

# 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 **Annual Meeting** of the Parish Council held on **Tuesday 17th May 2022** At **7.15pm in the Old School**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Vine, Cllr Steele, Cllr Davis, Cllr Boaden, Cllr Stevens, Cllr Earley, Cllr Turner-Scott and Cllr Andrew, Cllr Fraser, and Cllr Taylor.

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

	<b>AGENDA ITEM</b>
22/23-1	<b>Election of Chairman</b> There being no other nominations, it was proposed by Cllr Fraser, seconded by Cllr Steele, and resolved to elect Cllr Osborn as Chairman of the Parish Council for the municipal year 2022/2023.
22/23-2	<b>Declaration of acceptance of office</b> The Chairman duly signed his Declaration of Acceptance of Office.
22/23-3	<b>Election of Vice-Chairman</b> There being no other nominations, it was proposed by Cllr Osborn, seconded by Cllr Vine, and resolved to elect Cllr Davis as Vice-Chairman of the Parish Council for the municipal year 2022/2023.
22/23-4	<b>Declaration of acceptance of office</b> The Vice-Chairman duly signed his Declaration of Acceptance of Office.
22/23-5	<b>Apologies for Absence</b> None – All councillors present.
22/23-6	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr Fraser declared an interest in item 22/23-14b as one of the payments for approval was to someone known to her. Cllr Fraser took no part in the voting for this item. Cllr Boaden declared an interest in item 22/23-13dii as the planning decision related to a property he had an interest in. b) None.
22/23-7	<b>Adjournment for Public Participation</b> The meeting was adjourned at 7.17pm and resumed at 7.19pm.
22/23-8	<b>Minutes of Council meetings</b> a) Meeting of the Parish Council held on the 19 <sup>th</sup> April 2022. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Vine, seconded Cllr Taylor). b) Meeting of the Management & Finance (M&F) Committee held on the 10th May 2022. The draft minutes were noted, and no questions asked. The following matters were considered further: i. Year-end balances 2021/22 – It was proposed by Cllr Davis, seconded by Cllr Taylor, and resolved to carry forward the following amounts of unspent budget provisions as at 31/3/22 totalling £12,006 into 'Earmarked Reserve': <ul style="list-style-type: none"><li>• £ 600 Skateboard Pro-show Event</li><li>• £3,900 Broadwell Play Area (EMR 320)</li><li>• £ 351 Clerk Salary</li><li>• £ 155 Training (EMR 334)</li><li>• £ 500 Tree works (EMR 324)</li><li>• £1,500 HRAF projects (EMR 330)</li><li>• £5,000 Canada Woods &amp; Community Park Project (EMR 337)</li></ul>

