

# 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 **Annual Meeting** of the Parish Council held on **Tuesday 21st May 2019** At **7.15pm** in the **Old School, Church Street, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Steele, Cllr Gordon, Cllr Stevens (left at 8.55pm), Cllr Turner-Scott, Cllr White and Cllr Padfield.

**In attendance:** Wiltshire Cllr Gamble (left at 7.33pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
19/20-1	<b>Election of Chairman</b> There being no other nominations, it was proposed by Cllr Steele, seconded by Cllr Turner-Scott and resolved to elect Cllr Osborn as Chairman of the Parish Council for the municipal year 2019/2020.
19/20-2	<b>Declaration of acceptance of office</b> The Chairman duly signed his Declaration of Acceptance of Office.
19/20-3	<b>Election of Vice-Chairman</b> There being no other nominations, it was proposed by Cllr Osborn, seconded by Cllr Padfield and resolved to elect Cllr Davis as Vice-Chairman of the Parish Council for the municipal year 2019/2020 (Cllr Davis had confirmed in writing prior to the meeting that he would be prepared to continue in this role for 2019/20 if no other Councillors came forward).
19/20-4	<b>Declaration of acceptance of office</b> In his absence, it was agreed that Cllr Davis will sign his Declaration of Acceptance of Office at the next Council meeting at which he is in attendance.
19/20-5	<b>Apologies for Absence</b> Cllr Earley and Cllr Davis had sent apologies due to personal commitments, which were accepted.
19/20-6	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr Myhill and Cllr White declared an interest in agenda/minute item 19/20-19b as payments due for approval for reimbursement of expenses were payable to them. They took no part in the voting which followed discussion of this item. Cllr White declared an interest in agenda/minute item 19/20-19f due to a family connection. She took no part in the voting which followed discussion of this item. b) There were none.
19/20-7	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.18pm.
19/20-8	<b>Police Report</b> Officers from the Neighbourhood Policing Team had given their apologies prior to the meeting. An email report had been provided on the 2nd of May which had been circulated to Councillors. The Chairman noted that he had been in contact with the local PCSO in relation to the fires at the top of Spin/Ledge Hill.
19/20-9	<b>Wiltshire Councillor Report</b> Wiltshire Cllr Gamble reported that following contact from a local resident he had obtained agreement from Wiltshire Council to clear the bank which was slipping, and encroaching over the 'walking' pavement marked on Parsonage Lane, by the end of July. Councillors provided details of other similar jobs around the village which could possibly be attended to at the same time. He referred to the recent exchange of emails regarding the traffic management problems occurring during the conversion of the Drummer Boy, and asked to be kept informed of any further incidents.

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19/20-10	<p><b>Minutes of Council meetings</b> The minutes of the following meetings of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record:</p> <ul style="list-style-type: none"> <li>a) Parish Council meeting 24<sup>th</sup> April 2019 (proposed Cllr Turner-Scott, seconded Cllr White).</li> <li>b) Annual Parish Meeting 8<sup>th</sup> May 2018 (proposed Cllr Padfield, seconded Cllr White).</li> <li>c) Annual Parish Meeting 7<sup>th</sup> May 2019 (proposed Cllr Padfield, seconded Cllr Myhill).</li> </ul>
19/20-11	<p><b>Chairman's Report</b> The Chairman reported that he had undertaken some weed-killing around the village, liaising with the Wiltshire Council contractor, and taken unused metal items to the reclamation centre. He had attended the West Lavington Annual Parish Meeting, and represented the Parish Council at the funeral of a local resident who had previously been a long-standing Parish Councillor.</p>
19/20-12	<p><b>Parish Council Committees / Meetings</b></p> <ul style="list-style-type: none"> <li>a) To review Terms of Reference for existing Parish Council committees - The Clerk referred to the draft documents circulated with the agenda papers, noting her proposal that the Planning committee Terms of Reference remain unchanged. She then detailed the proposed amendments to the Terms of Reference for the HRAF, OSH, and Management &amp; Finance Committee, which included a number of 'date changes' for when annual responsibilities are carried out, and a change in the name of the OSH committee to OS committee i.e. drop 'Hall' from the title. Councillors then reviewed the Clerks suggested amendments for the Event Advisory Committee Terms of Reference, which included changes following set-up of the new Chairman's Charity bank account, and an increase in the expenditure referral amount to £1,000. Following a brief discussion, it was resolved to adopt the documents as detailed above – proposed Cllr Myhill, seconded Cllr White – <b>ACTIONS</b> – Clerk to circulate amended documents.</li> <li>b) To appoint membership of each Parish Council committee and working Group - Councillors present at the meeting agreed which committee/s they would like to attend – <b>ACTIONS</b> – Clerk to circulate updated 'Committee membership' document to all Councillors, checking with Councillors not present at the meeting whether they were happy to remain on the same committees.</li> <li>c) To elect Chairman of 'Management &amp; Finance' Committee for the coming year - It was proposed by Cllr Steele, seconded by Cllr Myhill and resolved to elect Cllr Padfield as Chairman of the 'Management &amp; Finance' Committee for the coming year.</li> <li>d) To appoint membership of other committees for the coming year – The following appointments were agreed: <ul style="list-style-type: none"> <li>➤ CATG – Cllr Davis</li> <li>➤ JLC – Cllr Osborn and Cllr Turner-Scott</li> <li>➤ MLCHT – Cllr Padfield</li> </ul> </li> </ul>
19/20-13	<p><b>Market Lavington Neighbourhood Plan</b> The Clerk reported that the Strategic Environmental Assessment (SEA) Report had now been completed by AECOM, and the 6 week statutory public consultation was due to commence on Friday 24<sup>th</sup> of May, ending on Friday the 5<sup>th</sup> of July.</p>
19/20-14	<p><b>Community Hall Trust Report</b> In the absence of Cllr Davis, Cllr Padfield reported that he also had been unable to</p>

