

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 17th October 2023** **At 7.15pm in the Old School**

Councillors Present: Cllr Osborn (Chairman), Cllr Taylor, Cllr Earley, Cllr Boaden, Cllr Davis, Cllr Turner-Scott, Cllr Fraser (left at 9.44pm), Cllr Stevens, and Cllr Roberts (left at 9.45pm).

In attendance: 22 members of the public (one arriving at 7.29pm / 1 left at 8.56pm and 19 left at 9.20pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
23/24-101	Apologies for Absence Cllr Steele and Cllr Vine had sent apologies due to personal commitments, which were accepted.
23/24-102	Declarations of Interest and Dispensations to Participate a) Cllr Fraser declared an interest in item 23/24-111b as two of the payments for approval were payable either directly to her, or someone closely known to her, and took no part in the voting for this item. Cllr Taylor declared an interest in item 23/24-111b as one of the payments for approval was payable to her, and took no part in the voting for this item. Cllr Stevens declared an interest in item 23/24-111d as an employee of the Youth Club, and took no part in the voting for this item., b) None.
23/24-103	Adjournment for Public Participation The meeting was adjourned at 7.16pm and resumed at 7.26pm.
23/24-104	Minutes of Council meetings Meeting of the Parish Council held on the 19 th September 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 Stevens). Cllr Taylor abstained from the vote having not been present at the last meeting.
23/24-105	Monthly Reports a) Chairman's Report – The Chairman noted that he had carried out some weedkilling around the village. b) Wiltshire Councillor Report – Cllr Muns referred to a recent meeting he had attended regarding Blackdog crossroads, outlining the measures that were proposed, and noting that Wiltshire Council were currently in negotiations with landowners regarding the land acquisitions that would be required as part of the improvement to visibility splays etc. He then answered questions posed by a Councillor, and member of the public. c) Community Hall Trust – Cllr Earley noted that the Trust had received grant funding from the Area board for the Youth Shelter. It was also noted that the Parish Council contribution of £500 towards the cost of the Youth shelter had been requested. d) Canada Woods tree felling – Cllr Fraser provided an overview of the tree management work carried out to date, and answered questions posed by members of the public. Whilst a buyer had been found for the wood, it was noted that the market was now flooded with ash, and therefore the price would be lower than had previously been hoped. Cllr Fraser reported that Cain Bio-Engineering had returned to site to check the stability etc. of the recently re-enforced riverbank, and had entered into discussion regarding some grant funding which was currently available from the Environment Agency (EA) for improving water courses that were located on a flood plain. It was noted that there would be no cost to the Parish Council for making an initial enquiry to the EA for the funding. It was therefore proposed by Cllr Osborn, seconded by Cllr Earley, and agreed that Cllr Fraser could submit an enquiry to the EA, with support from the Parish Clerk. Moving forward, it was recognised that further work would be required in Canada Woods, as per the 10-year management plan, which would include improvement of

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	<p>footpaths etc., all of which would inevitably have cost implications. With a dedicated Canada Woods website in place, and volunteers who had already come forward, Cllr Fraser suggested that a 'Friends of Canada Woods & Community Park' Community Group be set up, who would be better placed than the Parish Council to apply for grant funding. Following further discussion it was proposed by Cllr Osborn, seconded by Cllr Roberts, and resolved to approve formation of the Community Group – ACTIONS – Terms of Reference for the group to be prepared and considered at November Parish Council meeting.</p> <p>e) Youth Council Meeting held on the 5th of October – Cllr Taylor reported that the signs for the three play areas as designed by the young people should be ready this week. A fundraising cake sale would take place on Saturday the 28th of October by the Co-op (in the Old School if wet). It was noted that a new person volunteering with the Youth Club required a DBS check, and it was asked if the Parish Council would consider covering the cost of this (max. cost £18 or may be free of charge). It was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to approve covering the cost of the DBS check if necessary.</p> <p>f) Tree Warden Scheme – Cllr Fraser provided an overview of the scheme which had been launched by the Tree Council in partnership with Wiltshire Council. The Tree Wardens, of which there were currently three people locally who had come forward and volunteered, were receiving guidance and support from Wiltshire Council, and were being actively encouraged to look within parishes to ascertain if there might be any land suitable for tree planting. As a result of this, land at the bottom of Canada Woods (Community Park), adjacent to Beechwood had subsequently been identified as a possible location for a Community Orchard. It was reported that an initial poll on Facebook by the Tree Warden's had received a very positive response to this suggestion, and it was noted that this had also been one of the ideas put forward during the community engagement exercise for the COVID19 project some time ago. Cllr Fraser noted that there was grant funding available from the Tree Council of up to £2,500 from the 'Branching Out' fund, for such activities, so there would be no financial commitment required from the Parish Council. Following further discussion it was recognised that the condition of the soil at this site would need to be assessed to ascertain what trees would be best suited to the conditions. It was then proposed by Cllr Osborn, seconded by Cllr Earley, and resolved that the Parish Council would be in favour of working with the Tree Wardens and the 'Friends of Canada Woods & Community Park' Community Group, to apply for grant funding from the Tree Council to improve this site – ACTIONS – Cllr Fraser to liaise with other Tree Wardens and Parish Clerk to prepare grant application. Cllr Fraser then briefed Councillors regarding an enquiry received by the Parish Clerk from a local resident regarding ash trees that were overhanging their property from Canada Woods, which had been referred to the Tree Wardens.</p> <p>g) Any other reports – There were none.</p>
23/24-106	<p>Highways / Maintenance issues in the village</p> <p>a) Broadwell carpark – Cllr Fraser reported that Wessex Water had now tarmacked the areas around the Play Area entrance and down through the carpark as far as the plinth for the new kiosk. There had been delays with getting some of the parts for the equipment being installed in the kiosk, so Wessex Water will complete the final bit of tarmacking when the kiosk is finally installed.</p> <p>b) Broadwell Play Area – Gap in fencing at back of play area - The Clerk reported that only one quote had been received, consideration therefore deferred. Play area entrance – Following a full discussion, which included input from members of the public present, it was agreed to get a quote for another concrete bollard as per the existing, to compare with the cost of an alternative stone replacement – ACTIONS – Quotes to be obtained for consideration at November Parish Council meeting.</p> <p>c) Footpath signs / way markers – Cllr Davis reported that the signs would be positioned over the next couple of weekends.</p> <p>d) Hamilton Drive Play Area – The Clerk noted that the Inspection report had not yet been received – item therefore deferred.</p>