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	<p>ii. It was proposed by Cllr Fraser, seconded by Cllr Andrew, and resolved to approve the Governance, Finance &amp; Management Risk Register unamended.</p>
<p>22/23-9</p>	<p><b>Monthly Reports</b></p> <p>a) <b>Chairman's Report</b> – Cllr Osborn noted that he had spoken with the neighbouring property owner to the Elisha Field regarding the overgrown leylandii hedge and Pavilion. He would be attending an informal meeting with representatives from the Sea Scout group regarding a new facility at the Elisha Field.</p> <p>b) <b>Wiltshire Councillor Report</b> – Cllr Muns had given his apologies prior to the meeting and had provided an email report which had been circulated to members.</p> <p>c) <b>Community Hall Trust</b> –</p> <p>i. Joint Liaison Committee (JLC) meeting 26/4/22 – The draft minutes were noted, no questions asked, or matters considered further.</p> <p>ii. Cllr Earley provided a brief update from the recent Trust meeting. A question had been raised regarding the height of the handrail on the steps leading down to the roundabout – <b>ACTIONS</b> – Cllr Osborn to investigate.</p> <p>d) <b>Vintage Meet 16<sup>th</sup> &amp; 17<sup>th</sup> July 2022</b> –</p> <p>i. Cllr Turner-Scott reported that plans were progressing well, with most exhibitor categories full to capacity and now closed. There was still however a shortage of volunteers, and a 'Volunteer' meeting was being scheduled for Thursday 9<sup>th</sup> of June at 7.30pm in the skittle alley of the Green Dragon.</p> <p>ii. Purchase of 2<sup>nd</sup> hand Polar cooler Display Unit – It was proposed by Cllr Stevens, seconded by Cllr Osborn, and resolved to add the cooler unit to the Parish Councils insurance schedule – <b>ACTIONS</b> – Clerk to organise.</p> <p>e) <b>Platinum Jubilee weekend – Community Picnic, Friday 3<sup>rd</sup> of June on the Elisha Field</b> – Cllr Osborn noted that he had been approached by a parent of a Lavington School pupil offering to host a disco for an event, and had kindly agreed to do one for the Jubilee picnic. Posters were to be designed and the event publicised as widely as possible over the coming weeks.</p> <p>f) <b>Canada Woods &amp; Community Park Project</b> –</p> <p>i. Grant application to Wessex Water Environment Fund – Cllr Fraser briefed members on a proposed project to re-enforce part of the stream bank just down from the Community Park Amenity land area, which was eroding away, and could affect the adjacent footpath. As suggested during the public consultation, it was also proposed to incorporate a dipping platform in the design. Details of the initial quote obtained were reviewed, and it was noted that it would be necessary to obtain further quotes in due course, and possibly look for other sources of funding i.e., Area Board Grant. Following a brief discussion, it was proposed by Cllr Davis, seconded by Cllr Taylor, and resolved to approve submission of the Wessex Water grant application – <b>ACTIONS</b> – Clerk to liaise with Cllr Fraser before submitting application.</p> <p>ii. Cllr Fraser reported that the felling licence application was progressing, and a dedicated Case Officer from the Forestry Commission had been appointed to oversee the application. There were now three notice boards within the woods, which were being used to advertise events and provide information etc. A 'Friends of Canada Woods' website was now up and running. She then made a request to attend an online 'Woodland Management Course' – <b>ACTIONS</b> – Request to be formally considered at June Parish Council meeting.</p>
<p>22/23-10</p>	<p><b>Parish Council Committees / Meetings</b></p> <p>a) Terms of Reference for existing Parish Council committees and working groups – The Clerk referred to the draft documents circulated with the agenda papers, annotated with her recommendations for changes, the main one being the removal of the requirement for the OS, HRAF, and M&amp;F committees to individually consider the Annual Insurance Renewal documentation. The timing of the receipt of the documents meant that it was very difficult for the reviews to be carried out by individual committees, and the full Council before the premium was due. It was therefore proposed that review of the documents be carried out at a Full Council meeting, and then there would be sufficient time to request any changes, and make payment before the renewal date. Terms of</p>

