

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 **Meeting** of the Parish Council held on **Tuesday 21st September 2021** At **7.15pm in the Old School**

Councillors Present: Cllr Osborn, Cllr Vine (left at 9.19pm), Cllr Stevens (left at 9.40pm), Cllr Turner-Scott, Cllr Fraser, Cllr Davis, and Cllr Boaden.

In attendance: Wiltshire Cllr Muns (left meeting at 9.47pm), nine members of the public (1 left at 7.19pm, another at 7.34pm, two at 7.59pm, another at 9.31pm, another at 9.34pm, another at 9.42pm, another at 9.44pm, and another at 9.45pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
21/22-85	Apologies for Absence Cllr Andrew, Cllr Earley, and Cllr Steele had sent apologies due to personal commitments, which were accepted.
21/22-86	Declarations of Interest and Dispensations to Participate Cllr Fraser declared an interest in item 21/22-100g, as one of contractors asked to provide a quote for repairs to the flooring in the Dr John Reid room, was closely known to her.
21/22-87	Parish Councillor vacancies (Due to the confidential nature of this matter, members of the public were asked to leave the room during the discussion of this item) The Clerk referred to the formal application received, a copy of which had been circulated with the agenda papers. It was proposed by Cllr Vine, seconded by Cllr Turner-Scott, and resolved to co-opt Mr Chris Boaden as a member of the Parish Council (members of the public returned to the meeting). The newly co-opted Councillor signed his 'Declaration of Acceptance of Office' forms in the presence of the Clerk and joined in with the remainder of the meeting – ACTIONS – Clerk to advise Electoral Services accordingly.
21/22-88	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 7.18pm and resumed at 7.33pm.
21/22-89	Minutes of Council meeting Extraordinary Meeting of the Parish Council held on 7 th September 2021. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Fraser, seconded Cllr Osborn – Cllr Davis, Cllr Turner-Scott, and Cllr Boaden abstained from voting).
21/22-90	Monthly Reports <ol style="list-style-type: none">Chairman's Report - The Chairman reported that he had responded to a number of enquiries regarding local issues. The Clerk referred to the financial spreadsheet which had been circulated with the agenda papers, noting that with the cancellation of this year's event, no transactions had gone through the bank account since the 15th of March 2021.Wiltshire Councillor Report – Cllr Muns provided a brief history of the site at the top of Spin/Ledge Hill, and advised that an enforcement notice had been served on the owner of the land, which would come into force on the 1st of October, and requires the site to be cleared within 9 months. He then referred to the issue of speeding, a concern shared by other surrounding parishes. A meeting with a senior Police Officer regarding the lack of speed enforcement, and support for local communities had failed to result in any positive solutions, due to limited resources and budget. Cllr Muns therefore suggested a meeting with surrounding parishes to co-ordinate a joint approach. Cllr Muns then provided a brief history of Blackdog Crossroads, noting that it had now slipped down the priority list. A report was due to go before cabinet for their consideration, which would include proposals to look at the angles of approach, and improve sightlines, signage, and road markings, to try and reduce the speeds on the A360. There then followed a full

