

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 Meeting of the Parish Council held on Tuesday 16th March 2021 At 7.15pm by Zoom Teleconferencing facility

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Gordon, Cllr Steele (joined meeting at 7.16pm), Cllr Davis, Cllr Padfield, Cllr White, Cllr Earley, Cllr Turner-Scott, Cllr Fraser, and Cllr Stevens.

In attendance: Wiltshire Cllr Richard Gamble (left meeting at 7.32pm), one member of the public (left meeting at 8.11pm) and Carol Hackett (Parish Clerk).

| | AGENDA ITEM |
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| 20/21-222 | Apologies for Absence None – all Councillors present. |
| 20/21-223 | Declarations of Interest and Dispensations to Participate There were none. |
| 20/21-224 | Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 7.16pm and resumed at 7.18pm. |
| 20/21-225 | Parish Council Committees Cllr Fraser agreed to join the Old School (OS) and Highways, Recreation, Amenity and Footpaths (HRAF) committees. |
| 20/21-226 | Monthly Reports <ul style="list-style-type: none">a) Chairman's Report –<ul style="list-style-type: none">i. The Chairman reported that he had investigated a number of reported footpath incidents, and issues at the Elisha Field.ii. Chairman's Charity Account quarterly report – The Clerk noted that the balance of the bank account at the end of February was still £1,616.84. Two refunds had since been processed following announcement of the cancellation of this year's event. The accounts for the year ending 31/12/20 had been independently inspected, and the report would be provided for the next meeting.b) Wiltshire Councillor Report – Cllr Gamble reported that the e-petition concerning the state of the B3098 through the village, initiated by a local resident was discussed at the Area Board meeting on the 15th of March. The animals had now been removed from the site at the top of Spin Hill, and clearing of the land was in progress. The Consultants report for Blackdog Crossroads had yet to be received. Councillors offered a formal vote of thanks to Cllr Gamble, for all his help and support for the Parish during his time as Wiltshire Councillor.c) Community Hall Trust Report – Cllr Padfield reported that the Community Hall was due to re-open initially for small groups, as permitted by the Government restrictions. The next Trust meeting was due to be held on the 19th of July.d) Vintage Meet Committee Report – Cllr Myhill confirmed the decision of the Committee, not to hold the Vintage Meet event this year. Everyone had been supportive of the decision, with many traders carrying forward their fees in preparation for the 2022 event.e) Neighbourhood Planning Steering Group Report – The Clerk referred to the Steering Group meeting minutes circulated to members with the agenda papers. The Neighbourhood Development Plan referendum was due to take place on the 6th of May, at the same time as the Local Elections. Notices were being placed in the Magazine, on a board in the Market Place, and on Social Media to raise awareness for the Referendum. |
| 20/21-227 | Council meetings |

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| | <p>a) Remote meeting of the Parish Council held on 16th February 2021. Subject to a minor amendment (item 20/21-211b – CATG meeting 15/3/21 amended to Area Board meeting), 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.</p> |
| 20/21-228 | <p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported:</p> <ol style="list-style-type: none"> i. CATG meeting 15/3/21 – N/A – Area Board meeting, not CATG. ii. Speed Indicator Device Spin Hill – Cllr Myhill reported that the device was ready to be installed, and it was agreed that arrangements would be made to install the device this coming weekend – ACTIONS – Cllr Myhill to liaise with volunteer Councillors. iii. Railings alongside stream at end of the Muddle – Cllr Davis reported that the Engineer had requested a site visit to discuss the issues and options with Councillors – ACTIONS – Cllr Davis to arrange meeting. iv. Phone Boxes Parsonage Lane and Spin Hill – <ol style="list-style-type: none"> a) Transfer of ownership of Spin Hill kiosk – The Clerk reported that the transfer from the Community Heartbeat Trust had now been completed. b) Quote obtained for painting of kiosks – The Clerk referred to the quote received, noting that the contractor had been recommended by West Lavington Parish Council, following the tendering process they had undertaken for the same job. It was noted however, that the contractor was currently not in a position to carry out the work this year. Following further discussion, it was proposed by Cllr Padfield, seconded by Cllr Myhill, and resolved to approve the labour quote of £600 per phone box, with the acknowledgment that the work would be completed as soon as the contractor was able – ACTIONS – Clerk to advise contractor accordingly. c) Consider what further actions need to be taken – Phone kiosk on corner of Parsonage Lane / Church Street - It was agreed that the glass would need to be removed from the kiosk, planting troughs and cable ties purchased, and soil and plants sourced – ACTIONS – Clerk to make necessary purchases, and liaise with volunteers to help with glass removal. v. Any other matters – no other updates were provided. <p>b) New matters to report – Cllr Stevens noted that the verge was overgrown between Canada Rise and Spin Hill – ACTIONS – Cllr Davis to report for Parish Steward. Also, a problem with speeding delivery vehicles using The Clays as a short-cut – ACTIONS – Clerk to write letter of complaint to DPD, and do a land registry search for the Clays. HRAF committee to initiate discussions with CATG and Wiltshire Council Rights of Way Officer, for consideration of a bollard to be positioned part-way along the Clays, and also additional signage.</p> <p>c) Wiltshire Best Kept Village Competition 2021 (17th May to 13th June) – With no interest having been received from the local community following the magazine and social media notices, it was decided not to enter the competition in 2021.</p> <p>d) Elisha Field – The Clerk referred to the recent incident of vandalism during which the two signs on the swing gate had been broken off and damaged. It was proposed by Cllr Myhill, seconded by Cllr Stevens, and resolved to obtain replacement signs in metal to be erected at the same location – ACTIONS – Clerk to purchase. Cllr Myhill also noted that paint had been removed from a rear cupboard area of the Pavilion, and emptied out onto the grass, and the door had now been secured with a padlock. Cllr White noted the excessive amount of litter in and around the car-park – ACTIONS – Clerk to liaise with Handyman Contractor.</p> |
| 20/21-229 | <p>Covid-19 related matters</p> <p>The Clerk noted that the Local Restrictions Support Grant application submitted to Wiltshire Council for the Old School had been successful and the funds received.</p> |
| 20/21-230 | <p>Parish Council Insurance Renewal</p> |