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	<p>Reference for those committees were therefore amended to reflect this, as well as some 'month' changes for when other responsibilities were carried out. M&amp;F Committee Terms of Reference also included an additional bullet point to Review Internal Audit Report, and section 1 of the Annual Governance and Accountability Return (AGAR), Annual Governance Statement. Chairmans Charity Account Terms of Reference proposed amendments included replacement of the requirement for Parish Council Chairman to pre- approve payments, with requirement for payments to be authorised by the necessary bank signatories at the next Parish Council meeting. Additional bullet point added regarding independent year end Examination of the Accounts. Remember Covid-19 Project Advisory Committee Terms of Reference proposed amendments included the inclusion of 'the Canada Woods and Community Park Project' within its remit, and the aims for this, and updating the current committee membership. Planning and Event Advisory Committees Terms of Reference - no recommended changes. It was proposed by Cllr Vine, seconded by Cllr Stevens, and resolved to adopt the documents as detailed above.</p> <ul style="list-style-type: none"><li>b) Membership of each Parish Council committee and working group – Councillors confirmed their agreement to remain on the same committees, with newly appointed Cllr Taylor joining the HRAF committee – <b>ACTIONS</b> – Clerk to circulate updated list to members.</li><li>c) Election of Chairman of 'Management &amp; Finance' Committee - It was proposed by Cllr Osborn, seconded by Cllr Steele, and resolved, to elect Cllr Fraser as Chairman of the 'Management &amp; Finance' Committee for the municipal year.</li><li>d) Representatives for external committees – The following appointments were agreed:<ul style="list-style-type: none"><li>➤ CATG – Cllr Davis (Cllr Osborn if unavailable)</li><li>➤ JLC – Cllr Osborn and Cllr Turner-Scott</li><li>➤ MLCHT – Cllr Earley</li></ul></li></ul>
22/23-11	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"><li>a) CATG Meeting 28/4/22 – The Chairman referred to the notes of the meeting which had already been circulated, and the email report from Wiltshire Cllr Muns.</li><li>b) Update on matters previously reported:<ul style="list-style-type: none"><li>i. The Clays proposal for bollard / improve surface (MLAV24) –<ul style="list-style-type: none"><li>➤ Response received from refuse collection operatives – Cllr Stevens reported that she had managed to speak to one of the crews, but not the other. Following further discussion, it was agreed that when the bollard is finally installed, arrangements would be made to lower it on bin days as necessary.</li><li>➤ Re-surfacing / bollard purchase / bollard installation – The Clerk referred to the notification received via CATG, that the footpath was not maintainable by Wiltshire Council at public expense, and it would therefore be the responsibility of the landowner to undertake improvements. With search enquiries made with Land Registry being inconclusive, following a brief discussion, it was proposed by Cllr Stevens, seconded by Cllr Steele, and resolved for the Parish Council to cover the full cost of improvements to the surface of MLAV24, and instruct Brain Watling Contractors to carry out the work as previously quoted for. The bollard would be purchased as discussed at the February / March Parish Council meetings – <b>ACTIONS</b> – Clerk to liaise with contractor and order bollard.</li></ul></li><li>ii. Auto Speed Watch Camera Device<ul style="list-style-type: none"><li>➤ Provision, positioning and fitting of metal post to mount device – The Clerk referred to the current understanding of Wiltshire Council as discussed at the CATG meeting, that the Police were not prepared to use information collected from Auto Speed Watch devices. Without a change in this Policy, it was therefore considered by Wiltshire Council that this would not meet the funding criteria, and they were not prepared to allow siting of the device on Highways land, or provide support with mounting of a metal post. Information had now been received via the Police Crime Commissioners office, and CSW, that the Police were now prepared to use information from the device, but this information would need to filter through to Wiltshire Council and be verified before they would consider the matter</li></ul></li></ul></li></ul>

