

# 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 Meeting of the Parish Council held on Tuesday 19th October 2021 At 7.15pm in the Old School

**Councillors Present:** Cllr Davis (Acting Chairman), Cllr Vine, Cllr Turner-Scott, Cllr Fraser, Cllr Boaden (left at 9.22pm), Cllr Earley, and Cllr Steele (arrived at 7.32pm).

**In attendance:** 2 members of the public and Carol Hackett (Parish Clerk).

	AGENDA ITEM
21/22-129	<b>Apologies for Absence</b> Cllr Osborn, Cllr Andrew, and Cllr Stevens had sent apologies due to personal commitments, which were accepted.
21/22-130	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Boaden declared an interest in item 21/22-140biii/iv/v having submitted those planning applications. Cllr Fraser declared an interest in item 21/22-141b, as one of the payments for approval was payable to someone closely known to her.
21/22-131	<b>Parish Council Committees</b> Cllr Boaden agreed to join the Planning and HRAF committees – <b>ACTIONS</b> – Clerk to circulate updated committee members list to Councillors.
21/22-132	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned at 7.17pm and resumed at 7.20pm.
21/22-133	<b>Minutes of Council meetings</b> <ol style="list-style-type: none"><li>Meeting of the Parish Council held on 21st September 2021. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Vine, seconded Cllr Turner-Scott).</li><li>Meeting of the Highways, Recreation, Amenity &amp; Footpaths Committee (HRAF) held on 28<sup>th</sup> September 2021. The draft minutes were noted, and no questions were asked. Updates were received, and matters considered further, as follows:<ol style="list-style-type: none"><li>Prices for outside exercise equipment – The Clerk referred to the prices obtained from one company for illustration purposes. Following further discussion, it was agreed to consider this project proposal, along with other projects, including possible improvements to the Broadwell Play Area, at the next HRAF committee meeting, during which a review of the current year budget, and budget for 2022/23 would be undertaken.</li><li>Painting of phone kiosks – A member of the public present reported that volunteers had met and planted up 12 new planters, which would be used to replace the existing planters in the next couple of weeks. Local groups had kindly offered to supply knitted/crocheted poppies to intertwine around the kiosk, and options for Christmas were also being considered. The Clerk reported that the Probation Service had advised that the painting project would not be suitable for the Community Payback Scheme, for Health &amp; Safety reasons, it was not permissible to work adjacent to the highway. It was therefore hoped that community volunteers might come forward to help with the repainting of both kiosks. It was noted that the ideal time to carry out the painting would be March / April 2022 – <b>ACTIONS</b> – Clerk to contact Wiltshire Council for necessary permits etc.</li><li>Footpaths &amp; Amenity land contract – The Clerk provided some background information to the tendering process for the current contract. Following a full discussion, during which members of the public present were invited to contribute, it was agreed that a meeting with the current contractor would be arranged, before deciding what level of service would be requested for next</li></ol></li></ol>

