

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 15th March 2022 At 7.15pm in the Old School

Councillors Present: Cllr Osborn (Chairman – arrived at 7.18pm), Cllr Andrew, Cllr Vine, Cllr Davis, Cllr Turner-Scott, Cllr Boaden (arrived at 7.52), Cllr Stevens, Cllr Earley, Cllr Fraser, and Cllr Taylor.

In attendance: 9 members of the public (six left at 9.00pm, three left at 9.08pm – one returning at 9.13pm), and Carol Hackett (Parish Clerk).

In the absence of the Chairman at the start of the Meeting, Cllr Davis (Vice-Chairman) stood in as Acting Chairman for the first three agenda items.

	AGENDA ITEM
21/22-249	Apologies for Absence Cllr Steele had sent apologies due to personal commitments, which were accepted.
21/22-250	Declarations of Interest and Dispensations to Participate There were none.
21/22-251	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 Acting Chairman referred to the Parish Councillor application circulated with the agenda papers. Following a brief discussion, it was proposed by Cllr Stevens seconded by Cllr Earley and resolved to co-opt Mrs Jane Taylor as a member of the Parish Council (members of the public returned to the meeting). The newly co-opted Councillor signed her 'Declaration of Acceptance of Office' form in the presence of the Clerk and joined in with the remainder of the meeting – ACTIONS – Clerk to advise Electoral Services accordingly.
21/22-252	Adjournment for Public Participation The meeting was adjourned at 7.19pm and resumed at 7.28pm.
21/22-253	Minutes of Council meetings Meeting of the Parish Council held on the 15 th February 2022. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Fraser, seconded Cllr Earley). Cllrs Davis, Vine and Taylor abstained from the vote having not been present at the last meeting.
21/22-254	Monthly Reports <ol style="list-style-type: none">a) Chairman's Report<ol style="list-style-type: none">i. Chairman's Charity Account - The Clerk referred to the finance summary document circulated with the agenda papers, detailing the financing of this year's Vintage Meet event as at 28/2/22. She also referred to the Auditor's report following examination of the Chairman's Charity Accounts for the year ending 31/12/21. It was proposed by Cllr Fraser, seconded by Cllr Earley, and resolved to accept for approval the Audit Report.b) Wiltshire Councillor Report – Cllr Muns was not in attendance at the meeting.c) Community Hall Trust Report - Cllr Earley provided a brief report from the recent Trust meeting.d) Vintage Meet 16th & 17th July 2022 – The Chairman of the Organising Committee was invited to address the meeting. He reported that preparations for the event were well underway, with 175 bookings for exhibitors, the craft tent already full, and a good selection of other traders already booked in. One change for this year's event was the requirement for the use of 'Authorised Personnel' to carry out the traffic management duties on Drove Lane, The organising team were currently liaising with the few companies who were authorised by the Police to provide this service. Further Corporate

