

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 June 2022 At 7.15pm in the Old School

Councillors Present: Cllr Osborn (Chairman), Cllr Steele, Cllr Boaden (arrived at 7.16pm), Cllr Stevens, Cllr Earley, Cllr Turner-Scott and Cllr Andrew, Cllr Fraser, and Cllr Taylor.

In attendance: 2 members of the public, Wiltshire Cllr Muns (left at 7.38pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
22/23-28	Apologies for Absence Cllr Vine had sent apologies due to personal commitments, which were accepted. Cllr Davis had sent apologies due to work commitments, which were accepted.
22/23-29	Declarations of Interest and Dispensations to Participate a) Cllr Fraser declared an interest in item 22/23-38b as one of the payments for approval was to someone known to her. Cllr Taylor declared an interest in item 22/23-38b as one of the payments for approval was payable to her. Cllr Fraser and Cllr Taylor took no part in the voting for this item. b) None.
22/23-30	Adjournment for Public Participation The meeting was adjourned at 7.16pm and resumed at 7.17pm.
22/23-31	Minutes of Council meetings a) Annual Meeting of the Parish Council held on the 17 th May 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). b) Annual Parish Meeting held on the 23 rd of May 2022. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Taylor, seconded Cllr Turner-Scott). The feedback received since the meeting was noted, and no matters were considered further.
22/23-32	Monthly Reports a) Chairman's Report i. Quarterly 'Chairman's Charity Account' report - 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 16/6/22, which were noted and accepted. ii. Informal meeting with representatives from the Sea Scout group – The Chairman confirmed that he had noted the general support of the Parish Council for the Sea Scouts to continue with their enquiries to build a new structure to replace the existing Elisha Field Pavilion, to house both the Sea Scouts, and also meet the needs of the current users i.e. the Football Club and Vintage Meet. He encouraged the Sea Scouts to make contact with both organisations. iii. Other matters to report – The Chairman noted that he had carried out checks at the Elisha Field, and dealt with various correspondence. b) Wiltshire Councillor Report – Cllr Muns expressed his thanks to the organisers of the Skateboard / BMX Pro-show event. He then referred to the Atkins Report on Blackdog Crossroads which had just been received, and encouraged the Parish Council to consider the proposals carefully. He noted that the Devizes train station proposal was progressing, with funding being received from the Department of Transport to carry out a more detailed analysis of the two possible sites. c) Community Hall Trust – i. Cllr Earley noted that the Trust had not met since the last Parish Council meeting.

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	<p>ii. Handrail on steps leading from top Community Hall carpark down to roundabout – Cllr Osborn provided details of the height of the handrail, noting that that they were below the recommended required height. The problem had occurred when the original wooden steps had become rotten, and were replaced with the current steps, which didn't follow the same line as the original ones. He put forward a couple of initial suggestions for remedying the problem, which would need to be considered further at a future meeting.</p> <p>d) Vintage Meet 16th & 17th July 2022 –</p> <p>i. Report from Organising Committee – The Chairman referred to the written report that had been provided and circulated to Councillors prior to the meeting.</p> <p>ii. Request from Organising Committee – It was proposed by Cllr Steele, seconded by Cllr Boaden, and resolved to approve a loan of an additional £1,500 from the Parish Council to support the event – ACTIONS – Clerk to advise Event Director and arrange transfer of money to Chairman's Charity Account.</p> <p>iii. Organising of working party to cut back tree branches and carry out other field preparations at the Elisha Field – A date of Saturday 9th of July was agreed, exact timings to be confirmed.</p> <p>e) Platinum Jubilee weekend Community Picnic, Friday 3rd of June on the Elisha Field – Cllr Osborn reported that approximately 60 people had attended during the event.</p> <p>f) Remember COVID19 Project</p> <p>i. Wessex Water Environment Fund grant application– Cllr Fraser reported that the application had gone through to the interview stage, which she had responded to on behalf of the Parish Council. Final judging was due to take place on the 7th of July, with outcomes expected a week or so later.</p> <p>ii. Re-enforcing stream / creating a dipping platform Project - It was proposed by Cllr Osborn, seconded by Cllr Steele, and resolved to obtain the required additional quotes, and submission of further grant application/s to help fund the project – ACTIONS – Clerk to liaise with Cllr Fraser and progress.</p> <p>iii. To receive a report and consider any matters as necessary - None.</p> <p>g) Skateboard Pro-Show Event Saturday 11th June</p> <p>i. Report from event – Cllr Stevens referred to the report summary which had been circulated to Councillors prior to the meeting. In summary, she noted that there had been a fantastic turnout for the event, far better than expected. Moving forward, there was a definite appetite for something more permanent, but it was recognised that the location would be key, along with extensive community engagement and public consultation.</p> <p>ii. Feedback / comments received – Councillors reviewed all the feedback received. It was recognised that a proposal for a permanent skateboard facility, was just one suggestion, that could be part of a more comprehensive long-term project for the Parish Council – to investigate the use of Parish Council property to look at providing additional sports facilities in the village. It was agreed that this would be considered further during a HRAF Committee meeting, with a view to setting up a Working Group to investigate proposals further.</p>
22/23-33	<p>Market Lavington Parish Council Equality & Diversity Policy</p> <p>The Chairman referred to the draft document that had been circulated with the agenda papers. It was proposed by Cllr Steele, seconded by Cllr Stevens, and resolved to approve the Policy document unamended.</p>
22/23-34	<p>Youth Council</p> <p>Cllr Taylor reported that she had spoken with the Headteacher of Lavington School at the recent Annual Parish Meeting. The school already operated a 'Pupil Parliament', and seemed keen to establish a 'Youth Council'. She had emailed the Headteacher to follow this up, and was awaiting a response.</p>
22/23-35	<p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported:</p>

