

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 Highways, Recreation, Amenity and Footpaths (HRAF) Committee Meeting** of the Parish Council
Held on Tuesday 6th October 2020
At 7.30pm by Zoom Teleconferencing facility

Councillors Present: Cllr Steele (Chairman), Cllr Davis, Cllr Osborn, Cllr White and Cllr Stevens.

In attendance: Carol Hackett (Parish Clerk).

	AGENDA ITEM
20/21-94	Election of Chairman There being no other nominations Cllr Steele agreed to continue in the role of HRAF Committee Chairman – Proposed Cllr White seconded Cllr Osborn and unanimously approved.
20/21-95	Apologies for Absence Cllr Gordon had sent apologies due to personal commitments, which were accepted.
20/21-96	Declarations of Interest and Dispensations to Participate There were none.
20/21-97	Minutes of Council Committee meeting The minutes of the HRAF committee meeting held on the 3rd March 2020, having been previously circulated to members, were approved as a correct record (proposed Cllr Davis seconded Cllr White). Minutes to be signed as soon as practically possible.
20/21-98	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.34pm.
20/21-99	Update on actions agreed at last meeting <ul style="list-style-type: none">a) Repairs to wooden retaining wall in top Community Hall car-park – The Chairman reported that attempts to encourage other contractors to quote for the work had failed. The Clerk reported that two quotes had now been received. It was agreed that every effort had been made to obtain three quotes, and it was therefore agreed to consider the different options in the two quotes received at the next full Parish Council meeting, and make a final decision then – ACTIONS – Clerk to prepare report for consideration at October Parish Council meeting.b) Pavilion Fire Risk assessment – Cllr Davis reported that he hoped to carry out the assessment in a couple of weeks.
20/21-100	Lighting on path leading to Community Hall The Clerk noted that there was still one recommendation / quote that was yet to be received. It was therefore agreed to defer making a decision until the next full Parish Council meeting – ACTIONS – Clerk to chase up quote, and present report for consideration at October Parish Council meeting.
20/21-101	Risk assessments <ul style="list-style-type: none">a) Risk Assessments annual review – Elisha Field Pavilion and Play Areas – Members approved both documents un-amended.b) Wicksteed safety Inspection Elisha Field and Broadwell – It was proposed by Cllr Stevens, seconded by Cllr David, and agreed that Cllr Davis and the Clerk would review the report recommendations on-site at the individual Play Areas, to determine what actions should be taken.
20/21-102	Highways, woods, and footpath matters <ul style="list-style-type: none">a) Broadwell carpark water leak – The Clerk reported that an on-site meeting was

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	<p>due to take place with the Wiltshire Council's Area Highways Engineer tomorrow morning, and an update would then be provided.</p> <p>b) Road signage for Townsend – Cllr Davis reported that permission had been obtained from two households in Townsend for the erection of road name signs against their boundaries, and suggested that one more sign would be appropriate – ACTIONS – Cllr Davis to provide Clerk with information of suggested position for final sign, for her to write to resident.</p> <p>c) Road signage for New Street / The Muddle – Consider request for new sign on higher posts, and with addition of 'no-through road' symbol – Following a full discussion, during which it was noted that this was a 'private road', it was agreed that the Clerk would make some enquiries with Wiltshire Council and then write to all the residents of The Muddle – ACTIONS – Clerk to make further enquiries with Wiltshire Council regarding likely cost and responsibility, and then write to all residents of The Muddle.</p> <p>c) Drop-Kerbs, and general state of pavements – Pavement assessment to identify areas in most need of repair and installation of drop kerbs – Cllr Davis reported that he hoped to carry out the assessment in a couple of weeks.</p> <p>d) Grit bin on White Street / Lavington Hill – It was proposed by Cllr Davis, seconded by Cllr White, and approved, to purchase a 200-litre grit bin for this location – ACTIONS – Clerk to arrange purchase.</p> <p>e) Tree behind Francis Road – consider request to cut-back silver birch tree – It was agreed that the tree would be looked at during the Annual Tree Inspection, to be carried out shortly by Cllr Osborn and the Clerk.</p>
20/21-103	<p>Elisha Field & Pavilion matters</p> <p>a) Review hiring charges for next financial year – Members recognised the on-going adverse effect that COVID-19 would have on the Football Club's usage of the facilities, and any private hiring. It was therefore proposed by Cllr White, seconded by Cllr Stevens, and resolved to retain the hiring charges at the same level as 2020/21 (£768 for the Football Club / £6.40ph private hire), and also to apportion the charge as necessary, according to the level of usage, both for the current, and the next financial year.</p> <p>b) Review utility usage and supply – The Clerk noted that the current electricity contract with SSE ran until June 2023, therefore no further action was necessary at the current time.</p>
20/21-104	<p>General HRAF matters</p> <p>a) Parish Council Notice Boards – Review condition and consider if maintenance / repairs required – Members reviewed the photographs of the notice boards at the Elisha Field, and in the Market Place, agreeing that both needed maintenance work carried out – ACTIONS – Cllr Davis to have a closer inspection, with a view to possibly carrying out repairs to the Elisha Field notice board himself, and determining if the Handyman Contractor would be best placed to repair the Market Place one. Then to advise the Clerk accordingly.</p> <p>b) Real Christmas tree – Members considered the quote received from Superior Plants of £850 + VAT, which included the provision and full installation of a 3.5metre tree, with lights etc. It was agreed that it would be necessary to erect 3-4ft Heras fencing around the tree for safety reasons. Subject to approval of the fencing hiring charge by committee members, it was proposed by Cllr Davis, seconded by Cllr White and resolved to approve the quote from Superior Plants – ACTIONS – Cllr White to obtain price for hiring Heras fencing for consideration by committee members. Clerk to then formally place order.</p>
20/21-105	<p>External contracts</p> <p>a) Footpath/Amenity land contract - Consider quote received from current contractor for next financial year (2nd year since full tendering process) - It</p>

