

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 **Highways, Recreation, Amenity and Footpaths (HRAF) Committee Meeting**
Of the Parish Council
Held on Tuesday 4th December 2018
At 7.15pm in the Old School, Market Lavington

Councillors Present: Cllr Steele (Chairman), Cllr Davis, Cllr Gordon and Cllr White.

In attendance: 1 member of the public (left at 7.45pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-204	Apologies for Absence Cllr Osborn had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
18/19-205	Declarations of Interest and Dispensations to Participate There were none.
18/19-206	Minutes of Council Committee meeting The minutes of the HRAF committee meeting held on the 17 th April 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Steele).
18/19-207	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.23pm.
18/19-208	Broadwell Play Area – Update from Broadwell Working Group The representative from the Working Group updated members on progress to date. The Group had undertaken a community survey which had received 222 responses (9% of the village population, 34% of which were children). The results from the survey had been analysed, and key objectives identified. Play equipment companies would now be contacted to provide quotes, further consultation undertaken, and a fund raising campaign launched, to help fund the project. The Group were also keen to make improvements to the Broadwell stream and grass area as well. There then followed a time of open discussion, during which it was noted that the whole of the site was within the Market Lavington Conservation Area, and as such the Conservation Officer at Wiltshire Council would need to be consulted about any proposed changes – ACTIONS – Clerk to forward contact details of Conservation Officer to Working Group. Following the meeting it was also identified that the Broadwell itself was a Grade 2 listed building – information passed to Working Group.
18/19-209	Update on actions agreed at last meeting a) Renewal of lease for strip of land adjacent to stream in Canada Woods – The Clerk reported that notification was yet to be received from the Solicitor as to whether the lease had been returned by the landowner – ACTIONS – Clerk and Cllr Gordon to follow up.
18/19-210	External contracts a) Footpath/Amenity land contract - Consider quotes received for next financial year (as agreed at HRAF committee meeting 12/9/17 minute number 17/18-136a) – The Clerk referred to the three quotes received, noting that the number of cuts had been reduced for the amenity areas at her discretion based on 2018/19 requirements. Should additional cuts be required, they could be requested on an individual basis. Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Steele and resolved to accept the quote from Mark Goddard & Sons Landscaping for £2,712.00 + VAT – Actions – Clerk to notify all contractors accordingly. b) Elisha Field grass cutting contract - Consider quote received from current contractor for next financial year (5 th time contract rolled over) – The Clerk