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	attend the last Trust meeting.
19/20-15	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Update on matters previously reported – There were none</li> <li>b) New matters reported – <i>Footpath/Amenity land contractor</i>: – Hedge around Elisha Field car-park needs cutting – <b>ACTIONS</b> – Clerk to advise contractor. Letter from local resident raising concerns regarding access for emergency vehicles along Parham Lane – <b>ACTIONS</b> – Clerk to refer to previous correspondence sent.</li> <li>c) Community Speedwatch (CSW) – The Clerk reported that the volunteers had now received their practical training, and formal approval, and details of who the group would be sharing the Speed detection device with was being awaited from the Police CSW Co-ordinator. A suitable location had been ‘risk assessed’ by the Police along the Spring, and confirmation was awaited regarding suitability for any location on Spin Hill.</li> <li>d) Top Community Hall car park – The Clerk referred to the advice received from Wiltshire Council regarding the cost and procedure for provision of a legally enforceable traffic order for the car park. Following a full discussion it was agreed to pursue the alternative proposal of installing a ‘height restriction’ barrier at the entrance of the car park – <b>ACTIONS</b> – Clerk to investigate costs for consideration at next meeting.</li> <li>e) Landowner submission of a Rights of Way application under Section 31 (6) of the Highways Act 1980 and Section 15A(1) of the Commons Act 2006 (<i>copy attached</i>) – Members reviewed and noted the documents accompanying the application. Efforts had been made to circulate the information to local residents, via the magazine, website and Facebook. No further action necessary.</li> <li>f) Elisha Field – Cllr Myhill reported that with the help of a number of Cadets and one other member of the public and himself, painting of the front of the Pavilion was progressing well.</li> <li>g) Consider request received for markings by the dropped curb in front of The Old School – Following a full discussion it was recognised that the problem was exacerbated at the moment due to the Drummer Boy conversion work <b>ACTIONS</b> – Clerk to write to contractors asking them to be mindful of the need to access the Old School particularly on a Tuesday, and contact Tuesday Club suggesting a suitable sign be put out by the dropped curb.</li> </ul>
19/20-16	<p><b>Market Lavington Vintage Meet – Saturday 13<sup>th</sup> &amp; Sunday 14<sup>th</sup> July 2019</b></p> <p>Cllr Myhill reported that planning for the event was going well; the biggest issue however was finding volunteers to help with the event. Exhibitor passes had now been sent out and caterers and suppliers had all been booked.</p>
19/20-17	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a) From Lavington Juniors FC – The Clerk referred to correspondence, which noted the agreement from Worton &amp; Cheverell Football Club to take over the commitment of hiring the Elisha Field for next season, from Lavington Juniors FC. Members were happy to accept the changes to the agreement – <b>ACTIONS</b> – Clerk to make the necessary arrangements.</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>
19/20-18	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) Receipt of the following planning application received which had been considered at a Planning Committee meeting was noted: <ul style="list-style-type: none"> <li>i. 19/03661/FUL 17 Spin Hill, Market Lavington. Single storey extensions and associated works - No Objection.</li> </ul> </li> <li>b) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted:</li> </ul>

