

# 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 **Meeting** of the Parish Council held on **Tuesday 18th July 2023** At **7.15pm in the Old School**

**Councillors Present:** Cllr Osborn(Chairman), Cllr Turner-Scott, Cllr Steele (arrived at 7.19pm), Cllr Earley, Cllr Fraser, Cllr Taylor, Cllr Davis, Cllr Vine, Cllr Boaden (left at 7.20pm and returned at 7.30pm / left again at 7.37pm and returned at 7.41pm), Cllr Stevens, and Cllr Roberts.

**In attendance:** 11 members of the public (one left at 8.07pm, another at 8.33pm and another at 9.00pm), and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
23/24-58	<b>New Councillor</b> The Clerk confirmed that Cllr Roberts had signed his 'declaration of acceptance of office' prior to the start of the meeting. The Chairman welcomed Cllr Roberts and invited him to choose which committees he would like to join. Cllr Roberts agreed to join all three committees – <b>ACTIONS</b> – Clerk to update Committee Membership list and circulate to Councillors.
23/24-59	<b>Apologies for Absence</b> None – all councillors present.
23/24-60	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr Taylor, Cllr Osborn, and Cllr Fraser declared an interest in item 23/24-67b as one of the payments for approval were payable either directly to themselves, or someone closely known to them. These councillors took no part in the voting for this item. Cllr Boaden and Cllr Earley declared an interest in item 23/24-65d living close to the area being discussed. b) None.
23/24-61	<b>Adjournment for Public Participation</b> The meeting was adjourned at 7.16pm and resumed at 7.24pm.
23/24-62	<b>Minutes of Council meetings</b> a) Meeting of the Parish Council held on the 20 <sup>th</sup> June 2023. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Fraser, seconded Cllr Taylor) – Cllr Stevens, Cllr Davis, Cllr Vine, Osborn, and Cllr Boaden abstained from the vote having not been present at the last meeting. b) Meeting of the Highways, Recreation, Amenity and Footpaths (HRAF) Committee held on the 27 <sup>th</sup> June 2023. The draft minutes were noted, no questions were asked, or any updates received. The following matters were considered further: i. Pavilion Fire Risk Assessment – Cllr Davis reported that he was currently working on this, and would circulate next week. ii. Footpath signs / way markers – Cllr Davis referred to the quotes received which included prices for both Foamex and Aluminium Composite signs. It was proposed by Cllr Taylor, seconded by Cllr Stevens, and resolved to purchase the Aluminium signs from Kennet Signs – <b>ACTIONS</b> – Cllr Davis to place order for signs as soon as possible. iii. MLAV7 (Spin Hill phone box to Dauntsey Drive) and MLAV15 (Drove Lane passed Cemetery) and use of scalpings to improve the surface – Cllr Taylor reported that she had met with the person offering the scalpings, and it had been recognised that the footpath needed to be widened as it was so overgrown. The farmer who owns the banks on either side of the path has kindly offered to help with widening the path, before the scalpings are then laid. It was hoped that the work could be completed sometime after September – <b>ACTIONS</b> – Cllr Taylor to liaise with landowner and person providing the scalpings. There was some discussion