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	<p>sponsorship was being sought, and nearer the event a call-out for volunteers would be made. The Clerk then referred to the Event Management Plan documents circulated with the agenda papers. It was proposed by Cllr Turner-Scott, seconded by Cllr Fraser, and resolved to approve the documents unamended (Cllrs Vine and Taylor abstained) – ACTIONS – Organising Committee to submit Plan to Wiltshire Council for their consideration.</p> <p>e) Platinum Jubilee weekend</p> <p>i. Update on arrangements for Community Picnic, Friday 3rd of June – Cllrs Osborn and Davis to meet-up to make arrangements, and then start actively publicising the event. Cllr Fraser suggested that ‘tree planting’ could form part of the Jubilee Celebrations.</p> <p>f) Remember COVID19 Project – Cllr Fraser provided a report, reminding members how the Remember COVID19 Project had now been incorporated to include the Canada Woods and adjoining amenity land Project. Ideas and suggestions were coming in from the local community, and a Working Group meeting was planned for early next week. She had applied for a Felling Licence for Canada Woods, which if approved, would enable the management work, as recommended by the Woodland Management Consultant, to be undertaken. A request was made for contact details of landowners surrounding Canada Wood, in order to be able to liaise with them prior to any work being undertaken.</p>
21/22-255	<p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported:</p> <p>i. The Clays proposal for bollard / improve surface –</p> <ul style="list-style-type: none">➤ Wiltshire Council waste collection contractor – The Clerk detailed the response received, which had indicated that if the bollard was installed, bins would need to be brought to White Street from the Clays. It was noted that current arrangements were that the refuse lorry entered from each end of the Clays, so the bollards shouldn't have caused a problem – ACTIONS – Clerk to follow-up with Wiltshire Council.➤ Other information / comments received – Cllr Stevens noted that she had been unable to contact one of the landowners about the proposals – ACTIONS – Clerk to obtain contact details.➤ Quotes received, grant application to LHFIFG (Local Highways and Footpaths Improvement Group) – The Clerk provided a summary of the quotes received. After a brief discussion, it was proposed by Cllr Stevens, seconded by Cllr Fraser, and resolved to submit a grant application to LHFIFG to help fund the cost of improving the surface of footpath MLAV24 – ACTIONS – Clerk to prepare application. <p>ii. Auto Speed Watch Camera Device (ASW)</p> <ul style="list-style-type: none">➤ Positioning of device, and purchase of signage and possible additional metal post – It was noted that the device had now been purchased as agreed at the last meeting. The device itself needed to be permanently positioned in the same location, and not moved, and the erection of appropriate warning signage was required. Following further discussion, it was proposed by Cllr Vine, seconded by Cllr Osborn, and resolved to submit a request to CATG for installation of a permanent pole (NAL socket not required), at an agreed location on Spin Hill, on which to erect the ASW camera, and for two signs to be purchased by the Parish Council – ACTIONS – Clerk to submit request and order signs.➤ AutoSpeedWatch Camera Data Protection Impact Assessment (DPIA), incorporating the Camera Operation Policy – It was proposed by Cllr Fraser, seconded Cllr Earley, and resolved to approve the document unamended (Cllr Taylor abstained). <p>iii. Additional bollard on High Street / traffic congestion –</p> <ul style="list-style-type: none">➤ Wiltshire Council Highways Engineer response – The Clerk reported that a site visit with the Engineer had been arranged for early April to finalise the position of the agreed bollard. She provided costings for a

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	<p>bollard, to match the others along the same stretch of road. It was proposed by Cllr Turner-Scott, seconded by Cllr Taylor, and resolved to approve purchase of a bollard at a cost of £304.27 + VAT – ACTIONS – Clerk to arrange purchase.</p> <ul style="list-style-type: none"> ➤ Previous request to Wiltshire Council for assessment of traffic congestion through the village – Councillors reviewed the most recent correspondence, after which it was agreed that Cllr Davis would follow-up and provide a report for the Clerk to submit to CATG for consideration – ACTIONS – Cllr Davis to draft report. <p>iv. Broadwell Play Area –</p> <ul style="list-style-type: none"> ➤ Area Board grant application – The Chairman reported that the Parish Council had applied for, and been awarded £5,000 to be used towards the cost of refurbishing the Play Area. ➤ Current state of play equipment – It was noted that due to the poor state of some of the equipment, the decision had now been made to permanently close the play area for the time being. Volunteers had come forward offering to remove the equipment in the worst condition, with the hope that the rest of the equipment would then be available for use until the refurbishment could be undertaken. ➤ Allocation of funds for refurbishment of play area – It was proposed by Cllr Fraser, seconded by Cllr Turner-Scott, and resolved, to approve expenditure of up to £35,000 for the refurbishment of the Broadwell Play Area. Authority was delegated to the HRAF committee to approve the final design for the new equipment etc. <p>v. Muddle Railings – Cllr Davis reported that he would be forwarding the draft specification to Cllr Vine for his review, prior to going out to tender for the work.</p> <p>vi. Proposal to move disabled parking spaces / resurfacing of Market Place carpark – The Clerk reported that three contractors had been approached to provide quotes, with two having carried out site visits. Early discussions had indicated that the value of the contract may require advertising on the Contract Finder website as well – ACTIONS – Clerk to collate quotes, and advertise on website if necessary.</p> <p>vii. Any other updates – There were none.</p> <p>b) New matters to report – There were none.</p> <p>c) Muddle / Broadwell volunteer clear-out Saturday 12th March – Cllr Earley reported that the clear-out session had gone well, and offered thanks to all those who had attended. There was just a bit more work to do, and it was suggested that a further session may be necessary.</p> <p>d) Metal Detecting – It was proposed by Cllr Boaden, seconded by Cllr Fraser, and resolved to approve the request from the local resident for permission to detect within Canada Woods – ACTIONS – Clerk to advise local resident accordingly and advise of conditions.</p>
21/22-256	<p>Elisha Field</p> <p>a) 1st Lavington Scout Group – The Scout Group representative provided a brief overview of the actions that had been taken with regards to possible disposal of the existing Scout Hall located on the High Street. He then outlined the preferred option moving forward, of possibly leasing a portion of land at the Elisha Field, for the purpose of building a new facility. Reference was made to the Conveyancing Document for the Elisha Field, and the covenants and provisions contained within. Whilst both parties recognised that this project was still in the early stages, it was proposed by Cllr Davis, seconded by Cllr Stevens, and resolved, that the Parish Council were in favour of working collaboratively with the Sea Scouts to investigate the possibility of providing a multi-purpose sports facility on the Elisha Field, to replace the existing wooden Pavilion.</p> <p>b) Future use of Elisha Field – There was some discussion regarding possible uses of the Elisha Field, and a desire to increase its usage, however no further action to be taken at this time.</p>

