

# 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 **Management & Finance (M&F) Committee Meeting**  
Of the Parish Council  
**Held on Tuesday 8th December 2020**  
**At 7.15pm by Zoom teleconferencing facility**

**Councillors Present:** Cllr Padfield (Chairman), Cllr Davis, Cllr Osborn, Cllr Steele, and Cllr Myhill.

**In attendance:** Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
20/21-158	<b>Apologies for Absence</b> None – all Councillors present.
20/21-159	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr Osborn declared a financial interest in agenda/minute number 20/21-164 (the Chairman's allowance formed part of the budget for 2021/22) b) There were none.
20/21-160	<b>Minutes of Council Committee meeting</b> The minutes of the Management & Finance committee meeting held on the 3rd December 2019 having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Osborn, seconded Cllr Davis). Minutes to be signed as soon as practically possible.
20/21-161	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.19pm.
20/21-162	<b>Employee Pension Scheme</b> Following notification of the new national pay scales for 2020/21, the Clerk's annual salary had increased to £9,989.20 effective from 1/4/20. With the addition of the 'Home Working Allowance' of £216 per year, this now meant that the Clerks total earnings of £10,205.20pa, exceeded the £10,000 trigger amount, which requires local councils to enrol eligible jobholders automatically into a qualifying pension scheme. Committee members had therefore met, via zoom, immediately prior to the main M&F committee meeting, without the presence of the Clerk, to discuss how this obligation might be fulfilled. A National Association of Local Councils (NALC) information sheet on the subject of Staff Pensions had been circulated to members by the Clerk prior to the meeting, to help with their consideration of this matter.  Cllr Padfield reported that the committee members had acknowledged the duty of the Parish Council to provide a qualifying pension scheme for eligible jobholders. In view of the differing options available, it was proposed by Cllr Padfield, seconded by Cllr Myhill, and resolved to seek professional advice, for both the Parish Council and the Parish Clerk, from a Pension Advisor, before a final decision is made – <b>ACTIONS</b> – Cllr Padfield to make necessary arrangements.  Approval to be sought from Full Council for the following recommendation –  ➤ To approve the enrolment of the Parish Council in a qualifying Pension Scheme for eligible jobholders. Scheme to be agreed after consultation with Pension Advisor.
20/21-163	<b>Traffic congestion / pedestrian safety on B3098 through the village</b> The Clerk referred to the report which had been circulated with the agenda papers which provided an overview of the actions taken to date by the Parish Council. Following further discussion, it was agreed that Cllrs Davis and Gordon would continue to discuss ideas for identifying possible locations where 'priority give-way' schemes might be suitable at each end of the village. Outline proposals would then be submitted to CATG, with a request that Highways Engineers consider these, and any other suitable traffic management options – <b>ACTIONS</b> – Cllr Davis to liaise with Cllr Gordon and provide report for Full Parish Council meeting in December.

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	<p>Approval to be sought from Full Council for the following recommendation –</p> <ul style="list-style-type: none"> <li>➤ To approve the actions to be taken regarding traffic congestion / pedestrian safety on the B3098 through the village as detailed in the report to be provided by Cllrs Davis and Gordon at the December Parish Council meeting</li> </ul>
20/21-164	<p><b>2021/22 Parish Council budget</b></p> <p>The Clerk referred to the draft budget circulated to Councillors with their agenda papers, noting that the OS and HRAF Committees had previously met and agreed their draft budgets, with the remaining budget having been compiled using estimated figures, based on the actual spend for 2019/20, and the spend-to-date for 2020/21, adjusted as considered necessary. It was noted that the 'tax base' figure provided by Wiltshire Council, and used to help calculate the precept requirement, had decreased for 2021/22.</p> <p>Councillors reviewed all the figures in detail, taking into consideration the ongoing regular commitments of the Parish Council, and acknowledging that parishioner's financial situation may have been adversely affected by COVID. It was therefore recommended to keep any precept increase below the annual rate of inflation. A key concern of the Parish Council and parishioners alike was highway safety, both through the centre of the village and on Spin Hill / Ledge Hill / Broadway. It was therefore recognised that the Parish Council needed to be in a position whereby it could contribute financially to any approved highway safety improvements, as was often the requirement from Wiltshire Council.</p> <p>Following a full discussion, it was proposed by Cllr Padfield seconded by Cllr Myhill and unanimously agreed to seek approval from Full Council for the following recommendations –</p> <ul style="list-style-type: none"> <li>• To approve the proposed draft budget for 2021/22 as amended at the M&amp;F committee meeting – Total payments £68,616.97 Total receipts £68,616.97 (£5,267.70 of budget yet to be allocated, part of which will be costed to the provision of a qualifying pension scheme when finalised, and the remainder to increasing the 'Equipment Purchase / Projects' budget) - copy of draft budget to be provided to all Councillors</li> <li>• To approve the precept requirement for 2021/22 of £65,230 divided by 764.91 (tax base) = £85.28 band 'D' charge (an increase of £1.67 / 2% from 2020/21)</li> <li>• To approve an increase in the Old School Cleaner's hourly rate from £8.90 to £9.17 (3% / 27p per hour increase) with effect from hours worked from 1/4/21</li> </ul>
20/21-165	<p><b>Community Engagement</b></p> <p>The Clerk and Cllr Myhill referred to a recent online seminar that they had participated in which had encouraged Councils to use Social Media more proactively to engage with the local community. Providing updates on projects and activities etc., using videos and photographs, had been suggested as a useful means of communication, and encouraging 2-way dialogue with parishioners. Councillors suggested a few initial ideas for video/photo posts on the Parish Council Facebook page – Turning on of Christmas lights, awarding of Community Minded Person of the Year Award, new Village Gateways, Speed Indicator Device, new lighting, Christmas wishes from Parish Councillors, and promoting on-line remote Parish Council meetings (screenshot of Councillors wearing Christmas hats at December Parish Council meeting). Other events, projects, and activities to be actively communicated to the local community via the Parish Council Facebook page as and when considered appropriate.</p> <p>Approval to be sought from Full Council for the following recommendation –</p> <ul style="list-style-type: none"> <li>➤ To approve the recommendations for improving community engagement as detailed above</li> </ul>
20/21-166	<p><b>Community Minded Person of the Year &amp; Young Community Minded Person of the Year awards</b></p> <p>The Chairman and Clerk provided details of the nominations received for both awards, with a clear winner being identified in both categories. Arrangements to be made to present the winner of the Community Minded Person award on the evening of the National Carol Singing event (Sunday 20<sup>th</sup></p>

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	December). Chairman to provide St Arbucks with details of the Young Community Minded Person of the year award winner.
20/21-167	<b>Other M&amp;F Committee business</b> Cllr Davis questioned whether the Parish Council held an official register of any gifts received, either by Councillors or directly to the Parish Council (this had been prompted by a councillor reporting during the previous agenda item that they had been given a gift of a tin of biscuits and had made a subsequent suggestion for how these could be used). Although it was recognised that the receiving of gifts was not a regular occurrence, and in the past details of these gifts had normally been reported at a Parish Council meeting, it was considered appropriate, and more transparent, to keep an official Register of any gifts received, which could then be made available to view by members of the public if required – <b>ACTIONS</b> – Clerk to set-up Official Gift Register. Cllr Myhill referred to an online e-petition which was currently being circulated on Social Media regarding highway safety through the village – <b>ACTIONS</b> – Chairman to prepare a response on behalf of the Parish Council. Cllr Myhill referred to the anti-loitering device which had now been received, and Councillors discussed its installation.
20/21-168	<b>Date of next Meeting</b> To be arranged as needed.
20/21-169	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.02pm