

# 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 **Highways, Recreation, Amenity and Footpaths (HRAF) Committee** **Meeting** of the Parish Council **held on Tuesday 23rd November 2021** **At 7.15pm in the Old School**

**Councillors Present:** Cllr Stevens (Acting Chairman), Cllr Vine, Cllr Fraser, Cllr Davis, Cllr Osborn, Cllr Boaden, and Cllr Andrew.

**In attendance:** One member of the public, and Carol Hackett (Parish Clerk).

In the absence of Cllr Steele, Cllr Stevens agreed to take on the role of Acting Chairman for the meeting.

	<b>AGENDA ITEM</b>
21/22-161	<b>Apologies for Absence</b> Cllr Steele had sent apologies due to personal commitments, which were accepted.
21/22-162	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
21/22-163	<b>Minutes of Council Committee meeting</b> The minutes of the HRAF committee meeting held on the 28th September 2021, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Fraser, seconded Cllr Vine).
21/22-164	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned at 7.16pm and resumed at 7.21pm.
21/22-165	<b>Update on actions agreed at last or previous meetings</b> <ul style="list-style-type: none"><li>a) Pavilion Fire Risk assessment – Cllr Davis reported that he had not yet had the opportunity to forward a copy of the assessment to the Committee Chairman and Clerk.</li><li>b) Road signage for Townsend – The Clerk referred to correspondence from Wiltshire Council confirming that the signs would cost the Parish Council approximately £250 each (3 signs required), with Wiltshire Council agreeing to install them without any additional cost – <b>ACTIONS</b> – Expenditure to be formally voted on at December Parish Council meeting.</li><li>c) Railings alongside stream at the end of The Muddle – Cllr Davis reported that he had not yet had the opportunity to send the documentation to Cllr Vine for proof reading, and then onto the Clerk for circulation.</li><li>d) Goal posts at Canada Woods – Councillors reviewed the condition of the goal posts based on photographs provided by the Clerk. Following further discussion, it was agreed to defer this matter, and possibly consider other options for the use of this area of amenity land.</li></ul>
21/22-166	<b>Market Lavington Emergency Plan – Annual Review</b> The Clerk referred to the Emergency Plan document which had been circulated with the agenda papers, annotated with some suggested revisions. Councillors accepted the revisions suggested, and approved the document – <b>ACTIONS</b> – Clerk to upload revised version to Parish Council website.
21/22-167	<b>Highways, Recreation, Amenity &amp; footpaths Budget</b> <ul style="list-style-type: none"><li>a) Review spending for this financial year – The Clerk referred to the budget document circulated with the agenda papers, which included details of the actual receipts and payment figures as at 31/10/21, comparing them against the budgeted amounts. Reference was made to the outstanding jobs planned for the current financial year, and</li></ul>

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	<p>payments expected to be made shortly, along with the current balances of the relevant Earmarked and Restricted Reserves.</p> <p>b) Consider draft budget for next financial year, to include:</p> <ol style="list-style-type: none"> <li>i. Reviewing hiring charges for Elisha Field / Pavilion – It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to increase the hiring charge for the Football Club, and other users by 3.5% from 1/4/2022.</li> <li>ii. Review utility usage and supply – The Clerk confirmed that the current electricity contract did not end until June 2023.</li> <li>iii. Footpath/Amenity land contract – Councillors considered the quote received from the current contractor (3<sup>rd</sup> year since full tendering process). It was proposed by Cllr Vine, seconded by Cllr Fraser, and resolved to approve the quote from Mark Goddard &amp; Sons Landscaping for £3,962 + VAT (an increase of £799 from 2021/22). It was also agreed to include a contingency of a further £520 in the budget in case an additional cut of the footpaths was considered necessary – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</li> <li>iv. Elisha Field grass cutting contract – Councillors considered the quote received from the current contractor (2<sup>nd</sup> year since full tendering process). It was proposed by Cllr Fraser, seconded by Cllr Osborn, and resolved to approve the quote from Idverde for £951.36 + VAT (an increase of £41.36 from 2021/22) – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</li> <li>v. Handyman Contractor – Councillors considered that the existing contract for 5 hrs per week, and the contingency of 20 extra hours over the year, were sufficient for the 2022/23 financial year.</li> <li>vi. Projects to progress with in 2022/23 – It was agreed to focus on, and investigate further the following projects – Improvements to Broadwell Play Area, Improvements in Canada Woods (possibly as part of the Remember COVID19 Project), Outdoor gym equipment, Skateboard ramps, Allotments (possible joint venture with Easterton Parish Council). Feedback would be sought from residents of Freith before the request received for bus shelters would be considered further. Amounts to be allocated to each project will be agreed in April 2022, when consideration can be given to the year-end revenue, and reserve balances, alongside the ‘projects’ allocation in the 2022/23 budget.</li> </ol> <p>Working through the budget document, members considered the suggested budget figures for 2022/23 as proposed by the Clerk, which were then updated with the decisions as detailed above. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Osborn, and resolved, to present the revised draft budget to the Management &amp; Finance Committee / Full Council for their consideration (Total budgeted income 2022/23 £831, total budgeted expenditure £28,806). It was also suggested that two Earmarked Reserve amounts ‘20mph limit’ and ‘Footpath MLAV50’ be re-allocated to a new Earmarked Reserve ‘Canada Woods Project’ – Matter to be put to full Council for approval.</p> <p>c) Business Plan: On-going commitment to maintain the amenity areas, recreation facilities and footpaths in the Village, making improvements if possible. To respond as appropriate, to requests for improvements to highway related safety matters.</p>
21/22-168	<p><b>Other HRAF Committee business</b></p> <p>Cllr Davis submitted a request to carry out the weed killing qualification offered at Lackham College, in order to support Cllr Osborn – <b>ACTIONS</b> – Clerk to obtain further information. Cllr Stevens detailed a request she had received for a possible extension to MLAV23, however the suggested route crossed land which did not belong to the Parish Council – <b>ACTIONS</b> – Cllr Stevens to respond to enquirer accordingly.</p> <p>Following on from the ‘Adjournment for Public Participation’ item at the beginning of the meeting, Cllr Osborn agreed to take a look at footpath MLAV3 (Russell Mill Lane to Wick Farm), in particular the section that went across the fields.</p>
21/22-169	<p><b>Date of next Meeting</b></p>

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	To be agreed.
21/22-170	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.22pm.

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