

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 **Highways, Recreation, Amenity and Footpaths (HRAF) Committee Meeting**
Of the Parish Council
Held on Tuesday 26th November 2019
At 7.15pm in the Old School, Market Lavington

Councillors Present: Cllr Steele (Chairman), Cllr Davis, Cllr Gordon (arrived at 7.25pm), Cllr Osborn and Cllr White.

In attendance: Carol Hackett (Parish Clerk).

	AGENDA ITEM
19/20-208	Apologies for Absence Cllr Stevens had sent apologies due to personal commitments, which were accepted.
19/20-209	Declarations of Interest and Dispensations to Participate There were none.
19/20-210	Minutes of Council Committee meeting The minutes of the HRAF committee meeting held on the 9 th July 2019, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr White).
19/20-211	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.17pm.
19/20-212	Update on actions agreed at last meeting <ul style="list-style-type: none">a) Renewal of lease for strip of land adjacent to stream in Canada Woods – The Clerk reported that the lease had been signed by both parties and returned to the Parish Council Solicitor in October.b) Pro-forma template for completion by Handyman Contractor – Cllr Davis reported that he had not yet completed the template – ACTIONS – Cllr Davis to forward template directly to Clerk for review when completed.c) Light bollard in top Community Hall Car-park – Cllr Osborn detailed his proposal for securing the bollard back in position, which he would action shortly.d) Repairs to wooden retaining wall in top Community Hall car-park – Cllr Davis reported that he had recently sent the specification details to the Clerk ready for circulation to local contractors – ACTIONS – Clerk to obtain quotes for consideration at next committee meeting.e) Pavilion Fire Risk assessment and PATS tests – Cllr Davis reported that he hoped to carry out both the above jobs in the next few weeks.
19/20-213	Area Board CATG Meeting 5/11/19 – Note actions taken and consider any matters further as necessary <ul style="list-style-type: none">a) Issue 6688: Additional bollard(s) outside 60 – 64 High Street – Two bollards purchased by Parish Council and given to Wiltshire Council for installation at agreed positions – Noted.b) Issue 5909: Village Gateways – Two 'Gateways' to be installed initially (The Spring and High Street Easterton end) part-funded by CATG. Suggested positions forwarded to Wiltshire Council to inspect for safety, and develop design and costs – Noted.c) Provision of Street Light on Footpath MLAV50 between Community Hall and in front of Old School – Funding received from CATG, Parish Council to progress with installation – The Clerk provided details of the two quotes received for supply and installation of the lighting column. It was proposed by Cllr Davis, seconded by Cllr White and resolved to approve the quote from Atkins of £465.91 plus approx. £15 extra cost for a different photocell required for 'part night' operation i.e. light off between midnight and 5.30am. Reference was

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	<p>also made to the additional comments made by the Atkins lighting Consultant with regards to some of the elements of the quote provided by SSE –</p> <p>ACTIONS – Cllr Davis to liaise with SSE regarding the matters questioned in their quote, and organise date for the site visit to agree exact positioning of light. Clerk to then respond to Atkins confirming approval of the quote and requesting ‘part night’ operation.</p> <p>d) Issue 6736: Ledge Hill/Broadway request for speed limit reduction –</p> <ul style="list-style-type: none">➤ Parish Council to formally request traffic survey be undertaken by Wiltshire Council – Following a full discussion members agreed the positioning for two traffic surveys to be carried out (one in the 40mph limit and the other within the 60mph limit) – ACTIONS – Clerk to submit requests to Wiltshire Council.➤ Review ‘Annexe 13’ criteria and findings – Cllr Davis noted that the criteria currently available to him was out-of-date and he was waiting for the Area Board Community Engagement Manager to provide information for accessing the new version – ACTIONS – Cllr Davis to present his findings to the main Parish Council meeting, and then prepare a proposal to present to the next CATG meeting. Proposal to also include request for new road signage (‘pedestrians in road’ and ‘T’ junction sign)➤ Discuss further the proposal for a new ‘permissive path’ – Following a full discussion, it was recognised that agreement would need to be obtained from a number of different landowners in order to pursue this proposal. In addition to this, it was anticipated that from Spring next year the existing footpath (MLAV9) on the other side of the road was likely to be used on a more regularly basis, and would therefore become easier to negotiate. Taking both these factors into account, it was therefore agreed to shelve the proposal for a new ‘permissive path’ for the time being, and encourage use of the existing footpath by putting up signs diverting pedestrians to use MLAV9. <p>e) B3098 traffic congestion through the village – Parish Council request for a full assessment – Parish Council to provide a more detailed proposal for creating ‘narrow points’ at each end of the village, with priority rights of way, to be discussed and prioritised at next CATG meeting – ACTIONS – Cllrs Davis and Gordon to prepare proposal.</p> <p>f) Blackdog Crossroads – Short term alleviation to work with landowner to cut back vegetation to improve sight lines, and review effect. An assessment would be considered subject to funding – Noted.</p>
19/20-214	<p>Elisha Field and Pavilion matters</p> <p>a) Consider quote received from Proludic to replace damaged climbing board in Play Area – Following a full discussion it was agreed to remove the damaged climbing board and consider replacing with something better suited for the grass bank i.e. climbing ropes – ACTIONS – Clerk to instruct Handyman to remove damaged piece of equipment and remove graffiti and other debris from all play equipment as required. Cllr Osborn offered to help with removal of climbing board.</p> <p>b) Review condition of the boundary fence – Members reviewed photographs of the boundary fence and agreed that there were several sections which needed repairing, and that five additional hours could initially be allocated to the Handyman to start this work – ACTIONS – Clerk to instruct Handyman to make repairs to fence and cut back any saplings and overhanging branches which were too close to the fence.</p> <p>c) Review hiring charges for next financial year – Following a full discussion it was proposed by Cllr Davis seconded by Cllr Gordon and resolved to increase the one-off hiring charge by approximately 3.5% from £6.30 to £6.40 per hour with effect 1/4/20. For Worton & Cheverell Youth Football Club this would be an increase from £742 to £768 for the 2020/21 season – ACTIONS – Clerk to advise Football Club accordingly.</p>

