

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 September 2023** At **7.15pm** in the Old School

Councillors Present: Cllr Osborn (Chairman), Cllr Turner-Scott (left at 9.13pm), Cllr Steele (arrived at 7.49pm), Cllr Fraser (arrived at 7.41pm), Cllr Vine (left at 9.25pm), Cllr Stevens (left at 9.03pm), and Cllr Roberts.

In attendance: 5 members of the public (2 left at 7.33pm, 1 left at 7.51pm, and another at 9.03pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
23/24-83	Apologies for Absence Cllr Taylor, Cllr Earley, Cllr Boaden, and Cllr Davis had sent apologies due to personal commitments, which were accepted.
23/24-84	Declarations of Interest and Dispensations to Participate a) The Clerk declared an interest in item 23/24-96b on behalf of Cllr Fraser who was not present at the start of the meeting, as two of the payments for approval were payable either directly to her, or someone closely known to her. Cllr Fraser took no part in the voting for this item. b) None.
23/24-85	Adjournment for Public Participation The meeting was adjourned and resumed at 7.16pm.
23/24-86	Elisha Field The two representatives from Lavington Juniors Football Club were invited to address the Council – Following on from the grass cutting problems in the summer, further concerns were raised regarding the quality and number of grass cuts being carried out by the current contractor. It was noted that the Football Club had had to cancel some matches as a result of cuts being missed, and also arrange some additional cuts themselves on occasions. They then put forward a proposal with regards to the future grass cutting arrangements. Following a full discussion a way forward was agreed – ACTIONS – Football Club to provide invoices showing expenditure they had incurred on additional cuts of the Elisha Field, and details of any missing cuts by the contractor, for Clerk to then liaise with Contractor regarding these issues. Football Club to provide details of their ideal grass cutting requirements for the Parish Council to consider before the specification is prepared for going out to tender for next year's contract.
23/24-87	Family Engagement Events The representative from 'Aim on The Plain' was invited to address the Council, and provided details of the events that could be offered as part of a possible Family Engagement event. Following a full discussion it was recognised that further research should be undertaken to determine if and how such an event might be deliverable – ACTIONS – Cllr Osborn and representative to follow-up.
23/24-88	Minutes of Council meetings a) Meeting of the Extraordinary Parish Council held on the 8 th August 2023. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Roberts, seconded Cllr Vine) – Cllr Fraser, and Cllr Turner-Scott abstained from the vote having not been present at the last meeting. b) Meeting of the Joint Liaison Committee held on the 6 th of September 2023. The draft minutes were noted, and no questions asked. Update - it was noted that the Area Board had approved the funding request from the Community Hall towards the cost of the shelter / seating for young people.

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

23/24-89	<p>Monthly Reports</p> <p>a) Chairman's Report –</p> <p>i. Quarterly report from Chairman's Chariry Account – The Clerk referred to the 2024 Event Finance Spreadsheet which had been circulated with the agenda papers, which provided an overview of the receipts and payments made up to 5/9/23. It was noted that many of the traders and craft stall holders had carried forward their pitch fees following cancellation of the 2023 event. The project for an approved grant application from the Museum which had been outstanding from a previous year had now been completed and the money paid out.</p> <p>ii. The Chairman noted that he had again been in contact with the landowner of footpath MLAV3.</p> <p>b) Wiltshire Councillor Report – Cllr Muns reported that Wiltshire Council had allocated an extra £10m for road surfacing projects, and he would be putting forward the case for resurfacing of the road between Market and West Lavington. He also noted that consultation would be starting soon on the Wiltshire Council Local Plan, and encouraged members to respond as residents in addition to the Parish Council response.</p> <p>c) Community Hall Trust – It was noted that the Trust had not met since the last Parish Council meeting, and that their AGM would be taking place shortly.</p> <p>d) Canada Woods –</p> <p>i. Tree management work - Cllr Fraser reported that the tree felling work would be starting on the 2nd of October, with the horse loggers being on site from the 9th of October. Reference was made to some trees on the other side of the new riverbank improvements, which due to the fragility of the repair work would now need to be dismantled rather than felled, at an additional cost of £1,000. Following a full discussion it was proposed by Cllr Stevens, seconded by Cllr Turner-Scott and resolved by a majority decision not to approve the additional expenditure, but rather wait to reassess the financial position at the end of the project (2 abstentions).</p> <p>ii. Consider any related matters as necessary – There were none.</p> <p>e) Youth Council –</p> <p>i. Meeting held on the 7th of September – The Clerk referred to the meeting minutes prepared by Cllr Taylor and circulated with the agenda, which included a request for a new litter bin near to Lavington School, and noting the lack of toilets at the Elisha Field – ACTIONS – New litter bin to be considered when funding available.</p> <p>f) Any other reports – There were none.</p>
23/24-90	<p>Highways / Maintenance issues in the village</p> <p>a) Broadwell – Cllr Fraser noted some recent anti-social behaviour where edges of the safety surfacing in the play area had been ripped up, and a plant taken from the new flower bed. An on-site meeting was scheduled for tomorrow with Wessex Water to agree the tarmacking work that needed completing.</p> <p>b) Community Speedwatch (CSW) – The Clerk reported that the CSW team was now up and running again, having use of the device every three weeks. As agreed, a metro count was being requested for Church Street. Reference was made to the Auto SpeedWatch device and what its range was. With the Speed Indicator Device regularly identifying vehicles travelling in excess of 60mph, it was decided to try and calibrate the ASW device to try and identify the vehicles traveling at the more excessive speeds – ACTIONS – Clerk to liaise with device supplier to organise.</p> <p>c) Footpath signs / way markers – The Clerk reported that Cllr Davis had picked up the signs and would be erecting them over the coming weekends. Other Councillors offered to help.</p> <p>d) Use of scalplings on footpaths MLAV15 and MLAV13 – The Clerk noted that a response had not yet been received from the landowner regarding the request to use access through their field to move the scalplings. It was understood that Easterton Parish Council may also be investigating possible surface improvements to the footpath.</p> <p>e) Flashing School sign on the High Street opposite Stobberts Road – The Clerk reported that Wiltshire Council officers had met with the sign manufacturer on site to investigate</p>

