

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 18th June 2019 At 7.15pm in the Old School, Church Street, Market Lavington

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Steele (arrived at 7.25pm), Cllr Gordon (arrived at 7.35pm), Cllr Stevens, Cllr Turner-Scott, Cllr White, Cllr Earley, Cllr Davis and Cllr Padfield (left at 9.56pm).

In attendance: PCSO Georgina Dodd (left at 7.20pm), 2 members of the public (left at 9.42pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
19/20-45	<p>Declaration of acceptance of office The Clerk confirmed that Cllr Davis had signed the Vice-Chairman's Declaration of Acceptance of Office form before the start of the meeting.</p>
19/20-46	<p>Apologies for Absence None – all Councillors present.</p>
19/20-47	<p>Declarations of Interest and Dispensations to Participate</p> <p>a) Cllr Osborn declared an interest in agenda/minute item 19/20-59b as one of the payments due for approval for reimbursement of expenses was payable to him. He took no part in the voting which followed discussion of this item. He also declared an interest in agenda/minute item 19/20- 52b (specific Parish Council website). Cllr Osborn stepped down as Chairman for this agenda item, and was replaced by Cllr Davis. Cllr Davis declared an interest in agenda/minute item 19/20-50a living close by to the planning application site. He took no part in the voting which followed discussion of this item.</p> <p>b) There were none.</p>
19/20-48	<p>Police Report PCSO Dodd made reference to a spate of burglaries which had occurred in Potterne from unlocked sheds. She then received information from Councillors, and encouraged any further incidents to be reported when they were occurring.</p>
19/20-49	<p>Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.21pm.</p>
19/20-50	<p>Planning applications and decisions</p> <p>a) The following planning application was received and considered:</p> <ol style="list-style-type: none"> i. 19/04697/PNCOU - Former Pig Breeding and Rearing Building, Stobberts Agricultural Buildings, Stobberts Road, Market Lavington. Notification for Prior Approval under Class Q for Proposed Change of Use of Agricultural Building to a Dwelling house (Class C3) and for Associated Operational Development – Objection – Proposed Cllr Myhill, seconded by Cllr White and unanimously resolved (Cllr Davis abstained) – ACTIONS – Chairman to prepare response for submission by Clerk. <p>b) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> i. 19/04627/FUL 1 Fiddington Clay, Market Lavington. Two storey side extension, internal re-modelling and associated external works – No Objection ii. 19/03312/FUL 4-7 Rochelle Court, Market Lavington. Replacement windows – No Objection <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> <ol style="list-style-type: none"> i. 19/02796/FUL 17 Fiddington Clay, Market Lavington. Proposed detached dwelling