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	<p>discussion with Councillors, with input from members of the public present, during which although it was recognised that there was a finite budget, there was still frustration that consideration would not be given to what was perceived as more effective solutions i.e., traffic lights or a roundabout.</p>
21/22-91	<p>Market Lavington Library</p> <p>a) Updates from Wiltshire Council – The Clerk reported that Wiltshire Council had agreed to cover the cost of moving the radiator to under the window, but had requested that the cost be confirmed with them before the work was committed to. Dialogue had started with regards to the opening times for the library, and this would be considered further at the next Old School Committee meeting.</p> <p>b) Terms & Conditions for relocation of Market Lavington Library to the Dr John Reid meeting room in the Old School – It was proposed by Cllr Stevens, seconded by Cllr Osborn, and resolved to approve the document circulated with the agenda papers (Cllr Boaden and Cllr Davis abstained from the voting for this item) – ACTIONS – Cllr Muns to forward document to Wiltshire Council for their consideration. If accepted without change by Wiltshire Council Libraries, the Chairman was instructed to sign the document on behalf of Market Lavington Parish Council.</p>
21/22-92	<p>Remember COVID-19 Community Project</p> <p>a) Terms of Reference for Working Group – It was proposed by Cllr Stevens, seconded by Cllr Turner-Scott, and resolved to approve the document circulated with the agenda papers (Cllr Boaden abstained from the voting for this item).</p> <p>b) Receive report from first meeting of Working Group – Meeting not yet held, so item deferred.</p>
21/22-93	<p>Christmas 2021 arrangements</p> <p>a) Community Minded Person & Young Person of the year awards – ACTIONS – Chairman to arrange notice in next edition of Magazine (November), and contact St Arbucks regarding the Young Person award, and having the nomination box in the café / Carol Singing – ACTIONS – Chairman to discuss with Rev. Gary / Christmas tree – It was proposed by Cllr Stevens, seconded by Cllr Turner-Scott, and resolved to purchase a Christmas tree for the Market Place as per last year – ACTIONS – Clerk to make arrangements for ordering tree.</p> <p>b) Christmas lights – The Clerk reported that an initial assessment of the two large motifs had been undertaken by the suppliers, and a quote of £462 + VAT given for their refurbishment. The cost to purchase brand new like-for-like motifs would be £741 + VAT. It was proposed by Cllr Stevens, seconded by Cllr Turner-Scott, and resolved to accept the quote to refurbish the existing motifs – ACTIONS – Clerk to make necessary arrangements.</p>
21/22-94	<p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported.</p> <p>i. Cllr Davis noted that the Parish Steward had dealt with issues at various locations around the village on his last visit. Cllr Fraser referred to a matter that she had previously brought to the Council's attention earlier in the year – the erection of a structure in the rear garden of a property adjacent to Canada Woods, and the possible adverse ecological effect this may have on the woods. She provided an update regarding recent enquiries made, after which it was agreed that Councillors would review all the information, before discussing the matter further at the next HRAF committee meeting.</p> <p>b) New matters to report – <i>Footpath cutter</i> – Councillors and members of the public detailed a number of issues with overgrown footpaths around the village – ACTIONS – Clerk to discuss with contractor, and future service levels to be considered further at the next HRAF committee meeting.</p> <p>c) Canada Woods 'Ivy Bashing' session Saturday 25th September, from 9.00am– Cllr Osborn and Cllr Boaden agreed to co-ordinate the volunteers who come along to help out during the session.</p>

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	<p>d) The Clays, vehicular access – Cllr Stevens provided a brief summary regarding the recent activity whereby an access onto the bridleway appeared to be being made from the rear garden of a property on the High Street. Reference was made to correspondence received from the owner of the property, and details of the enquiries made to date. It was noted that a request had been included in the magazine for anyone with knowledge of ownership of the Clays to contact the Parish Clerk. There then followed a full discussion, during which the owner of the property also contributed – ACTIONS – Further enquiries to be made, and matter to be discussed again at the next HRAF committee meeting.</p> <p>e) Dropped-kerbs –</p> <p>i. The Clerk reported that work had now been completed by Wiltshire Council contractors to install several dropped-kerbs in the village (as previously advised, the footpath leading from the Community Hall down to Church Street was not on land dedicated as Highway, and Wiltshire Council were therefore unable to proceed with that element of the project). During the construction phase several engineering challenges made it impractical to install dropped kerbs across the full length of the footway at the top of Park Road, and the decision was therefore made to install only one dropped kerb at this location.</p> <p>ii. Outstanding drop-kerb at end of footpath MLAV50 (leading from Community Hall down to Church Street) – The Clerk noted that a Parish Council has a power to ‘repair and maintain public footpaths and bridleways’ (Highways Act 1980, ss.43 & 50). Following further discussion, Councillors agreed that use of this power would be appropriate for the installation of a drop-kerb at the end of the footpath to be paid for by the Parish Council. The Clerk reported that only one quote had been received for the work, and the matter was therefore deferred until the next HRAF committee meeting when it was anticipated that a further quote would then be available.</p> <p>f) CATG meeting 27/7/21 – Cllr Davis reported that there were currently two outstanding issues relating to Market Lavington – Request for Highways Engineer advice regarding traffic calming through the village, and a request for a speed limit review on Ledge Hill / Broadway. Wiltshire Cllr Muns noted that the current priority system in place for the CATG, meant it could take a while for these outstanding issues to be fully considered.</p>
21/22-95	<p>First Lavington Sea Scout Group</p> <p>The Chairman provided a brief history of the current Sea Scout accommodation on the High Street, and referred to the recent correspondence from the Sea Scout Group Executive, which highlighted the preferred option identified from the public consultation, of using the Elisha Field as an alternative location for a Scout Hall. Reference was also made to the covenants currently in place for the Elisha Field. There then followed a full discussion, during which a representative from the Sea Scout Group also contributed. Councillors recognised that the existing wooden Pavilion at the Elisha Field was deteriorating, and that working with the Sea Scouts to provide a replacement building, could offer an opportunity for both parties – ACTIONS – Chairman to contact the Sea Scout Group to convey the positive attitude of the Parish Council, but also make them aware of some of the legal problems that may be encountered.</p>
21/22-96	<p>Skate Park Equipment</p> <p>Cllr Stevens referred to the enquiries she had made, and in particular the option to host a one-day event, open to all, on the Elisha Field car park (hard standing of at least 25m X 15m required), hiring in some skateboard ramps, and professional helpers. The hired ramps would then remain on site for a further month, after which public support and usage could be reviewed, and if demand dictated, consideration could then be given to the option of creating a permanent skate park, with purchase of ramps etc. Following a full discussion, it was agreed to progress with the proposal to host the initial event, and one month trial of hiring the ramps (cost approx. £1,550). It was agreed that the ideal time to do this would be over the May/June half term 2022, which would also incorporate the proposed date of the Queen’s Platinum Jubilee ‘Community Picnic’ celebration planned on the Elisha Field on Friday the 3rd of June – ACTIONS – Cllr Stevens to make contact with Elisha Field neighbouring properties, and discuss dates with ramp company.</p>

