

# 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 **Old School Committee Meeting** of the Parish Council  
**Held on Tuesday 25th June 2019**  
**At 7.15 pm in the Old School, Market Lavington**

**Committee members in attendance:** Cllr Myhill (Chairman), Cllr White, Cllr Earley, Cllr Padfield, Cllr Davis, Cllr Gordon and Mike Bridgeman (Tuesday Club Trustee).

**Others in attendance:** Carol Hackett (Parish Clerk)

	<b>AGENDA ITEM</b>
19/20-65	<b>Election of Chairman</b> There being no other nominations, it was proposed by Cllr White, seconded by Cllr Padfield and resolved to elect Cllr Myhill as Chairman of the Old School committee for the municipal year 2019/2020
19/20-66	<b>Apologies for Absence</b> Diane Pearce-Harvey had sent apologies due to personal commitments, which were accepted.
19/20-67	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
19/20-68	<b>Minutes of Committee meeting</b> The minutes of the Old School Committee held on 12th March 2019, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Gordon).
19/20-69	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.16pm.
19/20-70	<b>Update on actions agreed at last meeting</b> <ul style="list-style-type: none"><li>a) Hall Acoustics – Cllr Myhill referred to a further quote he had obtained for Acoustic Art Panels (100cm X 100cm) which had been circulated prior to the meeting. Members considered this quote, alongside the other quotes reviewed at a previous meeting. Following a full discussion it was proposed by Cllr Myhill, seconded by Cllr Padfield and resolved to order 6 of the Acoustic Art panels from Picture Display (£255 each + VAT and delivery), and make further enquiries as to what the cost would be for the same size Acoustic Panels but without the photographs printed on them (2 panels required) – <b>ACTIONS</b> – Cllr Myhill to follow up with supplier, and also obtain guidance regarding the resolution required for the photographs.</li><li>b) CCTV cameras – The Clerk confirmed that Listed Building Consent (LBC), and the Area Board grant application had both been approved, and the grant money of £1,358 had now been received. Cllr Myhill provided details of the original quote, noting that it was now necessary to add two additional CCTV warning signs, and two extra power sockets to the order. The revised quote was therefore £2,883.09 + VAT. It was proposed by Cllr Padfield, seconded by Cllr Gordon and resolved to approve the revised quote from TH White – <b>ACTIONS</b> – Cllr Myhill to advise supplier accordingly, and authorise installation.</li><li>c) Installation of Broadband – Following on from the last meeting, and the lack of response received from the previous company contacted, Cllr Myhill had approached a different company which specialised in providing broadband to businesses. As the package offered by XLN was comparable to the previous company approached, a decision was made, following consultation, to sign-up to a contract with XLN. The contract included a separate free public Wi-Fi connection for Old School users, however this particular function was not currently working – <b>ACTIONS</b> – Cllr Myhill to continue discussions with XLN</li></ul>

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	<p>regarding the lack of public Wi-Fi.</p> <ul style="list-style-type: none"><li>d) PAT's tests – Cllr Davis noted that he hoped to carry out the tests at the end of July.</li><li>e) External signage – Cllr Davis reported that the contractor was currently working on the main sign.</li><li>f) Imber Bus weekend – Cllr Earley reported that both the Museum and St. Arbucks would be offering refreshments on the 17<sup>th</sup> of August. It was therefore agreed to keep the Old School free of bookings on that date, just incase the Museum needed to use it, in the event of bad weather – <b>ACTIONS</b> – Clerk to make necessary arrangements.</li></ul>
19/20-71	<p><b>Old School Restoration Project</b></p> <ul style="list-style-type: none"><li>a) Snagging / other outstanding issues – Cllr Gordon reported that a couple of the screws had fallen out from the hinges on the main front door. Further investigation had revealed that a number of the screws used by the contractor were of a shorter length. These had been replaced with suitable longer screws by Cllr Gordon – <b>ACTIONS</b> – Clerk to refer matter to Parish Council Project Manager. Mike Bridgeman to check the screws in the other door hinges (following the meeting Mike reported that <i>Generally all the hinges in all the other new doors are well fixed with what appear to be the correct screws for the hinge size</i>). Cllr Gordon also referred to the electricity meter box, which appeared to have been boxed-in during the restoration, and as a result now prevented access to the 'suppliers' fuse - <b>ACTIONS</b> – Clerk to refer matter to Parish Council Project Manager. Reference was also made to the plastic conduit used on the exterior of the building to house the electric cables for the outside lights which were already sagging in places - <b>ACTIONS</b> – Clerk to refer matter to Parish Council Project Manager. The Clerk referred to the three remaining outstanding jobs which were due to be completed by the contractor in early August – 1) Repairs to frontage of 20 Church Street - Mike to provide spare stones for use on section abutting 'diamond path' and monitor work when carried out. 2) Window replacement in front toilet. 3) Mould issue in outbuildings – Following the last committee meeting, the Parish Council Project Manager had met on site with a professional damp-proofing contractor who had concluded that the problem had arisen due to wet boards being used when the roof was installed. He anticipated that the boards would dry out over time (see minutes of Parish Council meeting 19/3/19 18/19-370ci). Correspondence continued between both parties, however the contractor who installed the roof refused to accept responsibility, noting that the roof covering would not have adhered to the boards if they were wet. With no firm evidence to prove whether or not the boards were wet when installed, it was reluctantly agreed that the matter could not reasonably be contested any longer, without solicitor intervention and subsequent associated costs. A test area had been treated with mould remover by Mike, and remained clear a few months later. Two local contractors, as well as Snape were therefore invited to quote to carry out the work to remove the mould from all the outbuildings ceilings. Both the local contractors declined the work; however one provided a verbal estimate for the cost, and Snape provided a quote of £595 +VAT. As the quote from Snape was comparable with the estimate provided by the local contractor, it was considered to represent good value for money. The quote was therefore duly accepted, with the request that consideration be given to splitting the cost in view of the mutual disagreement regarding responsibility – <b>ACTIONS</b> – Clerk to liaise with contractor – <i>following the meeting the contractor responded noting they had kept the quote as low as possible in view of the on-going disagreement. They did however offer to reduce the quote by £95 as a gesture of good will, which was subsequently accepted.</i></li><li>b) Exterior window repairs – The Clerk reported that repairs to the windows had now been completed, and members were very happy with the standard of the work. Thanks were given to Mike for his work repairing and painting the front wooden window frame.</li></ul>

