

# 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 **Old School (OS) Committee Meeting** of the Parish Council **Held on Tuesday 6th June 2023** **At 7.15pm in the Old School**

**Committee members in attendance:** Cllr Davis (Chairman), Cllr Fraser, Cllr Earley (arrived at 7.28pm), Mike Bridgeman (Friend of the Old School), and Cllr Osborn (appointed as a temporary member to ensure meeting quorate).

**Others in attendance:** Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
23/24-20	<b>Election of Chairman</b> There being no other nominations, it was proposed by Cllr Osborn, seconded by Cllr Fraser, and resolved to elect Cllr Davis as committee chairman for the municipal year 2023/2024.
23/24-21	<b>Apologies for Absence</b> Cllr Vine had sent apologies due to work commitments, which were accepted.
23/24-22	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
23/24-23	<b>Minutes of Council Committee meeting</b> The minutes of the Old School Committee meeting held on 29th November 2022, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Fraser seconded Cllr Davis).
23/24-24	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.20pm.
23/24-25	<b>Update on actions agreed at last and previous meetings</b> <ol style="list-style-type: none"><li>External signage – Cllr Davis reported that the background colour of the sign had now been painted and he was obtaining quotes for the lettering alternative to vinyl's – <b>ACTIONS</b> – Cllr Davis to obtain quotes for consideration at June Parish Council meeting.</li><li>Tri-fold leaflet – Cllr Davis reported that a request had been made to the printers to reaffirm the quote amount - <b>ACTIONS</b> – Cllr Davis to provide update at June Parish Council meeting.</li><li>Business cards – Cllr Davis reported that a request had been made to the printers to reaffirm the quote amount – <b>ACTIONS</b> – Cllr Davis to provide update at June Parish Council meeting.</li><li>Gutters – Cllr Davis reported that he would be obtaining quotes for metal grill caps to be used on the on top of the worst effected gutters, to help stop them getting blocked in the future – <b>ACTIONS</b> – Cllr Davis to measure up and obtain quotes for consideration at June Parish Council meeting.</li><li>Metal vents on gable end of building – Cllr Davis reported that he would inspect the vents and report back his findings at the next committee meeting.</li><li>Library usage – The Clerk referred to the document circulated prior to the meeting, which detailed the estimated additional electric and oil costs specifically relatable to the Library's operational use. As discussed at the OS committee meeting 29/11/22 (minute number 22/23-140biv) and at the main Parish Council meeting 13/12/22 (minute number 22/23-163ci) the process for requesting any changes to the lease could be started any time after June 2022. Following a full discussion, it was agreed to make some further enquiries before an approach is made to Wiltshire Council – <b>ACTIONS</b> – Clerk to liaise with Cllr Davis and Cllr Osborn, and report back to main Council when information received.</li></ol>