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| | <p>The Clerk referred to the annual renewal documentation received, which had been circulated to members prior to the meeting, and detailed her recommendations for amendments to the policy. It was proposed by Cllr Gordon, seconded by Cllr Davis, and resolved to request the following amendments to the policy:</p> <ul style="list-style-type: none"> ➤ 'Old School contents' cover - Add the 'Maidaid commercial dishwasher' / purchase price £2,390. ➤ Part C – 'All Risks Cover' - Delete existing entry for '2 notice boards' insured for £1,157, and replace with 'Market Place notice board' purchase price £2,137. <p>Clerk to instruct Community First accordingly.</p> |
| 20/21-231 | <p>Local Elections Thursday 6th May 2021</p> <p>The Clerk noted that notices had been placed in the Magazine, on the website, Facebook page, and on lampposts in the village advertising the elections. Completed Nomination papers needed to be returned in person to Wiltshire Council in Trowbridge, before 4pm, on Thursday the 8th of April.</p> |
| 20/21-232 | <p>Correspondence Received</p> <ul style="list-style-type: none"> a) From St Mary's PCC – Response regarding Klargester tank under Village Green – The Clerk referred to the response received from the Church which had been circulated to members with the agenda papers. Following further discussion, it was agreed that the Clerk and Chairman would liaise with the Church to prepare a suitable document, which would detail the ownership information and any agreements between the two parties. The draft document would then be presented at the next full Parish Council meeting for approval. <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> b) From Devizes Volleyball Club – Request for informal use of Elisha Field - It was agreed to allow the Club to use the Field as requested (with conditions) subject to a review in 6 months – ACTIONS – Clerk to advise Club accordingly. c) From keep fit class - Request to use Elisha Field for a keep fit class, as per Government restrictions, prior to indoor bookings being permitted - It was agreed to allow this request (with conditions) – ACTIONS – Clerk to advise enquirer accordingly. |
| 20/21-233 | <p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) The following planning applications received considered at a Planning Committee meeting were noted: There were none. b) The following planning application received, which has not been considered at a Planning Committee meeting was noted: <ul style="list-style-type: none"> i. 21/01227/TCA 5 Townsend, Fiddington Clay, Market Lavington, SN10 4BJ. Yew trees behind the property, remove 2 dead trees and reduce height of remaining trees by 2.5m – No Objection. c) The following recent planning application decisions made by Wiltshire Council were noted: <ul style="list-style-type: none"> i. 20/10398/FUL Brookfield 19 Park Road Market Lavington SN10 4ED. Loft conversion with front facing pitched roof dormers and rear facing flat roof dormer to create additional bedrooms, en suite and bathroom - Approve with Conditions. ii. 21/01227/TCA 5 Townsend Fiddington Clay Market Lavington SN10 4BJ. Yew trees behind the property - remove 2 dead trees & reduce height of remaining trees by 2.5m - No Objection. |
| 20/21-234 | <p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - receipts and payments details for February 2021 (including card payments, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date. |