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19/20-72	<p><b>Old School Marketing and Publicity</b></p> <ul style="list-style-type: none"> <li>a) Update on actions agreed at last meeting             <ul style="list-style-type: none"> <li>i. Document detailing local entertainers and caterers etc. – Cllr Earley noted that she had not yet prepared the document, but hoped to do so shortly.</li> <li>ii. Church Magazine advert – The Clerk noted that following further correspondence with the magazine treasurer, and discussion at the Parish Council meeting 19/3/19 (minute number 18/19-370cii) it was 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. The request had therefore been made to the magazine Editor, and the scheduled payment cancelled.</li> <li>iii. Business Cards – Cllr Davis noted that he hoped to finalise the design shortly, and would then circulate them to members.</li> </ul> </li> <li>b) ‘Friends of Old School – Mike noted that he and Bob continued to keep the outside of the building as tidy as possible. Further planned jobs were to clear out the gutters and finish off some puttying on the exterior of the windows. Cllr Gordon noted that the Church PCC would be meeting in July to agree the extent of the tree works, which would then hopefully be cut back in August.</li> <li>c) Old School current and future bookings – The Clerk referred to the document circulated prior to the meeting, summarising the actual income to date this financial year, and the anticipated income for the next few months. She noted however, that it was extremely difficult to estimate these figures with any certainty. It had already been recognised at the last meeting that the focus now needed to be on attracting more one-off bookings – <b>ACTIONS</b> – Clerk to request that hiring advert be included in August edition of magazine if room. Cllr Myhill to arrange for hiring flyers to be included as an insert with the Vintage Meet event programmes, and place a notice on Facebook.</li> <li>d) Old School ‘Feedback’ forms – Review comments received – The Clerk reported that the feedback received had been very positive. The only minor point had been that the lighting was a bit harsh, and could benefit from having a ‘dimmer’ capability. Members recognised that this was an issue, and agreed to consider it further when funding permitted.</li> </ul>
19/20-73	<p><b>Risk assessments / CCTV Data Protection Impact Assessment (DPIA)</b></p> <ul style="list-style-type: none"> <li>a) Fire Risk Assessment – Cllr Myhill referred to the current document which had been circulated prior to the meeting. Cllr Davis identified a number of referencing errors which he agreed to review and amend. It was therefore agreed to defer consideration of this item until the next meeting.</li> <li>b) General Old School Risk Assessment – The Clerk referred to the current document which had been circulated prior to the meeting and annotated with her suggested amendments. Following a full discussion it was proposed by Cllr Myhill, seconded by Cllr Padfield and resolved to approve adoption of the amended document (reminder for appointed Councillor to remove the cement pipe in the wall at the rear of the building).</li> <li>c) CCTV DPIA – The Clerk and Cllr Myhill referred to the draft assessment document which had been circulated prior to the meeting. Following a full discussion it was proposed by Cllr Davis, seconded by Cllr Padfield and resolved to approve adoption of the document – <b>ACTIONS</b> – Clerk to circulate copy of document to all Councillors for their information.</li> </ul>
19/20-74	<p><b>Old School General Matters</b></p> <ul style="list-style-type: none"> <li>d) Consider any maintenance matters that need to be dealt with – Ivy around the oil tank. It was agreed to retain the ivy along the road side edge, but cut it back on the hall side – <b>ACTIONS</b> – Clerk to instruct Handyman Contractor.</li> <li>e) Other Old School business – There was none.</li> </ul>
19/20-75	<p><b>Date of next Committee Meeting</b> Date to be arranged as necessary.</p>

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19/20-76	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.07pm.
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