

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 19th February 2019 At 7.15pm in the Old School, Church Street, Market Lavington

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Earley, Cllr Gordon, Cllr Steele (left at 7.25pm), Cllr White, Cllr Padfield and Cllr Turner-Scott.

In attendance: Wiltshire Councillor Richard Gamble (left at 8.16pm), Acting Chairman of the Neighbourhood Planning Steering Group (left at 7.30pm), 6 members of the public (2 left at 7.31pm and 1 left at 7.45pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-317	Apologies for Absence Cllr Davis had sent apologies due to personal commitments, which were accepted.
18/19-318	Declarations of Interest and Dispensations to Participate <ol style="list-style-type: none"> a) Cllr White and Cllr Earley declared a pecuniary interest in item 18/19-330b as payments due for approval were payable to them (Catering Expenses for Old School Opening Events). They took no part in the voting for this item. b) Dispensations to Participate - There were none.
18/19-319	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.16pm and resumed at 7.21pm.
18/19-320	Market Lavington Neighbourhood Plan The Acting Chairman of the Steering Group updated members on progress with the Neighbourhood Plan. Although it had been hoped that the Plan would be submitted to Wiltshire Council in January, recent changes in regulations, had resulted in a Strategic Environment Assessment (SEA) now being required, which was likely to delay submission of the Plan for some considerable time. Grant funding had been obtained to cover the cost of AECOM preparing the SEA, however there was additional work that would need to be undertaken by the Steering Groups Planning Consultant which would cost £1,900. Reference was then made to the Wiltshire Housing Site Allocations Plan (WHSAP) which will be undergoing examination in April, with the recommendation that the Parish Council might consider submitting a formal statement to the Inspector. It was noted that the Steering Groups Planning Consultant had offered to prepare a suitable response on behalf of the Parish Council at a cost of £150 - £200. Following further discussion, it was proposed by Cllr Gordon, seconded by Cllr Earley and resolved to cover the additional Planning Consultant cost of £1,900 and instruct him to prepare a suitable response to the WSHAP examination – ACTIONS – Clerk to liaise with Planning Consultant.
18/19-321	Council meetings <ol style="list-style-type: none"> a) Meeting of the Parish Council meeting held on 15th January 2019 – the minutes of the meeting were approved and signed as a correct record. Proposed Cllr Myhill seconded Cllr White. b) Meeting of the Old School Committee held on the 29th January 2019 - The draft minutes were noted and no questions asked. The following matters were considered further, and updates provided: <ol style="list-style-type: none"> i. Window blinds – Cllr Myhill reported that the new blinds had been fitted, and they seemed to be having a positive effect on the acoustics within the building. The situation would be kept under review. ii. Guttering at rear of Old School – Cllr Myhill reported that a section of the guttering had fallen down and would be replaced by the contractor during the half term break. A full check of all the guttering fixings was also due to be undertaken at this time. iii. Window repairs – The Clerk referred to the response received from the Contractor, who had suggested that members may have miss-

