

# 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 20th November 2018 At 7.15pm in the Old School, Church Street, Market Lavington

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Earley, Cllr Davis, Cllr Gordon, Cllr Steele (arrived at 7.55pm), Cllr White, Cllr Padfield and Cllr Turner-Scott.

**In attendance:** Wiltshire Cllr Richard Gamble (left at 8.11pm), PCSO Georgina Dodd (left at 7.36pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
18/19-175	<b>Apologies for Absence</b> Cllr Whitehorn had sent apologies due to work commitments, which were accepted. Cllr Osborn offered a personal apology for his absence from the October Parish Council meeting.
18/19-176	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllrs Myhill and Gordon declared a pecuniary interest in item 18/19-188b as payments due for approval were payable to them. They took no part in the voting for this item. b) There were none.
18/19-177	<b>Council meetings</b> a) Meeting of the Parish Council meeting held on 16th October 2018 – The minutes of the meeting were approved and signed as a correct record. Proposed Cllr White seconded Cllr Myhill (1 abstention). b) Meeting of the Old School Committee held on 6 <sup>th</sup> November 2018 – The draft minutes were noted and no questions asked. The following matters arising from the minutes were considered further: i. Consider quotes for TV monitor and Projector Equipment – Cllr Myhill noted that the original approved supplier was no longer able to install the Projector equipment, and a further quote had therefore been required. He provided details of all the quotes obtained and following a full discussion it was proposed by Cllr Osborn seconded by Cllr Davis and resolved to accept the quote from Status Audio Visual Ltd of £3,030 + VAT phase 1 (the quote also included a phase 2 amount of £1,650 for supply and installation of the TV screen etc.) – <b>ACTIONS</b> – Clerk to seek variation from Plain Action Grant Manager for change in supplier of Projector equipment, Cllr Myhill to liaise with supplier to carry out Phase 1 work. Phase 2 work to be commissioned when sufficient funds available. ii. Reference was made to the ‘echo’ in the building which had been mentioned by a number of users. Suggestions of using quilts and/or tapestries were made, and Cllr Myhill noted that he had commissioned an acoustic report for the building, which would be considered when received. iii. Old School website (discussed later in the meeting) – Cllr Myhill reported that the website was almost ready to go ‘live’. The decision had been made to take the bookings off-line, in order to provide a more personal service. Therefore, for the time being the hiring rates, room information, Terms & Conditions etc. and a ‘booking enquiry’ form would be published on the site.
18/19-178	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.25pm.
18/19-179	<b>Police Report</b> PCSO Georgina Dodd received information, and answered a number of questions posed by Councillors.

