

# 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 December 2020 At 7.15pm by Zoom Teleconferencing facility

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Gordon, Cllr Davis, Cllr Padfield, Cllr White, Cllr Earley, Cllr Steele (left meeting at 7.35pm and re-joined at 7.47pm), Cllr Turner-Scott, and Cllr Stevens.

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

	AGENDA ITEM
20/21-170	<b>Apologies for Absence</b> None – all Councillors present.
20/21-171	<b>Declarations of Interest and Dispensations to Participate</b> <ul style="list-style-type: none"><li>a) Cllr Osborn declared a financial interest in agenda/minute number 20/21-174bi (the Chairman's allowance/expenses formed part of the budget for 2021/22). Councillors approved his participation in discussion of this item. Cllr Myhill declared a financial interest in item 20/21-179b as one of the payments due for approval was payable to him (reimbursement of expenses). He took no part in the voting for this item.</li><li>b) There were none.</li></ul>
20/21-172	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.22pm.
20/21-173	<b>Monthly Reports</b> <ul style="list-style-type: none"><li>a) <b>Chairman's Report –</b><ul style="list-style-type: none"><li>i. The Chairman reported that he had exchanged emails with a number of local residents.</li><li>ii. Quarterly 'Chairman's Charity Account' report – The clerk referred to the finance spreadsheet circulated to members with the agenda papers, noting that the figures had not changed since the last report in September.</li><li>iii. Community Minded &amp; Young Community Minded Person of the Year Awards – The Chairman provided details of the nomination reasons for this year's award winners – Adult category: Nicky and Steve Wragg, Young Persons category: Rose Kent.</li></ul></li><li>b) <b>Wiltshire Councillor Report –</b> Cllr Gamble had given his apologies prior to the meeting.</li><li>c) <b>Community Hall Trust Report –</b> Cllr Padfield noted that the recent Trust meeting had been cancelled and the AGM delayed. The Chairman's report had been circulated to Trust members, and he briefed Councillors on its contents. Councillors then discussed the level of low-level vandalism and anti-social behaviour which continued to take place in the vicinity of the Community Hall and carpark areas.</li></ul>
20/21-174	<b>Council meetings</b> <ul style="list-style-type: none"><li>a) Remote meeting of the Parish Council held on 17th November 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Earley, seconded Cllr Padfield) – Minutes to be signed as soon as practically possible.</li><li>b) The draft minutes from the Management &amp; Finance committee held on the 8th December 2020 were noted and no questions asked. The following matters and recommendations were considered further:<ul style="list-style-type: none"><li>i. 2021/22 Parish Council budget:<ul style="list-style-type: none"><li>➤ It was proposed by Cllr Myhill, seconded by Cllr White, and resolved to approve the enrolment of the Parish Council in a qualifying Pension Scheme for eligible jobholders. Final details of scheme to be agreed after consultation with a Pension Advisor.</li></ul></li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>➤ It was proposed by Cllr Davis, seconded by Cllr Myhill, and resolved to approve the proposed draft budget for 2021/22 - 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).</li> <li>➤ It was proposed by Cllr Davis, seconded by Cllr Padfield, and resolved 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>➤ It was proposed by Cllr Tuner-Scott, seconded by Cllr Myhill, and resolved 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> <li>➤ Actions to be taken regarding traffic congestion / pedestrian safety on the B3098 through the village - Cllrs Davis and Gordon had not yet had the opportunity to meet to consider this matter and prepare a report – Matter to be deferred until next meeting.</li> <li>➤ It was proposed by Cllr White, seconded by Cllr Padfield, and resolved to approve the recommendations of the Management and Finance Committee to improve engagement with the local community by a more proactive use of social media.</li> </ul>
