

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 18th February 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, and Cllr Earley.

In attendance: Wiltshire Cllr Richard Gamble (left at 7.35pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
19/20-268	Apologies for Absence Cllr Steele, and Cllr Stevens had sent apologies due to personal commitments, which were accepted. Cllr Turner-Scott had sent apologies due to work commitments, which were accepted.
19/20-269	Declarations of Interest and Dispensations to Participate There were none.
19/20-270	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.16pm.
19/20-271	Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 7th of February which had been circulated to Councillors. The Clerk provided an update regarding the Community Speedwatch Scheme (CSW) – The Operational Risk Assessment for The Spring had now reached its review period, and would need to be re-assessed by the Police and a new Risk Assessment issued, before checks could be carried out at this site. Any metro counts / traffic surveys undertaken more than 12 months ago, were now out of date, therefore due to the time taken to get the scheme up and running, it was now necessary to repeat the survey on Spin Hill. A request had already been submitted to Wiltshire Council for this, and it was hoped that the survey would be carried out, and results known, within the next few months.
19/20-272	Wiltshire Councillor Report Cllr Gamble made reference to the recent Eastern Planning Committee meeting, and subsequent refusal of the planning application for Glyndene. He also noted that the Wiltshire Council budget for 2020/21, and the Housing Allocations document were both coming before full Council next week for approval. A change in the recycling process would be coming into effect from March. The principle topic at the next Area Board meeting on the 16 th of March would be environmental issues, and what work is being done locally. He then made reference to 'Devizes Parkway Station' which was in the very early days of discussion, and 'Blackdog Crossroads', which he noted had recently been given a far higher priority by Wiltshire Council.
19/20-273	Minutes of Council meetings Meeting of the Parish Council on 21st January 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Padfield).
19/20-274	Chairman's Report The Chairman reported that he had helped the volunteers putting the new stepping stones in to the Broadwell, and the Handyman to remove some damaged play equipment from the Elisha Field Play Area.
19/20-275	Market Lavington Neighbourhood Plan The Clerk reported that the independent Examiner had sent a copy of her draft report to the Parish Council and Wiltshire Council for 'fact checking'. Both parties were required to respond by the 21 st of February, after which the examiner would then finalise and issue her report. It was then hoped that any modifications required to the Plan could be undertaken fairly quickly.