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	<p>regarding the use of scalplings on MLAV15 – <b>ACTIONS</b> – Clerk and Cllr Taylor to look at feasibility of access etc. and report back to next meeting.</p> <p>iv. Supporting wire for Christmas lights in the Market Place – Cllr Osborn and Cllr Vine agreed to remove the wire.</p> <p>v. Installation of benches at Broadwell – Cllr Fraser reported that one of the benches had been installed on the concrete plinth. The one on the grass would need a concrete base to be laid for the bench fixings to go into – <b>ACTIONS</b> – Clerk to ask Handyman to complete. The Clerk noted that the new memorial bench had been delivered – <b>ACTIONS</b> – Local contractor to arrange removal of existing bench for refurbishment and reuse somewhere else, and installation of new one.</p>
23/24-63	<p><b>Monthly Reports</b></p> <p>a) <b>Chairman’s Report</b> – Cllr Osborn detailed the decision making process which had led to the cancellation of the Vintage Meet event, and noted some storm damage to a tree in the woodland off Park Road.</p> <p>b) <b>Wiltshire Councillor Report</b> – Cllr Muns had given his apologies prior to the meeting – no report provided.</p> <p>c) <b>Community Hall Trust</b> – Cllr Earley reported that the Trust were applying for grant funding to help cover the cost of the new youth shelter.</p> <p>d) <b>Canada Woods</b> –</p> <p>i. <b>Riverbank reinforcement work</b> - Cllr Fraser reported that she had had to contact the contractor following slippage of a section of gravel mix on the slope, which it is believed occurred due to the hot dry weather. The contractor will return to site to resolve the issue.</p> <p>ii. <b>Tree management work</b> – Cllr Fraser referred to her meeting with the contractor – The Parish Council would be responsible for putting up advance warning signs regarding the planned work, with the contractor having the responsibility for securing the site during the work.</p> <p>iii. <b>Consider any related matters as necessary</b> – There were none.</p> <p>e) <b>Youth Council</b> –</p> <p>i. <b>Meeting held on the 13<sup>th</sup> of July</b> – Cllr Taylor provided an overview of the matters discussed at the meeting, noting that the young people were composing a letter of support which could be included in any grant funding applications for projects at the Elisha Field.</p> <p>ii. <b>Designs for Road safety, Play Areas, and Elisha Field signage</b> – Cllr Taylor circulated the designs prepared by the young people, which Councillors were very impressed with. It was proposed by Cllr Fraser, seconded by Cllr Vine, and resolved to allocate up to £150 for printing of the signs.</p> <p>f) <b>Additional Sports Facilities Working Group</b> – Cllr Stevens reported that sources of grant funding were still being sought for the Ninga Warrior equipment. The idea had been put forward for local craftsman to possibly create some equipment, however it was recognised that there were strict regulations regarding the production of play equipment which meant that this would not be appropriate.</p> <p>g) <b>Vintage Meet 15<sup>th</sup> &amp; 16<sup>th</sup> July 2023</b> – The Chairman invited the event organiser to address Councillors – It was noted that the timing of the cancellation of the event had been crucial with regards to the facilities and service providers. An insurance claim was being prepared on the basis of the adverse weather conditions. The dates for the 2024 event were confirmed as the 20<sup>th</sup> and 21<sup>st</sup> of July.</p> <p>h) <b>Any other reports</b> – There were none.</p>
23/24-64	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) LHFIFG meeting 4<sup>th</sup> July – Cllr Davis noted that he had been unable to attend the meeting, but the minutes had already been circulated and Wilts Cllr Muns had taken an action to try to identify new initiatives to alleviate congested traffic on the High Street.</p> <p>b) Broadwell Play Area fencing – Cllr Fraser reported that the section of fencing by the entrance gate had been removed, so the tarmacking could now be completed by Wessex Water – <b>ACTIONS</b> – Clerk to liaise with Wessex Water. It was considered that the piece of fencing would not be suitable for positioning on the other side of the gate,</p>

