

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: clerk@marketlavingtonparishcouncil.gov.uk

VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

Minutes of the remote Meeting of the Parish Council held on Tuesday 21st April 2020 At 7.15pm by Zoom Teleconferencing facility

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

In attendance: Carol Hackett (Parish Clerk).

	AGENDA ITEM
19/20-333	Apologies for Absence None – all Councillors present.
19/20-334	Declarations of Interest and Dispensations to Participate There were none.
19/20-335	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.17pm.
19/20-336	Monthly Reports – The following updates were noted, any subsequent questions responded to, and matters considered as necessary a) Market Lavington Neighbourhood Plan – Update: Wiltshire Council issued Decision Statement and schedule of Modifications on 31 st of March. The modifications require an additional 'evidence base report' to be created, separate from the main Neighbourhood Plan document, as well as some other general amendments to the plan. This is over and above what work the Planning Consultant had expected to be required, and he has therefore submitted a quote of £250 for the extra work. Matter considered: It was proposed by Cllr Davis, seconded by Cllr Padfield, and resolved to approve the quote from PlanningStreet as detailed above – ACTIONS – Clerk to advise Consultant accordingly and arrange payment. b) Market Lavington Vintage Meet Event 2020 – Update: Event cancelled in light of Government restrictions. Traders and crafters offered their deposits back, which have been returned if requested. Question: Cllr White asked whether the Clerk had received any correspondence from caterers confirming whether or not they would like a refund of their deposits. No responses received to date – ACTIONS – Cllr White to follow-up.
19/20-337	Minutes of Council meetings Meeting of the Parish Council on 18th February 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Turner-Scott, seconded Cllr Gordon). Minutes to be signed at a future face-to-face meeting, once restrictions have been lifted.
19/20-338	Highways / Maintenance issues in the village a) Update on matters previously reported – Trip hazard on pavement between butchers and Green Dragon – repaired by Wiltshire Council / Parish Steward filling potholes around the village during April visit / Water being pumped out of property on Church Street – enforcement notice issued by Wiltshire Council. Blocked gulleys were preventing the water from draining away easily – ACTIONS – Cllr Davis to submit request to Wiltshire Council to un-block gulleys. b) New matters to report – Councillors to advise Clerk or Cllr Davis as and when issues arise – Noted. c) CATG meeting – The Clerk detailed the feedback received from two local Parish Councils with Village Gateways, who had both considered that their gateways were

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	<p>effective to some extent as a reminder for drivers to slow down on entering their village. Following further discussion, it was proposed by Cllr Padfield, seconded by Cllr Gordon, and resolved to approve the initial assessment and draft proposal received from Wiltshire Council. Details of proposal – two gateways: one to be positioned at the Easterton end of the village. Existing 40mph repeater sign to be taken down and placed on the gate (left hand side). Other to be positioned at the West Lavington end of the village. 750mm slanted gates to be installed at the 30mph limit terminal point. Estimated cost £4,000, with 50% contribution expected from Parish Council – ACTIONS – Clerk to advise CATG accordingly.</p>
19/20-339	<p>Important Correspondence Received</p> <p>a) Letter of complaint from local resident - To be investigated by Chairman and Vice-Chairman – Noted.</p> <p>b) Letter from local resident raising concerns regarding planning matter – Referred to Enforcement Officer Wiltshire Council – Noted.</p> <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 during the meeting</i></p> <p>There was none.</p>
19/20-340	<p>Covid-19 / Coronavirus pandemic implications for Parish Council - The following updates were noted, any subsequent questions responded to, and matters considered as necessary</p> <p>a) Parish Council meetings – Update: New Government legislation permits the holding of remote Parish Council meetings, and removes the requirement to hold an Annual Meeting, although a council may do so if they so choose. No reference to Annual Parish Meeting, however with current Government legislation it is not permissible to hold such a meeting at the current time. Matter considered: It was unanimously agreed that the 'Annual Meeting', normally held in May, should be deferred until a later date. A meeting will still be held in May, with a normal general agenda.</p> <p>b) Employees – Old School cleaner, unable to work in current role – Update: Members considered the initial guidance received from NALC. Matter considered: As there was still uncertainty as to whether the Parish Council would be eligible to submit an application under the Government Job Retention scheme, it was proposed by Cllr Gordon, seconded by Cllr White, and resolved to implement the annual pay increase for the Old School Cleaner, and continue to cover her monthly wages in full. If permitted, an application would then be submitted to claim back 80% of this amount – ACTIONS – Clerk to write to Cleaner with advice of pay increase, and seeking acceptance of the request to 'furlough' her employment, for an initial period from the 30th of March to 31st of May. To then be reviewed.</p> <p>c) Parish Council Assets – Update: As per Government restrictions, play areas at Elisha Field, Broadwell and off Hamilton Drive have been padlocked shut and signs erected noting closures. Old School and Elisha Field Pavilion both closed until further notice, and regular users advised. The Elisha Field remains open with signage in place reminding users to abide by social distancing rules, and to keep dogs under control – to be kept under review. Grass and footpath / amenity land maintenance – Contractors have confirmed that they are operating as normal until instructed otherwise. It may however be necessary to close the footpaths when they are being cut to ensure that social distancing can be adhered to. Contractor is unable to cut inside Elisha Field Play Area as it is padlocked shut. Matter considered: It was proposed by Cllr Gordon, seconded by Cllr Steele, and resolved, to offer Worton & Cheverell Football Club, 90 days relief on their annual hiring fee of the Elisha Field and Pavilion, due to the current COVID-19 crisis. To be reviewed again at the end of the period – ACTIONS – Clerk to advise football club accordingly.</p> <p>d) Market Lavington Covid-19 Support Group – Update: The Parish Council is supporting the organiser of the Group with administration, advertising, and registering volunteers etc. A grant application for £472 has been submitted by the Parish Clerk to SSN for items to support the Group's volunteers (outcome due by end of May). Matter</p>

