

# 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 21st January 2020 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 White, Cllr Earley and Cllr Turner-Scott.

**In attendance:** Wiltshire Cllr Richard Gamble (left at 8.06pm) and Carol Hackett (Parish Clerk).

|           | <b>AGENDA ITEM</b>  |
|-----------|---|
| 19/20-250 | <b>Apologies for Absence</b><br>Cllr Steele and Cllr Stevens had sent apologies due to personal commitments, which were accepted.   |
| 19/20-251 | <b>Declarations of Interest and Dispensations to Participate.</b><br>a) Cllr Osborn declared a pecuniary interest in agenda/minute number 19/20-263b as one of the payments due for approval was payable to him (Reimburse Expense). He took no part in the voting for this item.<br>b) There were none.  |
| 19/20-252 | <b>Adjournment for Public Discussion (maximum of 5 minutes)</b><br>The meeting was adjourned and resumed at 7.16pm.   |
| 19/20-253 | <b>Police Report</b><br>Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 2nd of January which had been circulated to Councillors.   |
| 19/20-254 | <b>Wiltshire Councillor Report</b><br>Cllr Gamble referred to Blackdog crossroads, noting that there appeared to be no appreciation at corporate level at Wiltshire Council, that the junction was dangerous. He noted that there had been two fairly serious incidents recently, and that he had contacted the Assistant Police Commissioner to check their records. It was hoped, that with additional local knowledge, a case could be built up to demonstrate any pattern as to why the accidents are occurring, as the available crash data does not currently support the need for improvements at the junction. He then briefed members on a recent Community Speedwatch meeting that he had attended at Great Cheverell.  |
| 19/20-255 | <b>Minutes of Council meetings</b><br>Meeting of the Parish Council on 17 <sup>th</sup> December 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 Myhill – Cllr Earley abstained as she was not present at that meeting).   |
| 19/20-256 | <b>Chairman and Councillor Report</b><br>a) The Chairman reported that he had switched off the Christmas lights, and taken down the extension cable. It had been evident that there was a fault with some of the lights and there was water in the sockets, which he would investigate and resolve. He had repaired the low-level light bollard in the upper Community Hall car-park, and attended two useful meetings – 1) Devizes Area board, which included information regarding changes to waste collections and recycling, which were likely to be implemented in the Spring. 2) Wiltshire Council, future working and philosophy (notes from the meeting had been circulated to members).<br>b) Meeting 17/1/20 Westdown Camp – Cllr Gordon reported that 15,000 ash trees on Salisbury Plain had already been identified as suffering with ash die-back, and would be felled as part of a 5-year project. The Forestry Commission had estimated that the figure could be as high as 30,000 affected trees. The A345 will be closed to carry out some of the work, at night at first, but could be during the day as well, if required. British species trees will be planted to replace those felled. |
| 19/20-257 | <b>Market Lavington Neighbourhood Plan</b><br>The Clerk reported that the independent Examiner was still carrying out her examination of the  |

