

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 19th July 2022

At 7.15pm in the Old School

Councillors Present: Cllr Osborn (Chairman), Cllr Steele, Cllr Vine, Cllr Earley, and Cllr Andrew, Cllr Fraser, Cllr Davis, and Cllr Taylor.

In attendance: 1 member of the public (left at 8.01pm), Wiltshire Cllr Muns (left at 8.50pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
22/23-52	Apologies for Absence Cllr Turner-Scott and Cllr Stevens had sent apologies due to personal reasons, which were accepted. Cllr Boaden had sent apologies due to work commitments, which were accepted.
22/23-53	Declarations of Interest and Dispensations to Participate <ul style="list-style-type: none">a) Cllr Fraser declared an interest in item 22/23-60b as one of the payments for approval was to payable to her. Cllr Fraser took no part in the voting for this item.b) None.
22/23-54	Adjournment for Public Participation The meeting was adjourned and resumed at 7.17pm.
22/23-55	Minutes of Council meetings <ul style="list-style-type: none">a) Meeting of the Parish Council held on the 21st June 2022. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Earley, seconded Cllr Taylor. Cllr Davis and Cllr Vine abstained from the vote).b) Meeting of the HRAF Committee held on 28th June 2022. The draft minutes were noted, and no questions asked.
22/23-56	Monthly Reports <ul style="list-style-type: none">a) Chairman's Report – The Chairman referred to an exchange of emails between himself and the Police and Crime Commissioner following an incident of a Police car traveling through the village in excess of the speed limit. He had helped with the preparation, during, and after the Vintage Meet event. He then took the opportunity to note how successful the event had been, and to pass on the formal thanks of the Parish Council to the Organising Committee, volunteers, sponsors, people who lent land and equipment, and those who had helped in any way.b) Wiltshire Councillor Report – Cllr Muns reported that Wiltshire Council now had some additional funding available for road markings, gulley emptying, and litter enforcement. Referring to the use of Autospeedwatch (ASW), he noted that the Head of Community SpeedWatch, and Wiltshire Police, had agreed to use data from ASW devices as evidence, and the Police and Crime Commissioner had already endorsed his support for the scheme. However, Wiltshire Council Highways Department were still not agreeing to allow funding for posts to erect the ASW devices, or siting of posts on Highways land, until a formal change in Council policy had been agreed. The matter had now been escalated to Cabinet Members and it was hoped that a change in policy could be agreed soon.c) Community Hall Trust – Cllr Earley provided a brief summary of the matters discussed at the recent Trust meeting. It was noted that representatives from the Trust and the Parish Council would be meeting to consider positioning of the proposed bench/shelter.d) Vintage Meet 16th & 17th July 2022 – The Event Director reported that the event had been a great success, with an estimated 4,500 people on site, and many positive comments having been received. He offered his thanks to all those who had helped in any way with the event, and then provided a brief overview of the financial position to

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	<p>date, noting that there were still some outstanding receipts and payments that had yet to be received. Thoughts and plans were already being discussed for next year's event, which is scheduled to take place on the weekend of the 15th & 16th of July 2023. It was proposed by Cllr Davis that the Parish Council organise a Working Party in March each year to cut back hedges and trees around the boundary of the Elisha Field, which would then make preparations for the Vintage Meet easier – ACTIONS – Clerk to diarise.</p> <p>e) Remember COVID19 Project / Community Park & Canada Woods Project</p> <ul style="list-style-type: none"> i. Wessex Water Environment Fund grant application – Cllr Fraser reported that the grant of £1,500 had been approved, but had come with conditions (Flood Risk Activity Permit to be obtained, if necessary, before funding released). ii. Further Grant Applications – Cllr Fraser reported that a funding application had been submitted to Wickes for £10,000 which would be determined in August. If unsuccessful it would be possible to apply for special rates for building material for the project. iii. Possible requirement for FRAP (Flood Risk Activity Permit) from Environment Agency – Cllr Fraser noted that the Easterton Brook which flows through Canada Woods, is designated as a 'Main River', and as such, most activities / work within 8 metres of the riverbank may require a Flood Risk Activity Permit. Enquiries were underway with the Environment Agency to determine if/what type of permit is required. At this stage it was not possible to confirm exactly what the cost of the permit will be, until the type of permit required is agreed with the Environment Agency, but it will be a minimum of £170. Councillors recognised that the permit could be required for any of the work planned in Canada Woods, and it was therefore proposed by Cllr Vine, seconded by Cllr Andrew, and resolved to obtain the permit if required, and to pay the necessary fee. iv. Any further updates – Cllr Fraser reported that the Felling Licence was now being processed.
22/23-57	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none"> a) Update on matters previously reported: <ul style="list-style-type: none"> i. Muddle Railings – Cllr Davis reported that he had forwarded the specification to Cllr Vine for review. The Clerk noted that she was currently checking with Wiltshire Council regarding ownership and responsibility of the footpath. ii. Blocked drain of Spin Hill (by telephone kiosk) - Cllr Davis noted that he would schedule a date in the next few weeks for others to join him to clear the pipe and create a ditch for the water to drain out from. iii. Any other updates – Market Place resurfacing – The Clerk reported that the Conservation Officer had expressed concerns about the use of white lines to delineate the parking bays, with the suggestion that smaller 'T' markings be used. Following a full discussion, it was considered that due to the shape and fall of the carpark, it was important that all the parking spaces were clearly and properly marked to prevent cars getting scratched and having minor bumps – ACTIONS – Clerk and Wiltshire Cllr Muns to follow up with Conservation Officer. Labelling for Footpaths – Cllr Davis reported that he was still waiting for one further quote to be received – ACTIONS – Cllr Fraser to follow up. Potholes on B3098 between Lavington School and West Lavington – Cllr Osborn reported that the Parish Steward had made some improvements to the sections caused by de-lamination. b) New matters to report – There were none. c) LHFIF (formally CATG) Meeting 5/7/22 – Cllr Davis noted the update provided by Wiltshire Cllr Muns regarding the Parish Council request for support erecting an Autospeedwatch Pole in minute number 22/23-56b. The next LHFIF meeting will be on the 4th of October. d) Broadwell Play Area <ul style="list-style-type: none"> i. Play Area exterior fencing quotes for replacement of section adjacent to White Street – The Clerk reported that only quote had been received to date. It was therefore agreed to wait until at least one other quote was received for the work. Cllr Vine noted that all the original bolts used on the fencing around the entire perimeter of the play area had been incorrect and were rusting and corroding,