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23/24-26	<p><b>Old School Maintenance matters – Review and prioritise</b></p> <p>a) Tarmac areas around the exterior of the building – It was acknowledged that the tarmac was uneven in places, particularly on the slope leading up to the main entrance, where the section of tarmac covering the oil pipe appears to have slightly dropped. Following further discussion, it was considered that the main issue with the surface was the build-up of moss and fallen leaves, which when wet, could make the surface slippery – <b>Priority ranking</b> – Re-tarmacking of whole area was considered a low priority, however in-filling the sunken section at the front of the building would be considered sooner if budgets allowed. In the meantime, the following actions would be taken to improve the safety of the surface – <b>ACTIONS</b> – Existing build up of moss to be removed from surface during summer months (<b>Handyman Contractor / Volunteers – Clerk to arrange</b>), and area to be sprayed (<b>Cllr Davis and/or Cllr Osborn</b>). Fallen leaves to be regularly swept up (<b>Handyman Contractor / Volunteers – Clerk to arrange</b>).</p> <p>b) Leaking Chimney – <b>Priority ranking</b> - With water leaking through into the main hall during heavy or prolonged rain it was considered that this maintenance issue was of the highest priority.</p> <ul style="list-style-type: none"><li>• Comments received from the Conservation Officer – The Conservation Officer had considered it highly unlikely that the water ingress was due to the porous bricks, and as such, considered the use of sealant as unacceptable for the listed building.</li><li>• Quotes received – The Clerk and Mike Bridgeman provided a brief overview of discussions with a local roofing contractor following a site visit. Whilst it was difficult to ascertain from ground level whether there was any defective flashing or mortar joints, there was clear evidence of vegetation growing around the chimney, and the metal cowl being positioned quite high above the chimney pot. It was considered that any, or all of these issues could be contributing to the problems with water ingress, and needed further investigation and rectifying as required. Four companies had been approached to provide a quote for this investigative and rectifying work, with only one response being received. The Clerk provided details of the quote received from Tony Ferris of £400 plus the cost of scaffolding. Following further discussion, it was proposed by Cllr Earley, seconded by Cllr Fraser, and resolved to approve the quote from Tony Ferris – <b>ACTIONS</b> – Clerk to advise contractor accordingly, and obtain quotes for scaffolding for consideration at June Parish Council meeting.</li></ul> <p>c) Outside wall – Committee members spent some time reviewing the condition of the back right-hand side wall of the side courtyard. A number of bricks had blown, and were disintegrating, and there were areas where the mortar had deteriorated and left gaps etc. The Clerk noted that the Conservation Officer had confirmed that work to replace the bricks could be undertaken without the need to apply for formal Listed Building Consent, subject to matching bricks and lime mortar being used. <b>Priority ranking</b> – Whilst it was clear that a number of the bricks would need replacing in time, and some of the mortar needed re-doing, as there was no evidence of damp etc. on the inside of the building, this was considered a medium priority, to be undertaken as and when budgets permitted.</p> <p>d) Consider any other maintenance matters – There were none.</p>
23/24-27	<p><b>Old School Cleaner</b></p> <p>The Clerk reported that several notes of interest had been received for the role, with just the one formal application being received – details of which had been circulated with the agenda papers. Following a brief discussion, it was proposed by Cllr Davis, seconded by Cllr Osborn, and resolved to offer the applicant the job as Old School Cleaner, subject to satisfactory references being received – <b>ACTIONS</b> – Clerk to follow up references, and advise applicant accordingly. The <b>Clerk and Cllr Fraser</b> agreed to carry out a deep clean of the building prior to the new cleaner starting.</p>

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23/24-28	<b>Compliance with the Equality Act 2010 in respect of meetings at the Old School</b> Cllr Fraser provided a brief overview of the Act. There then followed a discussion to consider what new provisions might be appropriate, or changes which could be made within the hall, to improve compliance with the Act – <b>ACTIONS</b> – <b>Cllr Osborn</b> to provide a portable 'Hearing Loop' to be used at a Parish Council meeting, to determine its effectiveness, before further enquiries are made by Cllr Fraser regarding the system. <b>Cllr Davis</b> to adjust the angles of the existing LED light fittings in the main room, so they can be used during a meeting (currently lights are kept off in the main room during meetings in order for the projector screen to be visible. They are also very bright). If this does not work, consideration will then be given to replacing the fittings (quote to be obtained by <b>Clerk</b> ).
23/24-29	<b>Old School Risk Assessment</b> Having already discussed the potential safety issue due to the build-up of moss and fallen leaves, which when wet, could make the exterior surface of the Old School slippery (minute number 23/24-26a), amendments were made to the Risk Assessment document to reflect this – <b>ACTIONS</b> – Clerk to circulate copy of updated document.
23/24-30	<b>Any other Old School General Matters</b> It was noted that the bins are not always being put out on collection days ready for emptying – <b>ACTIONS</b> – Clerk to send reminder message asking Handyman Contractor to put bins out as required.
23/24-31	<b>Date of next Committee Meeting</b> To be agreed as necessary.
23/24-32	<b>Closure of meeting</b> There being no further business the meeting was closed at 8.25pm.