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	<ul style="list-style-type: none"> <li>i. 19/02754/LBC The Old School, Church Street, Market Lavington. Installation of 5 CCTV cameras around the exterior of the building, with mounting back boxes, and 3 external wall-mounted CCTV system warning signs. Installation of a hand rail on the left-hand side of the bottom section of steep steps, at the front right-hand side of the building (application submitted by Parish Council – no need to respond)</li> <li>ii. 19/03758/FUL Lavington School, The Spring, Market Lavington. Installation of mobile classroom – No Objection</li> <li>iii. 19/03683/TCA Stonemasons Cottage, 6 Gyes Old Yard, White Street, Market Lavington. T1 – T4 – willow trees – pollard to previous cut height – No objection</li> </ul> <p>c) There were no applications received and considered by the Planning Committee after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>).</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> <li>i. 19/01708/FUL / 19/01965/LBC Parsonage Mead, The Spring, Market Lavington. Conversion of existing barn/stable block (curtilage listed – Grade 2) to domestic annexe – Approve with conditions</li> <li>ii. 18/11701/FUL Court Close Farm, 2 White Street, Easterton. Demolition of 3 detached dilapidated buildings and their replacement with a single dwelling including new access – Refuse</li> <li>iii. 19/02243/LBC Manor House, Wick Lane, Littleton Panell. Conversion of sewing room, recreation room and WCs into staff flat – Listed building consent</li> <li>iv. 19/02579/LBC Manor House, Wick Lane, Littleton Panell. Installation of solid oak door into existing opening on the first floor – Approve with conditions</li> <li>v. 19/02297/FUL 4 Fiddington Clay, Market Lavington. Remove existing conservatory and build a two storey side extension with parking for 3 cars – Approve with conditions</li> <li>vi. 19/03683/TCA Stonemasons Cottage, 6 Gyes Old Yard, White Street, Market Lavington. T1 – T4 – willow trees – pollard to previous cut height – No objection</li> </ul>
19/20-19	<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 April 2019 (including any card payments made), bank reconciliation and budget position for financial year-to-date (see appendix at end of minutes)</li> <li>b) It was resolved to approve the payment of 'cheques / on-line Payments' for May 2019 as per schedule (see appendix at end of minutes) – proposed Cllr Padfield, seconded Cllr Osborn.</li> <li>c) It was resolved to approve the use of variable direct debits to pay Water, and Electric utilities for the Old School and Elisha Field Pavilion. Old School Website hosting fee, broadband provision, and music licence fee. ICO fee (as per fin. Regs. Para. 6.7) - proposed by Cllr Osborn seconded by Cllr Padfield.</li> <li>d) The Clerk noted that a family member now worked for the Internal Auditing Company, but confirmed that they would not be responsible for auditing the Parish Council's accounts. It was resolved to approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor for the year ending 31/3/20 - proposed by Cllr Padfield seconded by Cllr Myhill.</li> <li>e) To review the Council's subscriptions to other bodies – The Clerk noted the current subscriptions paid by the Parish Council (WALC/NALC, SLCC, ICO and CPRE). It was proposed by Cllr Osborn seconded by Cllr White and resolved to continue payment of these subscriptions for the coming year.</li> <li>f) Consider quote received for additional fencing at Elisha Field – The Clerk noted that a tendering process had been undertaken for the original fencing</li> </ul>

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	<p>works last year, which had been awarded to GK White Property Services Ltd. The same contractor was therefore approached to quote for this additional fencing work. It was proposed by Cllr Myhill, seconded by Cllr Turner-Scott and resolved to accept the quote for £320.00 – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</p> <p>g) Consider quotes received for removal of mould in Old School outbuildings – The Clerk noted that all the quotes had not yet been received. It was therefore agreed to defer consideration of this matter until the next Old School Committee meeting.</p> <p>h) Consider quotes received for repairs to kissing gate at bottom of Ladywood – The Clerk noted that no quotes had yet been received. It was therefore agreed to defer consideration of this matter until the next meeting.</p> <p>i) Area Board Community Grant application to part fund installation of CCTV – The Clerk noted that a grant of £1,358 had been approved at the recent Area Board meeting, and the funding was due to be received within the next 28 days.</p>
19/20-20	<p><b>General Parish Matters</b> Cllr Myhill noted that Wi-Fi was now available in the Old School for public use. Cllr Steele requested that the stinging nettles along The Muddle be cut down – <b>ACTIONS</b> – Clerk to liaise with Handyman Contractor.</p>
19/20-21	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 9.18pm</p>
19/20-22	<p><b>Dates of next Meeting/s</b> Management &amp; Finance Committee meeting – Date to be agreed Joint Liaison Committee meeting – Tuesday 11<sup>th</sup> June 2019 Parish Council meeting – Tuesday 18th June 2019</p> <p>(Dates of Parish Council meetings for whole year - 16.7.19 / no meeting in August / 17.9.19 / 15.10.19 / 19.11.19 / 17.12.19 / 21.1.20 / 18.2.20 / 17.3.20 / 21.4.20 / 19.5.20)</p>
19/20-23	<p><b>Closure of meeting</b> There being no further business the meeting was closed at 9.20pm</p>

