

# 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 15th September 2020 At 7.15pm by Zoom Teleconferencing facility

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Gordon, Cllr Davis (left meeting at 7.50pm and re-joined at 8.00pm), Cllr Padfield, Cllr White, Cllr Steele (joined meeting at 8.06pm), Cllr Stevens, and Cllr Turner-Scott.

**In attendance:** Wiltshire Cllr Gamble (left meeting at 7.40pm), One member of the public (left meeting at 7.20pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
20/21-77	<b>Apologies for Absence</b> Cllr Earley had sent apologies due to personal commitments, which were accepted.
20/21-78	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
20/21-79	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned at 7.16pm and resumed at 7.20pm.
20/21-80	<b>Parish Councillor vacancies</b> The Clerk reported that although she had received a couple of enquiries, no formal applications had yet been received.
20/21-81	<b>Monthly Reports</b> a) <b>Chairman's Report</b> i. The Chairman had spent time visiting the Elisha Field and other areas of the village and reinforced one of the Old School outbuilding doors. ii. 'Chairman's Charity Account' quarterly review – The Clerk referred to the finance spreadsheet circulated to members with the agenda papers, and Cllr Myhill briefed members on the expenditure that had been incurred to date. It was noted that, subject to COVID-19 restrictions, the date for the 2021 event had been set for the 10 <sup>th</sup> and 11 <sup>th</sup> of July. With the cancellation of this year's event, it was proposed by Cllr Osborn, seconded by Cllr Myhill, and resolved not to issue any grants for village projects in 2020. iii. 'Chairman's Charity Account' accounts for year ending 31/12/19 – The Clerk referred to the examiner's notes circulated with the agenda papers, which had concluded that the record keeping, accounts, correspondence and minutes were maintained and presented in a competent and professional manner. b) <b>Wiltshire Councillor Report</b> – Wiltshire Cllr Gamble congratulated the Parish Council and local community regarding the two recent positive Planning Appeal outcomes (Glyndene and off Stobberts Road). He noted recent correspondence with residents, regarding parking enforcement, speeding, and dog faeces, and then referred to Blackdog Crossroads, asking that the Parish Council make their concerns known to him formally in writing. c) <b>Community Hall Trust Report</b> – Cllr Padfield noted that the Trust were not due to meet again until next week.
20/21-82	<b>Council meetings</b> a) Remote Annual meeting of the Parish Council held on 18th August 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Davis, seconded Cllr Padfield). Minutes to be signed as soon as practically possible. b) The draft minutes from the Highways, Recreation, Amenity and Footpaths Committee Meeting (HRAF) held on the 3rd March 2020, were noted and no questions asked. The

