

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 18th September 2018 At 7.15pm in the Community Hall meeting room, Market Lavington

Councillors Present: Cllr Osborn (Chairman), Cllr Whitehorn, Cllr Myhill, Cllr Davis, Cllr Gordon and Cllr Turner-Scott.

In attendance: 2 members of the public (1 left at 7.41pm, other arrived at 7.52pm, left at 9.28pm), Wiltshire Cllr Richard Gamble (left at 8.05pm) and Carol Hackett (Parish Clerk).

| | AGENDA ITEM |
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| 18/19-98 | Apologies for Absence Cllr Earley, Cllr Steele, Cllr White and Cllr Padfield, had sent apologies due to personal commitments, which were accepted. |
| 18/19-99 | Declarations of Interest and Dispensations to Participate a) Cllr Myhill declared a pecuniary interest in item 18/19-113b as one of the payments due for approval was payable to him (Vintage Meet Expenses). He took no part in the voting for this item. Cllr Davis noted that one of the Wiltshire Council planning decisions, noted on the agenda related to property that he had an interest in. b) There were none. |
| 18/19-100 | 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 14th August 2018 – Proposed Cllr Davis seconded Cllr Turner-Scott. |
| 18/19-101 | Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.18pm and resumed at 7.40pm. |
| 18/19-102 | Parish Council Committees Cllr Turner-Scott agreed to become a member of the Planning Committee. |
| 18/19-103 | Police Report Officers from the Neighbourhood Policing Team had given their apologies. A report had been provided on the 3rd of September which had been circulated to Councillors. |
| 18/19-104 | Wiltshire Councillor Report Cllr Gamble referred to the Electoral Review which was currently being undertaken by the Local Government Boundary Commission and encouraged the Parish Council to submit comments. Following on from the discussion during agenda item 18/19-101, Cllr Gamble agreed to follow-up the issue of lack of parking enforcement in the Village, with Wiltshire Council Officers. |
| 18/19-105 | Chairman's Report The Chairman noted that he had carried out a lot of research in response to issues raised on the Village Facebook page and directly with him. He had contacted the Police Crime Commissioner regarding the lack of speed enforcement in the Village, and received assurance that the community teams would be tasked to follow this up. |
| 18/19-106 | Market Lavington Neighbourhood Plan a) In the absence of the Steering Group Chairman the Parish Clerk provided an update – The 2 nd Reg.14 Consultation would start tomorrow and last for 6 weeks, ending on the 30 th of October. It was understood that Wiltshire Council were planning to consult on the 'Modifications' document which had accompanied the Housing Site Allocation Plan (HSAP), as recommended by the inspector (dates yet to be advised). b) There were no further updates or matters highlighted for the attention of the |