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21/22-97	<p>Platinum Jubilee Weekend (Thursday 2nd June to Sunday 5th June) – ‘Community Picnic’ on the Elisha Field</p> <ul style="list-style-type: none"> a) The Clerk reported that the usual Ice-cream van provision for the Vintage Meet was not available to attend for the Community Picnic. There was a possibility of a local van being available to attend for part of the event. b) Consider other requirements for event – Matter referred to future meeting. c) Consider how event to be financed - The Clerk noted that a Parish Council has a power for ‘Provision of entertainment and support of the arts’ (Local Government Act 1972, s.145) which Councillors agreed would be appropriate for expenditure related to this activity. It might also be possible to apply for funds from the ‘Chairman’s Charity Account’.
21/22-98	<p>Correspondence Received</p> <ul style="list-style-type: none"> a) Email local resident – Thanks for promotion and facilitation of the drop kerb project – Noted. b) Email from local resident – Enquiries regarding the community land at the bottom of Ladywood – Matter dealt with by Chairman – Noted. c) Email from local resident – Comments regarding outlook when entering village from the Easterton end – Noted, no further action proposed. d) Email – Request from local resident to put a memorial tree on the Village Green – Councillors considered the request, which had also been made in person during the ‘adjournment for public discussion’ item near the start of the meeting, and approval given – ACTIONS – Clerk to advise local resident accordingly. <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> <p>None.</p>
21/22-99	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) The following planning applications received which have been considered at a Planning Committee meeting were noted: There were none. b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> i. PL/2021/07082 5 Market Place, Market Lavington. SN10 4AH. Yew tree reduce in height – No objections. ii. PL/2021/06580 3 White Horse Barns, White St, Market Lavington. SN10 4DP. Replacement of front door and door frame with side window as current fixture is totally rotted – No objections. iii. PL/2021/06621 57 High Street, Market Lavington. SN10 4AG. Proposed loft conversion incorporating rear flat roof dormer – No objections, with comments iv. PL/2021/07718 1 Bouverie Drive, Market Lavington. SN10 4AB. Erection of single storey extensions – No objections. v. PL/2021/07524 Southcliffe Business Park, Southcliffe Road, Market Lavington. SN10 4BZ. Erection of single block of 6 industrial units coming under use class E(g) within established Industrial Park – No objections, with comments. c) To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>) There were none. d) The following recent planning application decisions made by Wiltshire Council were noted: <ul style="list-style-type: none"> i. PL/2021/05316 15 Parsonage Lane, Market Lavington. SN10 4AA. Conifer (T1) - fell to ground level as interfering with electricity cables. Beech (T2) - crown