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| | <p>b) It was resolved to approve the payment of 'on-line Payments' for March 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 Myhill (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) Invoice from Wiltshire Council for contribution towards installation of Village Gateways, consider approval for payment – Cllr Davis reported that following further inspection, although the gateway at the Easterton end of the village had not been installed in exactly the position requested, it was not significant enough to alter its effectiveness. It was therefore proposed by Cllr Myhill, seconded by Cllr Davis, and resolved to pay the outstanding invoice – ACTIONS – Clerk to organise immediate payment. It was agreed that consideration would be given to additional signage on the gateway at the next HRAF committee meeting.</p> <p>d) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Padfield confirmed that he had carried out the quarterly check of the accounts as at 31/1/21, and all appeared to be in order.</p> <p>e) Enrolment of Parish Council in qualifying Pension Scheme – Cllr Padfield referred to the minutes of the January meeting, at which approval had been given for payment of the necessary fees to Ferris & Culverwell for advice and setting-up of a suitable pension scheme on behalf of the Parish Council. Since then, a meeting had been held with the Advisor, and details of the fee, and what it included, had been received. In view of the amount of the proposed fee, it had been decided to refer the matter back to the Parish Council for final approval. The flat fee of £1,000 included the initial meeting and subsequent consultation, research to find a suitable pension, setting up of the pension, ongoing contact with the Council to ensure it remains Auto Enrolment Compliant, and also the setting up of a pension plan for any other new starter(s) for the next five years. Following further discussion, it was proposed by Cllr Padfield, seconded by Cllr Myhill, and resolved by a majority vote to approve the payment of fees to the Pension Advisor (1 vote against from Cllr Gordon) – ACTIONS – Cllr Padfield to liaise with Pension Advisor.</p> <p>f) Asset Register – It was proposed by Cllr Myhill, seconded by Cllr Turner-Scott, and resolved to approve the Asset Register as at 31/3/21.</p> |
| 20/21-235 | <p>General Parish Matters Cllr Earley referred to the household rubbish bins being left on the pavement in front of the Old School – ACTIONS – Clerk to write to householders. Reference was made to some guttering on a house in Church Street which appeared in a poor state – ACTIONS – Clerk to write to householder. Cllr Stevens asked if consideration could be given to installing an additional litter bin on Drove Lane – ACTIONS – Matter to be discussed at next HRAF committee meeting. Cllr Gordon noted that young people were still congregating at the rear of the Old School and questioned whether the Mosquito device was working properly – ACTIONS – Cllr Myhill and Clerk to follow-up. Cllr Fraser referred to recent incidents of vandalism and thefts in the village – ACTIONS – Community resolution information to be publicised. Cllr Myhill referred to the discussion of the e-petition at the recent Area Board meeting. The Chairman suggested that the topic for the Annual Parish Meeting this year should be the 'Neighbourhood Plan Referendum' – ACTIONS – Clerk to discuss suggestion with Steering Group Chairman and confirm suggested date of Tuesday 27th of April.</p> |
| 20/21-236 | <p>Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 9.18pm.</p> |
| 20/21-237 | <p>Date of next Meeting Tuesday 20th April 2021 at 7.15pm.</p> |
| 20/21-238 | <p>Closure of meeting There being no further business the meeting was closed at 9.19pm.</p> |

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Appendix

| Payments to be approved at March Parish Council Meeting | | | | |
|---|--------------------|------------------------|---|------------|
| Details | Cost Centre | Date of Payment | Amount Inc. VAT where applicable | Ref |
| Cleaner OS wages | 4000 | 18/3/21 | 89.00 | BP1 |
| Handyman contractor | 4100 | 18/3/21 | 220.00 | BP2 |
| Clerk wages & expenses * | 4000 / 4160 | 18/3/21 | 846.33 | BP3 |
| HMRC – 4 th qtr PAYE & NI Contributions | 4030 | 18/3/21 | 56.13 | BP4 |
| Proludic – Play Area equipment parts | 4430 | 18/3/21 | 216.09 | BP5 |
| Green Farm Tree Care – Tree works Canada Woods | EMR 324 | 18/3/21 | 570.00 | BP6 |
| TOTAL | | | 1,997.55 | |
| Payments made in between meetings | | | | |
| Zoom – Recurring monthly payment | 4190 | 23/2/21 | 11.99 | Card |
| Wiltshire Council – Old School Premises Licence variation fee | 4470 | 23/3/21 | 100.00 | Card |
| Community Heartbeat Trust – Admin fee to transfer ownership of telephone kiosk on Spin Hill to the Parish Council | 4990 | 24/2/21 | 30.00 | BP |

* Clerk monthly wages £827.58 + Reimburse cost of postages 24/4/20 to 3/3/21 £18.75 = TOTAL £846.33