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19/20-276	<p>Community Hall Trust Report Cllr Padfield noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
19/20-277	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none"> a) Update on matters previously reported – <ul style="list-style-type: none"> i. Lighting on path leading to Community Hall – Cllr Davis provided an update, after which members discussed the matter further. With some of the information only being received today, it was agreed that the matter would be considered again at the HRAF committee meeting on the 3rd of March, after which a recommendation would be presented to the next full Parish Council meeting. ii. Any other matters – There were none. b) New matters reported for action – <i>Handyman</i> - Large pot-hole at the top of Northbrook, at the edge of the tarmac leading on to the rough area / Brambles over-hanging pavement on Drove Lane / Blocked drains in Elisha Field car-park – ACTIONS – Clerk to liaise with Handyman. c) CATG meeting – Cllr Davis noted that he had been unable to attend the meeting. He then referred to the Department of Transport circular / Wiltshire Council Speed limit strategy, with regards to the speed limit review of Ledge Hill. Based on the criteria detailed in the document, there appeared justification for requesting a reduction in the speed limit to 50mph, and he proposed that a request be made to the CATG for further discussion and their advice. Members approved this proposal – ACTIONS – Cllr Davis to progress. Reference was then made to the matter of the ‘Village Gateways’ which was due to be considered at the CATG meeting. Following a brief discussion, it was agreed to contact both Worton and Urchfont Parish Councils for their views on the effectiveness of the Gateways, before a final decision was made on whether to progress with this initiative – ACTIONS – Clerk to contact Parish Councils. d) Speed Indicator Device – Cllr Myhill referred to the additional information obtained since the last meeting, some of which had been circulated to councillors with the agenda papers. Members reviewed the information, and agreed that the initiative was still worth pursuing further – ACTIONS – Cllr Myhill and the Clerk to continue with their enquiries and prepare report for consideration at next full Parish Council meeting. e) Great British Spring Clean event – It was agreed to hold the event on Saturday 21st of March, from 9.30am to noon (same time as last year’s event) – ACTIONS – Clerk and Cllr Myhill to make arrangements for event. f) BT Kiosk at the junction of Parsonage Lane and Church Street – The Clerk reported that Wiltshire Council’s Conservation department had objected to its removal during the recent BT payphone consultation. The payphone has therefore been cancelled from this removals programme and will remain in service. Members re-affirmed their decision not to request to adopt the kiosk.
19/20-278	<p>Market Lavington Vintage Meet 2020 Cllr Myhill reported that 99 entries had registered for next year’s event, and a good amount of revenue had been received from traders. Everything so far was going to plan. It had been decided to offer the facility to accept card payments for both the entry gates, and Parish Council catering facility. One card reader device had been purchased initially, so on-site checks could be undertaken to ensure the mobile signal was adequate to operate the device effectively.</p>
19/20-279	<p>Parish Council Privacy Notices The Clerk referred to copies of the amended notices circulated to Councillors with the agenda papers. Subject to one minor amendment to the wording in the ‘General Privacy Notice’, it was proposed by Cllr Davis, seconded by Cllr Padfield, and resolved to approve inclusion of reference to CCTV use, in both the ‘General Privacy Notice’ and ‘Staff, Councillor and Role Holder Privacy Notice’ - ACTIONS – Clerk to make necessary amendment.</p>
19/20-280	<p>Correspondence Received</p> <ul style="list-style-type: none"> a) HELP Counselling Services – Letter of thanks for Grant donation – Noted. <p><i>Any other correspondence received before the meeting, but after the agenda has gone to print</i></p>

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	<p><i>will be included in an appendix and discussed/noted at the meeting</i></p> <p>b) West Lavington Parish Council – Update regarding Post Office – The Clerk referred to recent correspondence, which confirmed that the Post Office would be remaining open in Costcutters, with a short 2-3 week closure in-between tenants. It was noted that the Post Office in Market Lavington had recently been put up for sale. Members referred back to previous discussions, when consideration had been given as to whether there might be any other suitable alternative location for the Post Office in the Village, and as before, recognised that this would not be easy to find. One possible option if the buyer of the business did not want to take over the Post Office facility, could be to run a Post Office with a team of volunteers, but again, this could be very difficult to achieve – no further action at this time.</p>
19/20-281	<p>Planning applications and decisions</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 applications received which had not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> i. 20/00398/FUL Freith Bungalow, Lavington Road, Freith. SN10 5RF. Proposed three bay timber framed garage – No Objections ii. 20/00866/TCA 9 New Street, Market Lavington. SN10 4DX. Fell row of Leylandii – No Objections iii. 20/00417/TCA Knapp House, 26 White Street, Market Lavington. SN10 4DP. Work to trees in a conservation area – No Objections iv. 19/12095/FUL 25 Canada Rise, Market Lavington. SN10 4AD Two storey side extension and single storey rear extension – No Objections <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> <ol style="list-style-type: none"> i. 19/100474/FUL 52 The Spring, Market Lavington. SN10 4EB. First floor extension, front porch extension, extension to access, and rear dormer window – Approve with conditions. ii. 19/08155/FUL - Glyndene, 8 Fiddington Hill, Market Lavington, Devizes, SN10 4BU. Construction of one Detached House with Associated Siteworks with Access from The Paddock – Refuse (Committee decision) <p>e) Other Planning matters</p> <ol style="list-style-type: none"> i. Drummer Boy re-development – Building Control questions raised regarding down-pipes on front of building – It was noted that following information received that the newly installed down-pipes had not been fitted exactly as previously installed, the Building Inspector had been advised. He had confirmed that he would liaise with the builders and instruct them to install them correctly (the water now ran directly onto the pavement, rather than down under the pavement, through a pipe and into the drain).
19/20-282	<p>Finance</p> <p>a) Councillors received and approved the financial reports - income and expenditure details for January 2020 (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 February 2020 as per schedule (including any payments made in-between meetings) – proposed Cllr Davis, seconded Cllr Gordon. (see appendix at end of minutes).</p> <p>c) To consider for approval any requests received for Grant Funding in the 4th quarter of 2019/20 – There were no requests received.</p>