## Appendix

Balance at Lloyds Bank 30.4.19	59,718.69	Current, and instant access Account
Less outstanding cheques – total	0.00	
	<b>59,718.69</b>	

Balance b/fwd	34,709.14
Add receipts	39,119.10
Less payments	14,109.55
Balance c/fwd	<b>59,718.69</b>

Receipts received in April			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest	110	0.81	
Wiltshire Council – half year precept	120	28,185.00	
HMRC – VAT refund 4 <sup>th</sup> qtr 18/19	105	10,073.29	
Inv. 18/67 Hire of Old School	140	64.00	
Inv. 18/66 Hire of Old School	140	80.00	
Inv. 18/47 Hire of Old School	140	63.00	

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Inv. 18/61 Hire of Old School	140	105.00	
Inv. 18/62 Hire of Old School	140	264.00	
Inv. 18/69 Hire of Old School	140	132.00	
Inv. 18/63 Hire of Old School	140	96.00	
Inv. 18/60 Hire of Elisha Field and Pavilion	130	56.00	
Cheque for 2019 Vintage meet – trader	138	35.00	
Transfer Vintage Meet receipt to 'Chairman's Charity Account'	138	-35.00	
	<b>TOTAL</b>	<b>39,119.10</b>	

<b>Payments made in April</b>			
<b>Details</b>	<b>Cost Centre</b>	<b>Amount (Inc. any VAT)</b>	<b>Ref</b>
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	220.00	BP2
Clerk wages	310	647.68	BP3
M Goddard – 1 of 7 instalments for Footpath/amenity land contract	360	464.90	BP4
Community First – Annual insurance premium	300	1,467.39	BP5
West Lavington Youth Club – 1 <sup>st</sup> qtr grant donation	380	750.00	BP6
Cllr – Expenses claim	350/300	76.26	BP7
Taylor's Plumbing – Work at Elisha Field Pavilion	200	799.65	BP8
Green Farm Tree Care – Tree works at Elisha Field	200	80.00	BP9
G A Rogers – Stone repairs to exterior windows and door	350	2920.00	N/A
Amazon – Thermos flask Jugs X2	350	45.90	card
PWLB loan repayment	390	2,073.41	DD
PWLB loan repayment	390	4,409.17	DD
	<b>TOTAL</b>	<b>14,109.55</b>	

<b>Payments to be paid in May</b>			
<b>Details</b>	<b>Cost Centre</b>	<b>Amount</b>	<b>Ref</b>
Cleaner OSH wages	330	107.50	BP1
Handyman contractor ^	320/360	300.38	BP2
Clerk wages ^^	310/various	912.56	BP3
M Goddard – 2 of 7 instalments for Footpath/amenity land contract	360	464.90	BP4
Cllr Expenses claim - materials for painting Pavilion	200	425.05	BP5
Certas Energy – Oil OS	350	641.55	BP6
Cllr Expenses claim - materials for painting Pavilion	200	44.00	BP7
West Lavington Youth Club – staffing 11/1/19 to 29/3/19	395	540.00	BP8
WALC – annual NALC/WALC subs	300	827.88	BP9
St Mary's PCC – S137 grant donation towards churchyard maintenance	380	475.00	BP10
	<b>TOTAL</b>	<b>4,738.82</b>	

^ Handyman contractor 5hrs @ £11 per hr X 5 weeks £275 + Reimburse cost of petrol for strimmer £7.91 + Reimburse cost of Washer for strimmer £5.53 + Reimburse cost of black bags £11.94 = TOTAL £300.38

^^ Clerk wages 17hr pw £799.37 + Reimburse cost of padlock for OS oil tank lock £29.64 + Reimburse cost of toilet paper (18) X2 £8.98 + Reimburse cost of Parish Council annual green bin charge £50 + Reimburse cost of cleaning materials OS £3.00 + Reimburse cost of 100 laminating pouches and 2 memory sticks £21.57 = TOTAL £912.56