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| | Parish Council. |
| 18/19-107 | <p>Community Hall Trust Report</p> <ul style="list-style-type: none"> a) To receive a report from Cllr Davis (Parish Council representative on the Trust Committee) – No meeting since the last Parish Council meeting. b) Joint Liaison Committee – It was noted that the recent meeting scheduled for the 4th of September had been postponed. A new date had yet to be agreed. Following a brief discussion it was agreed that Cllr Osborn and Cllr Padfield would remain as the Parish Council representatives on the JLC Committee. |
| 18/19-108 | <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 & chairs – Matter deferred for discussion at Old School Committee meeting 25/9/18. ii. Development of Old School website – Following a full discussion it was agreed to consider some other options for development of the website, including using it to promote use of the Elisha Field & Pavilion as well – ACTIONS – Cllr Myhill to discuss with local IT expert and report back to Old School Committee meeting 25/9/18. iii. Just Giving Page – Cllr Davis reported that approx. £500 had been donated to date. He planned to put some additional photos on the site shortly. iv. VAT Registration – The Clerk noted that there had been a delay in the ‘Option to tax’ registration, partly due to a backlog in assessing applications by HMRC and partly due to continued dialogue with HMRC regarding the future estimated income for the Old School. The Agent acting for the Parish Council had recently written to HMRC hoping to resolve the matter. If approved, the registration would be effective from 19th of June (not 1st of June as previously understood). v. Any other updates – The Chairman invited the member of the public present to address the council. Discussions with the photographer recording the progress of the restoration project had indicated that it could also be possible to produce a DVD for the Parish Council. Following a brief discussion it was agreed to discuss the matter further with the photographer and report back to Old School Committee meeting 25/9/18. b) Contractor meetings organised by Project Manager (representatives from Parish Council, Snape Contracting Ltd and Project Manager): Minutes from meeting held 22/8/18 & 5/9/18 – The minutes were noted and no questions asked. The Clerk reminded Cllrs that the project completion date had been officially extended until the 22nd of September. The Contractor had advised at the last Contractor meeting that it was likely that some snagging and final roof work would continue for an additional few days. c) New matters for discussion: <ul style="list-style-type: none"> i. Re-opening Launch Event – It was agreed that the launch event would be held before Christmas. Some initial ideas were suggested, which would be considered further at the Old School Committee meeting 25/9/18. ii. Any other matters – Cllr Davis referred to the other hiring venues in the Village, wondering whether there might be any merit in having a joint booking system – ACTIONS – Clerk to include matter on agenda for discussion at next JLC meeting. Re-opening of Old School for public use – Following a brief discussion it was agreed that pending the Contractor meeting scheduled for tomorrow, user groups would be invited back to the Old School from Monday 1st of October. |
| 18/19-109 | <p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none"> a) Update from Cllr Davis and Clerk on matters previously reported – to include <ul style="list-style-type: none"> i. Lighting on paths leading to the Church and Community Hall – Cllr Davis to chase with Wiltshire Council before next Parish Council meeting. b) Consider any new matters to report – Parish Steward – cutting back |

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| | <p>vegetation near speed signs. Wiltshire Council – faded signage i.e. No cycling signs, hedge on right of Community Hall roundabout obscuring visibility (request to also be submitted for pedestrian sign).</p> <p>c) Dog fouling – Following a full discussion it was agreed to run a competition with local primary schools to design a suitable poster highlighting the dangers of dog fouling. The winning poster will then be used around the village – ACTIONS – Clerk to liaise with local schools and make necessary arrangements.</p> <p>d) Speeding and speed limit enforcement - Following on from the discussion during agenda item 18/19-101 further actions were agreed: a list of local volunteers offering to take part in the Community Speedwatch Scheme would be compiled by the Clerk. Consideration of ‘Speed Indicator Devices’ would be re-visited by Cllr Myhill. Enquiries to be made to the Police Community Speedwatch Scheme co-ordinator by the Clerk.</p> |
| 18/19-110 | <p>Market Lavington Vintage Meet</p> <p>a) 2018 event – Consider possible Parish Council application for Village Project Grant Funding – It was understood that the Cadets would be submitting an application for equipment to use for community work, which would include paint and materials to repair the exterior of the Elisha Field Pavilion, their current ‘community project’. The Parish Council to submit an application for the Pavilion repairs, only if the Cadets application is not submitted.</p> <p>b) 2019 event – Cllr Myhill reported that a new website was up and running. Thirty bookings (mixture of traders, crafter and exhibitors) had already been received, and a contact had offered the loan of various items of equipment for use during the event.</p> |
| 18/19-111 | <p>Correspondence Received</p> <p>a) From Local Government Boundary Commission – Electoral review of Wiltshire: Warding Arrangements Consultation, deadline for comments 5/11/18 – Clerk to submit response on behalf of Parish Council.</p> <p>b) From Post Office – Response to Parish Council enquiry – The Clerk referred to the response received. Following a brief discussion it was agreed to forward the response to the current owners of the Post Office for their information. Councillors reaffirmed their decision that the Old School was not considered to be a suitable location from which to run a Post Office.</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> |
| 18/19-112 | <p>Planning applications and decisions</p> <p>a) Receipt of the following planning applications received which have been considered at a Planning Committee meeting were noted. There were none.</p> <p>b) Receipt of the following other planning applications received which have not been considered at a Planning Committee meeting were noted.</p> <ol style="list-style-type: none"> i. 18/08213/TCA 50 High Street, Market Lavington. Various tree works – No objection ii. 18/07780/TCA 19 White Street, Market Lavington. Tree work – No objection iii. 18/07498/TCA 11 Parsonage Lane, Market Lavington. Tree works – No objection iv. 18/06671/FUL Stream Cottage, Northbrook, Market Lavington. Extension and alterations – No objection v. 18/05856/FUL 5 Stobberts Road, Market Lavington. Demolish and replace existing garage with a new garage / workshop building – No objection <p>c) To receive and consider planning applications received after the issue of the</p> |