20/21-175	<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 car park water leak – The Clerk reported that Wiltshire Council contractors had now attended the site and exposed a complete manhole, with cover, buried under the tarmac. The drain had been jetted in all directions and was running clear, and a new cover was due to be installed by the end of the week and the surrounding tarmac made good.</li> <li>ii. Lighting on path leading to Community Hall (MLAV50) – The Clerk reported that the new light had been installed at the beginning of December.</li> <li>iii. Replacement of low-level light bollard at end of top Community Hall carpark – Cllr Osborn referred to the decision made at the last meeting to investigate an alternative high-level light for this location. Reference was then made to the quotes obtained by the Clerk and circulated prior to the meeting. It was proposed by Cllr Myhill, seconded by Cllr Stevens, and resolved to approve the quote from Robelec Ltd for £890.44 + VAT (new earth rod may not be required, in which case cost will reduce by £100.50) – <b>ACTIONS</b> – Clerk to advise contractors accordingly.</li> <li>iv. CATG meeting 15/12/20 – Cllr Davis provided updates on the following issues discussed at the meeting: <ul style="list-style-type: none"> <li>• Village Gateways – Installation of two gateways approved at last CATG meeting and awaiting to be installed by contractors. Parish Council able to go back to CATG at a future date if wish to pursue the other two gateways originally requested, however for time being issue will be removed from CATG agenda.</li> <li>• NAL socket and SID mounting post on Spin Hill - Installation approved at last CATG meeting and awaiting to be installed by contractors. Issue will now be removed from CATG agenda.</li> <li>• Ledge Hill / Broadway speed reduction request – Wiltshire Council Highways engineers to review statistics provided by Parish Council regarding number of businesses and properties located on this stretch of road and will report back with any recommendations. Issue moved into 'high priority' section on CATG agenda.</li> <li>• Top of Spin Hill / corner of Ledge Hill (possible permissive path) – Until such time that a firm proposal is put forward by the Parish Council issue will be removed from CATG agenda.</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>• New request for dropped kerbs – Wiltshire Council Highways engineers to prepare a quote, with the Parish Council being expected to contribute to the cost. In view of the likely cost of the project, it may need to wait until the next financial year.</li> <li>• New request of Townsend road name signage - Wiltshire Council Highways engineers to prepare a quote for manufacture of the signs, with the Parish Council being expected to contribute to the cost. Installation to be done by Wiltshire Council.</li> </ul> <p>v. Any other matters – There were none.</p> <p>b) New matters to report (Parish Steward visits: 19 &amp; 20 January) – ditches blocked further up White Street – <b>ACTIONS</b> – Cllr Davis to investigate and action as necessary.</p> <p>c) Annual Canada Woods tree review – The Clerk referred to the report detailing quotes received, which had been circulated prior to the meeting. It was proposed by Cllr Turner-Scott, seconded by Cllr Myhill, and resolved to approve the quote from Green Farm Tree Care for £475 + VAT – <b>ACTIONS</b> – Clerk to advise contractors accordingly.</p> <p>d) Friends of Broadwell – The Clerk referred to the information circulated with the agenda papers which detailed the Group’s activities, preferred choice of Play Area supplier and design, along with prices etc. Following a full discussion Councillors reaffirmed their support for the work that the Friends were doing and noted the provision within the Parish Council’s finances for financial support towards the project. Alongside this, it was agreed that the Council would offer support to any organisations who were fundraising for the project, and would research other avenues of grant funding, making applications whenever appropriate – <b>ACTIONS</b> – Clerk to respond to Friends of Broadwell and investigate possible grant funding applications. The Clerk reported that there were two existing pieces of equipment in the Broadwell Play Area that would need repair in the interim period to ensure their safety – <b>ACTIONS</b> – Chairman to investigate and liaise with Clerk regarding repairs required.</p>
20/21-176	<p><b>Covid-19 related matters</b> There were none.</p>
20/21-177	<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></p> <p>a) Email from local resident, including report produced of traffic speeds along the High Street – Circulated to Councillors for information.</p> <p>b) Emails from two local residents raising concerns about highway safety on Church Street and the High Street – Responses sent by Chairman and Clerk – Noted.</p>
20/21-178	<p><b>Planning applications and decisions</b></p> <p>a) The following planning application received considered at a Planning Committee meeting was noted:</p> <p>i. 20/09350/OUT Land off Lavington Lane, West Lavington. Outline application for residential development (50 dwellings) including access for consideration – Support with comments.</p> <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <p>i. 20/09080/FUL The Malt House, 3 Gyes Old Yard, White Street, Market Lavington. Reversal of planning permission ref 13/03814/FUL – No Objections.</p> <p>ii. 20/08889/FUL West Park Farm, Ledge Hill, Market Lavington. Erection of triple garage with home office and games room – No objections, with comments.</p>