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

	<p>the problem. Water ingress was the issue, and replacement parts were now on order to repair the device.</p> <p>f) Hamilton Drive Play Area – The Clerk noted that the wrong Inspection report had been sent by Aster, and the correct one was yet to be received – item therefore deferred.</p> <p>g) Other updates – It was noted that the memorial bench was significantly smaller than the existing bench in the Market Place. Also an underground utility search had showed that there were a maze of electrical cables in the vicinity of the bench. It was therefore considered safer to repair the existing bench and put it back in the original location, rather than making new holes for the fixings of a different bench – ACTIONS – Clerk to liaise with family who had donated the memorial bench. The Clerk reported that the landowner of the grass strip on Church Street had indicated that they would be happy to give permission for a Speed Indicator Device to be erected on the land, and had also made an offer for the Parish Council to purchase the land. Following a full discussion Councillors agreed not to pursue with the offer of taking ownership of the land, but were very grateful to the landowner for agreeing siting of the SID on their land – ACTIONS – Clerk to respond to landowner, and make application to the Area Board for installation of the NAL socket. It was noted that one of the feet on the metal circular bench in the Market Place had been broken off. Following further discussion it was agreed that the bench would be removed.</p> <p>h) New matters to report - Parish Steward (next visit 12th & 16th October) – request clearing of leaves on Drove Lane leading up to the school. It was noted that whilst there was a 'No Cycling' sign at the Muddle end of the footpath along by the stream, there was not one at the Broadwell end – ACTIONS – Clerk to make request to Wiltshire Council for additional sign. It was noted that with the recent wet and warm weather the footpaths were becoming very overgrown from overhanging brambles and nettles etc. Some interest had been expressed for use of volunteers to help with the upkeep of footpaths – ACTIONS – To be considered further at future meeting.</p>
23/24-91	<p>Christmas 2023 arrangements Arrangements regarding Community Minded Person & Young Person of the year awards, Carol Singing, and Christmas tree – ACTIONS – Chairman to organise advertising of awards and liaise with Trinity Church regarding the Carol Singing. Clerk to place order for Christmas tree.</p>
23/24-92	<p>Correspondence Received</p> <p>a) From local resident – request for Speed Indicator Device on White Street – It was agreed to ask Wiltshire Council to carry out a Traffic Survey to provide evidence to support intervention such as Community Speedwatch, and also provide supporting evidence for any future traffic management proposals.</p> <p>b) From local resident – request for speed bumps down Parsonage Lane – It was agreed to ask Wiltshire Council to carry out a Traffic Survey.</p> <p>c) From local resident – request to not cut down a specific tree in Canada Woods – Cllr Fraser reported that she had met with the resident and explained the reasons why the tree needed to be felled. It was agreed that a new tree would be planted in the Spring so they could watch it grow.</p> <p>d) From local resident – request to cut back hedge on boundary of Community Park – Following a full discussion it was agreed that the Parish Council would finish off tidying up the hedge down to the level of the fence on this occasion, but being a 'habitat hedgerow' it would not be appropriate to do this on a regular basis – ACTIONS – Clerk to advise local resident.</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>e) From local resident of Church Street – Concerns regarding road traffic safety through the village – Reply sent by Chairman.</p>
23/24-93	<p>Planning applications, decisions, and any other planning issues</p> <p>a) The following planning application received which had been considered at a Planning Committee meeting was noted: There were none.</p>

