

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 17th December 2019 At 7.15pm in the Old School, Church Street, Market Lavington

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Gordon, Cllr Davis, Cllr Padfield, Cllr Steele, Cllr White and Cllr Stevens.

In attendance: 1 member of the public (left at 7.23pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
19/20-231	Apologies for Absence Cllr Turner-Scott had sent apologies due to personal commitments, which were accepted. Absent Cllr Earley.
19/20-232	Declarations of Interest and Dispensations to Participate. a) Cllr Osborn declared a pecuniary interest in agenda/minute number 19/20-236c3 (Chairman's allowance included as part of 2020/21 budget). b) There were none.
19/20-233	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.16pm and resumed at 7.23pm.
19/20-234	Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. The monthly report would be circulated by the Clerk when received.
19/20-235	Wiltshire Councillor Report Cllr Gamble had given his apologies prior to the meeting, and provided a brief report which was read to Councillors.
19/20-236	Minutes of Council meetings a) Meeting of the Parish Council on 19 th November 2019. The minutes of the meeting, having been previously circulated to Councillors, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Gordon). b) Meeting of the Highways, Recreation, Amenity & Footpaths Committee held on 26 th November 2019. The draft minutes were noted, no questions asked, and the following matters arising from the minutes were considered further: i. CATG issue 6736: Ledge Hill/Broadway request for speed limit reduction – 'Annexe 13' criteria – Cllr Davis noted that he had yet to receive the updated criteria from the Area Board Manager, however provided the criteria hadn't changed significantly, it was likely that there could be a strong argument for a reduction in the speed limit – ACTIONS – Cllr Davis to follow-up and finalise findings. ii. Clearing of leaves on Drove Lane and Lavington Lane – The Clerk reported that following receipt of the second quote, Mark Goddard & Sons had been instructed to carry out the work, as agreed at the HRAF committee meeting. Following further discussion, it was proposed by Cllr Steele, seconded by Cllr Stevens, and resolved to instruct Mark Goddard to carry out one more clearing of the leaves as soon as possible, and include provision for three separate leaf clearings within the 2020/21 'footpath / Amenity land' contract – ACTIONS – Clerk to instruct contractor accordingly. c) Meeting of the Management & Finance committee held on the 3 rd December 2019- The draft minutes were noted and no questions asked. The following updates were provided and recommendations then considered: 1. Specific Parish Council website / individual Parish Councillor Emails (Updates: Upgrade to unlimited email addresses for an extra £5 per month. TEEC able to migrate information from Old School website as well, at no extra cost). It was proposed by Cllr Padfield, seconded by Cllr Osborn and resolved:

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	<p>➤ To approve use of the website template provided by TEEC Ltd, and enter into a contract with them to provide the migration service, approx. £300, and annual support package, approx. £10 per month plus extra £5 per month for unlimited email addresses (migration service will transfer existing updated Parish Council information from the Village website to the new website, uploading any additional information as required. Will also migrate information from the existing Old School website at no extra cost).</p> <p>➤ To approve application for use of the 'gov.uk' domain name To approve use of the domain name www.marketlavington.gov.uk and individual Councillor emails i.e. colin.osborn@marketlavington.gov.uk</p> <p>2. Accounting package for Parish Council Accounts: It was proposed by Cllr Osborn, seconded by Cllr Myhill and resolved:</p> <p>➤ To approve purchase of the Rialtas Alpha accounting package for use at the start of the next financial year 1/4/20 (purchase of accounting package, initial set up at premises and training £520 plus mileage. Ongoing annual support and maintenance Single User Licence £124 per annum).</p> <p>3. 2020/21 Parish Council budget: It was proposed by Cllr Davis, seconded by Cllr Padfield and resolved:</p> <p>➤ To approve in principle, the proposed draft budget for 2020/21 as amended at the M&F committee meeting – Total payments £67,888 Total receipts £67,886.50 – final approval deferred until January Parish Council meeting.</p> <p>➤ To approve in principle, the precept requirement for 2020/21 of £64,030. £64,030 divided by 765.86 (tax base) = £83.61 band 'D' charge (an increase of £10.27 / 14% from 2019/20) – final approval deferred until January Parish Council meeting.</p> <p>➤ To approve an increase in the OSH Cleaner's hourly rate from £8.60 to £8.90 (3% / 30p per hour increase).</p>
19/20-237	<p>Chairman's Report The Chairman briefed members on the activities he had undertaken during the last month. Reference was then made to the 'Receipts and payments' summary document for the 2020 Vintage Meet circulated to Councillors prior to the meeting. Details of the 'Chairman's Charity Account' bank account balance, and unrepresented items were provided, and consideration given to the options available for the annual examination of the accounts (year end 31/12/19). It was agreed to approach a local retired accountant in the first instance, and then if necessary, the internal auditor used to audit the Parish Council accounts depending on the response received – ACTIONS – Cllr Gordon to contact local contact and advise Clerk of response.</p>
19/20-238	<p>Market Lavington Neighbourhood Plan The Clerk reported that the independent Examiner was due to start her examination of the Plan in early January.</p>
19/20-239	<p>Community Hall Trust Report Cllr Padfield noted that the Trust had not met since the last Parish Council meeting.</p>
19/20-240	<p>Updates from recent events</p> <p>a) First Aid Training session Saturday 23rd November – The Clerk reported that four people had attended the recent training session. Councillors recognised that it was disappointing that more people had not benefited from the training, but considered that the event had been advertised as widely as possible.</p> <p>b) Community Minded Person, and Young Person of the year awards – The Chairman briefed members about the presentation event.</p>
19/20-241	<p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported –</p>

