

# 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 Meeting of the Parish Council held on Tuesday 19th November 2019 At 7.15pm in the Old School, Church Street, Market Lavington

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Gordon, Cllr Turner-Scott, Cllr Davis, Cllr Padfield, Cllr Earley, Cllr Steele (arrived at 7.20pm), Cllr White and Cllr Stevens.

**In attendance:** One member of the public (left at 7.30pm), Wiltshire Cllr Gamble (arrived at 7.42pm and left at 8.17pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
19/20-182	<b>Apologies for Absence</b> There were none, all members present.
19/20-183	<b>Declarations of Interest and Dispensations to Participate.</b> There were none.
19/20-184	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned at 7.16pm and resumed at 7.30pm.
19/20-185	<b>Police Report</b> Officers from the Neighbourhood Policing Team had been unable to attend the meeting. An email report had been provided on the 12 <sup>th</sup> of November and circulated to Councillors.
19/20-186	<b>Minutes of Council meetings</b> <ul style="list-style-type: none"><li>a) Meeting of the Parish Council on 15<sup>th</sup> October 2019. The minutes of the meeting, having been previously circulated to Councillors, were approved and signed as a correct record (proposed Cllr Turner-Scott, seconded Cllr Padfield).</li><li>b) Meeting of the Old School Committee held on 22<sup>nd</sup> October 2019. The draft minutes were noted and no questions asked. There were no matters arising which needed further consideration.</li></ul>
19/20-187	<b>Chairman's Report</b> The Chairman noted his attendance at the last CATG meeting, and referred to the notes he had circulated to Councillors prior to the meeting.
19/20-188	<b>Market Lavington Neighbourhood Plan</b> The Clerk reported that the Regulation 16 public consultation carried out by Wiltshire Council had ended on the 5 <sup>th</sup> November, and the independent Examiner was due to start her examination of the Plan in early January. Before this commences, the Parish Council / Steering Group have the opportunity to respond to the comments submitted to the Regulation 16 consultation. The Steering Group's Planning Consultant was therefore currently preparing a draft report for consideration by the Parish Council / Steering Group – <b>ACTIONS</b> – Clerk to circulate draft report when received, act upon any comments received back, and then submit to Wiltshire Council.
19/20-189	<b>Community Hall Trust Report</b> <ul style="list-style-type: none"><li>a) Cllr Padfield noted that the Trust had not met since the last Parish Council meeting.</li><li>b) Meeting of the Joint Liaison Committee held on 12<sup>th</sup> November 2019. The draft minutes were noted, and a question was asked regarding the proposal detailed in para. 4.4c of the minutes. This matter was then discussed further, and it was agreed that enquiries would be made with the Parish Council's Solicitor as to the cost of revising the current lease – <b>ACTIONS</b> – Clerk to liaise with Solicitor. .</li></ul>
19/20-190	<b>Wiltshire Councillor Report</b> Cllr Gamble referred to the recent CATG meeting, at which a number of highways issues relating to Market Lavington were discussed. He then detailed an issue submitted regarding the unsuitability of the current High Vehicle diversion through Great Cheverell, noting that one of the suggestions mooted by Officers from Wiltshire Council was to continue with the diversion through Great Cheverell in one direction, but to change the route to go via Broadway, Spin Hill and Grove