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19/20-283	<p>General Parish Matters</p> <p>It was noted that water from 33 Church Street was still being pumped out directly onto the pavement – ACTIONS – Clerk to report matter to Wiltshire Council. Cllr Davis noted that the road at the far end of Tilshead was due to be re-surfaced in April. The Clerk noted that work on the new Parish Council website was due to start at the end of this week, and would be ready to review and offer feedback the following week. It was noted that unfortunately the recent 'Pocket Parks' grant application submitted by the Friends of Broadwell had been unsuccessful. Reference was made to the recent incident at the Elisha Field Pavilion when a tap had been left on in one of the changing rooms.</p>
19/20-284	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.20pm.</p>
19/20-285	<p>Date of next Meeting</p> <p>Parish Council meeting – Tuesday 17th March 2020 at 7.15pm.</p>
19/20-286	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.21pm.</p>

Appendix

Balance at Lloyds Bank 31.1.20	42,506.19	Current, and instant access Account
Less outstanding cheques – total	132.50	
	42,373.69	

Balance b/fwd	43,731.87
Add receipts	3,381.18
Less payments	4,739.36
Balance c/fwd	42,373.69

Receipts received in January			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest	110	1.44	
Inv. 19/33 Hire of Old School	140	24.00	
HMRC – VAT claim repayment	105	3,043.74	
Inv. 19/43 Hire of Old School	140	144.00	
Inv. 19/38 Hire of Old School	140	24.00	
Inv. 19/41 Hire of Old School	140	144.00	
	TOTAL	3,381.18	

Payments made in January			
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 Old School	350	42.54	DD
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

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PPL/PRS – music licence Old School	350	61.80	BP6
West Lavington Youth Club – 4 th 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
Southern Electric – unmetered connection for new light on footpath ***	250	836.78	N/A
Southern Electric – refund electricity metered connection FP light	250	-190.94	Refund
Help Counselling Services – S137 donation	380	62.50	3026
Victim Support – S137 donation	380	62.50	3027
Cloud Next – Gov.uk domain name registrar	300	108.00	Card
Amazon – mouse for CCTV operation	350	9.27	Card
Land Registry – searches	300	6.00	card
TSO Host – Domain name renewal Neighbourhood Plan website	400	13.14	BP
Specialist Aggregates – stepping stones Broadwell	360	240.00	Card
	TOTAL	4,739.36	

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

*** 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 cheque banked 24/1/20

Payments to be paid in February			
Details	Cost Centre	Amount	Ref
Cleaner OSH wages	330	86.00	BP1
Handyman contractor *	320	242.00	BP2
Clerk wages and reimburse expenses**	310/300/370	819.37	BP3
Certas Energy – Oil Old School	350	621.08	BP4
TOTAL		1,768.45	
Payments made in between meetings			
TSO Hosting – Domain name renewal for Neighbourhood Plan website (payment made 27/1/20)	400	13.14	BP

* Handyman contractor 5hr pw X 4 weeks £220.00 + Extra 2 hours (cutting back saplings and brambles Elisha Field) £22 = TOTAL £242

** Clerk wages £799.37 + reimburse cost of Elisha Field Sign £16.00 + reimburse cost of Land Registry enquiry fee £4 = TOTAL £819.37

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