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	<p>c) The following recent planning application decisions made by Wiltshire Council were noted:</p> <p>i. 20/06779/FUL Broadwell Cottage 23 White Street Market Lavington SN10 4DP. Two and single storey extension to side and rear of property and pitched roofs to dormer windows - Approve with Conditions.</p> <p>ii. 20/07823/FUL 30 The Spring Market Lavington SN10 4EA. Removal of existing conservatories to rear, new single storey rear extension to dwelling - Approve with Conditions.</p>
20/21-179	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for November 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 December 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 initialled by two authorising Councillors as soon as practically possible after the meeting.</p> <p>c) The Clerk reported that no requests had been received for Grant Funding in the 3<sup>rd</sup> quarter of 2020/21.</p> <p>d) 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 30/11/20, and all appeared to be in order.</p> <p>e) To consider purchase of 'Automatic Planning Feature' for Parish Council website – The Clerk provided details of the new feature being offered by the Website provider. It was proposed by Cllr Padfield, seconded by Cllr Earley, and resolved to purchase the Planning Feature with immediate effect (normal cost £2 per month, with introductory offer of 50% off for the first year – so just £12) – <b>ACTIONS</b> – Clerk to liaise with Website provider.</p>
20/21-180	<p><b>General Parish Matters</b></p> <p>Cllr Steele referred to the crash barrier at Canada Rise, requesting that it be checked regarding its condition – <b>ACTIONS</b> – Cllr Davis to inspect and action as necessary. Cllr Earley reported that one of the safety cross-rails between the Muddle and Broadwell was laying on the floor, and some of the wooden support posts appeared rotten – <b>ACTIONS</b> – Chairman to investigate. The Clerk noted that she had recently received the contract documentation from BT to 'adopt the phone box kiosk' on the corner of Parsonage Lane as approved at the September Parish Council meeting for signature and return, with copies being emailed to the Chairman, Vice-Chairman, and Chairman of the HRAF Committee for their information. She had prepared a list of things that needed to be done when the adoption had been completed, which included advice kindly received from West Lavington Parish Council following their experience from the process.</p>
20/21-181	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 8.27pm.</p>
20/21-182	<p><b>Date of next Meeting</b></p> <p>Tuesday 19th January 2021 at 7.15pm</p>
20/21-183	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 8.28pm.</p>

## Appendix

Please see next page ...

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<b>Payments approved at December Parish Council Meeting</b>				
<b>Details</b>	<b>Cost Centre</b>	<b>Date of Payment</b>	<b>Amount Inc. VAT where applicable</b>	<b>Ref</b>
Cleaner OS wages	4000	17/12/20	111.25	BP1
Handyman contractor	4100	17/12/20	220.00	BP2
Clerk wages and reimburse expenses ^	4000/4990/ 4050	17/12/20	947.58	BP3
HMRC – 3 <sup>rd</sup> qtr PAYE / NI contributions	4030	17/12/20	84.64	BP4
Ian Myhill – Reimburse cost of Jubilee clips for erecting Speed Indicator Device	4440 (EMR 330)	17/12/20	26.40	BP5
SLCC – Annual membership fees	4140	17/12/20	144.00	BP6
PPLPRS – Old School annual music licence fee	4470	17/12/20	140.98	BP7
PCC of St Marys – Grant towards graveyard maintenance	4200	17/12/20	475.00	BP8
<b>TOTAL</b>			<b>2,149.85</b>	
<b>Payments made in between meetings</b>				
D C Mortimer Electrical – Replace exterior security light Old School	4430	19/11/20	120.10	BP
Zoom – Recurring monthly payment	4190	23/11/20	11.99	Card
P T Archer – Christmas tree Market Place	4640	13/12/20	684.00	BP
Longleat Forestry – bark chippings Elisha Field Play Area	4430	3/12/20	188.50	Card

^ Clerk wages £827.58 + Reimburse cost of Land Registry searches X2 £12 + 6-month Clerk Working from Home allowance £108 (£18 X 6 months) = TOTAL £947.58

£10,000 transferred from savings account to current account 14/12/20