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	Road for the other direction.
19/20-191	<p><b>Christmas 2019</b></p> <p>a) Real Christmas tree – Following further discussion it was recognised that it was too late this year to prepare a suitable fixing for a tree. It was therefore agreed to diarise the matter for July 2020 to ensure sufficient time to organise for Christmas 2020 – <b>ACTIONS</b> – Clerk to diarise accordingly.</p> <p>b) Community Minded Person of the year award – Following a brief discussion it was agreed to delegate the responsibility of counting the votes to the Clerk, who would in turn advise the Chairman of the result.</p>
19/20-192	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Update on matters previously reported –</p> <ol style="list-style-type: none"> <li>i. Lighting on path leading to Community Hall – Cllr Davis reported that quotes for supply and installation of the lamp were currently being obtained. The siting board meeting could then be arranged with all parties.</li> <li>ii. Any other matters –. Leaves on pavement on Drove Lane, and Lavington Lane passed the school. Despite repeated requests to Wiltshire Council the leaves had yet to be cleared. Following further discussion it was recognised that this was a job that ideally needed to be carried out several times during the autumn months when the leaves were falling. It was therefore agreed to make further enquiries with local contractors as to the cost of carrying out this work, and also costs for hiring of the equipment – <b>ACTIONS</b> – Clerk and Cllr Davis to investigate.</li> </ol> <p>b) New matters reported for action – <i>Parish Handyman</i> – wet leaves on steps at rear of Old School – Clerk to request weekly clearing of leaves, to be supported by Friends of Old School volunteers, and museum volunteers. <i>Parish Council</i> – report of gap in Elisha Field boundary fence – gap already fixed, new signage to be erected at entrance of field as a reminder for dog owners – <b>ACTIONS</b> – Clerk to prepare draft wording for new sign.</p> <p>c) CATG meeting 5/11/19 – discussed under agenda item 19/20-190.</p> <p>d) Pavement assessment to identify areas in most need of drop-kerbs – Cllr Davis reported that this was yet to be carried out.</p> <p>e) Canada Woods – The Clerk referred to the recent correspondence from a Wiltshire Council Tree Officer, advising of what appeared to be a significant Phytophthora infestation in a group of elder trees near the entrance to the woodland at the bottom of Ladywood. A subsequent site visit from a local tree surgeon had identified 39 stems which presented similar symptoms. Further advice had been sought from the Forestry Commission, who had offered to arrange a site visit to try and definitively establish the cause of the dieback in the trees. Following a full discussion it was agreed to accept this offer in the first instance, and then act upon any recommendations received – <b>ACTIONS</b> – Clerk to liaise with Forestry Commission accordingly.</p>
19/20-193	<p><b>Market Lavington Vintage Meet 2020</b></p> <p>Cllr Myhill reported that 40 entries had registered for next year's event, and there were now only three tables left in the craft tent. Registration with the NTET (National Traction Engine Trust) should be authorised within the next month, ten folding tables and 24 folding chairs had now been purchased, artwork had been completed, and a quote was awaited for the flyers etc. and catering for the event was sorted.</p>
19/20-194	<p><b>Correspondence Received</b></p> <ol style="list-style-type: none"> <li>i. From Wiltshire Council – Notification of BT payphones consultation – Councillors agreed not to object to the proposed removal of the payphone at the top of Parsonage Lane – No further action necessary.</li> <li>ii. From Market Lavington Museum – Letter of thanks for Village Projects grant from Vintage Meet – Noted.</li> <li>iii. From Wiltshire Search &amp; Rescue – Letter of thanks for S137 grant donation – Noted.</li> </ol> <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>There were none.</p>

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19/20-195	<p><b>Planning applications and decisions</b></p> <p>a) The following planning applications received which had been considered at a Planning Committee meeting were noted: There were none.</p> <p>b) Receipt of the following planning application received which had not been considered at a Planning Committee meeting was noted:</p> <ul style="list-style-type: none"> <li>i. 19/09865/FUL Homestead Farm, Drove Lane, Market Lavington. SN10 4NT. The installation of 3 arrays of 16 photovoltaic (PV) panels for electrical supply to holiday lets Homestead Stables – No Objections</li> <li>ii. 19/09632/TPO 5 Shire Close, Market Lavington. SN10 4FB. 1 willow tree, pollard to previous cuts at 5m – No objections</li> <li>iii. 19/04438/LBC 10 High Street, Market Lavington. SN10 4AF. New rear bi fold doors, roof light and minor internal alterations – No objections</li> <li>iv. 19/09710/FUL White House, 29 White Street, Market Lavington. SN10 4DP. Single storey rear extension, insertion of windows to side elevation, insertion of new first floor French doors and Juliet balconies to rear elevation. New porch roof – No objections</li> </ul> <p>c) There were no 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>).</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> <li>i. 19/07872/FUL Land at the Drummer Boy, Church Street, Market Lavington. SN10 4DU. Alterations to windows on primary elevation to Church Lane (retrospective) – Approve with conditions</li> <li>ii. 19/08261/FUL 31 Spin Hill, Market Lavington. SN10 4NS. Construct a single storey timber stable block on a concrete base, and a manure clamp on an existing concrete pad. Change of use to mixed agriculture and equestrian – Approve with conditions</li> <li>iii. 19/08585/TCA St Mary of the Assumption Church, Church Street, Market Lavington. SN10 4DU. Work to trees in a Conservation Area – No objection</li> </ul> <p>e) Terms of Reference for Planning Committee, and reference to Planning Committee in Parish Council Standing Orders – The Clerk noted that following on from a recent training event attended, and further advice obtained from WALC, it was recognised that it would be prudent to formally record the process undertaken by the Parish Council when dealing with any Planning Applications received. It was therefore necessary to make amendments to the 'Terms of Reference' for the Planning Committee, as well as paragraphs 4e, 4f (new), 15xiv and xv (deleted) of the Parish Council's Standing Orders. Members reviewed the amended documents, and it was then proposed by Cllr Osborn, seconded by Cllr Davis and resolved to approve the revised documents.</p>
19/20-196	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for October 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 November 2019 as per schedule – proposed Cllr Davis, seconded Cllr Earley.</p> <p>c) Electricity Provision – The Clerk referred to quotes received from the Utility Broker and directly from SSE for renewal of the electricity contracts for the Old School and Elisha Field Pavilion. Following a full discussion it was proposed by Cllr Turner-Scott, seconded by Cllr Earley and resolved to remain with SSE and contact them directly requesting that they consider matching the best price obtained by the Utility Broker – <b>ACTIONS</b> – Clerk to contact SSE accordingly.</p>
19/20-197	<p><b>General Parish Matters</b></p> <p>Reference was made to the foreign car still parked in the top Community Hall car-park – <b>ACTIONS</b> - Cllr Osborn to make further enquiries. Cllr Gordon noted that there was a large</p>