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- further. The Parish Council request submitted would therefore be considered again at the next CATG meeting – No further action required at the current time.
- iii. Muddle Railings – Cllr Davis noted that he would forward his specification to Cllr Vine for review tomorrow.
- iv. Market Place carpark
- Electric Vehicle Charging Points – Reference was made to the ‘Summary Document’ prepared by Cllr Osborn and circulated to members prior to the meeting. A review of the information concluded that the criteria restrictions and ongoing requirements made the idea prohibitive, and it was therefore agreed that no further action should be taken. Following on from last month’s meeting, the contract for re-surfacing the Market Place carpark (to include repositioning the disabled parking bays, and installing any new drop kerbs as necessary) would therefore now be advertised on the Government ‘Contract Finder’ website – **ACTIONS** – Clerk to liaise with Cllr Vine to agree specification for contract.
- v. Phone Kiosks re-painting – Cllr Taylor reported that painting of the village centre kiosk was now complete, and work was well underway with painting the Spin Hill box. St Barnabas School would be providing Platinum Jubilee decorations for the village centre box, and other local groups and volunteers were helping with planting up the flower troughs. Thanks were given to all those who had helped with the work.
- vi. Broadwell Play Area
- Possible alternative access on far-side of Play Area – The Clerk referred to the document that had been circulated to members prior to the meeting summarising observations and recommendations made following site visits with a local construction contractor and Wiltshire Council Highways Technician. Following further discussion, it was acknowledged that the existing access was the least restrained and offered the best visibility in either direction along White Street. It was therefore proposed by Cllr Steele, seconded by Cllr Stevens, and resolved to keep the existing access point, but to improve the area immediately outside of the gate to create a more easily accessible access – **ACTIONS** – Clerk to discuss with Playground contractor in the first instance.
  - New play equipment – The Clerk provided information following questions raised at the last meeting: Whilst it was possible to have different coloured Wet Pour surfacing, this would cost an additional £1,650. There was some degree of modularity to make the main ‘ship’ play structure bigger and therefore more appealing to a wider age range, but this would incur additional costs of approx. £3,000 depending on the finalised design. Following a full discussion, it was proposed by Cllr Osborn, seconded by Cllr Boaden, and resolved not to change the colour of the Wet Pour, but to meet with the Contractor and agree the most suitable ‘ship structure’ to extend the age-range usage. It was also agreed to include the additional cost of a new self-closing gate into the contract. Authority was delegated to Cllr Steele, Cllr Stevens, and the Clerk to meet with the Playground Contractor and finalise the contract details – **ACTIONS** – Clerk to organise onsite meeting.
- vii. Any other updates – The Chairman referred to the top end of footpath MLAV3 and his recent contact with the owner, who had had no objection to the access point being reinstated. Both the landowner and he had referred the matter to Wiltshire Council Rights of Way department to seek guidance to the exact position of the access point, but had received a rather negative response – *need to report the matter via the MyWilts App* – which he therefore encouraged people to do.
- c) New matters to report – Cllr Davis reported that the alley adjacent to the Chip shop was in need of weed spraying – **ACTIONS** – Cllr Osborn to attend.
- d) New vehicular access created onto Clays – The Clerk reported that the Wiltshire Council Planning Enforcement Officer had carried out a site visit and confirmed that there was no jurisdiction for Planning in the case of gate erection, due to it being a bridleway rather than a highway. He had therefore referred the matter to the Rights of Way department for their attention.
- e) Skateboard Pro-Show Event Saturday 11<sup>th</sup> June, at the Elisha Field (12 noon to 5pm) – Cllr Stevens reported that publicity was well underway for the event, and notification