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	<ul style="list-style-type: none"> ii. and garage, additional garage for existing dwelling – Approve with conditions 19/11709/FUL 22 Canada Rise, Market Lavington. Demolish existing attached garage. Erect double storey side extension. Remove existing rear conservatory. Erect single storey rear extension – Approve with conditions iii. 19/02844/FUL Land adjoining Farm View, Ledge Hill, Market Lavington. Erection of farm workers dwelling and associated works – Approve with conditions iv. 19/03758/FUL Lavington School, the Spring, Market Lavington. Installation of mobile classroom – Approve with conditions. 																								
19/20-51	<p>Wiltshire Councillor Report</p> <p>Wiltshire Cllr Gamble had given his apologies prior to the meeting and provided a report for the meeting. The Clerk read the report, and the following items were considered further:</p> <ul style="list-style-type: none"> • White Street – Suggestion from Cllr Gamble that Councillors meet with a Wiltshire Council Parking Enforcement Officer to explain the on-going problems. Councillors fully supported this suggestion – ACTIONS – Clerk to make the necessary arrangements. • Drummer Boy - Ongoing highway problems during conversion works – It was recognised by Councillors that there were no real sensible and practical solutions to the problem – ACTIONS – Chairman to refer back to Cllr Gamble. • Neighbourhood Plan – Reference to WHSAP Inspector’s initial report, and settlement boundary comment – Councillors supported Cllr Gamble’s enquiry to Wiltshire Council regarding possible amendment of the boundary – ACTIONS – Clerk to respond to Cllr Gamble accordingly, and forward information to Steering Group. 																								
19/20-52	<p>Minutes of Council meetings</p> <ul style="list-style-type: none"> a) Annual meeting of the Parish Council 21st May 2019. The minutes of the meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record (proposed Cllr White, seconded Cllr Myhill – 2 abstentions due to absence). b) (Cllr Davis Chaired this item) The draft minutes from the Management & Finance committee meeting held on 6th June 2019 were noted and no questions asked. <p>The following matters were considered further:</p> <ul style="list-style-type: none"> • Specific Parish Council website – Reference was made to the document prepared by Cllr Osborn, detailing the history of the Village website, which had been circulated prior to the meeting. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr White, and resolved to have a specific website owned by the Parish Council – ACTIONS – Cllrs Osborn, Davis and Myhill to research different options and costs for further consideration. • Emergency Plan – Cllr Myhill briefed members on the advice he had received at a recent Training and Networking event. Following a full discussion it was agreed that it would be a good idea to have an Emergency Plan in place for the village. It was proposed by Cllr Myhill, seconded by Cllr Davis, and resolved to set-up a ‘sub-committee/working group’ to consider the scope of the Emergency Plan – ACTIONS – Clerk and Cllr Myhill to make the necessary arrangements. <p>The following recommendations were then considered:</p> <ul style="list-style-type: none"> • Year-end balances 2018/19 - It was proposed by Cllr Osborn, seconded by Cllr Padfield and resolved to: <ul style="list-style-type: none"> • Approve £16,515.73 of the Revenue Budget ‘under-spend’ for 18/19 be carried forward to 2019/20 and allocated to ‘Earmarked Reserve’ as follows - <table border="1" data-bbox="347 1883 1501 2130"> <thead> <tr> <th>Details</th> <th>Amount</th> <th>Earmarked Reserve headi</th> </tr> </thead> <tbody> <tr> <td>Snape, including 2.5% retention</td> <td>£8,539.61</td> <td>OS Contingency</td> </tr> <tr> <td>Retention amount Cannings Estates</td> <td>£ 838.73</td> <td>OS Contingency</td> </tr> <tr> <td>External OS Stone window repairs (Gary Rogers)</td> <td>£2,920.00</td> <td>OS Contingency</td> </tr> <tr> <td>CCTV for OS 50% cost</td> <td>£1,400.00</td> <td>OS Contingency</td> </tr> <tr> <td>Electricity bill for OS</td> <td>£ 600.00</td> <td>OS Contingency</td> </tr> <tr> <td>Insurance Premium</td> <td>£1,467.39</td> <td>OS Contingency</td> </tr> <tr> <td>Plumbing work Elisha Field Pavilion</td> <td>£ 750.00</td> <td>OS Contingency</td> </tr> </tbody> </table>	Details	Amount	Earmarked Reserve headi	Snape, including 2.5% retention	£8,539.61	OS Contingency	Retention amount Cannings Estates	£ 838.73	OS Contingency	External OS Stone window repairs (Gary Rogers)	£2,920.00	OS Contingency	CCTV for OS 50% cost	£1,400.00	OS Contingency	Electricity bill for OS	£ 600.00	OS Contingency	Insurance Premium	£1,467.39	OS Contingency	Plumbing work Elisha Field Pavilion	£ 750.00	OS Contingency
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	<ul style="list-style-type: none"> • Internal Audit - It was proposed by Cllr Davis, seconded by Cllr Padfield and resolved to: <ul style="list-style-type: none"> • Note and accept receipt of the Internal Auditors report • Approve the actions to be taken in response to the Internal Auditors recommendations • Governance, Finance and Management Risk Register - It was proposed by Cllr Steele, seconded by Cllr Padfield and resolved to: <ul style="list-style-type: none"> • Approve adoption of the amended 'Governance, Finance and Management Risk Register' • Specific email accounts for Councillors - It was proposed by Cllr Myhill, seconded by Cllr Earley and resolved that: <ul style="list-style-type: none"> • Council-specific email addresses be set-up by the Clerk for all Councillors, and individual passwords issued.
19/20-53	<p>Chairman's Report The Clerk presented the quarterly Chairman's Charity account finance summary which had been circulated to members prior to the meeting. The Chairman reported that he had attended meetings on behalf of the Parish Council, and followed up on matters. Whilst trimming trees at the Elisha Field, investigation of the flagpole had revealed that the pole was going rotten below ground. Following a brief discussion it was resolved by a vote of 8 to 2 to remove the pole for safety reasons – ACTIONS – Chairman to remove.</p>
19/20-54	<p>Market Lavington Neighbourhood Plan The Clerk reported that the 6 week statutory SEA Reg 14. Public consultation was still underway, ending on Friday the 5th of July.</p>
19/20-55	<p>Community Hall Trust Report</p> <ol style="list-style-type: none"> a) Cllr Padfield noted that the Trust had not met since the last Parish Council meeting. b) Joint Liaison Committee (JLC) meeting held on the 11th June 2019 – The Chairman referred to the draft minutes that had been circulated prior to the meeting. There then followed a time of open discussion, during which the Chairman of the Community Hall Trust was also invited to participate. In conclusion, it was noted that the aim would be to prepare an A4 plain language document agreed by both parties, which clearly detailed the responsibilities of both parties that could be used for future reference (legal advice would be sought regarding the contents of the document).
19/20-56	<p>Highways / Maintenance issues in the village</p> <ol style="list-style-type: none"> a) Update on matters previously reported – <ol style="list-style-type: none"> i. Lighting on path leading to Community Hall – to include consideration of new connection offer received from SSEN – Cllr Davis reported that the Area Board CATG had agreed to fund purchase and installation of the new pole – ACTIONS – Cllr Davis to discuss details of funding with CATG at their next meeting. Cllr Davis referred to the new connection offer from SSEN £697.32 + VAT. It was proposed by Cllr Osborn, seconded by Cllr Myhill and resolved to approve the offer – ACTIONS – Cllr Davis to advise SSEN accordingly and make arrangements for a site visit to agree positioning of new pole. b) New matters reported – <i>Footpath/Amenity land contractor</i>: Bridleway back of Stirling Road / <i>Parish Steward</i>: Foliage around 20mph sign near Shire Roundabout / <i>Handyman contractor</i>: Verges along narrow section of Drove Lane (Cllr Osborn offered to assist) / <i>Wiltshire Council</i>: Pavements along Church Street – ACTIONS – Clerk to raise issue with Wiltshire Cllr to determine best course of action. c) Wiltshire Council new gully emptying service – Councillors identified a number of gullies which need clearing – ACTIONS – Cllr Davis to forward information to Wiltshire Council.