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	<p>and at some point, consideration should be given to replacing them – ACTIONS – Consideration of quotes deferred until September meeting.</p> <p>ii. Improvements to entrance quotes received for access improvements to area in front of entrance gate – The Clerk reported that no quotes had yet been received for this work – ACTIONS – Matter to be considered further at September meeting.</p> <p>e) Village Litter / Dog Waste bins</p> <p>i. Effectiveness of existing bin emptying arrangements – Councillors noted that over the last month there hadn't seemed to be any problems with over-flowing bins etc. It was therefore agreed that the current arrangements were sufficient.</p> <p>ii. Purchase of additional bin/s – It was proposed by Cllr Steele, seconded by Cllr Davis, and resolved to purchase an additional bin to be positioned on the grass strip between the Doctor's Surgery and the corner of Drove Lane (approx. cost £260). Exact position of bin to be agreed when received – ACTIONS – Clerk to order bin.</p> <p>f) Handrail on steps leading from top Community Hall carpark down to roundabout – Following a full discussion, it was agreed that the best option would be to make the railings the required height, and it was proposed by Cllr Vine, seconded by Cllr Davis, and resolved, to merge this contract and the Muddle railings contract in due course.</p> <p>g) A360 / C20 Blackdog Crossroads Atkins speed limit assessment and review of low intervention Scheme Report – The Chairman referred to the report and accompanying documents which had been circulated to members prior to the meeting. Following a full discussion, it was proposed by Cllr Osborn, seconded by Cllr Earley, and resolved, to respond supporting solution 1A as recommended by Atkins, and noting that all the proposed elements in option 1A were equally important, and necessary, to improve the junction safety – ACTIONS – Clerk to submit response to Highways Department. Cllr Davis made reference to the new pot of money now available for line remarking, as noted by Wiltshire Cllr Muns in his report – ACTIONS – Councillors to send details of any white or yellow lines that need repainting to the Clerk, for her to submit a request to Wiltshire Council Highways Department.</p> <p>h) Tree and area of vegetation at top of steps at rear of Old School – The Clerk referred to recent correspondence with St Mary's PCC, noting that a large tree in the Churchyard was leaning over the land at the top of the steps and was becoming entwined with the overhead cables and another tree owned by the Parish Council. The suggestion had been made that the Church Tree Conservation contractor would include the Parish Council tree as part of the other work they would be doing, and a financial contribution could then be agreed. Councillors approved this proposal – ACTIONS – Clerk to liaise with St Mary's PCC.</p> <p>i) Metal detecting permission six-month review of arrangement – It was proposed by Cllr Vine, seconded by Cllr Andrew, and resolved to re-approve the permission indefinitely, and include a request for any findings to be reported to the Parish Council – ACTIONS – Clerk to advise local resident accordingly.</p> <p>j) The Clays exact position for drop-down bollard – It was agreed that a few Councillors would meet on-site to agree the exact position.</p>
22/23-58	<p>Correspondence Received</p> <p>a) Email from Lavington School received in response to Parish Council letter – Noted. <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 Parish Council Chairman regarding Police vehicle speeding through village, and response received from Police & Crime Commissioner – Noted under minute number 22/23-56a</p> <p>c) Email from Wessex Water with request for Parish Council to consider allowing them to install a kiosk at the edge of Broadwell carpark to control the volume of water going into the water, and associated groundworks (1.6m wide x 1.1m height x 0.5m depth) – It was proposed by Cllr Fraser, seconded by Cllr Taylor, and resolved, to agree to this request, which was necessary due to a new compliance requirement introduced by the Environment Agency. Being located in the carpark it was noted that the kiosk could be</p>