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	<p>nearest the road, and it was suggested that an additional concrete bollard might be a better solution – <b>ACTIONS</b> – Clerk to check with Wiltshire Council regarding this proposal.</p> <p>c) Spraying from site on Spin Hill – Cllr Fraser noted that whilst she had received a negative response from several agencies, and was still awaiting responses from others, the Police Rural Crime team had responded and subsequently made contact with the landowner regarding the incident.</p> <p>d) Speed Indicator Device – The Clerk reported that data from SID's could now be sent directly to the Police, who would then analyse all the information received in order to focus their enforcement efforts more specifically and effectively. The local resident who kindly uploads the data from the Spin Hill device had already started the process of registering the device with the Police, and was awaiting confirmation for when he could start submitting data to them.</p> <p>e) Community Speedwatch (CSW) – The Clerk reported that two new volunteers had completed their training and were keen to start carrying out some sessions. Receipt of high-viz jackets and lanyards was awaited from the Police, along with details of which other group/s we would be sharing the device with – <b>ACTIONS</b> – Clerk to liaise with Wiltshire Police regarding this. It was questioned whether additional CSW sites could be requested on Church Street, and at the other end of the village – <b>ACTIONS</b> – Cllr Steele to provide Clerk with details of suggested site for other end of the village, for her to then submit both requests to Wiltshire Council.</p> <p>f) Other updates – The Clerk reported that the broken 'D' shackle on the basket swing in Broadwell Play Area had been replaced by the Play Equipment company. The problem was occurring due to the swing being repeatedly turned over, and causing the chains to get twisted and tightened – <b>ACTIONS</b> – Councillors to check chains when passing play area.</p> <p>g) New matters to report for Handyman contractor / Parish Steward (next visit 19th &amp; 20th July) / Footpath, Amenity Land contractor / Wiltshire Council – Reference was made to the overgrown brambles at the end of MLAV25 (agenda item 23/24-65e). Pothole on the High Street - Parish Steward to be asked to attend to both.</p>
23/24-65	<p><b>Correspondence Received</b></p> <p>a) Email from local resident regarding lack of parking at Lavington School – The incident which had raised the concern had related to a specific event held at the school. It was understood that whilst the School had made the field available for parking, most people had chosen to park on the roadside, resulting in the subsequent congestion problems.</p> <p>b) Email from Wiltshire Council, notification of consultation on Draft Wiltshire Design Guide Document, comments by 30<sup>th</sup> July – It was considered that the Parish Council were not in a position to give comments at the current time.</p> <p>c) Request from local resident to extend their 'Metal Detecting' permit to include other Parish Council owned land – Following consideration of this request, it was concluded that there was no other Parish Council land which would be suitable for metal detecting – <b>ACTIONS</b> – Cllr Fraser to advise local resident accordingly.</p> <p>d) Email from local resident requesting additional signage for end of New Street / The Muddle, and questioning clearance work undertaken of woodland area south of Church Street – The Chairman highlighted a few matters and reminded residents that as this is a private road and parking area, it is a civil matter, and not something the Parish Council has any influence over. There then followed a lengthy discussion during which local residents present were invited to make comments. At the end of the discussion, residents were encouraged to talk to each other, to try and resolve any outstanding matters that remained between themselves.</p> <p>e) Email from local resident regarding bank of brambles at end of footpath MLAV25 (from White Street and joining MLAV24) – Discussed under item 23/24-64g.</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>

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23/24-66	<p><b>Planning applications, decisions, and any other planning issues</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 application received, which had not been considered at a Planning Committee meeting was noted:</p> <p>i. PL/2023/03658 Knapp Farm Barn, White Street – LBC – To form an opening in part of an existing modern stud partition forming redundant ground floor bathroom, relocate existing kitchen to newly formed separate kitchen with access and pass from existing living room and to create a new ground floor WC – No objections</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 decisions made by Wiltshire Council were noted:</p> <p>i. PL/2023/03658 – LBC - Knapp Farm Barn, White Street. To form an opening in part of an existing ground floor internal wall, demolish existing modern stud partition forming redundant ground floor bathroom, relocate existing kitchen to newly formed separate kitchen with access and pass from existing living room and to create a new ground floor WC - Approve with Conditions.</p> <p>ii. PL/2023/03515 - Works to a Protected Tree Address: 17 Canada Rise. T1 Beech tree. Thin entire crown by maximum of 20% and reduce spread on S/E (Driveway) side ONLY by maximum of 2m or nearest suitable growth point. Tree crown very dense and driveway overhang is causing damage to vehicles parked below from bird droppings - Approve with Conditions.</p> <p>iii. PL/2023/01909 - South Lawn, Kings Road. Erection of 1.5 storey extension to dwelling; attic conversion with new dormer window; erection of balcony to rear including the construction of screens either side; and formation of new parking area. Cladding to elevations - Approve with Conditions.</p>
23/24-67	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for June 2023 (including card payments, direct debits, 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 'card / on-line Payments' for July 2023, 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 Vine (Cllr Taylor, Cllr Osborn, and Cllr Fraser abstained from the vote) (see appendix at end of minutes).</p> <p>c) Quotes for alternative bollard / barrier for the Clays – The Clerk referred to the information circulated with the agenda papers. It was proposed by Cllr Vine, seconded by Cllr Stevens, and resolved to purchase the padlock operated telescopic bollard to replace the previously vandalised one – cost £124.20 + VAT, plus cost of padlock and keys also required – <b>ACTIONS</b> – Clerk to place order for bollard.</p> <p>d) Quotes obtained for alternative vinyl lettering for Old School sign – Cllr Davis referred to the quote obtained for £80 – it was proposed by Cllr Earley, seconded by Cllr Vine, and resolved to approve the quote – <b>ACTIONS</b> – Cllr Davis to purchase lettering and complete sign.</p> <p>e) To consider quotes obtained for metal grill caps for sections of Old School guttering – Item deferred to September Parish Council meeting).</p>
23/24-68	<b>Staffing Matters</b>