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	<p>considered: Members indicated their willingness to offer financial help to the Support Group if required, in the event that grant application was not successful – to consider further when outcome of grant application known. Members acknowledged the efforts of the Group’s Organiser, and instructed the Clerk to send a letter of thanks and support – ACTIONS – Clerk to send letter as instructed.</p> <p>e) Elections and referendums – Update: Government legislation confirms postponement of elections and referendums until 6 May 2021. Situation will be kept under review, and if safe to do so further legislation will be laid permitting sooner. This will affect the Neighbourhood Plan referendum, which would have been planned for sooner. However, where a Decision Statement has been issued, as is the case with the Market Lavington Plan, that plan can be given significant weight in decision-making, so far as the plan is material to the application.</p> <p>f) Audit dates – Update: Publication date for final, audited, accounts for councils will move from 30 September to 30 November 2020. The requirement for the public inspection must now commence on or before the first working day of September 2020, meaning that draft accounts must be approved by 31 August 2020 at the latest.</p> <p>Question: The Chairman enquired about progress with the Parish Council year-end accounts. The Clerk reported that the accounts had been completed, and were currently being reviewed by the Internal Auditor. It was expected that the accounts, and the auditor’s report could be ready for review at the May Parish Council meeting.</p>
19/20-341	<p>Parish Council Financial Regulations</p> <p>The Chairman referred to details of the proposed amendments circulated with the agenda papers. Subject to a minor addition to the wording of the proposed amendment to para 6.6, it was proposed by Cllr Padfield, seconded by Cllr Bob, and resolved to approve the amendments as proposed by the Clerk – ACTIONS – Clerk to update document accordingly.</p>
19/20-342	<p>Planning applications and decisions</p> <p>a) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted:</p> <ul style="list-style-type: none"> i. 20/01560/TCA 7 New Street, Market Lavington. SN10 4DX. Pine tree – fell – No objections ii. 20/02918/TCA – 23 White Street, Market Lavington. SN10 4DP. Dead Robina tree to be removed to ground level – No Objections, however would have liked to see a plan to replace the tree iii. 20/01630/LBC Manor House, Wick Lane, Littleton Panell. SN10 4EP Rebuild a section of a garden wall - No Objections iv. 20/02233/TCA 29 White Street, Market Lavington. SN10 4DP. Remove cherry tree – No Objections <p>b) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> i. 19/11558/FUL 16 Park Road, Market Lavington. SN10 4ED. Erection of single storey conservatory at the rear side of the property – Approve with conditions ii. 19/12095/FUL 25 Canada Rise, Market Lavington. SN10 4AD. Two storey side extension and single storey rear extension – Approve with conditions iii. 20/00398/FUL Freith Bungalow, Lavington Road, Freith. SN10 5RF. Part retrospective construction of three bay timber framed garage; including the insertion of roller shutter doors to each bay; a new personnel door; and engineering operations to build the garage over sloping ground – Approve with conditions iv. 20/00427/TCA 26 White Street, Market Lavington. SN10 4DP. Beech tree reduce by 40% and shape crown. Japanese Elm reduce by 30% and shape crown – No objection v. 20/00866/TCA 9 New Street, Market Lavington. SN10 4DX. Fell row of Leylandii – No Objection vi. 20/01560/TCA 7 New Street, Market Lavington. SN10 4DX. Pine tree – fell – No Objection