# 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)

	<p>following matter was considered further:</p> <ul style="list-style-type: none"> <li>• Village Emergency Plan – The Clerk referred to the draft document circulated with the agenda papers. Members provided several additional contact details and suggestions, with further enquiries to be made outside of the meeting. Subject to the additional information being added to the document, it was proposed by Cllr Myhill, seconded by Cllr Turner-Scott and resolved to approve the document – <b>ACTIONS</b> – Clerk to upload amended document onto website to include additional information received at the meeting, and then update on-line version further when any additional information received.</li> </ul>
20/21-83	<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. Broadwell carpark water leak – The Clerk noted that the drains had now been jetted by Wiltshire Council and a report was awaited from the contractor. Cllr Gordon noted that further water damage to the tarmac had exposed a metal drain cover / old gully, which was still gushing with water during heavy rain – <b>ACTIONS</b> – Clerk to follow up with Wiltshire Council Area Highways Engineer.</li> <li>ii. Feasibility of improving surface on footpath MLAV24 (behind Stirling Road) – The Clerk noted that the Wiltshire Council Rights of Way Officer had agreed to carry out an inspection of the footpath to determine if any improvements might be possible.</li> <li>iii. Any other matters – Blackdog Crossroads – Following a full discussion it was suggested that either traffic lights, or a substantial roundabout (with a vertical central kerb) would be required to make this junction safer. It was also suggested that the slip road on the Worton / Devizes side of the junction be changed to one-way, in a west bound direction – <b>ACTIONS</b> – Chairman to prepare report for consideration at next meeting. Brand new vehicle left in Community Hall Carpark – <b>ACTIONS</b> – Chairman to investigate and check with Community Police. One of the pavers on the steps coming up from the roundabout to the Community Hall is loose – <b>ACTIONS</b> – Chairman to investigate. Litter bin on corner of Church Street / Parsonage Lane – The Chairman noted that the bin was on a concrete base, with bolts embedded into the concrete. If the bin were to be moved to the other side, a hole would need to be dug etc. With the BT box and associated cabling in the vicinity of the requested new location, it was not considered sensible to re-locate the litter bin – <b>ACTIONS</b> – Clerk to advise resident accordingly.</li> </ol> <p>b) New matters to report (Parish Steward visits:15 &amp; 16 September) <b>Handyman Contractor</b>: Strim back overgrowth along path along the muddle adjacent to the stream, and by the metal grill – <b>ACTIONS</b> – Clerk to follow-up. <b>Footpath contractor</b>: Cut back edge of path FP from Drove Lane to Oak Lane – <b>ACTIONS</b> – Clerk to follow-up. <b>Parish Steward</b>: 20mph sign by Shires Close needs cutting back / potholes by Post Office, Parsonage Lane – <b>ACTIONS</b> - Cllr Davis to follow-up. <b>Highways</b>: ‘Keep Clear’ box by butcher’s, 20mph marking on road on Lavington Hill, and many of the white lines through the village are all very worn and almost disappearing – <b>ACTIONS</b> – Cllr Davis to follow-up.</p> <p>c) Allotments / Community Orchard – The Clerk referred to the land ownership details circulated prior to the meeting. Following a brief discussion, it was agreed that all the landowners would be contacted to determine if they might be amenable to engaging with the Parish Council – <b>ACTIONS</b> – Clerk to write to landowners accordingly.</p> <p>d) BT consultation regarding proposed removal of payphone kiosk at junction of Church Street and Parsonage Lane / Phone kiosk Spin Hill – The Clerk briefed members regarding the positive response she had received from people volunteering to help with the idea of turning the phone box on Church Street into a flower planter, and further information received from Wiltshire Council. Following a full discussion it was proposed by Cllr Stevens, seconded by Cllr Steele, and resolved by a majority vote (7 for, 1 against, and 1 abstention) to submit an application to BT to ‘adopt’ the phone box kiosk at the junction of Church Street and Parsonage Lane, with a view to using it as a flower planter – <b>ACTIONS</b> – Clerk to liaise with BT. Cllr Turner-Scott agreed to act as the</p>

# 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)

	<p>Parish Council contact with volunteers. It was noted that the charity 'Community Heartbeat Trust' had adopted the phone kiosk on Spin Hill in 2015, with the hope that it might be used to house a defibrillator. With three other defibrillators in the village already, members considered that the current use of the phone box by residents as a book exchange/library was working well – <b>ACTIONS</b> – Clerk to contact Community Heartbeat Trust to advise of current use.</p>
20/21-84	<p><b>Covid-19 / Coronavirus pandemic related matters</b></p> <p>a) Small Business Grant (application originally submitted in June) – The Clerk reported that following a re-assessment of the application by Wiltshire Council, the Parish Council was now eligible to receive the grant for the Old School, and the £10,000 had been received.</p>
20/21-85	<p><b>Key holder Contact list</b></p> <p>Members considered the suggestion for the Parish Council to act as a point of contact for key holder details, for local business and schools etc. by means of a central database. It was concluded that Market Lavington was a small enough community, where existing community contacts would be effective in getting in touch with whoever was needed. The Parish Council would of course assist whenever possible, using its Facebook page etc.</p>
20/21-86	<p><b>Christmas 2020</b></p> <p>The Chairman confirmed that St. Arbucks were happy to have a voting drop-off box in the shop and sponsor the 'Young Community Person of the year award' again this year. He suggested that due to COVID-19 it might also be appropriate to offer the option of voting by email, to which Councillors agreed – <b>ACTIONS</b> – Chairman to put notice in November magazine, and Clerk to arrange voting box for St Arbucks. It was thought unlikely that the Carol Singing in the Green Dragon would go ahead this year due to COVID-19, however the Chairman agreed to keep in contact with the Methodist minister for any updates. Cllrs Gordon and Myhill agreed to help the Chairman put up the Christmas lights in the Market Place ready for switching on on the 10<sup>th</sup> of December. Following a brief discussion, it was agreed to investigate the possibility of a real Christmas tree on the Village Green – <b>ACTIONS</b> – Cllr White to make enquiries with local plant nursery.</p>
20/21-87	<p><b>Correspondence Received</b></p> <p>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>
20/21-88	<p><b>Planning applications and decisions</b></p> <p>a) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> <li>i. 20/06593/FUL Wickersley, Parham Lane, Market Lavington. Proposed garage – No Objections</li> <li>ii. 20/07488/TCA 6 New Street, Market Lavington. T1, goat willow tree – 30% crown reduction – No Objections</li> </ol> <p>b) The following recent planning application decision made by Wiltshire Council was noted:</p> <ol style="list-style-type: none"> <li>i. 20/05161/FUL 47 Stirling Road, Market Lavington. SN10 4DD. Front extension – Approve with conditions</li> </ol>
20/21-89	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for August 2020 (including card payments, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.</p> <p>b) It was resolved to approve the payment of 'on-line Payments' for September 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). Documentation to be</p>

