

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 March 2019** **At 7.15pm in the Old School, Church Street, Market Lavington**

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

In attendance: Wiltshire Councillor Richard Gamble (left at 8.29pm), 2 Customer and Community Advisors from Scottish & Southern Electricity Networks (SSEN) (left at 7.50pm), 1 member of the public (left at 8.29pm) and Carol Hackett (Parish Clerk).

| | AGENDA ITEM |
|-----------|---|
| 18/19-364 | Apologies for Absence Cllr Earley, Cllr White and Cllr Steele had sent apologies due to personal commitments, which were accepted. |
| 18/19-365 | Declarations of Interest and Dispensations to Participate <ul style="list-style-type: none">a) Cllr Osborn declared an interest in item 18/19-370cii as the Old School advert in the Church Magazine, of which he was Editor, was due to be discussed. During discussion of this item Cllr Osborn stood down, and Cllr Davis (Vice Chairman) took on the role of Chairman. Cllr Osborn took no part in the voting which followed discussion of this item.b) Dispensations to Participate - There were none. |
| 18/19-366 | Scottish & Southern Electricity Networks (SSEN) The two Customer & Community Advisors briefed members on how SSEN could support vulnerable customers of all ages, during periods of prolonged power cuts. Leaflets for distribution, to enable people to sign-up to the free support service, and information about the 'Resilient Communities Fund' was also provided. It was noted that there was a new National Number which could be used to report a power cut '105'. |
| 18/19-367 | Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A general report had been provided on the 9th of March which had been circulated to Councillors. |
| 18/19-368 | Wiltshire Councillor Report Wiltshire Cllr Gamble reported that the Wiltshire Council, Wiltshire Housing Site Allocations Plan (WHSAP) examination Hearings would start on the 2 nd of April. An additional Hearing session had now been scheduled for the 16 th of April to consider the sites the Council removed from the Plan. He then referred to Wiltshire Council's Highway's Maintenance Programme, which confirmed that Grove Road would be re-surfaced in the 2019/20 financial year, with the spurs off Grove Road scheduled for re-surfacing in 2021/22. CATG Report – Parish Council request for 4 Village Gateways (Members decision previously approved – to wait a year and share the cost with CATG – Cllr Davis to advise Wiltshire Council again of this decision). Blackdog Crossroads – CATG to write to landowner, however if no response received, the matter will be dropped – Members encouraged to try and make contact personally with landowner. Spin Hill / Ledge Hill – Wiltshire Council will only consider possible improvements for road safety after the Coroner's report has been received – Members need to consider what can realistically be done to improve safety for pedestrians etc. Reference was then made to the Electoral Boundary Review, and proposed parking changes in Devizes. |
| 18/19-369 | Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 8.15pm and resumed at 8.29pm. |