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	amount of glass bottles ending up in the Parish Council bins, and the refuse collectors had questioned why these were not being recycled – <b>ACTIONS</b> – Clerk to liaise with Handyman to determine which were the worst bins, and discuss possible ways of collecting the bottles separately. It was noted that the Green bin located at the end of the Muddle had disappeared – <b>ACTIONS</b> – Clerk to contact Wiltshire Council to arrange a replacement.
19/20-198	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 9.17pm.
19/20-199	<b>Dates of next Meetings</b> Highways, Recreation, Amenity & Footpaths (HRAF) Committee meeting – Tuesday 26th November 2019 at 7.15pm. Management & finance Committee meeting – Tuesday 3 <sup>rd</sup> December 2019 at 7.15pm. Parish Council meeting – Tuesday 17th December 2019 at 7.15pm.
19/20-200	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.18pm.

## Appendix

Balance at Lloyds Bank 31.10.19	51,363.24	Current, and instant access Account
Less outstanding cheques – total	70.00	
	<b>51,293.24</b>	

Balance b/fwd	71,686.42
Add receipts	2,323.73
Less payments	22,716.91
Balance c/fwd	<b>51,293.24</b>

Receipts received in October			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest	110	1.47	
Inv. 19/29 Hire of Old School	140	128.00	
Inv. 19/30 Hire of Old School	140	88.00	
Inv. 19/24 Hire of Old School	140	24.00	
Inv. 18/68 19/17,31,35 Hire of Old School	140	432.00	
Inv. 19/26 Hire of Old School	140	160.00	
Inv. 19/34 Hire of Old School	140	18.00	
WW1 Commemorative Group – Donation towards upkeep of toposcope	102	210.00	
HMRC – VAT refund 2 <sup>nd</sup> qtr 19/20	105	830.96	
Inv. 19/25 Hire of Elisha Field	130	371.30	
Inv. 19/22 Hire of Old School	140	60.00	
	<b>TOTAL</b>	<b>2,323.73</b>	

Payments made in October			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Water2Business - Water OSH	350	20.00	DD
Water2Business - Water E/F Pavilion	370	13.50	DD
Southern Electric – Electric OSH	350	77.00	DD
1&1Internet Ltd – OS website hosting and annual domain renewal	350	25.31	DD
XLN Telecom – Broadband provision Old School	350	42.54	DD
Aircontrol Systems – commercial dehumidifier	200	430.00	Card

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Amazon – Humidity meter	200	7.49	Card
PWLB – Loan repayment	390	4,409.17	DD
ICO – Annual renewal fee	300	35.00	DD
Melba Products – litter bin for village green	360	183.66	Card
Cleaner OSH wages	330	107.50	BP1
Handyman contractor - £200 + bags £9.95 + petrol £8.20	320	238.15	BP2
Clerk wages	310	799.37	BP3
PKF Littlejohn – External audit fee	300	960.00	BP4
WALC – 2X Chairman's training	300	156.00	BP5
Snape – Retention amount from Old School restoration project	250/200	11,792.76	BP6
Cannings Estates – Retention amount from Old School restoration project	200	1,006.46	BP7
West Lavington Youth Club – Friday night staffing £660 + 3 <sup>rd</sup> qtr S137 grant donation	395/380	1,410.00	BP8
M Goddard – 7 of 7 instalments for Footpath/amenity land contract £465 + repairs to kissing gate £288	360	753.00	BP9
Earl Haig Fund – Remembrance Day wreath S137 grant donation	380	70.00	3023
Link Good Neighbour Scheme - S137 grant donation	380	90.00	3024
Wiltshire Search & Rescue - S137 grant donation	380	90.00	3025
	<b>TOTAL</b>	<b>22,716.91</b>	

<b>Payments to be paid in November</b>			
<b>Details</b>	<b>Cost Centre</b>	<b>Amount</b>	<b>Ref</b>
Cleaner OSH wages	330	86.00	BP1
Handyman contractor	320	275.00	BP2
Clerk wages	310	799.37	BP3
D C Mortimer – replace front OS security light	350	148.80	BP4
Idverde – 2 <sup>nd</sup> half of grass cutting contract for Elisha Field	370	518.40	BP5
<b>SUB-TOTAL</b>		<b>1,827.57</b>	
G T Partners Ltd – Acoustic Panels OS (payment made 14/11/19) *	200/350	2,308.00	BP
<b>TOTAL</b>		<b>4,135.57</b>	

\* Payment was required when the order was placed due to the bespoke nature of the product. Payment already approved by the Old School committee, and subsequently authorised by the Committee Chairman before payment actually made.