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	<p>year – <b>ACTIONS</b> – Clerk to make necessary arrangements for meeting with contractor. Cllr Davis to obtain quote for footpath number signs.</p> <p>iv. Handyman contract – The Clerk referred to the current service levels, and the contingency hours in the budget. Councillors agreed to consider this further at the next HRAF committee meeting.</p> <p>v. The Clays - vehicular access – Reference was made to the Land Registry enquiries made, and response received from the Conservation Officer. It was noted that Wiltshire Cllr Muns was due to discuss the matter with Wiltshire Council's Rights of Way team later in the week, and would provide an update following this. The Clerk referred to a written update provided by Cllr Stevens – <b>ACTIONS</b> – Clerk to include request for Parish Council contribution towards cost of bollards on November meeting agenda.</p> <p>c) Meeting of the Old School Committee (OS) held on 28<sup>th</sup> September 2021. The draft minutes were noted, and no questions asked. Updates were received, and matters considered further, as follows:</p> <p>i. Relocation of Library to Dr John Reid Room – The Clerk reported that shelving for use in the library was due to be delivered on the 10<sup>th</sup> of November, and that a volunteer meeting had been held to start discussions regarding the proposed opening times. She then referred to Wiltshire Council's draft 'Heads of Terms', a copy of which had been circulated with the agenda papers, and would form the basis for the formal lease which would be prepared by Wiltshire Council. Councillors reviewed the draft document, and made several suggested revisions – <b>ACTIONS</b> – Clerk to liaise with Wiltshire Council regarding the proposed revisions, and advise the Parish Council's insurers about the library. A copy of the draft lease to be sent to the Parish Council Solicitors, for their review and comment, when received from Wiltshire Council.</p> <p>ii. One-off booking enquiries – The Clerk referred to recent requests for use of indoor bouncy castles / soft play in the Old School for use during young children's parties. Following a full discussion, it was agreed that this type of equipment would be permitted for children's parties, however, there would be a requirement to position it away for the projector equipment, and advise the hirer of their responsibility to ensure there was appropriate insurance cover in place for its use – <b>ACTIONS</b> – Clerk to advise enquirers accordingly, and add appropriate clause in the 'Terms &amp; Conditions' of hiring the Old School.</p>
21/22-134	<p><b>Monthly Reports</b></p> <p>a) <b>Chairman's Report</b> – On behalf of the Chairman, Cllr Davis passed on thanks to the volunteers who had helped reposition the Speed Indicator Device, and noted that the Christmas planning arrangements were progressing.</p> <p>b) <b>Wiltshire Councillor Report</b> – Cllr Muns had given his apologies prior to the meeting.</p> <p>c) <b>Remember COVID-19 Project Report</b> – Cllr Fraser reported that 6 volunteers had attended the first meeting, and ideas for several projects and possible suitable locations had been discussed. The committee were however keen to engage, and gain further support from the local community, and with this mind, would be contacting local groups and schools, and asking questions through the magazine and Facebook. The committee would meet again when feedback had been received, it was however noted that without the engagement of the community, the project may not continue in its current format.</p> <p>d) <b>Vintage Meet 2022 Report</b> – Cllr Turner-Scott provided an update on progress with the planning for next year's event. Unfortunately attempts to purchase a 2<sup>nd</sup> hand display fridge had resulted in a fraudulent transaction, which has subsequently been reported to the appropriate authorities.</p> <p>e) <b>Community Hall Trust Report</b> – Cllr Earley reported changes in key positions following the AGM, and briefed members on other aspects of the hall's day-to-day operation. It was recognised that a JLC meeting had not been held for some time due to COVID-19 (meeting scheduled for April 2020 had been cancelled), and that one was normally held in November – <b>ACTIONS</b> – Clerk to organise JLC meeting.</p>