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

| | |
|-----------|---|
| 18/19-370 | <p>Council meetings</p> <ul style="list-style-type: none"> a) Meeting of the Parish Council meeting held on 19th February 2019 – the minutes of the meeting were approved and signed as a correct record. Proposed Cllr Myhill seconded Cllr Padfield (1 abstention). b) Meeting of the Highways, Recreation, Amenity and Footpaths Committee held on the 5th March 2019 - The draft minutes were noted and no questions asked. The following matters were considered further, and updates provided: <ul style="list-style-type: none"> i. Plumbing Work at the Elisha Field Pavilion – The Clerk provided details of the quote obtained to decommission the 2 outside toilets, disconnect water heaters and associated pipework, cap off supply and relocate outside tap – It was proposed by Cllr Davis seconded by Cllr Gordon and resolved to accept the quote from Taylor’s Plumbing & Heating for £152.69 – ACTIONS – Clerk to advise contractor accordingly. The Clerk provided details of the 2 quotes received to supply and fit 2 new electric showers and 2 new basin water heaters into the changing rooms – It was proposed by Cllr Turner-Scott seconded by Cllr Myhill and resolved to accept the quote from Taylor’s Plumbing & Heating for £600.14 – ACTIONS – Clerk to advise contractors accordingly. ii. Repairs to wooden retaining wall in top Community Hall car-park – The Chairman and Cllr Davis reported that they had reviewed the condition of the retaining wall and were obtaining quotes for the necessary work. iii. Review of Play Areas – The Chairman noted that Cllr Davis and himself had carried out a tour of the Play Areas following receipt of the Wicksteed Inspection Report, and prepared a report identifying a number of matters to be considered further at the next HRAF committee meeting. iv. Cllr Myhill referred to a request that he had received asking if a drop-kerb could be installed at the Community Hall end of the footpath leading down past Church Cottage to Church Street – ACTIONS – Matter to be considered further at HRAF and JLC meeting. c) Meeting of the Old School Committee held on the 12th March 2019 - The draft minutes were noted and no questions asked. The following matters were considered further, and updates provided (Cllr Osborn stood down as Chairman and Cllr Davis Vice-Chairman took over the role during this agenda item): <ul style="list-style-type: none"> i. Mould in Outbuildings – The Clerk reported that the Parish Council’s Project Manager had met on-site with a professional damp proofing contractor, who had concluded that the mould problem had arisen due to wet boards being used when the roof was installed. It was suggested that the mould could be removed, and simple extractor fans fitted into the newly installed vents. It was anticipated that the roofing boards would dry out over time, and if the doors could be left open wherever possible this would also help. The Project Manager would be formally advising the Restoration Contractor about these findings as part of the ‘snagging list’ dialogue. ii. Church Magazine Advert – Following a full discussion it was proposed by Cllr Myhill seconded by Cllr Davis and resolved to request that the Old School advert be published as and when there was capacity within the four pages made available in the magazine for Community News – ACTIONS – Clerk to liaise with Magazine Treasurer, and cancel payment deferred at February’s Parish Council meeting. |
| 18/19-371 | <p>Chairman’s Report</p> <ul style="list-style-type: none"> a) Quarterly report on ‘Chairman’s Charity Account’ – The Chairman referred to the summary for the 2019 Vintage Meet as at 11/3/19, which had been circulated to members with the agenda papers. The document summarised the Receipts and Payments for the event, some of which had been processed through the Parish Council account, with the more recent ones being |

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>processed through the specific, newly opened Chairman's Charity Account. The balance of the Chairman's Charity bank Account as at 11/3/19 was £227.98. The Clerk reported that she would make 2 block bank transfers at the end of March to transfer the Receipts and Payments that had originally been processed through the Parish Council bank account, into the new Chairman's Charity Account.</p> <p>b) Any other matters – The Chairman noted that he had logged several pot-hole reports to Wiltshire Council, and arranged for the 'Community Minded Person of the Year' plaque to be engraved.</p> |
| 18/19-372 | <p>Annual Parish Meeting The date of Tuesday 7th of May at 7.00pm was agreed for the Annual Parish Meeting. Sarum West NHS Locality Network to be approached to ask if they would like to make a presentation on the proposed NHS restructuring – ACTIONS – Chairman to contact. SSEN to be approached to ask if they would like to make a further presentation on how they could support vulnerable customers of all ages, during periods of prolonged power cuts – ACTIONS – Clerk to contact.</p> |
| 18/19-373 | <p>Market Lavington Neighbourhood Plan The Clerk updated members on progress with the Neighbourhood Plan, reporting that AECOM had now completed the Strategic Environment Assessment (SEA) Scoping Report. The report had been reviewed by the Steering Group, and the revised document sent by AECOM to the 3 Statutory Consultees, with a deadline for responses of 18/4/19. Reference was then made to the Wiltshire Housing Site Allocations Plan (WHSAP), and the additional hearing session on the 16th of April which had been arranged by the Inspector to specifically discuss the sites Wiltshire Council had removed from the Plan (included the Market Lavington Sites). Following a brief discussion it was recognised that personal representation at this session Hearing would be necessary to put forward the views of the Parish Council and Steering Group – ACTIONS – Clerk to arrange an informal meeting with representatives from the Parish Council and Steering Group, and register the intention to participate at the Hearing with the Programme Officer.</p> |
| 18/19-374 | <p>Community Hall Trust Report Cllr Davis circulated copies of the Trust's draft accounts as at 14/3/19. He noted that there had been a brief discussion regarding the role of the Parish Council representative on the Trust Committee, with the decision made to let the Joint Liaison Committee (JLC) consider the matter further. It was noted that information had now been received from the Parish Council's Solicitor responding to previous questions asked, which would be discussed at the JLC meeting scheduled in May.</p> |
| 18/19-375 | <p>Highways / Maintenance issues in the village</p> <p>a) Update from Cllr Davis and Clerk on matters previously reported – There were none.</p> <p>b) Consider any new matters to report – There were none.</p> |
| 18/19-376 | <p>Market Lavington Vintage Meet 2019 event – Cllr Myhill reported that preparations for this year's event were going well, with some entries having to be refused, as a couple of categories were already full.</p> |
| 18/19-377 | <p>Correspondence Received</p> <p>i. From Royal Air Force Air Cadets – Thanks for donation from Vintage Meet towards provision of new flight simulator – Noted</p> <p>ii. From Wiltshire Council Electoral Services – Notification that no request received for an election following the resignation of Cllr Whitehorn, and that the vacancy can be filled by co-option – Noted</p> <p>iii. From Wiltshire Council Neighbourhood Planning – Notification of consultation on the Strategic Environmental Assessment (SEA) Environmental Report and the Habitats Regulations Assessment (HRA) Appropriate Assessment of the</p> |