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	<p>prone to damage from moving cars, and to highlight this fact to Wessex Water. It was also suggested that as a gesture of good will, Wessex Water be asked if they would consider improving the access entrance to the Play Area whilst their contractors were on site – ACTIONS – Clerk to liaise accordingly with Wessex Water.</p> <p>d) Email from Wiltshire Cllr Muns suggesting a joint meeting With West Lavington and Easterton Parish Councils to discuss financial support of West Lavington Youth Club – Councillors re-affirmed their support for the Youth Club and attendance at a joint meeting – ACTIONS – Clerk to respond accordingly.</p> <p>e) Email from Recycling Solutions on behalf of Wiltshire Air Ambulance – Following a full discussion it was considered that there was not a suitable place to site a clothing bank – ACTIONS – Clerk to respond accordingly.</p>
22/23-59	<p>Planning applications and decisions</p> <p>a) The following planning applications received which have been considered at a Planning Committee meeting was noted: There were none.</p> <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted: There were none.</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 decision made by Wiltshire Council was noted: i. PL/2022/03205 - Works to a Listed Building - Manor House, Dauntsey School, Market Lavington, Devizes, SN10 4HE. Repair and fire upgrading of internal doors - Approve with Conditions</p> <p>e) Market Lavington Neighbourhood Plan Annual monitoring Review – Councillors considered that the Policies, Aims & Objectives of the Plan were still relevant. It was noted that there had been no development on any of the site allocations as yet, however there had been some interest from the Co-op with regards to the Longfield site – ACTIONS – Clerk to liaise with Chairman to prepare a summary update report for submission to Wiltshire Council.</p>
22/23-60	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for June 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 July 2022, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Steele, seconded Cllr Davis (Cllr Fraser abstained from the vote) (see appendix at end of minutes).</p> <p>c) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Fraser confirmed that she had carried out the quarterly check of the accounts as at 30/6/22, and all appeared to be in order.</p>
22/23-61	<p>General Parish Matters</p> <p>Cllr Taylor noted that she had arranged a meeting with the head of Lavington School in September to discuss the setting up of a Youth Council.</p>
22/23-62	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.27pm.</p>

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22/23-63	Date of next Meeting Parish Council meeting – Tuesday 20th September 2022 (no meeting in August).
22/23-64	Closure of meeting There being no further business the meeting was closed at 9.28pm.

Appendix

Payments to be approved at July Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	21/7/22	99.00	BP1
Handyman contractor monthly hours + Exps *	Various	21/7/22	249.00	BP2
Clerk wages	4000/110	21/7/22	847.17	BP3
DC Mortimer – Replace switch on OS Projector screen	4430	21/7/22	71.50	BP4
Fast Hygiene – Paper towels for OS	4450	21/7/22	95.88	BP5
Mark Goddard – 3 of 7 payments for footpath / Amenity land contract	4620	21/7/22	679.20	BP6
Alphaprint me – Various poster printing	4160	21/7/22	40.00	BP7
D E Fraser – Reimburse cost of training course	4080	21/7/22	180.00	BP8
EMLU Link Scheme – S137 Grant donation	4210	21/7/22	125.00	BP9
TOTAL			2,386.75	
Payments made in between meetings				
D C Mortimer – Replace PIR Security light & Emergency light. Investigate problems with Projector screen	4430/120	29/6/22	210.81	BP
Main Street Signs – 3 signs for Townsend	4440/130	12/7/22	367.20	BP
Amazon – Stick on labels	4160	6/7/22	10.98	Card
The Garden Range – Rubber grass mats EF play Area	4430/130	29/6/22	106.20	Card
Amazon – HDMI to VGA cable for OS projector	4440/120	16/7/22	6.99	Card
Microsoft 365 – Annual Subscription	4190	6/6/22	59.99	Card

* Handyman monthly hours worked £240.00 + Petrol allowance (4 weeks @ £2.25 pw) £9.00 = TOTAL £249.00

29/6/22 Transfer of £1,500 loan from C/A to Chairman's Charity Account to support 2022 Vintage Meet (as agreed at June Parish Council meeting)