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19/20-215	<p>Highways and footpath matters</p> <p>a) Consider requirement for additional grit bin on Northbrook to replace damaged one – Following a full discussion it was proposed by Cllr White, seconded by Cllr Steele and resolved to approve purchase of a 400lt replacement grit bin – ACTIONS – Clerk to arrange purchase, Cllr Davis to dig out existing space to ensure big enough for new bin.</p>
19/20-216	<p>External contracts</p> <p>a) Footpath/Amenity land contract - Consider quote received from current contractor for next financial year (1st time contract rolled over since full tendering process last year) - Following a full discussion it was proposed by Cllr Steele, seconded by Cllr Davis and resolved to approve the quote from Mark Goddard & Sons Landscaping for £2,820 + VAT for the footpaths and amenity land (an increase of £48 from 2019/20) (plus an additional cost of £70 + VAT to cut the top of the hedges around the car-park of the Elisha Field twice during the growing season) – ACTIONS – Clerk to advise contractor accordingly.</p> <p>b) Elisha Field grass cutting contract - Consider quotes received for next financial year (5th year since last full tendering process) – The Clerk noted that three contractors had been invited to quote for the work. Two responses had been received, details of which were provided to members. Following a full discussion it was proposed by Cllr Davis, seconded by Cllr Steele and resolved to approve the quote from Idverde for £885.60 + VAT (an increase of £21.60 from 2019/20) - ACTIONS – Clerk to advise contractor accordingly.</p> <p>c) Handyman Contractor – Review existing specification for contract and consider if any revision in current provision, or re-tendering, is required – It was proposed by Cllr Davis, seconded by Cllr Gordon and resolved to continue with the existing specification and hours for the Handyman Contractor (5 hrs per week at £11 per hour) - ACTIONS – Clerk to advise contractor accordingly.</p>
19/20-217	<p>Highways, Recreation, Amenity & footpaths Budget</p> <p>a) Review spending for this financial year and consider draft budget and business plan for next financial year - The Clerk referred to the document circulated to members prior to the meeting, which detailed the actual income and expenditure for the HRAF committee for 2018/19, and the figures for 2019/20 as at 30/11/19, comparing them against the budgeted figures.</p> <p>Reference was made to the outstanding jobs and projects planned for the current financial year:</p> <ol style="list-style-type: none"> I. Contribution towards 2 Village Gateways II. Repairs to wooden retaining wall in top Community Hall car-park III. Speed Indicator device IV. Possibility of extensive tree works in Canada woods (Phytophthora infestation) <p>f) Consider draft budget and business plan for next financial year - Working through the document, members considered the suggested budget figures for 2020/21 as proposed by the Clerk. Members recognised that in order to purchase additional equipment, and be in a position to contribute financially to any highway safety improvements as was often the requirement from Wiltshire Council, it would be necessary to increase the proposed expenditure figure further. Following further discussion, it was therefore agreed to add an additional £2,000 to the 'equipment purchase' budget, £1,000 to the 'repairs / general maintenance' budget and £1,000 to the 'tree works' budget. It was proposed by Cllr Gordon seconded by Cllr Davis and resolved to present the draft budget, amended as detailed above, to the Management & Finance Committee for their consideration (Total budgeted income 2020/21 £818, total budgeted expenditure £20,076.60. Overall budget requirement £19,258.60 (£6,091.35 more than 2019/20).</p>

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	Business Plan: On-going commitment to maintain the amenity areas, recreation facilities and footpaths in the Village, and respond as appropriate, to requests for improvements to highway related safety matters.
19/20-218	Other HRAF Committee business Cllr Davis referred to heated verbal incident between two dog owners at the Elisha Field. It was noted that agreement for the wording of the new signage would be discussed further at the December Parish Council meeting. Following on from discussions at the November Parish Council meeting, the Clerk noted that she had received one quote for clearing the leaves from the pavement on Drove Lane and Lavington Lane, with another quote yet to be received. It was proposed by Cllr Davis, seconded by Cllr Steele and resolved to delegate to the Clerk the responsibility of accepting and actioning whichever of the two quotes was the cheapest, with details to then be provided at the December Parish Council meeting.
19/20-219	Date of next Meeting To be arranged.
19/20-220	Closure of meeting There being no further business the meeting was closed at 8.58pm