

# 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 19th January 2021**  
**At 7.15pm by Zoom Teleconferencing facility**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Gordon (joined meeting at 7.18pm), Cllr Davis, Cllr Padfield, Cllr White, Cllr Earley, Cllr Turner-Scott, and Cllr Stevens.

**In attendance:** Wiltshire Cllr Richard Gamble (left meeting at 7.34pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
20/21-193	<b>Apologies for Absence</b> Cllr Steele had sent apologies due to personal commitments, which were accepted.
20/21-194	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
20/21-195	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.17pm.
20/21-196	<b>Monthly Reports</b> <ul style="list-style-type: none"><li>a) <b>Chairman's Report</b> – The Chairman reported that he had exchanged emails with a local resident and walked around the village to check a number of matters.</li><li>b) <b>Wiltshire Councillor Report</b> – Cllr Gamble referred to correspondence he had received regarding reports of further dumping and bonfires on land on the corner of Spin Hill / Ledge Hill. Wiltshire Council Enforcement Officers, as well as the local Police had been investigating the matter, and he urged members to pass on any information they may have to him. He referred to the recent petition which had been initiated by a local resident and posted through the Wiltshire Council website, requesting traffic safety measures through the village. The petition had now closed, gaining 66 signatures. He advised that the petitioner would be encouraged by Wiltshire Council to liaise with the Parish Council regarding the findings. Wiltshire Council have scheduled day-time road closures through the centre of the village starting on the 4<sup>th</sup> of March, for four days, to carry out pavement and kerb repairs, and repair potholes etc. along the section from Milsom Court to the Shires Roundabout. It was hoped that a response would be received from the Consultants in February regarding Blackdog Crossroads. Cllr Gamble referred to the Wiltshire Council Local Plan consultation, encouraging members to participate, and the upcoming National Census on the 21<sup>st</sup> of March. Next Area Board meeting 15<sup>th</sup> March, next CATG meeting 16<sup>th</sup> February. He then answered questions posed by Councillors.</li><li>c) <b>Community Hall Trust Report</b> – Cllr Padfield reported that the Community Hall was currently closed due to COVID-19.</li><li>d) <b>Vintage Meet Organising Committee Report</b> – Cllr Myhill reported that the committee had met briefly and agreed to defer the decision on whether to proceed with this year's event until the end of February.</li></ul>
20/21-197	<b>Council meetings</b> <ul style="list-style-type: none"><li>a) Remote meeting of the Parish Council held on 15th December 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Myhill, seconded Cllr Gordon) – Minutes to be signed as soon as practically possible.</li><li>b) The draft minutes from the Old School committee meeting held on the 12th January 2021 were noted and no questions asked. The following matter was considered further:<ul style="list-style-type: none"><li>i. Commercial dishwasher – It was proposed by Cllr Davis, seconded by Cllr Stevens, and resolved to approve the recommendation of the committee to replace the existing domestic dishwasher, and approve the quote from</li></ul></li></ul>

