

# 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)

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## Minutes of the remote Meeting of the Parish Council held on Tuesday 21st July 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 (joined meeting at 7.20pm and left at 7.51pm) and Cllr Earley.

**In attendance:** One member of the public (left meeting at 8.16pm), and Carol Hackett (Parish Clerk).

The meeting was suspended from 7.51pm to 7.53pm to allow the meeting Host to re-start the meeting.

	AGENDA ITEM
20/21-43	<b>Apologies for Absence</b> None, all Councillors present.
20/21-44	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr White declared a pecuniary interest in item 20/21-53b as one of the payments due for approval was payable to a family member. She took no part in the voting for this item. b) There were none.
20/21-45	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.16pm.
20/21-46	<b>Monthly Reports – The following updates were noted, any subsequent questions responded to, and matters considered as necessary</b> a) <b>Chairman’s Report</b> – The Chairman had carried out weedkilling around the village, when conditions have been right, including all the playgrounds. Also, several visits to the Elisha Field, and acting as a link between a villager who wanted to report a problem at Fiddington Clay and the Police. b) <b>Wiltshire Councillor Report</b> – Wiltshire Cllr Gamble had given his apologies prior to the meeting and noted that he had nothing to report. c) <b>Police Report</b> – Report received and circulated to members 30/6/20.
20/21-47	<b>Minutes of Council meetings</b> a) Remote meeting of the Parish Council held on 16th June 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Earley, seconded Cllr Davis). Minutes to be signed as soon as practically possible. b) The minutes from the Old School Committee held on the 25 <sup>th</sup> February 2020, and draft minutes from the remote meeting held on the 14 <sup>th</sup> July 2020 were noted and no questions asked. The following matter was considered further: <ul style="list-style-type: none"><li>Re-opening of the Old School – The Chairman referred to the decision of the Committee to delay agreeing a date for re-opening the Hall, suggesting that following an initial risk assessment he had carried out, it could be possible to re-open fairly quickly, to allow smaller user groups to meet. Following a full discussion, it was agreed that a couple of Councillors and the Clerk would meet at the Old School to carry out a detailed assessment and prepare a plan of action, with a view to possibly re-opening the hall on the 1<sup>st</sup> of August. Information to then be circulated to all members of the Old School committee via email for a final decision to be made – <b>ACTIONS</b> – Clerk to organise meeting at Old School.</li></ul>
20/21-48	<b>Highways / Maintenance issues in the village</b> a) Update on matters previously reported – i. Lack of road signage for ‘Townsend’ – Not discussed - <b>ACTIONS</b> – Clerk to follow-up with Cllr Davis outside of meeting.

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	<ul style="list-style-type: none"> <li>ii. Broadwell carpark water leak – Now fixed by Wessex Water, with the leak originating at the entrance of the Clays and Gye’s yard. Damage to carpark surface caused where leaking water was seeping out of the ground yet to be repaired – <b>ACTIONS</b> – Clerk to follow this up with Wessex Water.</li> <li>iii. Any other matters – Cllr Davis referred to the recent visit from the Parish Steward and noted that he had already started compiling a list of jobs in preparation for the next Steward’s visit.</li> <li>b) Matters raised since last meeting and actions taken – Bridleway sign on Ledge Hill almost fallen over – reported to Wiltshire Council / Broken telegraph pole on Broadway – reported to Utility Company / Potholes getting worse on stretch of road from Lavington School towards West Lavington – reported to Wiltshire Council.</li> <li>c) New matters to report (Parish Steward visits: none in August, 15 &amp; 16 September) – Large bolder in upper pond at Broadwell – <b>ACTIONS</b> – Cllr Davis to investigate and remove. <b>For Parish Steward / Wiltshire Council:</b> Blocked gully at bottom of Spin Hill by roundabout / No entry sign at junction of Bouverie Drive and Parsonage Lane obscured by trees / Tarmac breaking up along Lavington Lane, High Street and Church Street and blocking drains – <b>ACTIONS</b> – Cllr Davis to follow-up.</li> <li>d) Footpath MLAV50 – Members reviewed the information received from the Solicitor, and following a full discussion agreed to seek advice, and investigate further the cost of claiming ownership of the footpath. It was also agreed to pursue the installation of lighting for the footpath, to include consideration of other means of powering the lights – <b>ACTIONS</b> – Clerk to contact Solicitor, and Cllr Myhill to research alternative options for powering of lighting.</li> <li>e) Allotments – The Chairman and Clerk noted that they had received several enquiries from parishioners regarding the possibility of the Parish Council providing allotments, triggered in part by the recent closure of the private allotments in the village. Following a full discussion, it was agreed that there was enough community interest to pursue the matter, and determine if the provision of allotments could be viable – <b>ACTIONS</b> – Chairman to carry out some research regarding possible allotment sites, running costs etc. for consideration at next meeting.</li> </ul>
20/21-49	<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>
20/21-50	<p><b>Covid-19 / Coronavirus pandemic related matters - The following updates were noted, and matters considered as necessary</b></p> <ul style="list-style-type: none"> <li>a) <b>Employees – Update:</b> Old School cleaner furloughed (from 30/3/20 to 31/7/20), being paid in full by the Parish Council, with funding being received from the Government Job Retention Scheme (JRS) to cover part of the cost. <b>Considered further:</b> Following a full discussion it was proposed by Cllr Osborn, seconded by Cllr Earley, and resolved to extend the furlough arrangements until the end of August, and review the situation further at the August Parish Council meeting – <b>ACTIONS</b> – Clerk to advise member of staff accordingly, and submit further JRS claim.</li> <li>b) <b>Worton &amp; Cheverell Football Club – Update:</b> 90 days relief on their annual hiring fee of the Elisha Field and Pavilion agreed at April Parish Council meeting. Club have confirmed that they will be returning to pre-season training, in small groups on the 1<sup>st</sup> of August, but no decision has yet been made by the FA as to when they will be allowed to re-commence matches. <b>Considered further:</b> Councillors agreed to pro-rata the hiring fee from the 1<sup>st</sup> of August – <b>ACTIONS</b> – Clerk to notify Football Club accordingly and discuss with them concerns raised at the meeting regarding use of the Pavilion.</li> <li>c) <b>Possible grant funding from Wiltshire Council – Update:</b> - Parish Councils are a ‘precepting authority’ and are therefore not eligible for the Government Grants that Wiltshire Council are processing – Noted.</li> </ul>

