

# 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](mailto:clerk@marketlavingtonparishcouncil.gov.uk)

VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

Minutes of the **remote Meeting** of the Parish Council  
**held on Tuesday 16th June 2020**  
**At 7.18pm by Zoom Teleconferencing facility**

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

**In attendance:** Wiltshire Councillor Richard Gamble (left meeting at 7.40pm). One member of the public and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
20/21-17	<b>Apologies for Absence</b> None received. <b>Absent</b> Cllr Davis.
20/21-18	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
20/21-19	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.20pm.
20/21-20	<b>Monthly Reports – The following updates were noted, any subsequent questions responded to, and matters considered as necessary</b>  a) <b>Market Lavington Neighbourhood Plan – Update:</b> Copy of Examiners Report and Wiltshire Councils Decision Notice, and statement of modifications uploaded onto Parish Council website. Copy of revised plan and accompanying Evidence Base Report also uploaded, but subsequently removed at Wiltshire Council's request, and replaced with Reg.16 version of the plan, until such time that the revised plan has been reviewed by them.  b) <b>Chairman's Report</b> i. The Chairman has been investigating a complaint from a parishioner, continuing to weed kill curbs around the village, and following a complaint from a West Lavington Parishioner has inspected a fence placed across footpath MLAV3 near Dauntsey Manor and contacted the landowner. For information to councillors the marketlavington.org.uk website will be closing down on August 2 <sup>nd</sup> . ii. Chairman's Charity Account Quarterly Report – Cllr Myhill and the Clerk provided a brief overview of the finance document and Asset Register circulated to members prior to the meeting.  c) <b>Wiltshire Councillor Report</b> – Cllr Gamble made reference to the two appeals currently underway, relating to planning applications in the village, and encouraged all interested parties to respond to the Planning Inspectorate. He noted some recent damage that appeared evident at Blackdog Crossroads, and asked members to pass on details or evidence of any incident that they might be aware of.  d) <b>Police Report – Update:</b> Report received and circulated to members 3/6/20.
20/21-21	<b>Minutes of Council meetings</b> Remote meeting of the Parish Council held on 19th May 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Padfield, seconded Cllr Earley). Minutes to be signed as soon as practically possible.
20/21-22	<b>Highways / Maintenance issues in the village</b> a) Update on matters previously reported – i. Lack of road signage for 'Townsend' – The Clerk provided an update on the

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	<p>responses received – <b>ACTIONS</b> – Clerk to follow-up with Cllr Davis to agree exact positioning of sign and possible alternative site, and then make enquiries with Wiltshire Council regarding cost and installation.</p> <p>ii. Any other matters: Down-pipes at front of Drummer Boy Development – The Clerk reported that the Developer was still waiting for Wiltshire Council to come out and clear the blocked gulleys, before the down-pipes could be replaced. An email had been sent from the Clerk directly to the Officer requesting an update, and Cllr Gamble was also now following-up the matter.</p> <p>b) Matters raised since last meeting and actions taken – There were none.</p> <p>c) New matters to report (Parish Steward visits: 16 &amp; 17 June, 14 &amp; 15 July, none in August, 15 &amp; 16 September)</p> <p>i. Branches from Canada Woods overhanging gardens in Beechwood – The Clerk referred to the photographs highlighting the problem – <b>ACTIONS</b> – Clerk to instruct Handyman to cut-back the branches with help from Chairman.</p> <p>iii. Any other matters: Parish Steward – Build-up of gravel from potholes at edge of road by Drummer Boy development – <b>ACTIONS</b> – Clerk to forward details to Cllr Davis.</p>
20/21-23	<p><b>Correspondence Received</b> There was none. <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> There was none.</p>
20/21-24	<p><b>Covid-19 / Coronavirus pandemic related matters - The following updates were noted and matters considered as necessary</b></p> <p>a) <b>Employees – Update:</b> Old School cleaner furloughed (initially from 30/3/20 to 31/5/20). Funds received from original application for government Job Retention Scheme (JRS). <b>Considered further:</b> Following a full discussion it was proposed by Cllr Gordon, seconded by Cllr Padfield, and resolved to extend the furlough arrangements until the end of July, and review the situation further at the July Parish Council meeting – <b>ACTIONS</b> – Clerk to advise member of staff accordingly and submit further JRS claim.</p>
20/21-25	<p><b>New Councillor emails / Social media</b></p> <p>a) Councillor emails – Several councillors detailed problems that they were encountering with their new gov.uk emails – <b>ACTIONS</b> – Clerk to follow-up with email provider.</p> <p>b) Suggestion for Parish Council Facebook page – Cllr Myhill provided an overview of the current situation regarding the existing two ‘village’ Facebook pages. Following further discussion, it was proposed by Cllr Myhill, seconded by Cllr Osborn, and resolved, that a Parish Council Facebook page would be set-up for the purpose of sharing public notices and village information from community groups etc., that would be of interest to followers. In order to avoid any unnecessary comments and posts, any items to be posted on the Facebook page will need to be approved by the admin team overseeing the page before publication, and the same process will apply to any comments made in response to posts – <b>ACTIONS</b> – Cllr Myhill to set-up Facebook page, with Clerk as the formal named ‘admin contact’, as well as himself as additional admin team member dealing with the day-today operation of the page.</p>
20/21-26	<p><b>Planning applications and decisions</b></p> <p>a) The following planning application was considered:</p> <p>i. 20/03988/FUL Orchard Cottage, 37 The Spring, Market Lavington. Existing single storey extension to the front of property to be extended to the west side and converted to two storey, two storey rear extension and replacement garage – It was proposed by Cllr Myhill, seconded by Cllr Osborn and resolved to submit the following response - No Objections.</p> <p>b) The following recent planning application decision made by Wiltshire Council was noted:</p>