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21/22-135	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Update on matters previously reported – Cllr Davis noted that the last Parish Steward visit had concentrated on Drove Lane. The Clerk referred to the response from Wiltshire Council to the request for bus shelters at Freith, following which it was agreed that Cllr Steele and Cllr Davis would make themselves familiar with the surrounding area, before the matter would be considered further at the next HRAF committee meeting.</li> <li>b) New matters to report (next Parish Steward Visit 2<sup>nd</sup>, 3<sup>rd</sup> &amp; 30<sup>th</sup> November) – Overhanging brambles on the corner of Grove Road.</li> <li>c) Beechwood – ‘Ivy Bashing’ session Saturday 25<sup>th</sup> September – Cllr Boaden reported that the working party had consisted of 4 volunteers, who managed to remove a fair amount of ivy during the morning session. It was suggested that this should become an annual event in order to keep on top of the ivy growth – <b>ACTIONS</b> – Clerk to diarise for September each year.</li> </ul>
21/22-136	<p><b>Youth Council / Parliament</b></p> <p>Cllr Earley referred to the information which had been circulated with the agenda papers, and suggested that young people from the local secondary school and upper primary school years be invited to be part of a Youth Council. Councillors offered their support for the proposal, recognising the importance of engaging with young people, to ensure their views and opinions are heard. The Clerk noted that she hoped to be able to obtain details of any other local Youth Councils using the WALC monthly newsletter – <b>ACTIONS</b> – Cllr Earley to make contact with local schools to gauge level of support for the proposal.</p>
21/22-137	<p><b>Platinum Jubilee Weekend – ‘Community Picnic’ Friday 3<sup>rd</sup> June 2022</b></p> <p>Cllrs Davis, Turner-Scott and Earley agreed to take on the initial planning for this event.</p>
21/22-138	<p><b>Hiring of Skateboard ramps</b></p> <p>In the absence of Cllr Stevens, matter deferred until November meeting.</p>
21/22-139	<p><b>Correspondence Received</b></p> <p>None.</p> <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>a) Email from St Barnabas School requesting advice for possible removal of kissing gate at end of MLAV14 – Councillors recognised the difficulties for use of the footpath for bikes and pushchairs etc. with the kissing gate, and had no objection to its removal, and replacement with an ordinary gate if considered necessary – <b>ACTIONS</b> – Clerk to update school, contact Wiltshire Council Rights of Way in the first instance, and then the neighbouring stable owner.</li> </ul>
21/22-140	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) The following planning applications received which have been 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. PL/2021/06621 – 57 High Street, Market Lavington. SN10 4AG. Proposed loft conversion incorporating rear flat roof dormer – Welcome changes made to plans, no objections</li> <li>ii. PL/2021/07784 – The Diamonds, Drove Lane, Market Lavington. SN10 4NT. Proposed single storey side extension – No objections</li> <li>iii. PL/2021/06328 – 33 Church Street, Market Lavington. SN10 4DU. The additional of solar panels to the secondary lower lean-to roof line – No objections with comments</li> <li>iv. PL/2021/06339 – 33 Church Street, Market Lavington. SN10 4DU. Replacement of current warped, non-weather and security risk front door with composite wood</li> </ul> </li> </ul>

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	<p>appearance front door to the same style and specification of the existing door – No objections with comments</p> <p>V. PL/2021/06316 - 33 Church Street, Market Lavington. SN10 4DU. Addition of a conservatory to the rear of the property, over the footprint of a previously established conservatory - No objections with comments</p> <p>vi. PL/2021/08532 – 19 White Street, Market Lavington. SN10 4DP. Contorted Hazel fell – No objections</p> <p>vii. PL/2021/09161 – 48 High Street, Market Lavington. SN10 4AG. Various tree works in a Conservation Area – No objections</p> <p>viii. PL/2021/08651 – Hazeldene, Ledge Hill, Market Lavington. SN10 4NW. Front and side extensions with associated roof alterations (resubmission of 15/04938/FUL) – No Objections</p> <p>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.</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted:</p> <p>i. PL/2021/06580 - 3 White Horse Barns, White Street, Market Lavington. SN10 4DP. Replacement of front door and door frame with side windows as current fixture is totally rotted - Approve with Conditions</p> <p>ii. PL/2021/07784 - The Diamonds, Drove Lane, Market Lavington. SN10 4NT. Single Storey Side Extension - Approve with Conditions</p> <p>iii. PL/2021/07718 - 1 Bouverie Drive, Market Lavington. SN10 4AB. Erection of single storey extensions - Approve with Conditions</p> <p>iv. PL/2021/08532 - Proposed Works to Trees in a Conservation Area - 19 White Street, Market Lavington. SN10 4DP. Contorted Hazel fell - No Objection</p> <p>v. PL/2021/08530 - Proposed Works to Trees in a Conservation Area - 21 White Street, Market Lavington. SN10 4DP. Alamanchia, Fell - No Objection</p> <p>vi. PL/2021/07524 - Southcliffe Business Park, South Cliffe Road, Market Lavington, SN10 4BZ. Erection of a single block of 6 industrial units coming under use class E(g) within established Industrial Park - Approve with Conditions</p>
21/22-141	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for September 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 October 2021, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Fraser, seconded Cllr Turner-Scott (see appendix at end of minutes).</p>
21/22-142	<p><b>General Parish Matters</b></p> <p>Cllr Earley referred to recent parking problems during the Lavington School Open Day – <b>ACTIONS</b> – Cllr Davis to write to school. Cllr Earley commented on traffic management responsibility during an incident in the High Street earlier in the week – <b>ACTIONS</b> – Cllr Earley to follow matter up with Police.</p>
21/22-143	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.38pm.</p>
21/22-144	<p><b>Dates of next Meeting/s</b></p> <p>Parish Council meeting – Tuesday 16<sup>th</sup> November 2021. HRAF Committee meeting – Tuesday 23<sup>rd</sup> November 2021 7.15pm. Old School Committee meeting – Tuesday 23<sup>rd</sup> November 2021 8.15pm.</p>