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20/21-51	<p><b>Elisha Field</b></p> <ul style="list-style-type: none"><li>a) Review Opening times – The Chairman invited the member of the public present to participate in the discussion for this item. Following a full discussion it was agreed to amend the times that the Elisha Field was open to the public – would now be from 8am to Sunset (was Dusk) – <b>ACTIONS</b> – Clerk to make the necessary changes to the existing sign.</li><li>b) Additional Signage – The Clerk noted that she had received reports of disposable BBQ's being used on the field, and then disposed of in the litter bins, and one occasion of someone trying to camp on the field. It was agreed that additional signage should be erected stating that both these activities were not permitted – <b>ACTIONS</b> – Clerk to obtain suitable signage.</li><li>c) Agree Action Plan for re-opening Pavilion – Following a full discussion it was agreed that the Clerk would liaise with the Football Club to determine what protocols they would have in place for use of the Pavilion. In addition to this, she would carry out a risk assessment on behalf of the Parish Council, which would be shared with the Football Club, and ensure the necessary signage, hand washing equipment etc. and arrangements were in place before the 1<sup>st</sup> of August.</li></ul>
20/21-52	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"><li>a) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:<ul style="list-style-type: none"><li>i. 20/05161/FUL 47 Stirling Road, Market Lavington. Front extension – No objections</li><li>ii. 20/04839/TPO 17 Canada Rise, Market Lavington. T1 Mature Beech tree thin crown by approx. 20% and crown raise lower branches up to approx. 18-20 feet – No Objections</li><li>iii. 20/04426/FUL 31 High Street, Market Lavington. Porch canopy to front elevation of house – No Objections</li><li>iv. 20/00891/FUL 15 High Street, Market Lavington. New plant equipment installation – No Objections</li><li>v. 20/04356/FUL 1 White Horse Barns, White Street, Market Lavington. Replacement doors, windows, and fascia – No Objections</li></ul></li><li>a) The following recent planning application decision made by Wiltshire Council was noted:<ul style="list-style-type: none"><li>i. 19/10191/FUL Sandfield House, Drove Lane, Market Lavington. Change of use and alterations to existing building to provide a residential annexe to the main dwelling – Approve with conditions</li></ul></li></ul>
20/21-53	<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 June 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 July 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 Steele – Cllr White abstained from the voting (see appendix at end of minutes). Documentation to be initialled by two authorising Councillors as soon as practically possible after the meeting.</li></ul>
20/21-54	<p><b>General Parish Matters</b></p> <p>Cllr Earley reported concerns regarding a broken window glazing bar on a property in Church Street, and possible danger should the unsupported glass fall out – <b>ACTIONS</b> – Clerk to raise matter with Wiltshire Council. Cllr Steele noted concerns raised to her, regarding bonfires at the building site of the new house in Southcliffe Road – <b>ACTIONS</b> – Clerk to send letter to builder. Cllr Davis questioned whether the Parish Council should invest in the more professional Zoom package now that the maximum 40-minute meeting time limit had been re-instated (cause of why meeting had been re-started), for which Councillors agreed – <b>ACTIONS</b> – Cllr Myhill to investigate cost of Professional package, and liaise with Clerk regarding implementation in</p>

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	readiness for the next meeting.
20/21-55	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 8.33pm.
20/21-56	<b>Date of next Meeting</b> Annual Meeting of the Parish Council Tuesday 18 <sup>th</sup> August 2020 at 7.15pm (It was agreed to hold a meeting in August this year, which would replace the Annual Meeting of the Parish Council deferred from earlier in the year due to COVID-19).
20/21-57	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.35pm.

## Appendix

Payments approved at July Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	23/7/20	111.25	BP1
Handyman contractor & reimburse expenses *	Various	23/7/20	303.40	BP2
Clerk wages & reimburse expenses **	Various	23/7/20	966.72	BP3
Mark Goddard & Sons – 4 of 7 instalments footpath/Amenity land contract	4620	23/7/20	536.57	BP4
West Lavington Youth Club – 2 <sup>nd</sup> qtr grant donation	4200	23/7/20	350.00	BP5
G K White Property Services – Work to fence Elisha Field	4710	23/7/20	320.00	BP6
Worton & Cheverell FC – S137 grant donation	4210	23/7/20	125.00	BP7
<b>TOTAL</b>			<b>2,712.94</b>	

\* Handyman Contractor 5hrs per week X 5 weeks @ £11 per hour £275 + petrol for strimmer £8.50 + black bags £19.90 = TOTAL £303.40

\*\* Clerk Monthly Wages £808.13 + Land Registry SIM enquiry £4 + 2 extra keys for Elisha Field main gate padlock £12.10 + Green bin renewal fee £50 + Laser printer £89.99 + cable ties £2.50 = TOTAL £966.72