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	<p>d) Wiltshire Council Parish Emergency Assistance Scheme 2019-20 (PEAS) – Following the decision made earlier in the meeting to prepare an Emergency Plan for the Village, it was agreed to make an application for various equipment from the PEAS Scheme – ACTIONS – Clerk to action. Cllr Osborn agreed to carry out the annual audit of the grit bins – ACTIONS – Clerk to forward necessary information to Cllr Osborn.</p> <p>e) Blackdog Crossroads – Members considered the response received from Wiltshire Council, and following a brief discussion, agreed that it was not appropriate to contact the landowner again regarding this matter – No further action required.</p> <p>f) Parham Lane restricted access – Members considered the information contained within the property deeds of one of the Parham Lane residents which clearly stated that the width of the lane needed to be 9 feet. Following a brief discussion it was agreed to write to all the residents along the lane, enclosing a copy of the deeds extract, to remind them of this requirement – ACTIONS – Chairman to write and deliver letters.</p>
19/20-57	<p>Market Lavington Vintage Meet – Saturday 13th & Sunday 14th July 2019</p> <p>a) Cllr Myhill reported that planning for the event was going well; however they were still looking for volunteers to help with the event.</p> <p>b) Consider budget for 2019 event – Members reviewed the budget document which had been circulated prior to the meeting (estimated receipts total £11,959 / estimated payments total £8,465.05 = estimated anticipated profit £3,493.95). It was proposed by Cllr Myhill seconded by Cllr Turner-Scott and resolved to approve the draft budget.</p> <p>c) Consider quotes for security provision – Cllr Myhill provided details of the three quotes obtained. It was proposed by Cllr Earley, seconded by Cllr Davis and resolved to approve the quote from APS Services for £2,000 – ACTIONS – Cllr Myhill to make the necessary arrangements.</p> <p>d) Agree procedure for obtaining cash float from bank – The Clerk referred to advice received from the bank, and following a brief discussion it was agreed that a cheque would be raised, payable to 'cash', and one of the cheque signatories would attend the bank with the Clerk to obtain the cash float – ACTIONS – Clerk to raise cheque for signature at end of meeting, and make necessary arrangements with the bank. The Clerk also noted that there would be a number of invoices and expenses which would need to be paid prior to the event, but before the next Parish Council Meeting. Following a brief discussion it was proposed by Cllr Earley, seconded by Cllr Davis, and resolved to give authority to the Clerk to transfer the £1,000 agreed loan from the Parish Council's bank account, to the 'Chairman's Charity Account', and to make payments for the Vintage Meet as required (schedule of payments to be presented at next Parish Council meeting).</p>
19/20-58	<p>Correspondence Received</p> <p>a) From local resident – request for permission to install drop-kerb outside property – The Clerk circulated a photograph of the property, and provided brief details of the proposal – ACTIONS – Councillors to carry out individual site visits to consider the proposal, and email the Clerk their comments.</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> <p>b) From Market Lavington PCC – Report of damage to the fence next to the Bier House – Councillors noted the information, and suggested that the PCC contact the contractor directly – ACTIONS – Clerk to respond accordingly.</p> <p>c) From Lavington & District WW1 Commemoration Group – Invitation to unveiling ceremony of the WW1 Toposcope, Vedette, Market Lavington. Friday 28th June at 8.00pm – Noted.</p> <p>d) From SSENPD Power works – notification of planned pole maintenance in the coming months around St Barnabas School – Noted.</p>
19/20-59	<p>Finance</p> <p>a) Councillors received and approved the financial reports - income and expenditure details for May 2019 (including any card payments made), bank reconciliation and budget position for financial year-to-date (see appendix at end of minutes)</p> <p>b) It was resolved to approve the payment of 'cheques / on-line Payments' for June 2019 as per schedule (see appendix at end of minutes) – proposed Cllr Padfield, seconded Cllr Osborn.</p> <p>c) To consider for approval any requests received for Grant Funding in the 1st quarter of</p>

