking into account the 'contract variations' that had been advised to date, it was expected that the project would only go slightly over budget (approx. £5,000 / £10,000 based on current estimates).</p> <p>b) Plain Action Grant (1<sup>st</sup> submission) – The Clerk noted that the first Grant Claim had been prepared during the meeting held on 1<sup>st</sup> August 2018, and subsequently submitted by the Programme Manager. It would take approx. 6/8 weeks for the money from the Claim to be received, after which a further claim could then be submitted.</p> <p>c) To receive the following updates:</p> <p>i. Replacement tables – Cllr Gordon noted the difficulty of sourcing tables which were of sufficient height to accommodate the reception chairs recently sourced. He would continue to make enquiries and liaise with the Tuesday Club.</p> <p>ii. Development of Old School website – The Chairman referred to the information he'd recently obtained. Following a full discussion during which it was considered that the quote for designing the website appeared to offer good value for money, it was agreed that members would prepare some initial ideas for design of the website for consideration at the next meeting.</p> <p>iii. Any other updates – The Clerk referred to the offer received from the photographer to prepare a power-point presentation of a selection of the photographs he had taken during the Restoration Project. There was also the possibility that a DVD of the project could be produced. Members were very grateful for the offer, which would be considered further at the end of the project.</p> <p>d) Contractor meetings organised by Project Manager (representatives from Parish Council, Snape Contracting Ltd and Project Manager):</p> <p>i. Minutes from the meeting held 25/7/18 and 8/8/18 were noted and no questions asked. The following matters arising from the minutes were considered:</p> <ul style="list-style-type: none"><li>• Contractor meeting 8/8/18 – minute number 3.1 – Formal Contract Documents – It was proposed by Cllr Osborn seconded by Cllr Myhill and resolved that both copies of the Contract Document would be signed on behalf of the Parish Council by Cllr Osborn (witnessed by Cllr Davis) – <b>ACTIONS</b> – Clerk to return signed copies of contract to Project Manager.</li><li>• Contract meeting 8/8/18 – minute number 2.1 – Project completion – although it was still hoped that the project would be completed on schedule, it was recognised that additional time would be needed to furnish the building, and for user groups to bring back their equipment etc. With this in mind it was agreed that a target date of the end of September would be more realistic and would allow a bit of extra time should the project over-run – <b>ACTIONS</b> – Clerk to advise user groups accordingly. Cllr Davis to contact Garbutt's re hiring of storage container. Some initial ideas for the 'Opening Event' were voiced – <b>ACTIONS</b> – To be discussed further at next meeting.</li></ul>
18/19-90	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Update on matters previously reported –</p> <p>i. Report from Cllr Davis from Wiltshire Council CATG meeting 19/7/18 – <b>Issue 5416 Spin Hill</b> (speeding, exacerbated since the resurfacing) - Metro Count results were not yet available so no comprehensive discussion was possible / <b>Issue 5909 Village Gateways</b> – Cost was estimated at £4,000 / £5,000. Two options – 1) Parish Council share cost with Wiltshire Council, with us contributing 25 / 50%, programing issues mean we would be looking at a minimum of 12 / 18 month delay. 2) Parish Council fully fund the project, with Wiltshire Council providing technical support. The process would be noticeably quicker.</p>