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	<ul style="list-style-type: none"> i. Lighting on path leading to Community Hall – Cllr Davis reported that he was still waiting to hear back from SSE with a response to questions raised by Wiltshire Council regarding their original quote specification, and to agree a date for the siting board meeting. ii. Any other matters – there were none. b) New matters reported for action – <i>Footpath / Amenity Land contractor</i> – FP27 (Reeds old yard up to ridge) overgrown / tarmac FP14 (top Northbrook to corner of school needs widening to full width, and other end of footpath onto Drove Lane needs cutting back as well – ACTIONS – Clerk to contact contractor. c) Pavement assessment to identify areas in most need of drop-kerbs – Cllr Davis noted that he hoped to carry this out over the Christmas holiday period. d) New sign for Elisha Field – Councillors considered the different options provided by the Clerk and agreed on the final wording for the new sign.
19/20-242	<p>Market Lavington Vintage Meet 2020 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. The application for registration with NTET (National Traction Engine Trust) had now been made and paid arranged, and the quote for the flyers etc. had been received and would be going to print shortly.</p>
19/20-243	<p>Correspondence Received There were none.</p>
19/20-244	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) The following planning applications received which had been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> i. 19/08155/FUL – Amended plans – Glydene, 8 Fiddington Hill, Market Lavington. SN10 4BU. Construction of one detached house with associated siteworks with access from The Paddock – Objection. ii. 19/10474/FUL 52 The Spring, Market Lavington. SN10 4EB. Second floor extension over existing loft conversion. Front porch extension. Balcony to rear bedroom. Dropped kerb to front of property – No Objections. b) Receipt of the following planning application received which had not been considered at a Planning Committee meeting was noted: <ul style="list-style-type: none"> i. 19/10191/FUL Sandfield House, Drove Lane, Market Lavington. SN10 4NT. Change of use and alterations to existing building to provide a dwelling – No objections 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>). d) The following recent planning application decisions made by Wiltshire Council were noted: <ul style="list-style-type: none"> i. 19/09632/TPO 5 Shires Close, Market Lavington. SN10 4FB. Willow tree – pollard to previous cuts at 5m – Approve with conditions ii. 19/09710/FUL 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 – Approve with conditions iii. 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 – Approve with conditions
19/20-245	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for November 2019 (including any card payments made), bank reconciliation and budget position for financial year-to-date (see appendix at end of minutes). b) It was resolved to approve the payment of 'cheques / on-line Payments' for December 2019 as per schedule – proposed Cllr White, seconded Cllr Padfield. c) Councillors considered the two requests received for Grant Funding in the 3rd