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	<p>understood the verbal agreement he had made at the onsite meeting. Following a full discussion, it was proposed by Cllr Turner-Scott, seconded by Cllr Myhill and resolved by a majority vote to agree payment for the interior window repairs of £2,770 (1 abstention, 1 vote against) – ACTIONS – Clerk to advise Project Manager accordingly. The Clerk then referred to the quote of £695 + VAT received from the contractor to replace the rotten window in the cloakroom to the front elevation. Following a brief discussion, it was proposed by Cllr Gordon, seconded by Cllr Myhill and resolved to accept the quote – ACTIONS – Clerk to advise Project Manager accordingly. Following further discussion,- it was resolved not to carry out any additional work to the threshold of the door between the front and middle halls – ACTIONS – Clerk to advise Project Manager accordingly.</p> <p>c) Meeting of the Management & Finance Committee held on the 5th February 2019 - The draft minutes were noted and no questions asked. The following recommendations were then considered and updates provided:</p> <p>i. Annual review of Parish Council Standing Orders – It was proposed by Cllr Turner-Scott seconded by Cllr White and resolved</p> <ul style="list-style-type: none">• To approve adoption of the amended and updated Standing Orders which included the new requirements• To approve adoption of NALC/WALC Complaints Procedure Policy• To approve adoption of NALC/WALC Document and Records Retention Policy• To approve adoption of the Subject Access Policy and template response letters as detailed in the NALC GDPR Toolkit for local councils <p>ii. Chairman’s Charity Account – Update</p> <ul style="list-style-type: none">• Terms of Reference - The Clerk referred to the response received from DCK Beavers, who had made a slight amendment to the ‘Terms of Reference’, as detailed in the copy circulated with the agenda papers. It was proposed by Cllr Padfield, seconded by Cllr Earley and resolved to approve adoption of the amended Chairman’s Charity Account “Terms of Reference’.• Status of events organised through the ‘Chairman’s Charity Account’ – The Clerk referred to the response received from DCK Beavers, Community First and a local Town Council who had also been contacted for advice. In conclusion, it was considered that the Chairman would be carrying out such events and activities on behalf of the Parish Council in his capacity as Chairman, and as such, he would be covered under the Parish Council insurance policy (the policy also includes cover for Volunteers). <p>iii. Annual review of Parish Council Financial Regulations – It was proposed by Cllr Gordon seconded by Cllr Earley and resolved</p> <ul style="list-style-type: none">• To approve adoption of the amended Financial Regulations <p>iv. General Data Protection Regulations (GDPR) - It was proposed by Cllr Gordon seconded by Cllr Padfield and resolved</p> <ul style="list-style-type: none">• To approve adoption of the amended Data Audit document• To approve adoption of the amended ‘Procedures for dealing with, and reporting Personal Data Breaches’ <p>v. Old School CCTV – Update – The Clerk reported that the Wiltshire Council Conservation Officer had indicated that it may be possible to put discreet cameras at the rear of the building, but that a formal Listed Building Consent (LBC) application would need to be submitted. Reference was made to a previous proposal to install a hand rail leading up the steps on the right-hand side of the building, and it was suggested that this could be included on the</p>
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	LBC application – ACTIONS – Clerk to liaise with Cllr Davis to determine if the specification for the hand rail was nearly ready, and if so, to include it on the LBC application.
18/19-322	Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A general report had been provided on the 11th of February, and further more specific one on the 15 th of February, both of which had been circulated to Councillors.
18/19-323	Wiltshire Councillor Report Wiltshire Cllr Gamble reported that the recent local road closure had been effectively managed by Enforcement Officers. He then made reference to the submitted planning application off Ridgeway Close, and the proposed sale of the piece of land at the top of Spin Hill / Ledge Hill. The next Area Board meeting on the 18 th of March would include discussion on parking in Devizes Market Place.
18/19-324	Chairman's Report Cllr Osborn reported that he had contacted the website advertising the sale of the piece of land at the top of Spin Hill / Ledge Hill, who had subsequently amended the wording of the advert. He commended the work off all the volunteers who had supported the recent 'Broadwell Working Group' action day.
18/19-325	Community Hall Trust Report a) In the absence of Cllr Davis, Cllr Padfield noted that the Trust had not met since the last Parish Council meeting.
18/19-326	Highways / Maintenance issues in the village a) Update from Cllr Davis and Clerk on matters previously reported – to include i. Lighting on paths leading to the Church and Community Hall – Cllr Davis had advised by email, received prior to the meeting, that he had raised an issue with the CATG seeking part funding for the project. ii. Litter at Broadway – It was noted that Wiltshire Council had now cleared this area, and there was therefore no need for a working party. b) Consider any new matters to report – There were none. c) Toposcope Licence – The Clerk confirmed that the amended Licence Holder's Agreement had now been received and would be signed and returned as soon as possible. The MOD had agreed to reduce the annual Licence renewal fee to £1 per annum; however the set-up fee of £130 + VAT would still be payable (the WW1 commemorative Group had previously agreed to cover this cost). d) Adoption of other raised bed in the Market Place by the Gardening Club – Noted.
18/19-327	Market Lavington Vintage Meet a) 2019 event – Cllr Myhill reported that preparations for this year's event were going well. 120 entries had been received to date, posters and flyers had been printed, and the security and marshalling arrangements were almost sorted.
18/19-328	Correspondence Received i. Email from Wiltshire Council – Consultation on Children's Centre Rationalisation (comments by 20/3/19) – It was agreed to put forward the Old School as a possible venue for Children's Centre Events – ACTIONS – Clerk to submit response. <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> ii. Email from Local Government Boundary Commission – Electoral review (draft recommendations, consultation comments by 15 th of April) – As the previous Parish Council submission had been supported and included within the recommendations, it was agreed that no further comments were required.