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	<p>Following a brief discussion it was resolved to continue with option 1 as previously agreed / <b>Issue 6458 High St. speeding</b> – Wiltshire Council considered that the 20mph limit and imminent white/yellow line re-marking work was the extent of what was possible to deal with the perceived problem of speeding, suggesting that other issues relating to parking etc. could be the problem. Metro counts had not supported use of the Speedwatch scheme on the High Street – No further action. Cllr Davis noted his intention to personally submit an ‘Issue’ via Wiltshire Council’s online reporting system, suggesting that markings be painted on the road surface along the narrow stretch from Stobberts Road towards the Fiddington roundabout to indicate that there is room for only one vehicle, with priority being given to vehicles travelling out of the village – <b>ACTIONS</b> – Matter to be formally discussed at next Parish Council meeting / <b>Issue 6461 Black Dog Crossroads, improve sightlines</b> – Trigger level for a mandatory Highway Authority investigation into an accident black-spot had not been met. Wiltshire Council requested that Parish Council contact the landowner in the first instance to ascertain whether they would be amenable to the fence being moved back – <b>ACTIONS</b> – Clerk to write to landowner and advise Wiltshire Council of response.</p> <p>b) New matters to report – <b>Wiltshire Council</b> – 20mph sign by Shires roundabout obscured by foliage. ‘No Entry’ sign re-instated by Wiltshire Council at bottom of Parsonage Lane, but omitted to put ‘roundabout’ warning sign on the reverse. Cllr Earley referred to the poor state of the pavements throughout the village – <b>ACTIONS</b> – Cllr Earley to submit ‘Issue’ via Wiltshire Council’s online reporting system, including photographs. Anyone else who had raised this issue to be encouraged to also report the matter to Wiltshire Council.</p> <p>c) Parish Emergency Assistance Scheme (PEAS) – Following a full discussion members resolved to approve use of the ‘Flood Action Card’ in the Market Lavington Neighbourhood Plan as suggested by Wiltshire Council’s Flood Resilience Officer, but considered that it was not necessary to proceed with preparing a full Emergency Assistance Plan – <b>ACTIONS</b> – Clerk to advise Wiltshire Council accordingly and forward details of grit bins in the Village to Cllr Myhill for surveying.</p> <p>d) Tree works Elisha Field – The Clerk referred to a tree at the Elisha Field, several high level boughs of which were overhanging the business premises of the neighbouring property. Following a brief discussion agreement was given for the Clerk to obtain quotes to undertake the work – <b>ACTIONS</b> – Clerk to obtain quotes for consideration at next meeting.</p>
18/19-91	<p><b>Market Lavington Vintage Meet – Saturday 14<sup>th</sup> &amp; Sunday 15<sup>th</sup> July 2018</b></p> <p>a) To consider the financial position of the event – Reference was made to the ‘Income &amp; Expenditure’ summary sheet provided to members at the start of the meeting, which confirmed that the event had made a profit of £3,925.21 (copy of summary sheet attached as an appendix to the minutes, and extracts to be printed in magazine and published on Village website). The Clerk noted that there was still a small amount of programme advertising money which had yet to be received, so this figure was likely to increase by approximately £69.</p> <p>b) To consider how the profits from the event should be split – Following a full discussion it was proposed by Cllr Osborn seconded by Cllr Davis and resolved that £1,100 of the profits would be given to Wiltshire Air Ambulance (WAA), with the remaining money to be made available for village projects. In the event that insufficient applications are received for village projects, any remaining money would then be given to WAA.</p> <p>c) To agree the procedure for applying/considering ‘Village Project’ grant request – Cllr Myhill referred to the draft ‘Village Projects Grant Application Form’ circulated to members with the agenda papers. Following a full discussion minor amendments were agreed to the form and the following procedures agreed – Details of how to apply for grants to be published in the next edition of the Village Magazine, on the Village website, Community facebook page</p>

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	<p>and notice board in the Market Place. Grant application requests received will be considered by a panel, made up of independent village residents and Parish Councillors at the beginning of October (date to be finalised). The Panel's recommendations for grant allocations will then be considered by the Parish Council at its meeting on Tuesday 16<sup>th</sup> October – <b>ACTIONS</b> – Cllr Myhill to update Grant Application form and liaise with Cllr White regarding setting date for panel to meet and contacting possible independent villagers to sit on the panel.</p> <p>d) To review event feedback received and consider how the event should be organised next year – Cllr Myhill referred to the 'feedback sheet' circulated to members with the agenda papers noting that the comments received had been both positive and constructive. Following a full discussion it was proposed by Cllr Myhill seconded by Cllr Turner-Scott and resolved by a majority vote that the Parish Council would continue to have overall responsibility for organising the event for 2019 (7 votes in favour, 1 vote against and 1 abstention).</p>
18/19-92	<p><b>Correspondence Received</b></p> <p>a) Letter from WW1 Commemoration Group regarding tree planting – Following a full discussion it was resolved to accept the offer from the Group to plant 3 trees to commemorate the Australian, Canadian and New Zealand troops who passed through to village to camp on the Plain before going to fight in France – <b>ACTIONS</b> – Clerk to write thanking WW1 Group for the kind offer and requesting that the trees be planted on the upside of the village green on the strip of land beside the graveyard hedge.</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>
18/19-93	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for July 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 August 2018 as per schedule (see appendix at end of minutes) – proposed Cllr Davis seconded Cllr Myhill.</p>
18/19-94	<p><b>General Parish Matters</b></p> <p>The Clerk advised members of the dates when she would be on holiday.</p>
18/19-95	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.34pm.</p>
18/19-96	<p><b>Dates of next Meetings</b></p> <p>Meeting of the Parish Council – Tuesday 18th September 2018</p>
18/19-97	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.35pm</p>