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	<p>quarter of 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). It was proposed by Cllr Padfield seconded by Cllr Steele and resolved to approve the following payments: HELP Counselling Services £62.50 and Victim Support £62.50 – ACTIONS – Clerk to organise payments at next Parish Council meeting.</p> <p>d) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Padfield confirmed that he had carried out the quarterly check of the accounts as at 31/10/19, and all appeared to be in order.</p> <p>e) Broadwell –</p> <p>i. Stream area: Request from ‘Friends of Broadwell’ to reinstate stepping stones in stream – The Clerk referred to the response received from Wiltshire Council Conservation Officer, which confirmed that the proposal was unlikely to impact on the special interest of the listed building and therefore would not require Listed Building Consent. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Steele, and resolved to approve expenditure for purchase of the stones as per the quote provided by the ‘Friends of Broadwell’ – ACTIONS – Clerk to advise ‘Friends of Broadwell’ accordingly, and advise Parish Council insurers about this additional risk. It was recognised that as the land-owner, the on-going maintenance of the stones would be the responsibility of the Parish Council. With this in mind, it was agreed to add this to the list of jobs carried out by the Handyman Contractor.</p> <p>ii. Play Area: Councillors reviewed the initial quote received from ‘Friends of Broadwell’ for a complete upgrade of the site, and welcomed the Group’s offer to embark on a fundraising campaign to help fund the project. It was recognised in view of the large sum of money involved, it would be necessary to obtain additional quotes for the work, and possibly pare-down the design, or complete it in stages as funds permitted. The Clerk then provided details of the ‘Pocket Parks Government Grant’ which had recently been circulated to Councillors, noting that the ‘Friends of Broadwell’ were interested in an application being made. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Padfield and resolved to allocate £2,500 from Parish Council funds, as part of the matched-funding required for the grant application – ACTIONS – Clerk to advise ‘Friends of Broadwell’ accordingly, and help with completion of the application, before finally submitting it on behalf of both parties.</p>
19/20-246	<p>General Parish Matters</p> <p>Reference was made to the allotment land on the Clays and possible intentions of the land owner. Following a full discussion, it was agreed to informally approach the landowner to enquire about their intentions, and then report back – ACTIONS – Cllrs Stevens and Davis to speak with landowner when the opportunity arose.</p>
19/20-247	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 8.46pm.</p>
19/20-248	<p>Date of next Meeting</p> <p>Parish Council meeting – Tuesday 21st January 2020 at 7.15pm.</p>
19/20-249	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 8.47pm.</p>

Appendix

Balance at Lloyds Bank 30.11.19	46,192.17	Current, and instant access Account
Less outstanding cheques – total	70.00	
	46,122.17	

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Balance b/fwd	51,293.24
Add receipts	237.03
Less payments	5,408.10
Balance c/fwd	46,122.17

Receipts received in November			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest	110	1.53	
Inv. 19/36 Hire of Old School	140	67.50	
Inv. 19/27 Hire of Old School	140	72.00	
Inv. 19/32 Hire of Old School	140	96.00	
	TOTAL	237.03	

Payments made in November			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Water2Business - Water OSH	350	20.00	DD
Water2Business - Water E/F Pavilion	370	13.00	DD
Southern Electric – Electric OSH	350	77.00	DD
1&1Internet Ltd – OS website hosting and annual domain renewal	350	5.99	DD
XLN Telecom – Broadband provision Old School	350	42.54	DD
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 nd half of grass cutting contract for Elisha Field	370	518.40	BP5
G T Partners Ltd – Acoustic Panels OS (payment made 14/11/19) *	200/350	2,308.00	BP
D C Mortimer – replace side OS security light (payment made 29/11/19) **	350	114.00	BP
Temporary loan to Chairman's Charity account for Vintage Meet	378	1000.00	transfer
	TOTAL	5,408.10	

* 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.

** Payment was required within 7 days of invoice, authorised by the Committee Chairman before payment actually made.

Payments to be paid in December			
Details	Cost Centre	Amount	Ref
Cleaner OSH wages	330	86.00	BP1
Handyman contractor	320	220.00	BP2
Clerk wages *	310	947.37	BP3
SLCC Annual subscription	300	140.00	BP4
CP Fire Consultants Ltd – Fire Risk Assessment Old School	350	238.80	BP5
Proludic – Parts to repair Hip Hop rotating seesaw	360	320.36	BP6
HMRC – 3 rd qtr NI Contributions	310	70.68	BP7
TOTAL		2,023.21	

* Clerk wages £799.37 + Clerk 6 month 'home working' allowance £108.00 + Reimburse cost of microwave for OS £35.00 + Reimburse cost of parking for Flood Warden Training £5.00 = TOTAL £947.37