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| | <p>agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>) There were none.</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted.</p> <ul style="list-style-type: none"> i. 18/03978/LBC 14 White Street, Market Lavington. Insertion of 2 no velux windows. Replacement of rotted wooden windows. Replacement of stairs. Installation of shower room – Listed Building Consent ii. 18/04869/LBC Manor House, Market Lavington. Installation of shower within existing second floor store – Listed Building Consent iii. 18/05013/FUL 30 The Spring, Market Lavington. Removal of existing conservatories to rear and erection of single storey rear extension – Approve with conditions iv. 18/04939/FUL 13 Saxon Close, Market Lavington. Proposed rear single storey extension to replace existing conservatory – Approve with conditions v. 18/06258/TCA 74 High Street, Market Lavington. Cherry Tree, fell – No Objection vi. 18/05856/FUL 5 Stobberts Road, Market Lavington. Demolish and replace existing garage with a new garage / workshop building – Approve with conditions vii. 18/07498/TCA 11 Parsonage Lane, Market Lavington. Tree works – No objection |
| 18/19-113 | <p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for August 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 September 2018 as per schedule (see appendix at end of minutes) – proposed Cllr Gordon seconded Cllr Davis (Cllr Myhill took no part in the vote). c) Councillors considered the three requests received for Grant Funding in the 2nd 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 Whitehorn and resolved to approve the following payments: Remembrance Day Wreath (Earl Haig Fund) £75, Link £60 and Citizens Advice £60. d) To note the External Auditors Report – The Clerk reported that the 2017/18 accounts had been signed off by PKF Littlejohn. She provided details of one administration error which had been highlighted, and confirmed that the statutory notice advertising the conclusion of the audit had been placed on the notice board in the Market Place and on the village website on the 12/9/18, along with copies of sections 1, 2 and 3 of the Annual Governance and Accountability Return. e) To consider approval for payment of Annual Data Protection fee by Direct Debit – The Clerk noted that a £5 reduction would be applied if the Annual renewal fee was made by Direct Debit (from £40 to £35). It was proposed by Cllr Osborn seconded by Cllr Davis and resolved to set-up a direct debit mandate for payment of this annual fee – ACTIONS – Clerk to make necessary arrangements. |
| 18/19-114 | <p>Christmas 2018</p> <p>Following a brief discussion it was agreed to continue with the same arrangements as last year. The Chairman referred to recent correspondence received from St. Arbucks, proposing that the existing 'Community Minded Person of the Year' award be complemented by an additional category of 'St Arbucks Young Person of the Year', which they would sponsor. This suggestion was welcomed by members – ACTIONS –</p> |

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| | Chairman to liaise with St Arbucks and Rev Gotham, and prepare notices for Village Magazine. |
| 18/19-115 | General Parish Matters Cllr Myhill referred to recent discussion with a local resident reminding him of the offer she had made to conduct an AED (Automated External Defibrillator) course for up to 12 people for free. Members very much welcomed the offer, but it was noted that the Community Hall were due to offer a similar public training session within the next month or so. With this in mind, it was suggested that it might be appropriate to wait a while before offering a further course – ACTIONS – Cllr Myhill to discuss matter further with local resident. Cllr Myhill questioned whether it might be a good idea to organise a community 'litter-picking' day – ACTIONS – Matter to be discussed further. The Clerk referred to recent email correspondence from WALC providing details of a 'Councillor Training Event' and asked if any members would like to attend – Cllr Myhill and Cllr Turner-Scott agreed to attend – ACTIONS – Clerk to make necessary arrangements. |
| 18/19-116 | Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 9.45pm. |
| 18/19-117 | Dates of next Meetings Meeting of the Old School Committee – Tuesday 25 th September 2018 Meeting of the Parish Council – Tuesday 16 th October 2018 |
| 18/19-118 | Closure of meeting There being no further business the meeting was closed at 9.46pm |

Appendix.

