

# 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 **Highways, Recreation, Amenity and Footpaths (HRAF) Committee Meeting**  
Of the Parish Council  
**Held on Tuesday 5th March 2019**  
**At 7.15pm in the Old School, Market Lavington**

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

**In attendance:** Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
18/19-335	<b>Apologies for Absence</b> None – all members present.
18/19-336	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
18/19-337	<b>Minutes of Council Committee meeting</b> The minutes of the HRAF committee meeting held on the 4 <sup>th</sup> December 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Gordon, seconded Cllr Davis).
18/19-338	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.16pm.
18/19-339	<b>Update on actions agreed at last meeting</b> <ul style="list-style-type: none"><li>a) Renewal of lease for strip of land adjacent to stream in Canada Woods – Following updates from the Clerk and Cllr Gordon, it was clear that there was some confusion regarding progress with the lease renewal – <b>ACTIONS</b> – Clerk to refer matter back to Parish Council Solicitor for clarification.</li><li>b) Pro-forma template for completion by Handyman Contractor – Cllr Davis reported that he had prepared a draft template, which he would circulate to members and the Clerk for their comment – <b>ACTIONS</b> – Members to review template when received and respond to Cllr Davis with any comments.</li><li>c) Litter bin emptying – The Clerk showed members a map showing the 11 litter bins that Wiltshire Council empty each Tuesday. It was noted that the Parish Council Handyman had changed the day he empties the bins to a Thursday, and that a Waste Carrier Licence had now been obtained to cover this activity.</li><li>d) Plumbing work at Elisha Field Pavilion – The Clerk reported that not all the quotes had yet been received – <b>ACTIONS</b> – Matter to be considered at next full Parish Council meeting.</li><li>e) Light bollard in top Community Hall Car-park – Cllr Osborn reported that he had not yet had the opportunity to fully assess the condition of the light bollard. Matter deferred to next meeting.</li><li>f) Additional bollards outside 60 – 64 High Street – Cllr Davis provided details of where the existing bollards and litter bin were located, noting that he considered it was only necessary to install one additional bollard. He then detailed his recommendation for the best location for the bollard, which members approved – <b>ACTIONS</b> – Cllr Davis to forward details of the proposed position to the Area Board / CATG manager, with the request that the same arrangement be considered as for the previous bollards installed i.e. the Parish Council cover the cost of purchasing the bollard, and Wiltshire Council cover the cost of installing it.</li></ul>
18/19-340	<b>Elisha Field and Pavilion matters</b> <ul style="list-style-type: none"><li>a) Consider request from local resident to cutback brambles and take out saplings on field boundary – The Clerk provided details of the request. It was proposed by Cllr Steele, seconded by Cllr Davis and resolved to accept the quote from Adam Lee for £160.00 (to be shared with local resident) –</li></ul>

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	<p><b>ACTIONS</b> – Clerk to advise local resident accordingly.</p> <p>b) Elisha Field Pavilion Risk Assessment – Following a full review of the current document it was proposed by Cllr Davis seconded by Cllr Osborn and resolved to adopt the risk assessment document subject to the amendments agreed. It was questioned whether the fire risk assessment carried out for the Vintage Meet might also have covered the Pavilion. However, having checked this assessment after the meeting, the Clerk was able to confirm that the Vintage Meet fire assessment only covered the Elisha Field area, and not the Pavilion – <b>ACTIONS</b> – Clerk to make necessary amendments to document and circulate to members. Cllr Davis to try and complete the Pavilion Fire Risk assessment within the next two months.</p>
18/19-341	<p><b>Highways and footpath matters</b></p> <p>a) Consider best use of posters designed by School Pupils - It was noted that copies of the posters had already been used on the magazine cover, and on the village Facebook page. It was agreed that additional copies would be laminated and put up in shops and other key locations in the village – <b>ACTIONS</b> – Clerk to organise.</p> <p>b) Repairs to wooden retaining wall in top Community Hall car-park – Following a brief discussion, it was agreed that an on-site meeting to review the current condition of the wooden retaining wall would be necessary – <b>ACTIONS</b> – Cllrs Osborn, Davis and Gordon to meet on-site, and report back to the next full Parish Council meeting, when the specification for the repair work will then be considered.</p>
18/19-342	<p><b>Play Area matters</b></p> <p>a) Wicksteed Safety Inspection Report for Elisha Field and Broadwell Play Area – The Clerk referred to the report circulated with the agenda papers, noting that a number of the issues had already been addressed since the report had been received. In order to ascertain what further matters needed to be actioned, it was agreed that an on-site meeting at both Play Areas would be necessary – <b>ACTIONS</b> - Cllrs Osborn, Davis and Gordon to meet on-site, and report back to the Clerk any actions that need to be followed-up. Update to be provided at next Committee meeting.</p> <p>b) Play Areas Risk Assessment – Following a full review of the current document it was proposed by Cllr Osborn seconded by Cllr White and resolved to adopt the risk assessment document subject to the amendments agreed – <b>ACTIONS</b> – Clerk to make necessary amendments to document and circulate to members.</p>
18/19-343	<p><b>General HRAF matters</b></p> <p>a) Parish Council insurance renewal documents – The Clerk referred to the renewal documents which had been circulated with the agenda papers. Members reviewed the items included within the policy which came under the remit of the HRAF committee and agreed that the Marquee purchased during the year should be added to the policy (insurance value £700 to be stored at the Elisha Field Pavilion) – <b>ACTIONS</b> – Clerk to liaise with insurance company.</p> <p>b) Ride-on Mower Risk Assessment – Following a full review of the current document it was proposed by Cllr Davis seconded by Cllr Osborn and resolved to adopt the risk assessment document subject to the amendments agreed – <b>ACTIONS</b> – Clerk to make necessary amendments to document and circulate to members.</p>
18/19-344	<p><b>Other HRAF Committee business</b></p> <p>Cllr Steele referred to a message she had received from the Chairman of the Broadwell Working Group, indicating that the Scouts might be interested in taking on responsibility for maintaining the Broadwell as part of their Community Involvement. This possibility was very much welcomed by members – <b>ACTIONS</b> – Cllr Steele to respond requesting that the Scouts be asked to contact the Parish Council directly to</p>

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	<p>discuss further. Cllr Osborn asked if the Parish Steward could be contacted to ascertain what roads he would be weed-killing. Cllr Davis confirmed that this request had already been submitted. Cllr Davis referred to the proposed new light for the footpath leading from Church Street up to the Community Hall, confirming that the quotes from SSE and Wiltshire Council had now both been received (£2,500 approx. in total). He would be submitting a request to the Area Board, via the CATG meeting requesting a 50% contribution towards the total cost. He also noted that he had been approached by three local residents regarding the lack of grit availability during the recent spell of bad weather – <b>ACTIONS</b> – Clerk to forward Cllr Davis a copy of the grit survey carried out in September 2018, to enable him to check the current position and report back to the committee with his recommendations.</p>
18/19-345	<p><b>Date of next Meeting</b> To be arranged.</p>
18/19-346	<p><b>Closure of meeting</b> There being no further business the meeting was closed at 8.14pm</p>