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|           |   |
|-----------|---|
|           | Plan, which started in early January.   |
| 19/20-258 | <p><b>Community Hall Trust Report</b></p> <p>Cllr Padfield provided a brief financial overview, noting that the pricing of hiring charges had been simplified. The Clerk referred to the response received from the Parish Council's Solicitor regarding the suggested amendments to the lease, which it was agreed would be discussed further with the Community Hall Trust at the next Joint Liaison Committee meeting (JLC) in April.</p>  |
| 19/20-259 | <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 a site visit had been arranged for Wednesday 22<sup>nd</sup> January with representatives from SSE and Atkins.</li> <li>ii. Pavement assessment to identify areas in most need of drop-kerbs – Cllr Davis requested that this item be deferred until March.</li> <li>iii. CATG issue 6736 Ledge Hill / Broadway speed limit – request for speed limit reduction 'Annexe 13' criteria – Cllr Davis noted that he now had access to the up-to-date Circular 1 (13) criteria, and would circulate the information and proposal to members prior to his presentation at the CATG meeting in February.</li> <li>iv. Any other matters – there were none.</li> </ol> <p>b) New matters reported for action – <i>Wiltshire Council / Parish Steward</i> – large potholes down from Lavington School / 'right-hand bend' sign at Broadway had been pushed down and turned around - <b>ACTIONS</b> – Cllr Davis to report.</p> <p>c) Speed Indicator Device – Cllr Myhill referred to the information circulated to councillors with the agenda papers, which included information, specifications and prices from three suppliers. Following a full discussion, it was recognised that it was important to actively try and deal with the issue of speeding through the village, in a practical way. Funds had already been earmarked within the Parish Council budget for a SID, so with this in mind, it was proposed by Cllr Myhill, seconded by Cllr White and resolved to opt for the solar-powered Evolis Radar Speed sign. It was suggested that three suitable locations be identified, where poles could be erected. Each pole would be fitted with a solar-power unit, with one SID device being purchased, which would then be rotated between the three locations – <b>ACTIONS</b> – Cllr Myhill to obtain a quote for the additional equipment required to service the three locations, for consideration at next meeting. Clerk to make enquiries with Wiltshire Council regarding permissions, and land ownership details with Land Registry.</p> |
| 19/20-260 | <p><b>Market Lavington Vintage Meet 2020</b></p> <p>Cllr Myhill reported that 71 entries had registered for next year's event, and over £600 of trade bookings had been received. All the catering and facilities were booked, and flyers and posters printed.</p>  |
| 19/20-261 | <p><b>Correspondence Received</b></p> <p>There were none.</p>   |
| 19/20-262 | <p><b>Planning applications and decisions</b></p> <p>a) There were no planning applications received which had been considered at a Planning Committee meeting.</p> <p>b) Receipt of the following planning application received which had not been considered at a Planning Committee meeting was noted:</p> <ol style="list-style-type: none"> <li>i. 19/11558/FUL 16 Park Road, Market Lavington. SN10 4ED. Erection of single storey conservatory at the rear side of the property – No objections.</li> </ol> <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 decision made by Wiltshire Council was noted:</p> <ol style="list-style-type: none"> <li>i. 19/04438/LBC 10 High Street, Market Lavington. SN10 4AF. New rear bi fold doors, roof light and minor internal alterations – Approve with conditions.</li> </ol>   |

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|-----------|--|
| 19/20-263 | <p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for December 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 January 2020 as per schedule (including any payments made in-between meetings) – proposed Cllr Davis, seconded Cllr Padfield (Cllr Osborn abstained). (see appendix at end of minutes).</p> <p>c) Parish Council budget and precept 2020/2021</p> <p>i. 2020/21 Parish Council budget: It was proposed by Cllr Davis, seconded by Cllr Padfield and resolved to approve the budget for 2020/21 - Total payments £67,888 Total receipts £67,886.50.</p> <p>ii. Precept requirement for 2020/21: It was proposed by Cllr Davis, seconded by Cllr Padfield and resolved to approve the precept 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).</p> <p>d) Parish Council Rialtas accounting package – The Clerk reported that in order to start use of the software from the start of the 2020/21 financial year, it was necessary for the Parish Council to have completed its year end. An installation date had therefore been arranged for early June, during which time the April and May accounting transactions would be input as part of the training.</p> <p>e) Parish Council website – The Clerk reported that the preferred domain name <a href="http://www.marketlavington.gov.uk">www.marketlavington.gov.uk</a> had not been acceptable, and the alternative name <a href="http://www.marketlavingtonparishcouncil.gov.uk">www.marketlavingtonparishcouncil.gov.uk</a> as agreed by email vote had now been registered. There had been a requirement to use an approved Registrar to submit the domain name registration, which had been chosen by the Clerk from the approved Government list, and review of charges payable (registrar appointed Cloud Next Ltd £90 + VAT). It was noted that this registration would need to be renewed in two years' time, and the registrar would contact the Parish Council prior to renewal to make the necessary arrangements.</p> |
| 19/20-264 | <p><b>General Parish Matters</b></p> <p>It was noted that water from 33 Church Street was being pumped out directly onto the pavement. Reference was made to recent invitations to participate in the 'Best Kept Village' competition, and 'Great British Spring Clean' event. Following a brief discussion, it was agreed to participate in the Spring Clean event again this year – Date and arrangements to be considered further at the next meeting.</p>  |
| 19/20-265 | <p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.39pm.</p>   |
| 19/20-266 | <p><b>Date of next Meeting</b></p> <p>Parish Council meeting – Tuesday 18th February 2020 at 7.15pm.</p>   |
| 19/20-267 | <p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.40pm.</p>  |