## Appendix.

Balance at Lloyds Bank 31.7.18	180,189.80	Current, and instant access Accounts
Less outstanding cheques – total	50.00	
	<b>180,139.80</b>	

Balance b/fwd	200,863.62
Add receipts	8,313.94
Less cheques & D/D's draw	29,037.76
Balance c/fwd	<b>180,139.80</b>

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Income received in July		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	6.36
Vintage Meet – programme advertising/trade stand fees/sponsor a bin fees/cash entry takings & programme sales for weekend/pitch fees from caterers, fairground rides and face-painter/sale of coal & food from PC catering (23 items)	135	8,307.58
	<b>TOTAL</b>	<b>8,313.94</b>

Cheques / Bill Payments & D/D's drawn in July				
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	
<b>Payments made in between meetings as agreed at PC meeting 19/6/18 minute no. 18/19-47</b>				
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
<b>July payments paid by Cheque / on-line Bill Payment</b>				
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	
AlphaPrintMe – Vintage Meet printing / signs	375	887.59	BP10	21.84
West Lavington Youth Club – 2 <sup>nd</sup> qtr S137 grant	380	750.00	BP11	
Snape Contracting – 1 <sup>st</sup> 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
	<b>TOTAL</b>	<b>29,037.76</b>		

\* Clerk wages £647.68 + reimburse cost of 6 2<sup>nd</sup> 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

Cheques / on-line Payments to be paid in August			
Details	Cost Centre	Amount	Ref
H Sainsbury – Cleaner OSH wages	330	104.38	BP1
R Hale - Handyman contractor & reimburse expenses ^	320/360	238.60	BP2
C Hackett – Clerk wages & reimburse expenses ^^	various	974.79	BP3
Snape Contracting – 2nd invoice for Restoration work	250	54874.06	BP4
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP5
West Lavington Youth Club – staffing Friday night sessions	200/395	695.00	BP6
Idverde – half cost of Elisha Field grass cutting	370	499.31	BP7
St Johns Ambulance – medical cover Vintage Meet	375	441.60	BP8
Grist Environmental – waste facilities Vintage Meet	375	498.00	BP9

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Mark Goddard – 5 of 7 payments footpaths/amenity land ^^	360/370	572.92	BP10
M & R Banther – reimburse Vintage Meet expenses	375	120.00	BP11
D L King – Neighbourhood Plan Consultant support ^^^	250	950.00	BP12
DC CDM Ltd – CDM services Restoration Project	200	1015.00	BP13
	<b>TOTAL</b>	<b>61,113.66</b>	

Handyman Contractor (4 weeks @ £55) £220.00 + reimburse cost of petrol £18.60 = TOTAL £238.60

^^ Clerk wages £647.68 + reimburse cost of safety matting for E/F play area £37.02 + reimburse cost of Baby changing unit for Old School £258.00 + reimburse cost of Graffiti remover solution £32.09 = TOTAL £974.79

^^ M Goddard & Sons 5 of 7 payments footpaths/amenity land £536.92 + hedge cutting around Elisha Field car-park £36 = TOTAL £572.92

^^^ DL King (Neighbourhood Plan Consultant) – payment to be made on 3/9/18 after final approval for Locality Grant application received (provisional offer already received and accepted by Parish Council)

£62,000.00 - transferred from Savings account 14/8/18 to cover payments to be made.