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>West Lavington Neighbourhood Plan. Comments to be submitted by 22/3/19 – Consider Parish Council response – It was agreed that members would forward the Clerk any comments for collation and submission.</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> <ul style="list-style-type: none"> iv. From Wiltshire Council – Details of Town and Parish Councils Training and Networking Day 9/5/19 in Salisbury – No member was available to attend the event v. From Indigo5 Ltd – Request to use area of Parish Council land opposite the ‘Drummer Boy’ to locate a skip during re-development of the site – Members approved this request – ACTIONS – Chairman to advise company accordingly |
| 18/19-378 | <p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted. <ul style="list-style-type: none"> i. 19/00388/FUL 1 Woodlands Yard, High Street, Market Lavington. SN10 4AT. Change of use from existing B2 to A5 to allow small hot food outlet with extraction – No objection ii. 19/01708/FUL & 19/01965/LBC Parsonage Mead, The Spring, Market Lavington. SN10 4EB. Conversion of existing Barn/Stable Block (Curtilage Listed – Grade 11) to domestic annexe – No objection b) Receipt of the following other planning applications received which had not been considered at a Planning Committee meeting were noted. There were none. 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. d) The following recent planning application decisions made by Wiltshire Council were noted. <ul style="list-style-type: none"> i. 18/04451/FUL 11 White Street, Market Lavington. SN10 4DP. Erect part-single / part-double extension and insert conservation-approved roof lights in to rear roof – Approve with conditions ii. 18/11207/VAR Land at the Drummer Boy, Church Street, Market Lavington. SN10 4DU. Removal of condition 10 on 15/12362/FUL with regards to the Code for Sustainable Homes – Approve with conditions iii. 18/11275/FUL & 18/11635/LBC 20 Church Street, Market Lavington. SN10 4DT. Proposed replacement extension, associated alterations and replacement windows – Approve with conditions iv. 18/11448/VAR Land at the Drummer Boy, Church Street, Market Lavington. SN10 4DU. Removal of condition 11 of planning permission 15/12362/FUL to remove the requirement for BREEM certificate – Approve with conditions |
| 18/19-379 | <p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for February 2019, 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 / Bill Payments’ for March 2019 as per schedule (see appendix at end of minutes) – proposed Cllr Gordon seconded Cllr Myhill c) Quarterly check of Parish Council accounts by Chairman of Management & |

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

| | |
|-----------|--|
| | Finance committee – Cllr Padfield confirmed that he had carried out the quarterly check of the accounts as at 31/1/19, and all appeared to be in order. d) Finance training event – Cllrs Padfield and Gordon reported that the event had been very interesting, and reinforced that the Parish Council reserves should represent 6 months average revenue spending. |
| 18/19-380 | General Parish Matters Reference was made to the continual parking of particular vehicles in the top Community Hall car park, with the suggestion that consideration should be given to changing the rules for how the car park is operated – ACTIONS – Clerk to contact Parish Council Solicitor for advice, which would be considered further at next meeting. Reference was made to several reported incidents of dog attacks on the Plain – ACTIONS – Notice to be placed in magazine reminding dog owners of their responsibilities for keeping dogs under control. |
| 18/19-381 | Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 10.07pm. |
| 18/19-382 | Date of next Meeting Meeting of the Parish Council – Wednesday 24th April 2019 (please note amended day and date) |
| 18/19-383 | Closure of meeting There being no further business the meeting was closed at 10.08pm |

Appendix.