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| | <ul style="list-style-type: none">i. The Clays improvement of surface – The Clerk noted that the contractor hoped to carry out the surfacing improvement work at the end of August.ii. Muddle Railings – Item deferred in the absence of Cllr Davis.iii. Market Place carpark re-surfacing – The Clerk noted that the contract specification had been reviewed by Cllr Vine, and sent to the Wiltshire Council Conservation Officer for her approval, before uploading on to the Government Contract Finder website.iv. Phone Kiosks re-painting – Cllr Taylor reported that painting of the Spin Hill box was now complete, and lots of positive comments had been received. The Guides had recently decorated the village centre kiosk, and this would be followed by decorations from St Barnabas School. Decorations from any local groups and organisations were always welcome.v. Leylandii trees Elisha Field boundary adjacent to Pavilion – The Clerk noted that the contractor would be carrying out the work to cut back the hedge before the Vintage Meet.vi. Blocked drain of Spin Hill (by telephone kiosk) - Item deferred in the absence of Cllr Davis.vii. Walking pavement on Parsonage Lane – The Clerk reported that the Parish Steward had strimmed and cut back the detritus from the road surface as much as possible.viii. Defibrillator at Doctors Surgery – The Clerk reported that following consultation with the Parish Council Chairman and advice from the supplier, the decision had been made to replace the battery on the existing defibrillator, rather than replacing the device completely. The Chairman thanked the Football Club for use of their defibrillator.ix. Any other updates – None.b) New matters to report – Grass area at Broadwell and along stream bank very overgrown – Clerk to liaise with contractors.c) Broadwell Play Area<ul style="list-style-type: none">i. New play equipment – Cllr Steven and Cllr Steele noted that they and the Clerk had met with the contractor on-site to agree the final contract design as agreed at the last meeting. A larger version of the ship had been agreed, in a neutral colour, and a change to a basket swing for improved accessibility. Installation of the new equipment was expected to take place at the end of August.ii. New play equipment – The Clerk referred to the revised contract quote provided following the above revisions which had been circulated with the agenda papers. It was proposed by Cllr Steele, seconded by Cllr Stevens, and resolved to approve the quote of £36,647 + VATiii. Play Area exterior fencing – The Clerk noted that although three sides of the Play Area was surrounded with ‘pedestrian guard rail fencing’, the section adjacent to White Street was made from scaffolding poles. Following a brief discussion, it was proposed by Cllr Steele, seconded by Cllr Stevens, and resolved to obtain some quotes to replace that section of the fencing to match the other three sides – ACTION - Clerk to obtain quotes.iv. Improvements to access area – The Clerk referred to discussions at the previous meeting regarding the existing uneven access area. Following a brief discussion, it was proposed by Cllr Steele, seconded by Cllr Stevens, and resolved to obtain some quotes to improve the surface of the access area – ACTION - Clerk to obtain quotes.v. Any other updates – There were none.d) Ash tree suffering with ‘ash die-back’ on section of land at rear of Old School – The Clerk referred to the quote received to remove and dispose of the tree for £300 + VAT. It was proposed by Cllr Stevens, seconded by Cllr Osborn, and resolved to approve the quote, but to instruct the contractor to cut the tree up into sections, and leave on site i.e. no need to dispose of, which may reduce the quote. Cllr Andrew abstained from the vote.e) Village Litter / Dog Waste bins – The Clerk referred to the list of litter bin locations in the Village which had been circulated prior to the meeting, and the current emptying arrangements. It was agreed that the situation would be carefully monitored during the next month by Councillors, and reviewed at the next meeting. |
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22/23-36	<p>Correspondence Received</p> <p>a) Email from St Arbucks / Trinity Church re Fuel Poverty Community Service – It was considered unlikely that any of the Parish Council owned property would be suitable for erection of solar panels to be able participate in such a scheme. The Chairman noted that he had forwarded the information on to the Sea Scout Group who might perhaps be able to consider incorporating solar panels in the design of any new facility – ACTIONS – Chairman to respond to original email. Information to also be forwarded to Football Club.</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>b) Email from local resident praising the work of the Parish Steward – Noted – ACTIONS – Clerk to send letter to Wiltshire Council, thanking and acknowledging the work of the new Parish Steward, to include other positive comments received.</p> <p>c) Contact via website from local resident regarding anti-social behaviour in Canada Woods – It was noted that unfortunately there can often be a spike in anti-social behaviour at this time of year after the exams – ACTIONS – Cllr Fraser to try and actively engage with the young people. Clerk to write a letter to Headteacher at Lavington School.</p>
22/23-37	<p>Planning applications and decisions</p> <p>a) The following planning applications received which have been considered at a Planning Committee meeting was noted:</p> <ol style="list-style-type: none"> i. PL/2022/030509 1 High Street, Market Lavington. SN10 4AF. Change of use of ground floor retail space (post office) to part of existing dwelling (residential) – No Objection ii. PL/2022/03658 Underhill Nurseries, Fiddington Hill, Market Lavington. SN10 4BU. Outline planning consent – Erection of 4 no. dwellings with attached single garages – Objection iii. PL/2022/03161 Stobberts Agricultural Buildings, Stobberts Road, Market Lavington. SN10 4AZ. Prior notification for the proposed change of use of agricultural building to 1 no. dwellinghouse (class C3) and associated operation development pursuant to class Q (b) of the GPDO 2015 - Objection <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> i. PL/2022/03441 88 High Street, Market Lavington. SN10 4AQ. Proposed tree works in a Conservation Area – Blue Atlas Cedar tree, reduce by 5m and shape crown accordingly – No Objection ii. PL/2022/03205 Manor House, Dauntsey School, Market Lavington. SN10 4HE. Listed Building Consent – Replacement of old damaged doors with new fire doors to the interior of listed building – No Objection <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"> i. PL//2022/02253 1 Lynchet Close, Market Lavington. SN10 4BY. One-and-a half storey extension consisting of garage/store with a playroom in the loft - Approve with Conditions ii. PL/2022/01564 19 Fiddington Clay, Market Lavington, SN10 4BT. Front porch extension - Approve with Conditions iii. PL/2022/02739 75 High Street, Market Lavington, SN10 4AQ. Proposed Works to Trees in a Conservation Area - G1 - 10 x Beech trees - reduce height 30% and reduce laterals. T1 - Spruce tree - fell T2 - Birch tree - fell T3 - Larch tree - fell T4 - Spruce tree - No Objection