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18/19-180	<p><b>Chairman's Report</b> Cllr Osborn reported that one of the uprights on the kissing gate at the bottom of Ladywood was rotten and had broken off, and would need repairing. Following complaints from a number of people regarding their telephone service, he had contacted BT, but had yet to receive a satisfactory response. He noted that the winner of the Community Minded Person of the Year award would be presented at the Trinity Church Carol Singing event in the Green Dragon on the 11<sup>th</sup> of December. It was agreed that the Christmas lights in the Market Place would be switched on, on the 5<sup>th</sup> of December.</p>
18/19-181	<p><b>Wiltshire Councillor Report</b> Cllr Gamble referred to the recent request made by the Parish Council to Wiltshire Council, requesting consideration for a weight limit or down-grading of the B3098 through the Village. He noted that the likely response from Wiltshire Council may refer to the criteria used in the Freight Mechanism Priority Assessment (FMPA). He then made reference to the Village Neighbourhood Plan, encouraging progress to the Regulation 16 stage of the process.</p>
18/19-182	<p><b>Market Lavington Neighbourhood Plan</b></p> <ul style="list-style-type: none"> <li>a) The Clerk reported that the analysis of the 2<sup>nd</sup> Reg.14 Consultation responses carried out by the Planning Consultant was due to be considered at the Steering Group meeting the following evening. One of the Consultant's recommendations had been to obtain a transport/sustainability report for site 2, which would need to be done by a qualified consultant. Quotes had been obtained when a previous Highways report had been required, and the consultant duly appointed, who had offered the best value for money. It was therefore considered that this provided sufficient assurance to appoint the same consultant to carry out this subsequent report. It was therefore proposed by Cllr Myhill seconded by Cllr Davis and resolved to accept the quote from David Mason of £1,550 if approved by the Steering Group – <b>ACTIONS</b> – Clerk to refer to the Steering Group meeting and instruct consultant as necessary.</li> </ul>
18/19-183	<p><b>Community Hall Trust Report</b></p> <ul style="list-style-type: none"> <li>a) Cllr Davis noted that there had not been a Trust meeting since the last Parish Council meeting.</li> <li>b) Meeting of the Joint Liaison Committee 13/11/18 – The draft minutes were noted. It was questioned by one of the Councillors what the purpose of the JLC was, and what the implications and responsibilities were for the Parish Council. Reference was also made to possible 'conflicts of interest'. Following further discussion, it was agreed that Cllr Gordon would review the lease document, and report back with details of any concerns.</li> </ul>
18/19-184	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Update from Cllr Davis and Clerk on matters previously reported – to include             <ul style="list-style-type: none"> <li>i. Lighting on paths leading to the Church and Community Hall – Cllr Davis reported that he had contacted Wiltshire Council again, but was still awaiting a response.</li> </ul> </li> <li>b) Consider any new matters to report – Sign damaged at Broadwell – <b>ACTIONS</b> – Cllr Davis to pick up and investigate repair. Still problems with water and mud pooling on pavement outside Milsom Court, and trip hazard outside 10 Church Street – <b>ACTIONS</b> – Cllr Davis to refer matters to Wiltshire Cllr Gamble. Cllr Davis to also forward copy of the Parish Steward Job template to Councillors.</li> <li>c) CATG meeting 7/11/18 – Cllr Davis provided updates on the following issues discussed at the meeting which related to Market Lavington:             <ul style="list-style-type: none"> <li>i. Speeding (issue 5909) – Suggestion for 'Village Gateways' was accepted, with the Parish Council part-funding the scheme in 12/18 months (£2,000 allocated in 2018/19 budget) – <b>ACTIONS</b> – Cllr Davis to provide CATG with map of suggested positions. This would then be followed by a joint site meeting.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>ii. Speeding Spin Hill (issue 5416) – Metro count results confirm qualifies for Community Speedwatch Scheme.</li> <li>iii. Poor visibility at Blackdog Crossroads (issue 6461) – No response received to letter sent to landowner by Parish Council. CATG agreed to follow up and progress. It was confirmed that this was not a suitable project for the ‘Substantive Highways Scheme’.</li> <li>iv. Driving on pavements outside 60-64 High Street (issue 6688) – Request for 3 or 4 bollards. If Parish Council decides to purchase bollards, Wiltshire Council will install them.</li> <li>v. Speeding / safety issues Spin Hill (issue 6736) – Request for reduction in speed limit. Advised that ‘Circular 0113’ contains the criteria used by Wiltshire Council for determining speed limits – <b>ACTIONS</b> – Cllr Davis to review circular to determine if it has been interpreted correctly based on the current business and residential uses.</li> <li>d) Elisha Field Pavilion – Discuss storage arrangements / use by other groups / disposal of unwanted items / insurance of items in storage – Following a full discussion the following actions were agreed: <ul style="list-style-type: none"> <li>i. Chemical locker to be returned to the Old School storage area</li> <li>ii. Trestle tables to be transferred to the Old School storage area</li> <li>iii. Stakes to be moved to one of the Pavilion outside toilets</li> <li>iv. Marquee to be taken to the Pavilion for storage</li> <li>v. 15 bags of coal to remain in storage until needed for the 2019 Vintage Meet</li> <li>vi. 2 Wheelbarrows to be moved to one of the Pavilion outside toilets</li> <li>vii. Metal tracking to be moved to the Pavilion garage</li> </ul>                     Cllr Osborn agreed to arrange sale and disposal of all the unused metal items for scrap. HRAF committee to discuss further if it was necessary to keep the 2 lawnmowers and strimmer.                 </li> <li>e) Community Speed Watch (CSW) – The Clerk reported that the traffic survey results had confirmed that ‘The Spring’ and ‘Parsonage Lane – north of Canada Rise’ met the criteria for Community Speedwatch. Following the Village advertising campaign, 10 volunteers had now come forward to participate in the CSW scheme. A document provided by the Police CSW Co-ordinator had been forwarded to the volunteers for their completion and return.</li> <li>f) Proposal to put Parish Handyman duties out to competitive tender – Following a brief discussion it was agreed that the HRAF committee would review the existing specification for the contract, and consider if any revision in current provision or re-tendering is required – <b>ACTIONS</b> – Clerk to action.</li> </ul>
18/19-185	<p><b>Market Lavington Vintage Meet</b></p> <ul style="list-style-type: none"> <li>a) 2019 event – Cllr Myhill reported that there had been another Organising Group meeting. Everything had been booked that could be at this stage, including all the welfare facilities and external catering.</li> </ul>
18/19-186	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a) From St Barnabas School – Letter of thanks for Vintage Meet donation – Noted.</li> </ul> <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>
18/19-187	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted. There were none.</li> <li>b) Receipt of the following other planning applications received which have not been considered at a Planning Committee meeting were noted. <ul style="list-style-type: none"> <li>i. 18/09514/TCA 15 White Street, Market Lavington. Tree works in a</li> </ul> </li> </ul>