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	<p>letters had been sent to Drove Lane residents. Cllrs Osborn, Andrew, and Fraser all offered to help out at the event. A white board would be used to record attendance – <b>ACTIONS</b> – Cllr Osborn to provide white board.</p> <p>f) Leylandii trees Elisha Field boundary adjacent to Pavilion – The Chairman referred to discussions he had had with the neighbour next to the Pavilion regarding a request to cut back and reduce in height the Leylandii tree hedge. It was noted that a similar request had also been received from the Vintage Meeting Organising Committee. It was proposed by Cllr Osborn, seconded by Cllr Steele, and resolved to ask the tree contractor previously contracted to carry out some minor tree works in Canada Woods, to carry out this work instead – <b>ACTIONS</b> – Clerk to liaise with contractor.</p>
22/23-12	<p><b>Correspondence Received</b></p> <p>a) Local resident – Request for Parish Council to give each child in the Parish a Platinum Jubilee gift – It was noted that children were already due to receive a gift of a ‘Jubilee Book’ through school – <b>ACTIONS</b> – Chairman to respond to local resident accordingly.</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 at the meeting</i></p> <p>There was none.</p>
22/23-13	<p><b>Planning applications and decisions</b></p> <p>a) The following planning application received which had been considered at a Planning Committee meeting was noted: There were none.</p> <p>b) The following planning applications received, which had not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> <li>i. PL/2022/02077 The Barn, 24 Spin Hill, Market Lavington. SN10 4NS. Construction of detached dwelling – No Objections, but query regarding address</li> <li>ii. PL/2022/02253 1 Lynchet Close, Market Lavington. SN10 4BY. One and a half storey extension, consisting garage/store, with a playroom in the loft – No Objections</li> <li>iii. PL/2022/02739 75 High Street, Market Lavington. SN10 4AQ. Various tree works in a conservation area - Given the space around them and their environment the Parish Council objects to the removal of the proposed trees</li> <li>iv. PL/2022/02681 8 Church Street, Market Lavington. SN10 4DT – Amended design following approval of PL/2022/00078 – No Objections</li> <li>v. PL/2022/02773 75 High Street, Market Lavington. SN10 4AQ. Alteration of existing layout with ground floor extension to rear and addition of dormers to existing roof – No Objections</li> <li>vi. PL/2022/01564 19 Fiddington Clay, Market Lavington. SN10 4BT. Front porch extension – No Objections</li> </ol> <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> <ol style="list-style-type: none"> <li>i. PL/2021/11378 2 DROVE LANE, MARKET LAVINGTON. SN10 4NT. Demolition of existing single storey rear utility and its replacement with the construction of a two-storey rear extension, clad in timber boarding. Erection of single storey, rear, lean-to extension, with associated landscaping - Approve with Conditions</li> <li>ii. PL/2022/01400 Platencia, 33 Church Street, Market Lavington, SN10 4DU. The erection of a timber construction and timber clad garden room with solar panels on roof at the bottom (southern extremity) of the garden - Approve with Conditions</li> </ol>

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	<p>iii. PL/2022/02603 - Proposed Works to Trees in a Conservation Area. 31 White Street, Market Lavington, SN10 4DP – No Objection</p>
22/23-14	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for April 2022 (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 May 2022, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) with the exception of one of the expenses claimed by the Handyman for £17.91 (further information to be requested from Handyman, and request considered further at June Parish Council meeting) – Proposed Cllr Davis, seconded Cllr Earley (Cllr Fraser and Cllr Vine abstained from the vote) (see appendix at end of minutes) – <b>ACTIONS</b> – Clerk to discuss matter with Handyman.</p> <p>c) Use of variable direct debits to pay utility bills and other payments as considered appropriate (as per fin. Regs. Para. 6.7) – It was proposed by Cllr Fraser, seconded by Cllr Taylor, and resolved to approve the use of direct debits.</p> <p>d) Use of BACS as a method of payment (as per fin. Regs. Para. 6.9) – It was proposed by Cllr Davis, seconded by Cllr Turner-Scott, and resolved to approve the use of BACS.</p> <p>e) Appointment of the Internal Auditor for the year ending 31/3/23 - The Clerk noted that a family member continued to work for the Internal Auditing Company currently used by the Parish Council, but confirmed that they would not be responsible for auditing the Parish Council's accounts. It was proposed by Cllr Fraser, seconded by Cllr Stevens, and resolved to approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor.</p> <p>f) Council's subscriptions to other bodies (SLCC, NALC/WALC, WHVA and ICO) – It was proposed by Cllr Earley, seconded by Cllr Stevens, and resolved to continue payment of the above subscriptions.</p> <p>g) Quarterly check of Parish Council accounts by Chairman of Management &amp; Finance committee – Cllr Fraser reported that she had carried out the quarterly review of the accounts as at 31/3/22, and all appeared to be in order.</p>
22/23-15	<p><b>Parish Council Accounts year ending 31<sup>st</sup> March 2022</b></p> <p>a) Internal Audit Report – The Clerk referred to the report circulated to members with the agenda papers, which had also been reviewed by the M&amp;F Committee. Two observations had been made in the report, but no formal recommendations made. It was proposed by Cllr Davis, seconded by Cllr Andrew, and resolved to accept and approve the report.</p> <p>b) Section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2021/22) – It was proposed by Cllr Davis, seconded by Cllr Turner-Scott, and resolved to approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement).</p> <p>c) Section 2 of the Annual Governance and Accountability Return (Accounting Statements 2021/22) – It was proposed by Cllr Fraser, seconded by Cllr Osborn, and resolved to approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements).</p>
22/23-16	<p><b>General Parish Matters</b></p> <p>Cllr Fraser noted that green waste was being fly tipped into the top of Canada Woods – <b>ACTIONS</b> – Clerk to write to Canada Rise properties which backed onto the woodland. Cllr Taylor referred to the litter bin on the corner of Church Street / Parsonage Lane which being so close to the kitchen window and outdoor seating area of the adjacent property, was becoming very unpleasant – <b>ACTIONS</b> – Emptying of bins to be monitored, and matter discussed further at next meeting. Reference was also made to the blocked drain near to the phone kiosk on Spin Hill – <b>ACTIONS</b> – Cllr Davis to investigate. The Clerk noted that the Library would be starting their Saturday morning sessions on the 11<sup>th</sup> of June, being open from 10.00am to noon. She also asked if a date could be agreed for clearing of the Old School gutters – <b>ACTIONS</b> – Cllrs Davis and Andrew to agree date. It was noted that the Parish Council owned defibrillator located at the Doctors Surgery was indicating that the battery was low, and it was questioned whether it was</p>