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

	<p>b) The following planning applications received, which had not been considered at a Planning Committee meeting were noted:</p> <ul style="list-style-type: none">i. PL/2023/05422 & PL/2023/05496 Racquets Court, 10 Parsonage Lane. Consent under Tree Preservation Orders, and proposed works to trees in a conservation area – No objectionsii. PL/2023/05344 19 White Street. Proposed works to trees in a conservation area – No objectionsiii. PL/2023/04679 & PL/2023/05028 Easterton Manor, High Street, Easterton. Internal alterations and a new skylight – No objectionsiv. PL/2023/04112 28 Stirling Road. Erection of single storey lean to side extension 3m X 3m to be used as garden room /work from home office. To replace false existing door with UPVC glazed door from house to extension. Low brick wall (approx. 1.5m high) with insulation and UPVC windows to all 3 sides with door to rear garden. Tiled sloping roof – No objectionsv. PL/2023/06147 Khaleej, Northbrook. New drive created in front garden, part removal of raised garden to make way for drive. New external steps and retaining walls – No objectionvi. PL/2023/05882 Listed Building Consent 2 Church Street. Proposed attic rooflights, internal attic roof repair, and painting of external wall – No objectionsvii. PL/2023/06607 33 Church Street. Erection of wooden garden room (amendments to previous approval under PL/2022/01400 for alterations to opening, positioning and design) and footbridge – No objectionsviii. PL/2023/06876 3 New Street. Proposed works to trees in a conservation area – No objections <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. Reference was made to a recent Appeal which had been submitted by the applicant of planning application PL/2023/01749 Land adj. 29 Spin Hill.</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none">i. PL/2023/05524 - Proposed Works to Trees in a Conservation Area. Platencia, 33 Church Street. Various tree works - Withdrawn by Applicantii. PL/2023/05344 - Proposed Works to Trees in a Conservation Area. Beech House, 19 White Street. Various tree works - No Objectioniii. PL/2023/05496 - Proposed Works to Trees in a Conservation Area. Racquets Court, 10 Parsonage Lane. Various tree works - No Objectioniv. PL/2022/09535 - Outline Planning Permission. Mount Pleasant Yard, White Street. Redevelopment of site including demolition of an existing building and erection of 4 no. live/work units (Sui-Generis) and 1 no. bed and breakfast (Use Class C1) (Outline application relating to access and layout) – Refusev. PL/2023/05422 - Works to a Protected Tree Address: Racquets Court, 10 Parsonage Lane. T1-Lime tree - re pollard - Approve with Conditions <p>e) Market Lavington Neighbourhood Plan – To receive and review any updates which may affect Neighbourhood Plan, and consider if review of existing plan should be undertaken – Item deferred until next meeting.</p>
23/24-94	<p>Land at Elisha Field, Drove Lane – Lease between Market Lavington Parish Council and The Trustees of 1st Lavington Sea Scout Group</p> <p>The Clerk referred to the letter received from the Parish Council Solicitor which had been circulated with the agenda papers. Following consultation with the Chairman, instructions had been given for the Solicitors to officially register the Parish Councils title to the Elisha Field with Land Registry as they had recommended.</p>

