

# 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 Old School (OS) Committee Meeting** of the Parish Council **Held on Tuesday 4th May 2021** **At 7.15pm by Zoom Teleconferencing facility**

**Committee members in attendance:** Cllr Myhill (Chairman), Cllr Padfield, Cllr Gordon (joined at 7.18pm), Cllr Earley (joined at 7.18pm), Cllr White, Cllr Davis, Cllr Fraser, and Mike Bridgeman (Friend of the Old School).

**Others in attendance:** Carol Hackett (Parish Clerk)

	<b>AGENDA ITEM</b>
20/21-279	<b>Apologies for Absence</b> None, all members present.
20/21-280	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
20/21-281	<b>Minutes of Council Committee meeting</b> The minutes of the remote Old School Committee meeting held on 23rd March 2021, having been previously circulated to members, were approved as a correct record (proposed Cllr Fraser seconded Cllr White). Minutes to be signed as soon as practically possible.
20/21-282	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.19pm.
20/21-283	<b>Update on actions agreed at last and previous meetings</b> <ul style="list-style-type: none"><li>a) External signage – Cllr Davis reported that the supplier just needed to varnish the sign, and then it was ready for collection.</li><li>b) Installation of letterbox – The Clerk referred to the response from the Conservation Officer which noted that both options had pros and cons (the letter box in door is more discreet but affects fabric, whereas a box attached to the wall is more obvious but less impact on fabric). Following further discussion, it was proposed by Cllr Davis, seconded by Cllr White, and resolved by a majority decision (1 abstention) to investigate the installation of a brass letterbox into the front door, with a lockable cage behind – <b>ACTIONS</b> - Clerk to obtain prices, Mike Bridgeman to check practicality of installation.</li><li>c) Premises Licence variation to include sale of alcohol – The Clerk reported that approval of the variation had been confirmed, and a revised Licence had now been received. A copy of the licence would be put on the notice board in the entrance hall.</li><li>d) Frost Stat in loft area – Mike Bridgeman referred to his meeting with the Heating Engineer. Following further discussion, it was proposed by Cllr White, seconded Cllr Padfield, and resolved to instruct the Heating Engineer to deal with the two identified boiler oil leaks, adjust the overflow pipe from the water tank in the loft, to ensure it exits outside of the building, and to disconnect the frost-stat from the loft area (after heater installed). As agreed at the last meeting a new 13amp socket would be installed in the loft area for use with a thermostat-controlled heater – <b>ACTIONS</b> – Clerk to liaise with Heating Engineer and get quote for installation of socket.</li><li>e) Mosquito anti-loitering device – Cllr Myhill reported that the device had been returned to the supplier and found to be faulty. A replacement device was expected to be received within the coming week.</li><li>f) Marketing, publicity and generating new business –<ul style="list-style-type: none"><li>i. Tri-fold leaflet – Cllr Davis reported that he had sent the draft design to a commercial printer to get an idea of printing costs, and would circulate the design to members shortly.</li><li>ii. Flyer – Cllr Fraser showed members some initial designs for a one-off A5</li></ul></li></ul>