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18/19-329	<p>Planning applications and decisions</p> <p>a) Receipt of the following planning application received which had been considered at a Planning Committee meeting was noted.</p> <p>i. 19/00777/FUL Glydene, 8 Fiddington Hill, Market Lavington. SN10 4BU. Construction of one bungalow and one pair of semi-detached houses with associated site works with access from Ridgeway Close</p> <p>b) Receipt of the following other planning applications received which had not been considered at a Planning Committee meeting were noted.</p> <p>i. 19/01169/FUL Lamed, 54 The Spring, Market Lavington. SN10 4EB. Single storey side extension – No Objection</p> <p>ii. 18/11701/FUL Court Close Farm, 2 White Street, Easterton. SN10 4NZ. Demolition of three detached dilapidated buildings and their replacement with a single dwelling including new access – No comment. The Market Lavington parish boundary ends at the southern boundary of the property. The proposed development is at the northern end of the property, well away from the border. The Parish Council therefore considers that it would not be appropriate to comment on this application.</p> <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> <p>i. 18/10487/FUL Brynan, 5 Park Road, Market Lavington. SN10 4ED. Two storey side extension – Approve with conditions.</p>
18/19-330	<p>Finance</p> <p>a) Councillors received and approved the financial reports - income and expenditure details for January 2019, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date.</p> <p>b) During the review of the payment schedule a question was raised regarding the payment to the Church Magazine (£90 BP7). Following further discussion, it was resolved to put a hold on the payment until the matter could be resolved with the Magazine Treasurer – update to be provided at next Parish Council meeting. It was therefore resolved to approve the payment of 'cheques / on-line Payments' for February 2019 as per the schedule, with the exception of the payment to the Church Magazine (see appendix at end of minutes) – proposed Cllr Gordon seconded Cllr Osborn.</p> <p>c) To consider for approval any requests received for Grant Funding in the 4th 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) – None received.</p>
18/19-331	<p>General Parish Matters</p> <p>Cllr Myhill asked whether the Parish Council might consider getting involved in the Great British Clean-up. Following a full discussion, it was agreed that there was insufficient time to arrange anything for this year – ACTIONS – Clerk to diarise for next year. Cllr White reported that the first meeting of the 'Friends of The Old School' group was due to take place on Saturday the 2nd of March.</p>
18/19-332	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 8.53pm.</p>

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18/19-333	Dates of next Meetings HRAF Committee Meeting – Tuesday 5 th March 2019 Planning Committee Meeting – Tuesday 12 th March 2019 (6.45pm) followed by - Old School Committee Meeting – Tuesday 12 th March 2019 (7.15pm) Meeting of the Parish Council – Tuesday 19 th March 2019 Meeting of the Parish Council – Wednesday 24 th April 2019 (please note amended day and date)
18/19-334	Closure of meeting There being no further business the meeting was closed at 8.58pm

Appendix.