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	<ul style="list-style-type: none"> iv. PL/2022/03059 1 High Street, Market Lavington, SN10 4AF. Change of use of ground floor retail space (post office) to part of existing dwelling (residential) - Approve with Conditions v. PL/2022/02523 & PL/2022/02671 LBC 8 Church Street, Market Lavington, SN10 4DT. Demolition of existing single storey rear extension and separate garage to side. Replacement with two storey extension (Amended design following approval of PL/2021/11417). Formation of internal access to proposed extension at first floor level. Replacement of windows and repointing of external brickwork and stonework - Approve with Conditions vi. PL/2022/02077 The Barn, 24 Spin Hill, Market Lavington, SN10 4NS. Construction of detached dwelling - Approve with Conditions vii. PL/2022/03441 88 High Street, Market Lavington SN10 4AQ. - Proposed Works to Trees in a Conservation Area - Blue Atlas Cedar tree - reduce by 5m and shape crown accordingly - No Objection
22/23-38	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - receipts and payments details for May 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 June 2022, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Stevens, seconded Cllr Turner-Scott (Cllr Fraser and Cllr Taylor abstained from the vote) (see appendix at end of minutes). c) Handyman Contractor request for inclusion of diesel / mileage as an expense, for use whilst driving round to carry out duties – The Clerk referred to recent communication from the Contractor confirming that he travelled approximately 5 miles per week whilst carrying out his duties. Based on the current Government approved mileage rates of 45p per mile, this would equate to £2.25 per week allowance/expense. It was proposed by Cllr Andrew, seconded by Cllr Stevens, and resolved to approve this weekly allowance/expense for the Handyman Contractor – ACTIONS – Clerk to advise contractor accordingly. d) 20hr modular online Woodland Management Course for biodiversity (cost £180) – It was proposed by Cllr Stevens, seconded by Cllr Boaden, and resolved to approve the attendance of Cllr Fraser on the above course – ACTIONS – Cllr Fraser / Clerk to make the necessary arrangements. e) Councillors considered the one request received for Grant Funding in the 1st quarter of 2022/23 (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 Turner-Scott, seconded by Cllr Andrew, and resolved to approve the following payment: Easterton, Market Lavington & Urchfont Link Good Neighbour Scheme £125.00
22/23-39	<p>General Parish Matters</p> <p>There were none.</p>
22/23-40	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.08pm.</p>
22/23-41	<p>Date of next Meeting</p> <p>Parish Council meeting – Tuesday 19th July 2022.</p>
22/23-42	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.09pm.</p>