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	<p>was proposed by Cllr Stevens, seconded by Cllr White, and resolved to approve the quote from Mark Goddard & Sons Landscaping for £3,163 + VAT (an increase of £273 from 2020/21 however, it was noted that the contract now included two cuts of the top of the hedges around the carpark of the Elisha Field, and three clearings of the pavement on lower section of Drove Lane, and pavement section from Lavington School down towards the bridge, which meant the increase was only actually £33) – ACTIONS – Clerk to advise contractor accordingly.</p> <p>b) Elisha Field grass cutting contract - Consider quote received from current contractor for next financial year (1st year since full tendering process) - It was proposed by Cllr Davis, seconded by Cllr White and resolved to approve the quote from Idverde for £910.39 + VAT (an increase of £24.79 from 2020/21).</p> <p>c) Handyman Contractor – Review existing specification for contract and consider if any revision in current provision, or re-tendering, is required for next financial year – It was proposed by Cllr Davis, seconded by Cllr White and resolved to continue with the existing specification and hours for the Handyman Contractor for the next financial year (5 hrs per week at £11 per hour) - ACTIONS – Clerk to advise contractor accordingly.</p>
20/21-106	<p>Highways, Recreation, Amenity & footpaths Budget</p> <p>Review spending for this financial year and consider draft budget and business plan for next financial year - The Clerk referred to the document circulated to members prior to the meeting, which detailed the actual income and expenditure for the HRAF committee for 2019/20, and the figures for 2020/21 as at 30/9/20, comparing them against the budgeted figures.</p> <p>Reference was made to the outstanding jobs and projects yet to be implemented and paid for:</p> <ol style="list-style-type: none"> I. Contribution towards Village Gateways II. Repairs to wooden retaining wall in top Community Hall carpark III. Speed Indicator device IV. Footpath lighting on MLAV50 (Church Street towards Community Hall) <p>Consider draft budget for next financial year - Working through the document, members considered the suggested budget figures for 2021/22 as proposed by the Clerk. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Osborn, and resolved, to present the un-amended draft budget to the Management & Finance Committee for their consideration, at which time any additional minor amendments could be considered (Total budgeted income 2021/22 £768, total budgeted expenditure £19,441.39. Overall budget requirement £18,673.39 (£585.21 less than 2020/21 - mainly due to insurance costs being removed from HRAF budget and included in 'Admin' budget instead).</p> <p>Business Plan: On-going commitment to maintain the amenity areas, recreation facilities and footpaths in the Village, and respond as appropriate, to requests for improvements to highway related safety matters. To include review of pavements and accessibility issues (drop-kerbs). Improvements to Broadwell Play Area.</p>
20/21-107	<p>Other HRAF Committee business</p> <p>Cllr White referred to the recent correspondence from the British Horse Society (BHS), who had confirmed their approval for the use of 'road plainings' as an appropriate method to combat issues with waterlogging etc. on paths used by cyclists, walkers and horse riders. Following a brief discussion, members agreed to confirm the request to Wiltshire Council for them to put down plainings on MLAV24 behind Stirling Road, when suitable ones became available – ACTIONS – Clerk to advise Wiltshire Council accordingly, and forward response from BHS to Easterton Parish Council for their information. Cllr Stevens referred to the previous discussions regarding the cutting back of the top of hedges on the footpath from Drove lane to Oak Lane MLAV16, and</p>

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	reference was made to the quote received from the Footpath cutting contractor to carry out the work. Following a full discussion it was proposed by Cllr Stevens, seconded by Cllr Steele and resolved, that subject to Cllr Davis confirming the extent of the work, the quote from Mark Goddard for £600 + VAT would be approved – ACTIONS – Clerk to action following confirmation from Cllr Davis.
20/21-108	Date of next Meeting To be arranged.
19/20-109	Closure of meeting There being no further business the meeting was closed at 8.46pm.

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