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	time to purchase a replacement device – <b>ACTIONS</b> – Clerk to liaise with Chairman to consider the options and agree course of action.
22/23-17	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned at 9.33pm and resumed at 9.36pm.
22/23-18	<b>Date of next Meeting/s</b> Parish Council meeting – Tuesday 21st June 2022.  (Dates of Parish Council meetings for whole year - 19.7.22 / no meeting in August / 20.9.22 / 18.10.22 / 15.11.22 / 20.12.22 / 17.1.23 / 21.2.23 / 21.3.23 / 18.4.23 / 16.5.23)
22/23-19	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.39pm.

## Appendix

Payments to be approved at May Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
David Eastaff – Removing gate bar Elisha Field / repairs to OS door frame, and latch	Various	19/5/22	365.00	BP1
Cleaner OS wages	4000/120	19/5/22	99.00	BP2
Handyman contractor monthly hours + Exps *	Various	19/5/22	253.54	BP3
Clerk wages + Exps **	Various	19/5/22	852.74	BP4
Mark Goddard – 1 of 7 payments for footpath / Amenity land contract	4620	19/5/22	679.20	BP5
<b>TOTAL</b>			<b>2,267.39</b>	
Payments made in between meetings				
Hire Standards – Metal barrier hire for painting phone boxes	4430/130	25/4/22	100.80	Card
Jaydee Living – Litter bin steps off Francis Road	4440/130	25/4/22	134.34	Card
G & D Davies – Materials for painting phone boxes	4430/130	28/4/22	48.10	Card
Cloud Next – Annual Gov.uk website hosting fee	4180/110	3/5/22	59.98	Card
Nisbets – 48 side-plates for OS	4440/120	3/5/22	67.15	Card
Wilko – OS cleaning materials / cable ties for phone box planters	Various	11/5/22	27.25	Card

\* Handyman monthly hours worked £240.00 + reimburse **Diesel £17.91** + reimburse petrol £10.44 + reimburse 2 stroke oil £3.10 = TOTAL £271.45 (£17.91 subsequently removed from claim following discussion by Councillors, and only £253.54 actually paid)

\*\* Clerk monthly wages £843.97 + reimburse cost of OS Cleaning materials £2.79 + reimburse cost of paint brushes for painting Phone Kiosks £5.98 = TOTAL £852.74