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	<p>flyer publicising the re-opening of the Old School. It was agreed that a request would be made for copies to be included as an insert in the magazine, and published on the websites and Facebook page –</p> <p><b>ACTIONS</b> – Cllr Fraser to circulate copy of final three draft designs to members for agreement of final design.</p> <p>iii. Business cards – Cllr Davis to circulate design to members shortly.</p> <p>iv. Membership of ACRE Wiltshire Village Halls Association – The Clerk reported that, as agreed at the last Parish Council meeting, approval had been given for membership of ACRE, and subsequent payment of the annual subscription.</p> <p>g) Sub-group meeting 15/4/21 (Cllr Fraser, Cllr Earley, Mike Bridgeman, and Clerk) –</p> <p>i. New glasses and crockery – Following feedback from sub-committee members, and further discussion, it was proposed by Cllr Myhill, seconded by Cllr Fraser, and resolved to authorise a sum of £800 to be spent on new crockery, glasses, and any other kitchen utensils / equipment that were considered necessary by the sub-committee – <b>ACTIONS</b> – Clerk to liaise with Cllr Fraser and Cllr Early from the sub-committee to agree final order. (After the meeting, Cllr Davis advised that he would be able to source the free loan of any type of glass – up to 120 of each, if ever required).</p> <p>ii. Bar facilities / provision of bar by Old School Committee – Following feedback from sub-committee members, and further discussion, it was recognised that there would be insufficient members on the committee after the May elections (or the Parish Council as a whole) to cover the running of a bar. It was therefore agreed not to offer the option of a manned bar at the current time, but review again if and when hirers demand for this service arises.</p> <p>iii. Catering / bottle fridge – Following feedback from sub-committee members, and further discussion, it was agreed to defer the matter until such times that the committee can gauge hirers demand for this type of appliance. In the meantime, prices would be sought for different fridge options, and the option of buying 2<sup>nd</sup> hand from an auction would also be investigated. The option of hiring the equipment on a one-off basis was also noted – <b>ACTIONS</b> – Clerk to follow-up.</p>
20/21-284	<p><b>Coronavirus related matters – New Government 4 step roadmap out of COVID-19 lockdown.</b></p> <p>a) Review re-opening risk assessment documents – The Clerk referred to the draft documents circulated with the agenda papers. A couple of additional matters were suggested, and the document revised accordingly. It was proposed by Cllr Padfield, seconded by Cllr Gordon, and resolved to approve the revised document – <b>ACTIONS</b> – Clerk to circulate document to all Hall Regular User groups.</p> <p>b) Review when User Groups will be returning – The Clerk confirmed that the only Regular User group wishing to return to using the Old School on the 17<sup>th</sup> of May was the Sing and Sign Group. A new Keep-fit class had also indicated a desire to possibly start some sessions, and the Mums &amp; Chums hoped to re-start as soon as practically possible. The Other user groups hoped to return from September.</p> <p>c) Any other Coronavirus related matters – The Clerk confirmed that the Cleaner had returned to work with effect the 1<sup>st</sup> of May in order to ensure the building was thoroughly cleaned in time for the 17<sup>th</sup> of May re-opening.</p>
20/21-285	<p><b>Old School General Matters</b></p> <p>a) Burco Water Heater – Mike noted some of the matters that members would need to consider regarding use of the Burco – it needed to be connected to the mains water supply (hole in worktop, near plug socket), there were specific</p>

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	<p>requirements regarding its siting, and the sides of the heater get hot when in use. A quote had been obtained of £150 for installation of the heater. Following further discussion, it was agreed to keep, and store the heater for the time being, and review the potential demand for it from hirers in a few months' time, before making a final decision regarding its installation.</p> <p>b) Refuse bins – Cllr Gordon agreed to continue putting the bins out until mid-June, when the matter would need to be reviewed again, and alternative arrangements put in place.</p> <p>c) John Reid meeting room floor (Problem with area of flooring that has lifted) – Mike Bridgeman briefed members regarding the issue, noting that initial advice sought had indicated that an insufficient expansion joint had been left at the edge of the room. The Clerk confirmed that she had contacted the Restoration Project Manager, but as yet he had not responded. Following further discussion, it was agreed to contact the Restoration contractor directly for their advice – <b>ACTIONS</b> – Clerk to contact Snape.</p> <p>d) Consider any maintenance matters that need to be dealt with – There were none.</p> <p>e) Other Old School business – Mike Bridgeman noted that he had started re-planting the flower troughs, and would tidy up around the outside of the building before the 17<sup>th</sup> of May. Cllr Earley reported that all of the un-needed crockery had now been given away, which left just the glasses and dishwasher to deal with. Cllr Gordon confirmed that the new fire blanket had been delivered by Protect Fire.</p>
20/21-286	<b>Date of next Committee Meeting</b> To be confirmed.
20/21-287	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.42pm.