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21/22-145	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.39pm.
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## Appendix

October Payments to be approved at Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	21/10/21	91.70	BP1
Handyman contractor monthly hours & exps *	various	21/10/21	231.17	BP2
Clerk wages & reimburse expenses **	various	21/10/21	848.86	BP3
M Goddard & Sons – 7 of 7 payments footpath / amenity contract	4620	21/10/21	542.22	BP4
Rialtas – Registration / annual support fee for Making Tax Digital (as required by HMRC)	4190	21/10/21	70.80	BP5
T H White Group – CCTV annual service	4430	21/10/21	91.80	BP6
SSE – Electricity charge for Christmas lighting supply 2020	4410	21/10/21	21.58	BP7
Aussie Dave's Carpentry – Repairs to floor in OS Dr John Reid Room	4430	21/10/21	590.00	BP8
Earl Haig Fund (Remembrance Day Wreath) – S137 grant donation	4210	19/10/21	75.00	3029
Citizens Advice – S137 grant donation	4210	21/10/21	50.00	3030
<b>TOTAL</b>			<b>2,613.13</b>	
Payments made in between meetings				
X2 Connect Ltd – Paint for phone kiosks	4440	27/9/21	127.19	Card
HM Land Registry – Register & Title plan enquiry	4160	29/9/21	6.00	Card
Jim Forrester – OS boiler service	4430	5/10/21	75.00	BP
Andrew Thynne – Wooden retaining wall top Community Hall carpark	4430	8/10/21	3,400.00	BP
Melba Products – Dog waste bin for Drove Lane & metal post to re-position Northbrook bin	4440	11/10/21	220.67	BP
Ironmongery Direct – Letter box for OS & antibacterial soap	4440/4450	8/10/21	55.21	Card
The House Nameplate – Letter cage for OS	4440	15/10/21	14.99	Card
HM Land Registry – Register & Title plan enquiries X9	4160	12/10/21	54.00	Card
HM Land Registry – Register & Title plan enquiry	4160	14/10/21	6.00	Card
Wiltshire Council – Green bin charge for OS (part year)	4470	14/10/21	30.00	Card
Magnet – New integrated fridge for OS	4440	5/10/21	199.00	Card
Amazon – New cigarette bin OS	4440	7/10/21	19.99	Card
Ebay – 20 flower planter troughs for phone kiosks	4440	11/10/21	139.00	Card

£25,000 transferred from C/A to D/A 18/10/21

\* Handyman contractor hours worked £220.00 + reimburse cost of padlock for side store at Elisha Field Pavilion £11.17 = TOTAL £231.17

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\*\* Clerk monthly salary £828.18 + Reimburse cost of cleaning materials OS £7.19 + Reimburse cost of padlock for Vintage Meet store at Elisha Field Pavilion £11 + Reimburse cost of batteries for OS thermostat and clock £2.49 = TOTAL £848.86

Draft