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Appendix

Payments to be approved at June Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	23/6/22	123.75	BP1
Handyman contractor monthly hours + Exps *	Various	23/6/22	355.03	BP2
Clerk wages + Exps **	Various	23/6/22	1,026.27	BP3
Mark Goddard – 2 of 7 payments for footpath / Amenity land contract	4620	23/6/22	679.20	BP4
David Eastaff – 4 X A4 sign boards	EMR 337	23/6/22	72.00	BP5
Idverde – half annual cost of EF grass cutting	4610/140	23/6/22	570.81	BP6
Jane Taylor – Reimburse cost of sealant for Spin Hill phone box	4430/130	23/6/22	10.80	BP7
Rialtas – Annual accounting software support	4190	23/6/22	154.80	BP8
HMRC – 1 st qtr PAYE & NI contributions	4030/110	23/6/22	99.90	BP9
Kings Ramps – balancing payment for Pro-Show event	RR 338	23/6/22	1,440.00	BP10
TOTAL			4,532.56	
Payments made in between meetings				
Wiltshire Council – Green bin fee for Old School	4470/120	20/5/22	60.00	Card
Amazon – Printer ink cartridge	4160	25/5/22	14.99	Card
Mistry Medical – Replacement battery for Surgery defibrillator	RR 326	30/5/22	302.40	Card
Timpson – 4 spare keys for swing gate from EF carpark onto field	4710/140	18/6/22	20.00	Card

* Handyman monthly hours worked £300.00 + reimburse cost of black bags £20.10 + reimburse cost of petrol for strimmer £11.17 + reimburse cost of strimmer cable and oil £23.76 = TOTAL £355.03

** Clerk monthly wages £843.97 + reimburse cost of OS Cleaning materials £7.27 + reimburse cost of refreshments for APM £7.03 + reimburse cost of green bin fee for The Muddle £60.00 + reimburse cost of Clerk 6-month working from home allowance £108.00 = TOTAL £1,026.27

30/5/22 Transfer of £500 loan from C/A to Chairman's Charity Account to support 2022 Vintage Meet (as per budget)