# 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)

	<p>initialled by two authorising Councillors as soon as practically possible after the meeting.</p> <p>c) Lighting on footpath MLAV50 off Church Street – The Clerk reported that as previously agreed, three additional contractors had been approached for quotes for lighting, two of which had carried out a site visit, but had yet to submit their quotes. Discussions with SSE had confirmed that the process of installing lights would require the approved contractor to install the light/s in the first instance, with SSE then attending site to provide the unmetered supply, before the contractor would then return to site to make the final connection. Following a full discussion, it was proposed by Cllr Stevens, seconded by Cllr Steele and resolved to proceed with the installation of lighting on footpath MLAV50. As and when all the quotes are received, the Clerk was given authority to circulate them by email to members for their consideration.</p> <p>d) National Joint Council for Local Government Services (NJC) Clerk pay scales for 20-21 – Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Padfield and resolved to approve the recommendation of the NJC (SCP11 to increase from £11 ph. to £11.30 ph. to be backdated to 1/4/20) – <b>ACTIONS</b> – Clerk to action accordingly.</p> <p>e) Quarterly check of Parish Council accounts by Chairman of Management &amp; Finance committee – Cllr Padfield confirmed that he had carried out the quarterly check of the accounts as at 31/7/20, and all appeared to be in order.</p> <p>f) Councillors considered the one request received for Grant Funding in the 2<sup>nd</sup> 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 Davis seconded by Cllr Steele and resolved to approve a grant for the Remembrance Day Wreath (Earl Haig Fund) of £75.</p> <p>g) External Audit for the year ending 31/3/20 – The Clerk referred to the Auditors report which had been circulated with the agenda papers, noting that they had signed off their section of the Annual Return with no matters raised. A copy of the Return and Notice of Conclusion of Audit had been placed on the notice board, and on the website as per the audit requirement.</p>
20/21-90	<p><b>General Parish Matters</b></p> <p>The Clerk referred to a report received that the litter bin on the Village Green and the one in front of the Old School was often full of dead flowers and flower wrappings – <b>ACTIONS</b> – it was agreed to monitor the situation.</p>
20/21-91	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.07pm.</p>
20/21-92	<p><b>Date of next Meeting</b></p> <p>Tuesday 20th October 2020 at 7.15pm</p>
20/21-93	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.08pm.</p>

## Appendix

Payments to be approved at September Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	17/9/20	111.25	BP1
Handyman contractor	4100	17/9/20	220.00	BP2
Clerk wages & reimburse expenses *	Various	17/9/20	832.11	BP3

# 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)

HMRC – 2 <sup>nd</sup> qtr PAYE & NI Contributions	4030	17/9/20	39.03	BP4
PKF Littlejohn – External Audit y/e 31/3/20	4120	17/9/20	360.00	BP5
Wansbroughs Solicitors – Professional fees	4130	17/9/20	741.60	BP6
Mark Goddard & Sons – 6 of 7 instalments footpath/Amenity land contract	4620	17/9/20	536.57	BP7
<b>TOTAL</b>			<b>2,840.56</b>	
<b>Payments made in between meetings</b>				
Land Registry – SIM search	4990	6/8/20	6.00	Card
Able Ltd – Wasp nest removal OS outbuilding **	4430	6/8/20	100.80	Card
Zoom – Recurring monthly payment (1 <sup>st</sup> payment)	4190	24/8/20	11.99	Card

\* Clerk Monthly Wages £808.13 + 2X Land Registry searches £8.00 + COVID related items for Old School and Pavilion £15.98 = TOTAL £832.11

\*\* Able Ltd (Wasp removal service) £100.80 taken on card 6/8/20, however omitted to include 10% discount, therefore refunded £10.08 to account on 14/8/20