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	Roundstone Catering Equipment Ltd totalling £2,637 + VAT – <b>ACTIONS</b> – Clerk to advise supplier accordingly.
20/21-198	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Update on matters previously reported:</p> <p>i. Actions to be taken regarding traffic congestion / pedestrian safety on the B3098 through the village – Cllrs Davis and Gordon reported that they would complete their review by the end of January, to enable a report to be prepared for presentation at the CATG meeting on 16<sup>th</sup> February.</p> <p>ii. Any other matters:</p> <ul style="list-style-type: none"><li>• Cllr Stevens reported that the owner of the large van parked in the top Community Hall carpark was unable to park on his own property due to access issues caused by parked cars – <b>ACTIONS</b> – Cllr Davis to submit further request to Wiltshire Council to re-paint yellow lines on White Street, and carry out further enforcement visits. Cllr Osborn to submit Freedom of Information request to seek details of Parking Enforcement visits to the village.</li><li>• Cllr Osborn reported that the wooden posts holding up the railings alongside the stream at the end of the Muddle did need replacing, and a number of options were discussed – <b>ACTIONS</b> – Cllr Davis to approach local contact for advice and report back at next meeting.</li><li>• Cllr Earley referred to the gully at the end of the Muddle with concerns that on occasions it might over-flow – <b>ACTIONS</b> – Cllr Davis to request that the Parish Steward investigate further.</li><li>• New Village Gateways – Concerns were raised regarding the positioning and effectiveness of the set of gateways at the Easterton end of the village. It was agreed that payment to Wiltshire Council would be withheld until such times that the matter could be discussed at the next CATG meeting. Discussion to include addition of a village name plaque on one of the gates, with possible wording 'please drive carefully through our village' – <b>ACTIONS</b> – Cllr Davis to raise matter at CATG meeting.</li><li>• Speed Indicator Device – Cllr Myhill reported that the NAL socket and post had been installed by Wiltshire Council's contractor in a different location than that originally agreed. There was therefore some uncertainty as to whether the device would be as effective in both directions as was anticipated. Following further dialogue with Wiltshire Council, agreement had been reached to trial the device in its current location, after which time the situation would be reviewed. Wiltshire Council have confirmed that, should the existing position of the NAL socket and post be found not to be effective in monitoring traffic coming out of the village, they would return to install a second NAL socket only, in the original agreed position. The existing post can then be relocated, when required to measure speeds of outgoing vehicles – <b>ACTIONS</b> – Device to be erected by volunteers when weather conditions permit, and effectiveness monitored.</li><li>• Litter bin High Street – The Clerk provided details of the responses received from residents living adjacent to the bin location – <b>ACTIONS</b> – Clerk and Cllr Davis to liaise and agree final positioning of bin.</li><li>• Septic tank on Village Green – Members discussed ownership, and repairs currently being undertaken to the tank cover – <b>ACTIONS</b> – Clerk to write to St Mary's PCC to clarify matters.</li><li>• Church Street Traffic Survey Results – Results from the survey undertaken during December by Wiltshire Council, concluded that on average over the 7-day period, 50% of vehicles were travelling over the 20mph speed limit. However, the 7-day 85<sup>th</sup> %ile speed was 23.7mph (the speed at or below which 85% of the traffic was travelling) which meant that this location did not qualify for Community Speedwatch, or</li></ul>