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19/20-343	<p>Finance</p> <p>a) Councillors received and approved the financial reports - income and expenditure details for February and March 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 April 2020, as per schedule, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – proposed Cllr Padfield, seconded Cllr Earley (see appendix at end of minutes). Invoices and summary sheet to be initialled at a future face-to-face meeting, once restrictions have been lifted.</p>
19/20-344	<p>General Parish Matters</p> <p>Cllr Davis suggested that when the lock-down is finally lifted consideration should be given to holding an informal village picnic on the Elisha Field. The idea was supported by members, which would be considered further at a future Parish Council meeting. It was noted that the allotments on the Clays had now been sold, and notice had been issued to the current allotment holders. It was understood that a petition may be sent to the Parish Council, with a request to provide alternative allotments. Cllr Myhill and the Clerk advised that the new Parish Council website had now gone 'live'. There was still some work to be done to add further information etc. and to set-up the new Councillor email addresses – www.marketlavingtonparishcouncil.gov.uk</p>
19/20-345	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 8.17pm.</p>
19/20-346	<p>Date of next Meeting</p> <p>Parish Council meeting – Tuesday 19th May 2020 at 7.15pm.</p>
19/20-347	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 8.18pm.</p>

Appendix

Balance at Lloyds Bank 29.2.20	40,720.45	Current, and instant access Account
Less outstanding cheques – total	00.00	
	40,720.45	

Balance b/fwd	42,373.69
Add receipts	477.79
Less payments	2,131.03
Balance c/fwd	40,720.45

Receipts received in February			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest	110	1.49	
Inv. 19/40 Hire of Old School	140	15.00	
Inv. 19/42 Hire of Old School	140	90.00	
Inv. 19/46 Hire of Elisha Field	130	371.30	
	TOTAL	477.79	

Payments made in February			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Water2Business - Water OSH	350	20.00	DD

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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	46.19	DD
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
Land Registry – 3 X searches@ £6	300	18.00	Card
DC Mortimer Electrical Services – Check OS security light, and replace one light ***	350	182.40	BP
TOTAL		2,131.03	

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

*** Invoice due within 7 days of receipt, paid in between meetings under authority of Old School committee chairman

Balance at Lloyds Bank 31.3.20	35,812.01	Current, and instant access Account
Less outstanding cheques – total	00.00	
	35,812.01	

Balance b/fwd	40,720.45
Add receipts	176.29
Less payments	5,084.73
Balance c/fwd	35,812.01

Receipts received in March			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest	110	1.29	
Inv. 19/40b Hire of Old School	140	15.00	
Unknown credit received by BACS	150	160.00	
	TOTAL	176.29	

Payments made in March			
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	46.19	DD
Southern Electric – Electric E/F Pavilion	370	39.55	DD
PWLB – Loan repayment	390	2,073.41	DD
Cleaner OSH wages	330	86.00	BP1
Handyman contractor ^	320	285.20	BP2
Clerk wages and reimburse expenses^^	310/300/350	832.53	BP3
HMRC – 4 th qtr NI contributions	310	70.68	BP4

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Community First – 2020 Annual insurance premium	Various	1,535.18	BP5
Water2Business – excess water fee Elisha Field Pavilion (money received from football club)	370	520.09	BP6
Payment received from Worton & Cheverell FC to cover excess water bill	370	-520.09	500405
	TOTAL	5,084.73	

Handyman contractor 5hr pw X 4 weeks £220.00 + Extra 3 hours (cutting back saplings and brambles Elisha Field) £33 + reimburse cost of black bags £9.95 + reimburse cost of petrol for strimmer £7.29 + reimburse cost of bracket and downpipe for repairs at Old School £14.96 = TOTAL £285.20

^^ Clerk wages £799.37 + reimburse cost of toilet rolls for Old School £5.70 + reimburse cost of files X 2 & dividers £4.50 + reimburse cost of postages 4/3/19 to 26/2/20 £22.96 = TOTAL £832.53

Payments to be paid in April			
Details	Cost Centre	Amount	Ref
Cleaner OSH wages	New system	107.50	BP1
Handyman contractor		275.00	BP2
Clerk wages and reimburse expenses ^		844.49	BP3
Wicksteed – Play Area inspections X2		162.00	BP4
AlphaPrint.Me – Printing of flyers for magazine - COVID-19 support group info etc.		86.50	BP5
West Lavington Youth Club – Friday night staffing 10/1/20 to 14/2/20 and 28/2/20 to 13/3/20		540.00	BP6
Mark Goddard & Sons – 1 of 7 instalments footpath/Amenity land contract		536.57	BP7
The Green Dragon – Refund of amount received in error 5/3/20 ^^		160.00	BP8
TOTAL		2712.06	
Payments made in between meetings		none	

Transfer of £5,000 made between savings account and current account 20/4/20

^ Clerk wages £808.13 + reimburse cost of bark chippings £9.24 + reimburse cost of 2 padlocks and metal chains £27.12 = TOTAL £844.49

^^ Green Dragon should have paid this to the Magazine, but paid to Parish Council in error

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