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|----------------------------------|-------------------|--------------------------------------|
| Balance at Lloyds Bank 31.8.18 | 126,942.31 | Current, and instant access Accounts |
| Less outstanding cheques – total | 50.00 | |
| | 126,892.31 | |

| | |
|---------------------------|-------------------|
| Balance b/fwd | 180,139.80 |
| Add receipts | 6,977.67 |
| Less cheques & D/D's draw | 60,225.16 |
| Balance c/fwd | 126,892.31 |

| Income received in August | | | |
|--|--------------|-----------------|-----|
| Details | Cost Centre | Amount | Ref |
| Lloyds Bank - Interest | 110 | 7.04 | |
| Vintage Meet – programme advertising/trade stand fees (3 items) | 135 | 139.00 | |
| Groundwork UK – Locality Neighbourhood grant | 102 | 1,272.00 | |
| Rural Payments Agency – 1 st Plain Action grant claim | 102 | 5,559.63 | |
| | TOTAL | 6,977.67 | |

| Cheques / Bill Payments & D/D's drawn in August | | | |
|--|-------------|----------|-----|
| Details | Cost Centre | Amount | Ref |
| 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 | 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 | 220/395 | 695.00 | BP6 |
| Idverde – half cost of Elisha Field grass cutting | 370 | 499.31 | BP7 |

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| St Johns Ambulance – medical cover Vintage Meet | 375 | 441.60 | BP8 |
| Grist Environmental – waste facilities Vintage Meet | 375 | 498.00 | BP9 |
| 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 |
| DC CDM Ltd – CDM services Restoration Project | 200 | 1015.00 | BP13 |
| | TOTAL | 60,225.16 | |

^ 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

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

| Cheques / on-line Payments to be paid in September | | | |
|--|--------------|------------------|------|
| Details | Cost Centre | Amount | Ref |
| H Sainsbury – Cleaner OSH wages | 330 | 83.50 | BP1 |
| R Hale - Handyman contractor & reimburse expenses ^ | 320/360 | 296.80 | BP2 |
| C Hackett – Clerk wages & reimburse expenses ^^ | various | 668.68 | BP3 |
| Snape Contracting – 3rd invoice for Restoration work | 250 | 47,509.86 | BP4 |
| Mike Garbutt Warehousing – Hire of storage container | 200 | 130.00 | BP5 |
| Mark Goddard – 6 of 7 payments footpaths/amenity land | 360 | 536.92 | BP6 |
| Ian Myhill – Reimburse Vintage Meet 2019 expenses | 378 | 199.85 | BP7 |
| Idverde – 2 nd half of annual grass cutting cost Elisha Field | 270 | 499.31 | BP8 |
| Fast Hygiene – 4 towel dispensers Old School | 200 | 62.16 | BP9 |
| Hospitality Services – Deposit for cold cabinet hire Vintage Meet 2019 | 378 | 18.00 | BP10 |
| CPRE – Annual Subscription | 400 | 36.00 | BP11 |
| PKF Littlejohn – External audit fee Y/E 31/3/18 | 300 | 360.00 | BP12 |
| Wiltshire Air Ambulance – Donation from Vintage Meet 2018 | 375 | 1,100.00 | BP13 |
| | TOTAL | 51,501.08 | |

^ Handyman Contractor (5 weeks @ £55) £275.00 + reimburse cost of petrol £7.87 + reimburse cost of black bags £13.93 = TOTAL £296.80

^^ Clerk wages £647.68 + reimburse cost of 3 toilet roll holders for Old School £21.00 = TOTAL £668.68

£52,000.00 - transferred from Savings account 17/9/18 to cover payments to be made.