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21/22-257	<p>Stone memorial Plaques Cllr Vine reported that the proposal from the Stone Mason had been to permanently attach the plaques to the wall using a specialised resin i.e., they could not be removed. Councillors approved this method of fixing, with the Old School Committee to agree the exact positioning of the plaques at their next meeting.</p>
21/22-258	<p>COVID-19</p> <ul style="list-style-type: none"> a) Parish Council meetings – Following removal of Government restrictions, Councillors agreed that there would no longer be a requirement to wear a face-covering during meetings, but to ensure that consideration was given to others. Hand sanitiser was still available for use around the Old School. b) Guidelines for hirers of Old School and Elisha Field Pavilion - Following guidance received from Wiltshire Village Halls Association / ACRE, the emphasis for hirers was to 'help keep vulnerable users of halls safe from Covid'. With this in mind, the 'Risk Assessments', and 'Additional Covid Conditions of Hiring' documents, for both buildings had been updated to reflect this. <p>The Clerk reported that a final Covid grant award had been received from Wiltshire Council for £2,667.</p>
21/22-259	<p>Correspondence Received None. <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 at the meeting</i></p>
21/22-260	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) The following planning application received which had been considered at a Planning Committee meeting was noted: There were none. b) The following planning application received, which had not been considered at a Planning Committee meeting was noted: <ul style="list-style-type: none"> i. PL/2022/01412 31 Church Street, Market Lavington. Tree works in a Conservation Area – No objections, with conditions. 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 decision made by Wiltshire Council was noted: <ul style="list-style-type: none"> i. PL/2021/09537 21 WHITE STREET, MARKET LAVINGTON, DEVIZES, SN10 4DP. Alterations to the house and an extension at the rear - Approve with Conditions. ii. PL/2021/11417 8 Church Street, Market Lavington, Devizes, SN10 4DT. Demolition of existing single storey rear extension and separate garage to side. Replacement with part single, part two storey extension - Approve with Conditions. iii. PL/2022/00078 - Works to a Listed Building - 8 Church Street, Market Lavington, Devizes, SN10 4DT. Demolition of existing single storey rear extension and separate garage to side. Replacement with part single, part two storey extension. Formation of internal access to proposed extension at first floor level. Replacement of windows and repointing of external brickwork and stonework - Approve with Conditions. e) Proposal for larger Co-op – <ul style="list-style-type: none"> i. Market Lavington Neighbourhood Plan – The Clerk referred to the response received from Spatial Planning Officers at Wiltshire Council, which confirmed that the Longfield (site 4, SHLAA 3268), the proposed site for the larger Co-op, was allocated for housing development in the made Neighbourhood Plan (May 2021),