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	<p>Conservation Area – No objection</p> <ul style="list-style-type: none"> <li>ii. 18/09523/FUL 56 High Street, Market Lavington. Erection of door canopy above front door – No objection</li> <li>iii. 18/09774/TCA 7 Parsonage Lane, Market Lavington. Work to trees in a Conservation Area - No objection</li> <li>iv. 18/09627/FUL Windesmere Farm, Cheverell Road, Worton. Construction of attached ancillary annexe - No objection.</li> </ul> <p>c) To receive and consider planning applications received after the issue of the 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 decision made by Wiltshire Council was noted.</p> <ul style="list-style-type: none"> <li>i. 18/09514/TCA 15 White Street, Market Lavington. Tree works in a Conservation Area – No objection</li> </ul>
18/19-188	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) Councillors received and approved the financial reports - income and expenditure details for October 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date.</li> <li>b) It was resolved to approve the payment of 'cheques / on-line Payments' for November 2018 as per schedule (see appendix at end of minutes) – proposed Cllr Davis seconded Cllr Padfield (Cllrs Myhill and Gordon took no part in the vote).</li> <li>c) VAT registration – The Clerk confirmed that the VAT registration for the Parish Council had now been finalised – the general registration was effective from 1/6/18, and the specific 'option to tax the Old School' was effective from 19/6/18. There was however an issue with regards to the treatment of invoices issued prior to the 1/6/18. Following previous VAT guidance received, the Clerk had issued all invoices for Old School hire charges, and Vintage Meet advertising and sponsorship prior to 1/6/18, without the inclusion of VAT. However, following a change in VAT Advisor, and the realisation by her, that the Parish Council's accounting system was operated on a 'receipts and payments' basis, the Clerk was advised that although VAT could not be detailed on invoices issued prior to 1/6/18, any income received from those invoices after the 1/6/18 was subject to VAT, and would therefore need to be 'absorbed' by the Parish Council as necessary. With much of the income from the Vintage Meet advertising and sponsorship (both vatable activities) being received after the 1/6/18, and other elements of the event income also being vatable i.e. raffle, entrance takings etc., this therefore had implications for the 2018 Vintage Meet final profit figure. Following a full discussion, during it was recognised that the Parish Council had made a provision of £1,000 to cover the 2018 Vintage Meet, it was therefore agreed that this sum would cover the above VAT implications. Moving forward, it was recognised that whilst the Vintage Meet continued to be run as a Parish Council event in this way, many of its activities would be subject to VAT, and that alternative arrangements would need to be made for the 2019 event. During a formal meeting with the VAT Advisor, attended by Cllrs Myhill and Gordon, and the Clerk, it had been recommended that the way forward would be to open a separate 'Chairman's Charity' bank account. The Vintage Meet and any similar Parish Council activities could be processed through this account, which would be completely separate from the Parish Council's day-to-day operating account, and as such would not be subject to VAT on either its receipts or payments. Following further discussion, it was proposed by Cllr Osborn seconded by Cllr Padfield and resolved to open a separate bank account as detailed above, subject to positive clarification from the VAT Advisor to a couple of outstanding questions – <b>ACTIONS</b> – Clerk to action as necessary.</li> </ul>

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18/19-189	<b>General Parish Matters</b> Cllr Earley referred to a Planning enquiry she had received – with Wiltshire Council being responsible for planning enforcement, it was advised that the enquiry be passed to them.
18/19-190	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 9.58pm.
18/19-191	<b>Dates of next Meetings</b> Old School Committee Meeting – Tuesday 27 <sup>th</sup> November 2018 HRAF Committee Meeting – Tuesday 4 <sup>th</sup> December 2018 Meeting of the Parish Council – Tuesday 18 <sup>th</sup> December 2018
18/19-192	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.59pm

## Appendix.

Balance at Lloyds Bank 31.10.18	78,102.30	Current, and instant access Accounts
Less outstanding cheques – total	1,610.00	
	<b>76,492.30</b>	

Balance b/fwd	100,335.41
Add receipts	565.45
Less cheques & D/D's draw	24,408.56
Balance c/fwd	<b>76,492.30</b>

Income received in October			
Details	Cost Centre	Amount	Ref
Lloyds Bank - Interest	110	2.49	
Vintage Meet 2019 – caterers/traders deposits (3 items)	138	75.00	
HMRC – VAT refund claim to 31/5/18	105	487.96	
	<b>TOTAL</b>	<b>565.45</b>	