## Appendix

|                                  |                  |                                     |
|----------------------------------|------------------|-------------------------------------|
| Balance at Lloyds Bank 31.12.19  | 43,801.87        | Current, and instant access Account |
| Less outstanding cheques – total | 70.00            |                                     |
|                                  | <b>43,731.87</b> |                                     |

|               |                  |
|---------------|------------------|
| Balance b/fwd | 46,122.17        |
| Add receipts  | 33.30            |
| Less payments | 2,423.60         |
| Balance c/fwd | <b>43,731.87</b> |

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| Receipts received in December |              |                       |     |
|-------------------------------|--------------|-----------------------|-----|
| Details                       | Cost Centre  | Amount (Inc. any VAT) | Ref |
| Lloyds Bank - Interest        | 110          | 1.30                  |     |
| Inv. 19/37 Hire of Old School | 140          | 32.00                 |     |
|                               | <b>TOTAL</b> | <b>33.30</b>          |     |

| Payments made in December                                      |              |                       |      |
|--|--------------|-----------------------|------|
| 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   |
| Southern Electric – Electric E/F Pavilion                      | 370          | 40.50                 | 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   |
| ESE direct – Grit bin for Northbrook                           | 360          | 201.36                | card |
| 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 <sup>rd</sup> qtr NI Contributions                    | 310          | 70.68                 | BP7  |
|  | <b>TOTAL</b> | <b>2,423.60</b>       |      |

\* 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

| Payments to be paid in January  |             |                 |      |
|---|-------------|-----------------|------|
| Details   | Cost Centre | Amount          | Ref  |
| Cleaner OSH wages   | 330         | 107.50          | BP1  |
| Handyman contractor *   | 320         | 315.51          | BP2  |
| Clerk wages **  | 310         | 820.57          | BP3  |
| Colin Osborn – Reimburse expenses   | 300         | 52.00           | BP4  |
| TEEC – 12 months hosting for new Parish Council website   | 300         | 216.00          | BP5  |
| PPL/PRS – music licence Old School  | 350         | 61.80           | BP6  |
| West Lavington Youth Club – 4 <sup>th</sup> qtr S137 grant £750 + invoice for Friday night session staffing 6/9/29 to 20/12/19 £840 | 380 / 395   | 1,590.00        | BP7  |
| Protect Fire Equipment Ltd – Annual fire equipment service – Old School £218.13 + E/F Pavilion £52.07                               | 250 / 370   | 270.20          | BP8  |
| <b>SUB-TOTAL</b>  |             | <b>3,433.58</b> |      |
| Southern Electric – unmetered connection for new light on footpath ***  | 250         | 836.78          | N/A  |
| <b>Cheques for payment</b>  |             |                 |      |
| Help Counselling Services – S137 donation   | 380         | 62.50           | 3026 |
| Victim Support – S137 donation  | 380         | 62.50           | 3027 |
| <b>TOTAL</b>  |             | <b>4,395.36</b> |      |

\* Handyman contractor 5hr pw X 5 weeks £275.00 + Extra 2 hours (cutting back saplings and brambles Elisha Field) £22 + reimburse cost of fuel for strimmer £7.67 + reimburse cost of black bags £10.84 = TOTAL £315.51

\*\* Clerk wages £799.37 + reimburse cost of computer paper X2 £5.70 + reimburse cost of floor cleaner X2 £6.00 + reimburse cost of floor mop and 2 spare heads £9.50 = TOTAL £820.57

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\*\*\* Payment required prior to works being carried out. Amount already approved at PC/HRAF meeting, and approval received from Chairman of HRAF committee to make payment in-between meetings. Payment made 7/1/20. Subsequently advised by Southern Electric that a refund of £190.94 was due, as a new cheaper quote had been issued. Refund will take approximately 4-8 weeks to be processed