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	<p>and as such, a proposal for retail development on the site would be contrary to that policy. The existing Neighbourhood Plan runs until 2026, however, a review of a Neighbourhood Plan can be undertaken at any point including reviewing of housing allocations. Any significant change would need to go through the same procedural steps as the initial Neighbourhood Plan i.e., consultation, examination, and referendum.</p> <p>ii. Presentation by Co-op at Annual Parish Meeting (APM) – In order to gauge whether or not there is support within the community for the proposed larger Co-op, it was agreed to offer the Co-op the opportunity to make a presentation at the APM – ACTIONS – Clerk to liaise with Co-op.</p>
21/22-261	<p>Annual Parish Meeting Date in May, and format of meeting to be finalised when received response from Co-op.</p>
21/22-262	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - receipts and payments details for February 2022 (including card payments, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date. b) It was resolved to approve the payment of 'on-line Payments' for March 2022, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Earley, seconded Cllr Fraser (see appendix at end of minutes). c) National Joint Council for Local Government Services (NJC) Clerk National Salary Award 2021/22 – It was proposed by Cllr Boaden, seconded by Cllr Fraser, and resolved to approve the recommendation of the NJC (SCP11 to increase from £11.30 ph. To £11.50 ph. To be backdated to 1/4/21) – ACTIONS – Clerk to calculate backdated pay and advise Pension company. d) Safe Handling and Application of Pesticides Course (part 2) at Lackham College – It was proposed by Cllr Earley, seconded by Cllr Fraser, and resolved to approve the attendance of Cllr Davis on the one-day course, at a cost of £240 – ACTIONS – Clerk to liaise with Cllr Davis for course booking. e) Parish Council Asset Register as at 31/3/22 – It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to approve the Asset Register unamended.
21/22-263	<p>General Parish Matters Cllr Fraser asked if consideration could be given to installing a litter bin at the top of the steps leading from Francis Road down into Canada Woods – ACTIONS – Clerk to include on agenda for April meeting. The Clerk noted that an oil delivery vehicle had reversed into the removable gate post of the Elisha Field carpark entrance. The incident had been recorded on CCTV and the operator notified. Thanks to the local resident who had managed to repair the damage.</p>
21/22-264	<p>Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 9.34pm.</p>
21/22-265	<p>Dates of next Meeting HRAF Committee meeting – Tuesday 22nd March OS Committee meeting – Tuesday 29th March Parish Council meeting – Tuesday 19th April</p>
21/22-266	<p>Closure of meeting There being no further business the meeting was closed at 9.35pm.</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	4000/120	17/3/22	91.70	BP1
Handyman contractor monthly hours	4100	17/3/22	220.00	BP2
Clerk wages & Exps *	various	17/3/22	862.70	BP3
HMRC – 4 th qtr PAYE & NI contributions	4030	17/3/22	52.26	BP4
Certas energy – Oil OS	4400 part EMR 336	17/3/22	885.34	BP5
Wiltshire Council – Premises licence OS	4470/120	17/3/22	70.00	BP6
Wiltshire Bobby Van Trust – S137 grant donation	4210	17/3/22	125.00	BP7
Fireline Ltd – Annual fire equipment service for OS and EF Pavilion	4480/120 & 140	17/3/22	252.24	BP8
TOTAL			2,559.24	
Payments made in between meetings				
Amazon – laminating pouches	4160	9/2/22	9.98	Card
X2 Connect Ltd – Paint for phone boxes	4440	11/2/22	116.80	Card
Wiltshire College – Cost of pesticide course part 1	4080	24/2/22	255.00	Card
AutoSpeedWatch - roadside camera	4440	2/3/22	549.00	Card

* Clerk monthly salary £828.18 + reimburse postages paid for Y/E 31/3/22 £22.41 + File dividers £2.00
+ Cleaning materials for Old School £10.11 = TOTAL £862.70