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

	<p>referred to the quote received from Idverde for £864.00 + VAT (an increase of £32 from 2018/19). Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Steele and resolved to accept the quote. Members recognised that this would be the fifth time that the contract had been rolled-over (as permitted in the Parish Council's Financial Regulations para 11.1 iv). It was therefore agreed that the contract would be put back out to tender and widely advertised next year to ensure that the Parish Council was still obtaining good value for money.</p> <p>c) Handyman Contractor – Review existing specification for contract and consider if any revision in current provision, or re-tendering, is required – Members reviewed the current 'Contractor Job List' in detail. Following a full discussion it was agreed to remove the regular monthly Old School jobs (to be carried out by 'Friends of the Old School'), and annual Elisha field car-park hedge trimming job (to be carried out by Mark Goddard) from the list – ACTIONS – Cllr Davis to prepare a pro-forma for contractor to complete each week, to date and tick when individual jobs are carried out. Clerk to contact Wiltshire Council to ascertain when the litter bins in the Village are emptied and which ones are on their schedule.</p>
18/19-211	<p>Elisha Field & Pavilion</p> <p>a) Review hiring charges for next financial year – Following a full discussion it was proposed by Cllr Gordon seconded by Cllr Davis and resolved to increase the hiring charges by 3.5% with effect 1/4/19 (one-off bookings from £6.00ph to £6.20 ph) – ACTIONS – Clerk to advise regular users accordingly, and update booking form as necessary.</p> <p>b) Consider necessity of keeping lawnmowers and strimmer - Following a full discussion it was proposed by Cllr Davis seconded by Cllr White and resolved to keep the ride-on mower and the strimmer, but scrap the push-along mower – ACTIONS – Cllr Osborn to include with other items to be scrapped.</p> <p>c) Storage – Cllr White referred to the available storage in the Pavilion. Following a full discussion it was proposed by Cllr White seconded by Cllr Steele and resolved to convert the two external toilets into store rooms. It was recognised that it may also be necessary to change the doors and/or locks to ensure they are secure – ACTIONS – Clerk to contact local plumber to cap and cut back the water pipes feeding the toilets (care to be taken to ensure the feed to the outside tap is isolated and preserved). Volunteers to then remove the toilet and sink etc. Quotes to also be obtained to replace the showers and water heaters in the changing rooms as necessary.</p>
18/19-212	<p>HRAF Budget</p> <p>a) Review spending for this financial year, and consider what, if any, outstanding work needs to be undertaken - The Clerk referred to the document circulated to members prior to the meeting, which detailed the actual income and expenditure for the HRAF committee for 2017/18, and the figures for 2018/19 as at 30/11/18, comparing them against the budgeted figures. Reference was also made to the list of outstanding jobs, and the following actions agreed:</p> <ul style="list-style-type: none"> • Light bollard in top Community Hall car-park (knocked over – still working, but currently strapped to concrete bollard with tie-wraps) – It was suggested that two metal posts be erected to surround the bollard to prevent it from further damage – ACTIONS – Clerk to liaise with Cllr Osborn to ascertain if existing bollard can be re-fixed in place, before any further remedial action is undertaken. • Rotten upright on kissing gate at bottom of Ladywood – It was agreed to wait until March to carry out the necessary repairs – ACTIONS – Clerk to diarise for action. • Work to wooden retaining wall on top Community Hall car-park - It was agreed to wait until March to obtain quotes and carry out the necessary repairs – ACTIONS – Clerk to diarise for action. • Additional 3 or 4 bollards outside 60 – 64 High Street (Parish Council to purchase and Wiltshire Council to install) as reported at CATG

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

	<p>meeting – It was agreed that 1 or 2 bollards would be sufficient along this stretch of pavement - ACTIONS – Cllr Davis to review where most appropriate locations for bollards would be.</p> <p>b) Consider draft budget and business plan for next financial year - Working through the document, members considered the suggested budget figures for 2019/20 as proposed by the Clerk. <i>Receipts</i>: It was noted that hiring income from one of the regular users was expected to decrease in this financial year. <i>Payments</i>: Increases had been factored into the budget for water and electricity to reflect the increased usage of the Pavilion during the Vintage Meet event, and an amount of £5,000 had been included to fund a Speed Indicator Device (SID). Following further discussion, an additional £2,000 was also added to the budget for 'Play Area improvements'. It was proposed by Cllr Steele seconded by Cllr White and resolved to present the draft budget, amended as detailed above, to the Management & Finance Committee for their consideration (Total budgeted income 2019/20 £793.75, total budgeted expenditure £13,961. Overall budget requirement £13,167.25 (£5,209.57 more than 2018/19).</p> <p>Business Plan: On-going commitment to maintain the amenity areas, recreation facilities and footpaths in the Village, and respond as appropriate, to requests for improvements to highway related safety matters.</p>
18/19-213	<p>Other HRAF Committee business</p> <p>The Clerk noted that the Lavington & District Gardening Cub had kindly agreed to adopt the right-hand raised bed in the Market Place. This would complement the left-hand one which had previously been adopted by the WI.</p>
18/19-214	<p>Community Minded & Young Community Minded Person of the Year Awards</p> <p>The votes cast by the local community were counted and verified by members – ACTIONS – Parish Council Chairman and St Arbucks to be notified of the results.</p>
18/19-215	<p>Date of next Meeting</p> <p>To be arranged.</p>
18/19-216	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.05pm</p>