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

23/24-95	<p>Old School</p> <p>a) Meeting with representatives from Wiltshire Council held on 11th of September regarding the Library – Cllr Fraser provided an overview of the discussions, during which Wiltshire Council had made it clear that there was no funding available to help cover the cost of heating and electricity incurred whilst the Library was in operation. The choice therefore was for the Parish Council to continue covering the cost, estimated at approx. £890pa, or for the Library to close and be replaced by a Mobile Library. With no-one wanting to see the Library close, the matter would be discussed further at the October Parish Council meeting when additional library usage statistics would be available from Wiltshire Council. In the meantime, Wiltshire Council were asked to try and manage the Admin time allocated, so that wherever possible it could be undertaken during either Library opening times, or when other groups were using the Hall.</p> <p>b) Sheds at rear of Old School – Cllr Fraser noted that the middle shed in particular was getting very cluttered and suffering from damp and mould issues. Some of the items had now been removed by the Guides, and it was agreed that the large, wooden cabinet on the far wall would be dismantled and taken away. Hooks would be used to move some items off the floor onto the walls – ACTIONS – Cllr Fraser to organise. Reference was also made to recent break-ins into the Hall, and the actions that had been taken.</p>
23/24-96	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for July and August 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 August and September 2023, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Vine, seconded Cllr Roberts (Cllr Fraser abstained from the vote) (see appendix at end of minutes).</p> <p>c) Quotes obtained for metal grill caps for sections of Old School guttering – In the absence of Cllr Davis item deferred to October Parish Council meeting.</p> <p>d) Quotes obtained for concrete base for Broadwell bench – The Clerk referred to the two quotes obtained for the work. It was proposed by Cllr Vine, seconded by Cllr Fraser, and resolved to accept the quote from Lavington Fencing of £240 – ACTIONS – Clerk to advise contractors accordingly.</p> <p>e) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Report from Chairman following review of accounts as at 30/6/23 – Item deferred to October Parish Council meeting.</p> <p>f) Councillors considered the two requests received for Grant Funding in the 2nd quarter of 2023/24 (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 Steele, seconded by Cllr Roberts, and resolved to approve the following payments: Tuesday Club £50 and Remembrance Day Wreath £75.</p> <p>g) External Audit for the year ending 31/3/23 – The Clerk referred to the External Auditors Report which had been circulated with the agenda papers, noting that no matters of concern had been reported. The report was received and accepted by Councillors.</p>
23/24-97	<p>General Parish Matters</p> <p>The Clerk noted that Wessex Water were offering grants again this year which could be used as a source of funding for the Ninga Equipment. Councillors agreed to the Clerk submitting an application.</p>
23/24-98	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.43pm.</p>
23/24-99	<p>Date of next Meeting/s</p>

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

	Parish Council Meeting – Tuesday 17 th October 2023.
23/24-100	Closure of meeting There being no further business the meeting was closed at 9.44pm.

Appendix

August Payments for approval at September Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	17/8/23	65.35	BP1
Handyman contractor monthly hours, and exps *	various	17/8/23	302.88	BP2
Clerk wages and exps **	various	17/8/23	923.40	BP3
Mark Goddard & Sons – 5 of 7 footpath/amenity land contract	4620	17/8/23	662.05	BP4
Di Fraser – Reimburse warning signs and tape	4430	17/8/23	38.10	BP5
Jane Taylor – Reimburse Youth Club exps	4090	17/8/23	3.94	BP6
PKF Littlejohn – External Audit fee	4120	17/8/23	504.00	BP7
ML Community Hall – Forward receipt received in error	1990	17/8/23	125.00	BP8
Salisbury Printing Co Ltd – OS leaflets and business cards	4460	17/8/23	297.00	BP9
TOTAL			2,921.72	
Payments made in between meetings				
James Swell – Install new Clays bollard	4440	4/8/23	156.75	BP
Amazon – Padlocks and keys for Clays bollard	4440	26/7/23	71.98	card
Barriers Direct – Telescopic padlock bollard for Clays	4440	24/7/23	149.04	card

September Payments for approval at September Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	21/9/23	87.20	BP1
Handyman contractor monthly hours, and exps *	various	21/9/23	372.63	BP2
Clerk wages and exps **	various	21/9/23	935.48	BP3
Mark Goddard & Sons – 6 of 7 footpath/amenity land contract	4620	21/9/23	662.05	BP4
HMRC – 2 nd qtr PAYE & NI contributions	4030	21/9/23	116.41	BP5
Di Fraser – Reimburse barrier fencing and Friendly Friday biscuits	Various	21/9/23	43.54	BP6
TOTAL			2,217.31	
Payments made in between meetings				
Tesco – Cleaning materials OS	4450/130	11/9/23	7.90	Card
Iscaff Wilts Ltd – Scaffolding for OS chimney repairs	4430/120	21/8/23	1,020.00	BP
A Ferris – Repairs to OS Chimney	4430/120	23/8/23	400.00	BP
MKV Property maintenance – Repairs to leaking stop cock OS	4430/120	29/8/23	85.45	BP

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

Wansbroughs – Land Registry fee to register Elisha Field	4130 (EMR 341)	3/9/23	42.00	BP
David Eastaff – Security cover for mailbox at Old School	4430/120	19/9/23	79.20	BP

* Handyman contractor monthly hours worked £337.50 + Petrol allowance £11.25 + reimburse cost of black bags £23.88 = TOTAL £372.63

** Clerk monthly wages £920.83 + Reimburse cost of Wood floor cleaner X 2 £6.00 + Reimburse cost of Land Registry Enquiry £4.00 + Reimburse cost of Clip board £1.50 + Reimburse cost of cleaning cloths X 3 packs £3.15 = TOTAL £935.48

Transfer made from D/A to C/A 17/9/23 £10,000