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	<p>2019/20 (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) – The Clerk reported that no grant requests had been received.</p> <p>d) Consider quotes received for repairs to kissing gate at bottom of Ladywood – The Clerk noted that two companies had been approached to tender for the work, however only one response had been received. It was proposed by Cllr White, seconded by Cllr Davis and resolved to accept the quote from Mark Goddard & Sons for £240 + VAT – ACTIONS – Clerk to instruct contractor accordingly.</p> <p>e) Consider quotes received for Height restriction barrier for Community Hall car park – The Clerk referred to initial on-line research regarding designs and costs for the barrier. Cllr Myhill also presented a quote he had obtained from a local company. Following a brief discussion the preferred design for the barrier was agreed – ACTIONS – Cllr Myhill to source one further quote, and Clerk to seek clarification from Wiltshire Council as to whether planning permission would be required. Matter to be discussed further at next meeting.</p> <p>f) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Report from Chairman following review of accounts as at 31/3/19 – In the absence of Cllr Padfield, discussion of matter deferred to next meeting.</p>
19/20-60	<p>Parish Council Accounts year ending 31st March 2019</p> <p>a) Members considered the findings of the review carried out by the Management & Finance Committee held on 6/6/19. It was then resolved to approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2018/19) – proposed Cllr Gordon seconded Cllr White.</p> <p>b) It was resolved to approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements 2018/19) – proposed Cllr Gordon seconded Cllr Davis.</p> <p>c) It was resolved to approve the asset register – proposed Cllr White seconded Cllr Osborn.</p> <p>d) It was resolved to approve the schedule of Earmarked / Restricted Reserves – proposed Cllr Osborn seconded Cllr Davis.</p>
19/20-61	<p>General Parish Matters There were none.</p>
19/20-62	<p>Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 10.28pm</p>
19/20-63	<p>Dates of next Meeting/s Old School Committee meeting – Tuesday 25th June 2019 HRAF Committee meeting – Tuesday 9th July 2019 Parish Council meeting – Tuesday 16th July 2019</p>
19/20-64	<p>Closure of meeting There being no further business the meeting was closed at 10.30pm</p>