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	<p>any other intervention. Following further discussion, it was proposed by Cllr Myhill, seconded by Cllr White, and resolved to submit a request to Wiltshire Council for a traffic survey to be undertaken on the High Street so that a comparison of the results can be undertaken – <b>ACTIONS</b> – Clerk to organise.</p> <ul style="list-style-type: none"> <li>• The Clerk noted that the pole for the replacement high-level lamp in the top Community Hall carpark had now been installed, and the contractor was due back on site this week to install the lantern and paint the pole. A side shield would also be attached to the new light on footpath MLAV50.</li> </ul> <p>b) New matters to report (Parish Steward visits: 19 &amp; 20 January) – There were none.</p> <p>c) Notice board in Market Place – Closer inspection of the notice board following its removal had revealed that both the back and bottom sections were rotten, and the rest of the board was in a poor state or repair. Based on the estimated cost to carry out the necessary repairs, recognising the on-going maintenance costs of a wooden board, and receiving some initial prices for a replacement board, it was agreed that the preferred option would be to replace the wooden board with either a metal or recycled timber effect one – <b>ACTIONS</b> – Clerk to prepare detailed quotes of both options for consideration at next meeting.</p>
20/21-199	<p><b>Covid-19 related matters</b> There were none.</p>
20/21-200	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a) Email Wiltshire Council – Details of Wiltshire Local Plan review, and separately the Gypsy &amp; Traveller Local Plan. Consultation to run from 13/1/21 until 9/3/21 – Cllrs Myhill and Davis to attend online events and report back to next meeting.</li> <li>b) WALC January Newsletter – Includes details of EU GDPR and change of regime to UK GDPR. Further guidance to follow from NALC Legal in due course – Noted.</li> <li>c) Email detailing proposed closure of Furlong Close, Rowde, seeking support from Parish Council to oppose closure – Following a full discussion it was agreed to write to Wiltshire Council to ascertain what the reasons were for the proposed closure after which a suitable response would be submitted.</li> <li>d) Email to Chairman from local resident regarding new light on footpath leading up to Community Hall carpark – Response sent by Chairman – Noted.</li> </ul> <p><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> <ul style="list-style-type: none"> <li>e) Letter from SSE regarding upgrade of Old School electricity meter to a Smart meter - Noted.</li> </ul>
20/21-201	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) The following planning applications received considered at a Planning Committee meeting were noted: There were none.</li> <li>b) 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. 20/10351/FUL 11 Bouverie Drive, Market Lavington SN10 4AB. Proposed first floor extension over garage and enlarged small bedroom and porch roof and extended driveway – No Objections.</li> <li>ii. 20/09967/FUL 1 Fiddington Clay, Market Lavington SN10 4BS. Remove 7ft leylandii hedge along boundary and replace with 6ft close board fence – No Objections.</li> <li>iii. 20/10398/FUL Brookfield, 19 Park Road, Market Lavington SN10 4ED. Loft conversion with front facing pitched room dormers and rear facing flat roof dormer to create additional bedrooms, en-suite and bathroom - No Objections, with comments regarding parking provision.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>iv. 20/10627/PNCOU Agricultural Store, Spin Hill, Market Lavington SN10 4NR. Notification for Prior Approval under Class Q for Proposed Change of use of Agricultural Building to a Dwelling house (Use Class C3) and associated operational development – No Objections, with comments regarding access.</li> <li>v. 20/09621/FUL Crossways House, Kings Road, Market Lavington SN10 4QA. Proposed installation of 23, ground mounted photovoltaic (PV) panels and 4 photovoltaic panels mount on the stable block/building – No Objections, with comments regarding visual impact.</li> </ul> <p>c) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> <li>i. 20/07262/FUL &amp; 20/07827/LBC The Rest 42 Northbrook Market Lavington SN10 4AP. Demolish existing single storey rear extension and replace with similar single storey rear extension - Approve with conditions.</li> <li>ii. 20/09080/FUL The Malt House 3 Gyes Old Yard, White Street Market Lavington SN10 4DA. Reversal of planning permission ref: 13/03814/FUL - demolition of enclosed porch, returning exterior to previous appearance. Addition of a small porch canopy, with timber supporting post. New external oil boiler - Approve with conditions.</li> </ul>
20/21-202	<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 December 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 January 2021, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – proposed Cllr Gordon, seconded Cllr Padfield (see appendix at end of minutes). Documentation to be initialled by two authorising Councillors as soon as practically possible after the meeting.</li> <li>c) Quotes for parts to carry out Play Area equipment repairs – The Clerk and Cllr Davis briefed members on the review undertaken of the Wicksteed Play Area Risk Assessment report, and the subsequent matters identified as needing more immediate attention. Quotes had been obtained from the equipment suppliers for the parts required to carry out the repairs, details of which were provided to members. It was proposed by Cllr Davis, seconded by Cllr White, and resolved to approve the quote from Wicksteed for £716.43 + VAT, and Proludic for £180.08 – <b>ACTIONS</b> – Clerk to order parts and organise repair work to be carried out.</li> <li>d) Enrolment of Parish Council in qualifying Pension Scheme (agreed Parish Council meeting 15/12/20)             <ul style="list-style-type: none"> <li>i. The Chairman of the Management &amp; Finance committee reminded members that the Clerk's salary had now reached a level that required the Parish Council to provide a qualifying pension scheme. The Pension Advisor had advised that a total contribution of 8% of salary was required to a pension provider, with a minimum contribution from the employer of 3%. It was the recommendation of the Management &amp; Finance Committee that the Parish Council contribute 4% as employer, with the employee contributing the same percentage.</li> <li>ii. Parish Council Employer Pension contribution – It was proposed by Cllr Myhill, seconded by Cllr Davis, and resolved to approve the Parish Council contribution to the pension scheme, equivalent to 4% of the Clerk's salary.</li> <li>iii. Advice from Pension Advisor – It was proposed by Cllr Padfield, seconded by Cllr Davis, and resolved to approve payment of the necessary fees to Ferris &amp; Culverwell to set up a suitable pension scheme on behalf of the Parish Council.</li> </ul> </li> </ul>
20/21-203	<p><b>General Parish Matters</b></p> <p>Cllr Gordon noted that repair work was due to take place shortly at the Museum.</p>
20/21-204	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 8.52pm.</p>

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20/21-205	<b>Date of next Meeting</b> Tuesday 16th February 2021 at 7.15pm.
20/21-206	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.53pm.

## Appendix

<b>Payments to be approved at January 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>
Certas Energy – Oil Old School	4400	21/1/21	411.62	BP1
Cleaner OS wages	4000	21/1/21	89.00	BP2
Handyman contractor	4100	21/1/21	275.00	BP3
Clerk wages	4000	21/1/21	827.58	BP4
Melba Swintex – Litter bin	4440	21/1/21	189.10	BP5
West Lavington Youth Club – 4 <sup>th</sup> qtr grant	4200	21/1/21	350.00	BP6
TEEC – Planning tracker for website	4180	21/1/21	14.40	BP7
Hiscock Engineers – 2 handrails for Old School	4430	21/1/21	894.00	BP8
<b>TOTAL</b>			<b>3,050.70</b>	
<b>Payments made in between meetings.</b>				
Alder Shine (Elan City) Speed Indicator device	4440	22/12/20	2,266.80	BP
Zoom – Recurring monthly payment	4190	23/11/20	11.99	Card