| | | |
|----------------------------------|------------------|-------------------------------------|
| Balance at Lloyds Bank 28.2.19 | 39,146.43 | Current, and instant access Account |
| Less outstanding cheques – total | 90.00 | |
| | 39,056.43 | |

| | |
|---------------------------|------------------|
| Balance b/fwd | 36,114.53 |
| Add receipts | 63,632.56 |
| Less cheques & D/D's draw | 60,690.66 |
| Balance c/fwd | 39,056.43 |

| Income received in February | | | |
|--|--------------|-----------------------|------|
| Details | Cost Centre | Amount (Inc. any VAT) | Ref |
| Lloyds Bank - Interest | 110 | 0.08 | |
| Donation for portrait sitting towards Old School | 102 | 50.00 | |
| Inv. 18/55 Hire of Old School | 140 | 96.00 | |
| Inv. 18/54 Hire of Old School | 140 | 96.00 | |
| Inv. 18/53 Hire of Old School | 140 | 36.00 | |
| Inv. 18/50 Hire of Old School | 140 | 84.00 | |
| Rural Payments Agency – Plain Action 3 rd claim | 102 | 63,310.48 | |
| Easterton Vehicles – Refund payment received in error | 150 | -90.00 | 3019 |
| Lloyds Bank – Compensation payments for bank error £10 & £40 | 150 | 50.00 | |
| | TOTAL | 63,632.56 | |

| Expenditure - Cheques / Bill Payments & D/D's drawn in February | | | |
|---|-------------|-----------------------|-----|
| Details | Cost Centre | Amount (Inc. any VAT) | Ref |
| Water2Business - Water OSH | 350 | 21.00 | DD |
| Water2Business - Water E/F Pavilion | 370 | 13.50 | DD |
| Southern Electric – Electric OSH | 350 | 36.00 | DD |
| 1&1Internet Ltd – OS website hosting | 350 | 1.19 | DD |
| Cleaner OSH wages | 330 | 83.50 | BP1 |
| Handyman contractor * | 320 | 299.64 | BP2 |

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

| | | | |
|--|--------------|------------------|--------|
| Clerk wages & reimburse expenses ** | various | 775.99 | BP3 |
| Tsohost – Neighbourhood Plan website annual domain renewal | 400 | 103.13 | BP4 |
| AE – Reimburse catering expenses from Old School Opening events | 350 | 133.66 | BP5 |
| Certas Energy – Oil Old School | 350 | 604.83 | BP6 |
| 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 | 370 | 189.00 | BP10 |
| SW – Reimburse catering expenses from Old School Opening events | 350 | 163.72 | BP11 |
| Planning Street – Neighbourhood Plan Consultants fees | 400 | 3,400.00 | 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 |
| SJ – Reimburse materials for Broadwell Working Group | 360 | 55.85 | BP15 |
| Wicksteed – Play Area inspections X2 | 360 | 216.00 | BP16 |
| Floorsaver – 2 X large entrance mats Old School | 350 | 63.92 | Card |
| ASAP Stamps – payment stamp | 300 | 54.96 | Card |
| Amazon – Cigarette bin Old School | 350 | 20.00 | Card |
| B&M Retail – Cleaning materials Old School | 350 | 11.55 | Card |
| Painters World – Additional paint for Broadwell Play Area | 200 | 95.94 | Card |
| Cannings Estates – Credit against invoice paid 18/10/18 | 250 | -3,183.78 | 500380 |
| | TOTAL | 60,690.66 | |

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

| Cheques / on-line Payments to be paid in March | | | |
|---|--------------|-----------------|------|
| Details | Cost Centre | Amount | Ref |
| Cleaner OSH wages | 330 | 83.50 | BP1 |
| Handyman contractor ^ | 320/360 | 229.95 | BP2 |
| Clerk wages & reimburse expenses ^^ | 310/310 | 687.52 | BP3 |
| Ransome Blinds – Blinds for Old School | 250/350 | 3,300.00 | BP4 |
| SSE – Electricity cost for Christmas lights in Market Place | 360 | 26.44 | 3020 |
| DC Mortimer Ltd – Additional light switch Old School | 350 | 276.00 | BP |
| | TOTAL | 4,603.41 | |

^ Handyman Contractor (4 weeks @ £55) £220.00 + reimburse cost of black bags £9.95 = TOTAL £229.95

^^ Clerk wages £647.68 + reimburse cost of postage expenses 16/3/18 to 2/3/19 £39.84 = TOTAL £687.52