Cheques / Bill Payments & D/D's drawn in October			
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 + VAT	36.00	DD
PWLB – Loan repayment	390	2,073.41	DD
PWLB – Loan repayment	390	4,409.17	DD
ICO – Annual registration fee	300	35.00	DD
H Sainsbury – Cleaner OSH wages	330	83.50	BP1
R Hale - Handyman contractor	320	220.00	BP2
C Hackett – Clerk wages & reimburse expenses *	various	679.04	BP3
Mark Goddard – 7 of 7 payments footpaths/amenity land	360	536.88	BP4
Cannings Estates Ltd – Project Manager next tranche of fees	250	13,084.12	BP5
Ian Myhill – Reimburse cost of hedging plants for Elisha Field to fill gap where gate used to be positioned	370	36.49	BP6
Market Lavington Community Hall Trust – deposit for hire of Furminger room for PC meeting	300	3.00	BP7
Mike Garbutt Warehousing – Hire of Storage Container October 18	200	130.00	BP8



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D Reynolds – Return of amount received in error 27/9/18 (should have gone to Village Magazine)	150	30.00	BP10
Alphaprint.Me – Printing and website update for Neighbourhood Plan (2 invoices)	250/400	437.24	BP11
Earl Haig Fund – S137 grant donation Remembrance Day wreath	380	75.00	3007
E,ML, & U Link Good Neighbour Scheme – S137 grant donation	380	60.00	3008
Tuesday Club – Village Project grant award	375	300.00	3009
Citizens Advice – S137 grant donation	380	60.00	3010
Lavington Guides - Village Project grant award	375	325.00	3011
1 <sup>st</sup> Lavington Sea Scouts - Village Project grant award	375	500.00	3012
Royal Air Force Air Cadets - Village Project grant award	375	200.00	3013
St Barnabas Primary School - Village Project grant award	375	619.21	3014
Worton & Cheverell Youth FC - Village Project grant award	375	200.00	3015
2 <sup>nd</sup> Market Lavington Brownies - Village Project grant award	375	250.00	3016
	<b>TOTAL</b>	<b>24,408.56</b>	

\* Clerk wages £647.68 + reimburse cost of cable ties £5.98 + reimburse cost of tea towels for Old School £3.49 + reimburse cost of door mats X2 for Old School £9.98 + + reimburse cost of cleaning materials for Old School £9.41 + reimburse cost of envelopes X3 £2.50 = TOTAL £679.04

Cheques / on-line Payments to be paid in November			
Details	Cost Centre	Amount	Ref
H Sainsbury – Cleaner OSH wages	330	104.38	BP1
R Hale - Handyman contractor	320	275.00	BP2
C Hackett – Clerk wages & reimburse expenses ^	various	1157.00	BP3
Certas Energy – Oil OSH	350	730.82	BP4
R Gordon – Reimburse cost of tables and chairs for Old School	200/350	2,801.47	BP5
DC CDM Ltd – Principle Designer services balancing payment	350	435.00	BP6
WALC – 2 X Councillor training sessions	300	84.00	BP7
DCK Accounting Solutions – VAT consultancy fee	300	360.00	BP9
Tuesday Club – Grant donation towards tables and chairs	380	600.00	BP10
Cardiac Science – Replacement pads defibrillator by Butchers	250	91.14	BP11
Ian Myhill – Reimburse expenses ^^	Various	989.66	BP12
Snape Contracting Services – Restoration of Old School	250	91,489.33	BP13
	<b>TOTAL</b>	<b>99,117.80</b>	

^ Clerk wages £647.68 + reimburse cost of 3 storage boxes for Old School crockery £16.50 + reimburse cost of bin for Old School kitchen £17.77 + reimburse cost of toilet door signs, mirror, mop and bucket for Old School £52.81 + reimburse cost of wall tiles, adhesive and spreader (for splashbacks in Old School toilets £11.81 + reimburse cost of paint for Broadwell play area equipment £34.94 + reimburse cost of chain link and shackles for Broadwell play area £19.95 + reimburse cost of floor sweeper and spare pad for Old School £46.20 + reimburse cost of playground paint for Broadwell play area £13.85 + reimburse cost of large mat for rear entrance of Old School £51.96 + reimburse cost of graffiti remover X3 £57.04 + reimburse cost of Music Licence for Old School £121.20 + reimburse cost of indoor and outdoor sweeping brushes for Old School £9.56 + reimburse cost of Cleaning Materials for Old School £6.23 + reimburse cost of computer paper X2 and lever arch file £7.50 + reimburse cost of cleaning materials for Old School £42.00 = TOTAL £1,157.00

^^ Reimburse cost of battens etc. required to install notice board in Old School £14.22 + Reimburse cost of 2 security lights for exterior of Old School £69.09 + Reimburse cost of additional keys for Old School outbuildings £36.00 + Reimburse cost of marquee for Vintage Meet £629.99 + Reimburse cost of 3 X fire extinguisher stands £108.00 + Reimburse cost of safety stickers and 10 person first aid kit/point £132.36 = TOTAL £989.66

£50,000 Transferred from Savings account 20/11/18.