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	<ul style="list-style-type: none"> <li>i. 20/02918/TCA Broadwell Cottage, 23 White Street, Market Lavington. T1 Robina – Dead tree to be removed to ground level – No Objection</li> <li>c) The following appeal notifications were considered:             <ul style="list-style-type: none"> <li>i. Glyndene, 8 Fiddington Hill, Market Lavington 19/08155/FUL – Councillors considered the draft suggested response circulated with the agenda papers, and gave their approval for its submission, subject to clarification of one point raised – <b>ACTIONS</b> - Clerk to liaise with Cllr Myhill to finalise Parish Council response to the Planning Inspectorate.</li> <li>ii. Former Pig Breeding and Rearing Building, Stobberts Agricultural Buildings, South of Stobberts Road, Market Lavington 19/08171/PNCOU – Following a brief discussion it was agreed that the Clerk would liaise with Cllr Davis to finalise the Parish Council response to the Planning Inspectorate.</li> </ul> </li> </ul>
20/21-27	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) Councillors received and approved the financial reports - receipts and payments details for May 2020 (including card payments, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.</li> <li>b) It was resolved to approve the payment of 'on-line Payments' for June 2020, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – proposed Cllr Padfield, seconded Cllr Gordon (see appendix at end of minutes). As agreed at the last Parish Council meeting, Clerk to make arrangements for the finance file to be given to signatories to initial invoices and summary sheets, as approved at all the remote meetings held to date.</li> <li>c) Councillors considered the one request received for Grant Funding in the 1st quarter of 2020/21 (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 Gordon seconded by Cllr Steele and resolved to approve the following payment: Worton &amp; Cheverell Youth FC £125.</li> <li>d) Year-end balances 2019/20 – The Clerk referred to the draft document that had been circulated to members with the agenda papers, outlining proposals for carrying forward some of the unspent budget provisions as at 31/3/20, into 'Earmarked Reserve' (as per financial regulations para. 4.3). She suggested that it would be prudent to retain some of the unspent budget provision in the general reserve, to off-set any negative financial impact due to COVID-19. Following further discussion, it was proposed by Cllr Gordon, seconded by Cllr Myhill, and resolved to approve the proposal, and carry forward a total of £7,973.41 into Earmarked Reserve' (£600 Defibrillator Fund / £500 Professional Fees / £4,373.41 HRAF Projects / £500 Tree Works / £2,000 Broadwell Play Area Improvements). There then followed further discussion during which it was questioned whether the Parish Council might be eligible for any COVID-19 related support grants from Wiltshire Council - <b>ACTIONS</b> – Clerk to liaise with Cllr Gordon, to review criteria before making possible application.</li> <li>e) Parish Council IT update and review of current provision – The Clerk referred to the £600 budget allocated in this year's budget to provide a Parish Council lap-top for use by the Clerk. She confirmed that a lap-top had now been purchased, along with a subscription to Office 365, at a cost of £423.33. She asked if some of the remaining budget amount could be used to purchase a black and white laser printer for the Parish Council, for use by the Clerk (Clerk currently using her own personal printer) – It was proposed by Cllr Padfield, seconded By Cllr Gordon and resolved to approve this request – <b>ACTIONS</b> – Clerk to purchase printer accordingly.</li> </ul>
20/21-28	<p><b>General Parish Matters</b></p> <p>Cllr Gordon reported that the Devizes Gateway Railway Station proposal, was one of 10 proposals, out of 100 proposals considered, which will now receive £50,000 of Government funding to pay for a Business Plan. Cllr Myhill reported that all the money from the offenders had</p>

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	now been passed to the Parish Council from the Police, to cover the cost of repairing the damage caused at the rear of the Old School, as part of the Community Resolution process – <b>ACTIONS</b> – Clerk to instruct contractor to replace outbuilding door as per original estimate received. Cllr Gordon reported that there had been an increase in young people congregating at the rear of the Old School in the recent days. Cllr Myhill reported that the new Parish Council website was up and running, and administration of the site was fairly easy.
20/21-29	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 8.39pm.
20/21-30	<b>Date of next Meeting</b> Parish Council meeting – Tuesday 21st July 2020 at 7.15pm.
20/21-31	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.40pm.

## Appendix

Payments approved at June Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	18/6/20	89.00	BP1
Handyman contractor *	4100 / 4610	18/6/20	231.69	BP2
Clerk wages **	4000 / 4050	18/6/20	916.13	BP3
HMRC – 1st qtr PAYE & NI Contributions	4030	18/6/20	39.03	BP4
Rialtas Business Solutions – Accounting package set-up and training	4080 / 4190	18/6/20	772.80	BP5
Mark Goddard & Sons – 3 of 7 instalments footpath/Amenity land contract	4620	18/6/20	536.57	BP
<b>TOTAL</b>			<b>2,585.22</b>	
Payments made in between meetings				
Cloud Next – Hosting for 25 gov.uk emails	4180	1/5/20	47.98	Card
AO.COM – Lap-top for Clerk and Office 365 subscription	4190	22/5/20	508.00	Card
Boiler Juice – Oil OS 500lt	4400	27/5/20	131.80	Card

\* Handyman Contractor 5hrs per week X 4 weeks @ £11 per hour £220 + petrol for strimmer £11.69 = TOTAL £231.69

\*\* Clerk Monthly Wages £808.13 + 6 month 'Working from Home' Allowance £108.00 = TOTAL £916.13

Transfer of funds between accounts 15/6/20: From deposit account to current account £5,000

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