Appendix

Balance at Lloyds Bank 31.5.19	54,417.47	Current, and instant access Account
Less outstanding cheques – total	0.00	
	54,417.47	

Balance b/fwd	59,718.69
Add receipts	310.98
Less payments	5,612.20
Balance c/fwd	54,417.47

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Receipts received in May			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest	110	0.78	
Inv. 18/23 received in error – related to Vintage Meet and already paid last year (to be refunded)	150	9.00	
Proceeds from sale of scrap metal	150	16.20	
Inv. 18/64 Hire of Old School	140	80.00	
Inv. 19/04 Hire of Old School	140	24.00	
Inv. 19/01 Hire of Old School	140	24.00	
Inv. 19/06 Hire of Old School deposit	140	9.00	
Inv. 19/05 Hire of Old School	140	98.00	
BACS Vintage Meet receipt for 'Sponsor a bin' (will be transferred to 'Chairman's Charity Account')	138	50.00	
	TOTAL	310.98	

Payments made in May			
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	68.00	DD
1&1Internet Ltd – OS website hosting	350	1.19	DD
Southern Electric – Electric OSH (overdue amount)	350	433.19	DD
Newsquest Media – Public notice for NP SEA consultation	400	179.30	Card
Melba Products – Bin insert and concrete ballast	360	88.26	Card
Fuel Tank Shop – lockable oil tank filler cap	350	68.94	Card
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
	TOTAL	5,612.20	

^ 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

Payments to be paid in June			
Details	Cost Centre	Amount	Ref
Auditing Solutions – Internal audit fee y/e 31/3/19	300	192.00	BP1
The Blossom Tree – Refund of payment received in error	150	9.00	BP2
Colin Osborn – Chairman 6 months expenses claim	300	58.44	BP3
Clerk wages ^	310	907.37	BP4
DC Mortimer Electrical Services – Repairs E/F Pavilion	370	165.60	BP5

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Cleaner OSH wages	330	86.00	BP6
HMRC – NI Contributions 1 st qtr	310	47.12	BP7
M Goddard – 3 of 7 instalments for Footpath/amenity land contract	360	464.90	BP8
Handyman contractor	320	220.00	BP9
'Cash' cheque – Vintage Meet cash float (chq dated 10/7/19)	378	1,500.00	3021
	TOTAL	3,650.43	

^ Clerk wages 17hr pw £799.37 + 6 months Clerk Allowance (£18 X 6 months) £108.00 = TOTAL £907.37