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	The Clerk referred to the Annual Leave increase notification as advised by the National Joint Council for Local Government Services, and circulated with the agenda papers. It was proposed by Cllr Vine, seconded by Cllr Stevens, and resolved to accept the minimum recommendation from the NJCLGS and increase the annual leave entitlement for the Clerk to 26 days with effect the 1 <sup>st</sup> April 2023.
23/24-69	<b>General Parish Matters</b> Cllr Fraser referred to the recent defibrillator awareness course organised in West Lavington and asked if there could be one in Market Lavington. Cllr Osborn confirmed that the Community Hall and the Parish Council took it turns to organise similar training, so a course should be made available in the near future. Reference was made to the trees in front of the Old School which were overhanging the pavement – <b>ACTIONS</b> – Clerk to contact Church and ask if they wanted the Parish Council to submit a tree works planning application on their behalf. Cllr Fraser noted that an oak tree seemed to have been planted on the Village Green – <b>ACTIONS</b> – Cllr Fraser to investigate further. Cllr Steele referred to a property on the Spring where vegetation was overgrowing onto the pavement – <b>ACTIONS</b> – Cllr Osborn to follow-up.
23/24-70	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 9.15pm.
23/24-71	<b>Date of next Meeting/s</b> Parish Council Meeting – Tuesday 19 <sup>th</sup> September 2023 (no meeting in August).
23/24-72	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.18pm.

## Appendix

Payments for approval at July Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages (started 2/7/23)	4000/120	20/7/23	43.70	BP1
Cleaner OS wages (finished 19/6/23)	4000/120	20/7/23	81.75	BP2
Handyman contractor monthly hours, and exps *	various	20/7/23	298.90	BP3
Clerk wages and exps **	various	20/7/23	936.73	BP4
Mark Goddard & Sons – 4 of 7 footpath/amenity land contract	4620	20/7/23	662.05	BP5
Jane Taylor – Reimburse Youth Club exps	4090	20/7/23	17.03	BP6
David Eastaff – Remove fencing and wood for bench	4430/130	20/7/23	528.00	BP7
Toddlers – S137 grant donation	4210	20/7/23	52.50	BP8
Colin Osborn – exps ***	Various	20/7/23	52.81	BP9
Citizens Advice – S137 grant donation	4210	20/7/23	62.50	BP10
I Myhill – Reimburse cost of new chain and padlock for Elisha Field carpark side entrance gate	4430	20/7/23	43.64	BP11
T H White – CCTV service Old School	4430	20/7/23	100.98	BP12
<b>TOTAL</b>			<b>2,890.59</b>	
Payments made in between meetings				
D C Mortimer Electrical – Install replacement high level light on CH road in layby	4430	15/7/23	153.00	BP
B&M – 3 toilet brushes for OS toilets and	4450	21/6/23	20.99	Card

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chopping board for kitchen				
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\* Handyman contractor monthly hours worked £270.00 + Petrol allowance £9.00 + reimburse cost of black bags = TOTAL £298.90

\*\* Clerk monthly wages £920.83 + Reimburse cost of flowers for OS Cleaner when leaving £12.50 + reimburse cost of washing-up liquid X2 OS £1.30 + reimburse cost of thank you card for OS cleaner when leaving £2.10 = TOTAL £936.73

\*\*\* Reimburse cost of wood to repair 'Frog Climbing Wall' Elisha Field carpark £76.01 + reimburse cost of engraving Community Minded Person Shield £12.00 – amount received for scrap metal at rear of Elisha Field Pavilion **-£35.20** = TOTAL £52.81

Transfer of £50 made from Parish Council Current Account to Chairman's Charity Account 2/7/23 – To cover cost of 'Courtyard Surgery Vintage Meet Bin Sponsorship' fee, in reimbursement of cost of flowers for Village Coronation Events Organiser (a Parish Council expense) paid for by the Surgery.