Balance at Lloyds Bank 31.1.19	36,389.53	Current, and instant access Account
Less outstanding cheques – total	275.00	
	36,114.53	

Balance b/fwd	21,254.44
Add receipts	19,829.29
Less cheques & D/D's draw	4,969.20
Balance c/fwd	36,114.53

Income received in January			
Details	Cost Centre	Amount	Ref
Lloyds Bank - Interest	110	0.08	
Vintage Meet 2019 – Caterers/traders/entertainers deposits (3 items)	138	75.00	
HMRC – VAT refund qtr to 31/12/18	105	19,139.96	
Donation received towards Old School	140	200.00	
Guides – Hire of Old School	140 + VAT	112.00	
Opening Event – Cash donations for refreshments	140	54.85	
Open Day – Cash donation for refreshments	140	55.40	
K Barton – Refund payment received in advance for Old School hire	140	-70.00	BP7
Tuesday Club – Hire of Old School	140 + VAT	144.00	
K Gray – Hire of Old School	140 + VAT	28.00	
Easterton Vehicles – Payment received in error (should have been to magazine)	150	90.00	
	TOTAL	19,829.29	

Cheques / Bill Payments & D/D's drawn in January			
Details	Cost Centre	Amount	Ref
Water2Business - Water OSH	350	21.00	DD
Water2Business - Water E/F Pavilion	370	13.50	DD
Southern Electric – Electric OSH	350 + VAT	36.00	DD
1&1Internet Ltd – OS website hosting	350 + VAT	1.19	DD
H Sainsbury – Cleaner OSH wages	330	104.38	BP1
R Hale - Handyman contractor	320	220.00	BP2
C Hackett – Clerk wages & reimburse expenses *	various	786.51	BP3
West Lavington Youth Club – Friday night sessions 14/9/18 to 21/12/18 £780 and 3 rd qtr S137 grant donation £750	395 & 380	1,530.00	BP4
Fast Hygiene – Paper towels Old School	350 + VAT	78.00	BP5
Protect Fire – Additional /replacement fire extinguishers	350 + VAT	268.62	BP6
HELP Counselling Services – S137 Grant donation	380	50.00	3017
DM Mason Engineering Consultants Ltd – Sustainability report for Neighbourhood Plan	400 + VAT	1,860.00	3018
	TOTAL	4,969.20	

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Clerk wages £647.68 + reimburse cost of Amazon gift card £20.00 + reimburse cost of colour printer cartridges £22.49 + reimburse cost of black toner cartridge £18.40 + reimburse cost of oil tank cap £77.94 = TOTAL £786.51

Cheques / on-line Payments to be paid in February			
Details	Cost Centre	Amount	Ref
H Sainsbury – Cleaner OSH wages	330	83.50	BP1
R Hale - Handyman contractor *	320	299.64	BP2
C Hackett – Clerk wages & reimburse expenses **	various	775.99	BP3
Tsohost – Neighbourhood Plan website annual domain renewal	400	103.13	BP4
Ann Earley – Reimburse catering expenses from Old School Opening events	350	133.66	BP5
Certas Energy – Oil Old School	350	604.83	BP6
Church Magazine – Annual fee for ¼ page Old School advert ***	350	90.00	BP7
Alphaprint.Me – A5 Flyers for Old School	350	65.00	BP8
Snape Contracting – Restoration Project Old School	250/350	57,186.78	BP9
G K White – Repair lock in Pavilion	200	189.00	BP10
Sharan White – Reimburse catering expenses form Old School Opening events	350	163.72	BP11
Planning Street – Neighbourhood Plan Consultants fees	400	3400.00	BP12
Protect Fire – Annual Fire equipment inspections Old School and Pavilion	350/370	222.28	BP13
Skidders Property Maintenance – Repair Old School window	350	57.00	BP14
Simon Jones – Reimburse materials for Broadwell Working Group	200	55.85	BP15
Wicksteed – Play Area inspections X2	360	216.00	BP16
Easterton Vehicles – Refund amount received in error	400	90.00	3019
	TOTAL	63,646.38	

* Handyman Contractor (5 weeks @ £55) £275.00 + reimburse cost of petrol £7.22 + reimburse cost of cable ties £8.42 + reimburse cost of oil £9.00 = TOTAL £299.64

** Clerk wages £647.68 + reimburse cost of 5 additional keys for new Pavilion lock £24.00 + reimburse cost of cleaning material Old School £8.91 + reimburse cost of 10 additional Old School keys £95.40 = TOTAL £775.99

*** Payment put on hold as detailed in 18/19-330b