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	<p>raise by 4/5m over driveway and reduce/remove limbs overhanging property to give 3m clearance - No objection.</p> <p>ii. PL/2021/07082 5 Market Place, Market Lavington. SN10 4AH. T1 - Yew tree - reduce height to 2m – No objection.</p>
21/22-100	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for July and August 2021 (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 August and September 2021, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Osborn, seconded Cllr Fraser (see appendix at end of minutes).</p> <p>c) Enrolment of Parish Council in qualifying pension scheme – The Clerk confirmed that the pension had now been set up, and the first payment was due to be made at the beginning of October.</p> <p>d) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Fraser confirmed that she had carried out the quarterly review of the accounts as at 31/7/21, made observations regarding the balances of several of the budget headings and some expenditure items, and confirmed that the accounts all appeared in order.</p> <p>e) External Audit for the year ending 31/3/21 – Cllr Fraser referred to the External Auditors Report which had been circulated with the agenda papers, noting that no matters had been reported.</p> <p>f) Councillors considered the two requests received for Grant Funding in the 2nd quarter of 2021/22 (as per Local Government Act 1972 Section 137 – a local authority may incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants – benefit obtained must be commensurate with the expenditure incurred). It was proposed by Cllr Davis, seconded by Cllr Turner-Scott, and resolved to approve the following payments: Remembrance Day Wreath (Earl Haig Fund) £75.00 and Citizens Advice £50.</p> <p>g) Repairs to flooring in Dr John Reid Room / repositioning of radiator – With Cllr Fraser abstaining from the voting for this item, there were insufficient Councillors now present at the meeting for the vote to be quorate – ACTIONS – Clerk to include matter on the agenda for Old School Committee meeting on 28/9/21.</p>
21/22-101	<p>General Parish Matters</p> <p>Cllr Turner-Scott reported that there was a heap of vegetation at the side of the Broadwell car park which appeared to have been dumped, and also contained pieces of wire fencing – ACTIONS – Chairman to investigate. The Clerk reported that work to replace the wooden retaining wall in the top Community Hall car park was due to start on Monday the 4th of October, and would take approx. 2 – 3 days. Notices would be placed on the bank in the car park, on the notice board, website, Facebook, and on the windscreens of cars using the car park.</p>
21/22-102	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.57pm.</p>
21/22-103	<p>Dates of next Meeting/s</p> <p>Old School Committee – Tuesday 28th September 2021 8.15pm. HRAF Committee – Tuesday 28th September 2021 7.15pm. Parish Council meeting – Tuesday 19th October 2021.</p>
21/22-104	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.58pm.</p>

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Appendix

August Payments to be approved at September Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	19/8/21	91.70	BP1
Handyman contractor monthly hours	4100	19/8/21	220.00	BP2
Clerk wages & reimburse expenses *	various	19/8/21	910.97	BP3
M Goddard & Sons – 5 of 7 payments footpath / amenity contract £542.23	4620	19/8/21	542.23	BP4
Idverde – 1 of 2 payments for EF grass cutting	4610	19/8/21	546.24	BP5
WALC – Training Course fee Cllr Vine	4080	19/8/21	36.00	BP6
Fast Hygiene – paper towels for OS	4450	19/8/21	78.00	BP7
TOTAL			2,425.14	
Payments made in between meetings				
Melba Swintex – Dog waste bin for the Clays	4440	23/7/21	120.96	BACS
MKV Property Maintenance – OS replace pipework under sink in kitchen, clear blocked toilet	4430	23/7/21	150.60	BACS
Nisbets – New crockery for OS	4440	7/7/21	52.75	Card
Ikea – New glasses for OS	4440	15/7/21	60.00	Card

* Clerk monthly salary £828.18 + Reimburse cost of 2 kettles kitchen OS £46.40 + Reimburse cost of 3 additional keys for Elisha Field main gate padlock £14.00 + Reimburse cost of cleaning materials OS £10.50 + Reimburse cost of phone mini-jack for sound system OS £11.89 = TOTAL £910.97

September Payments to be approved at September Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	23/9/21	114.63	BP1
Handyman contractor monthly hours & exps *	various	23/9/21	294.90	BP2
Clerk wages & reimburse expenses **	various	23/9/21	834.16	BP3
M Goddard & Sons – 6 of 7 payments footpath / amenity contract £542.23 + cutting hedges on ftpth off Drove Lane to Oak Lane £500	4620 / 4640 (EMR part)	23/9/21	1,142.23	BP4
PKF Littlejohn – External audit fee Y/E 31/3/21	4120	23/9/21	360.00	BP5
WALC – Cllr Planning Training – Cllrs Fraser, Vine & Stevens	4080 (EMR)	23/9/21	90.00	BP6
HMRC – 2 nd qtr PAYE & NI contributions	4030	23/9/21	52.26	BP7
Strakers – Audit valuation report	4130	23/9/21	540.00	BP8
TOTAL			3,428.18	
Payments made in between meetings				
Amazon – laptop cover for Clerk	4160	10/9/21	16.99	Card

£10,000 transferred from D/A to C/A 17/9/21

* Handyman contractor hours worked £275.00 + reimburse cost of black bags £19.90 = TOTAL £294.90

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** Clerk monthly salary £828.18 + Reimburse cost of android mini-jack for use with OS sound system
£5.98 = TOTAL £834.16

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