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	<p>e) Memorial Bench – The Clerk noted that the executor had consulted with the family who had donated the bench, and they were happy for it to be located at the top of the Village Green. It was proposed by Cllr Fraser, seconded by Cllr Boaden, and resolved to instruct the contractor who had recently prepared the concrete plinth for the bench at Broadwell, to prepare a similar plinth for the memorial bench to be sited on – ACTIONS – Clerk to liaise with contractor.</p> <p>f) Other updates – Councillor Fraser referred to the continued fly tipping onto the top of the bank on Parsonage Lane, and enquires that had been made with Wiltshire Council.</p> <p>g) New matters to report - Footpath cutter – Request made that when the final cut of the year be undertaken of the footpaths, that the sides are cut at an outward angle to help stop the vegetation falling back on to the path after heavy rainfall – ACTIONS – Clerk to liaise with contractor.</p>
23/24-107	<p>Correspondence Received</p> <p>a) From Wiltshire Council – Details of consultation on the pre-submission draft of Wiltshire Local Plan (comments by 22/11/23) – Councillors reviewed the references to Market Lavington in the Plan, alongside the comments received from the Planning Consultant. A couple of inaccuracies were noted in one of the draft Local Plan documents – ACTIONS – Clerk to include details in Parish Council consultation response. The residual requirement for Market Lavington as detailed in the Draft Plan is 55 dwellings up to 2038, which is in addition to the 58 dwellings already allocated across three sites in the existing Neighbourhood Plan.</p> <p>b) From visitor to village – Request for bus shelter in centre of village – Councillors considered the request, and whilst recognising that this could be a welcome asset for villagers, there might be complications with known underground utilities, and being in a Conservation Area. With the current year’s budget already fully committed, it would not be progressed at the current time, but could be considered in future years.</p> <p>c) From Local Resident – Request for ‘No Through Road’ sign at Church Street entrance to MLAV32 – Councillors considered the request and upheld their decision made at the July Parish Council meeting, when the same matter was considered, and agreed not to approve this request.</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>d) From Post Office – Notification that Post Office Ltd had been unable to identify a suitable opportunity to re-establish a service in Market Lavington – Noted.</p>
23/24-108	<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> <p>b) The following planning applications received, which had not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> i. PL/2023/07290 & PL/2023/07321/LBC Wolseley House, 79 High Street, Market Lavington. Proposed internal alterations, extensions, double bay garage, modifications, and refurbishment – No Objections ii. PL/2023/06911 6 St Mary’s Road, Market Lavington. New garden wall to enclose re-located oil tank – No Objections iii. PL/2023/07936 (tree works in a Conservation Area) 15 White Street, Market Lavington. Pussy Willow Tree remove – No Objections iv. PL/2023/07291 (Listed Building Consent) 25 White Street, Market Lavington. Replace emergency repair works to front and some side elevation, replace 1080’s window to front side elevation. Reinstate wooden gates to driveway <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>

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	<p>d) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> i. PL/2023/05882 - Works to a Listed Building. 2 Church Street, Market Lavington. Proposed attic rooflights, internal attic roof repair, and painting of external wall. Approve with Conditions ii. PL/2023/04112 28 Stirling Road, Market Lavington. 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. Installation of new Driveway. Approve with Conditions iii. PL/2023/06876 - Proposed Works to Trees in a Conservation Area. Middle Muddle, 3 New Street, Market Lavington. T1 Himalayas Birch - Fell. Ring-barked at the base of the tree which has condemned it. No Objection <p>e) Market Lavington Neighbourhood Plan – To receive and review any updates which may affect the Neighbourhood Plan, and consider if review of existing plan should be undertaken – Following further discussion it was agreed to reach out to the local community to see if there was any appetite for joining a Steering Group to carry out a review of the Neighbourhood Plan, and identify suitable sites/s to meet the residual requirement of 55 more dwellings as identified in Wiltshire Councils draft Local Plan – ACTIONS – Notice to be placed in the magazine, social media, website, notice board etc. to gauge community support for a review of the existing Neighbourhood Plan.</p>
23/24-109	<p>Library in Old School The Clerk referred to the library 'usage statistics' that had been provided by Wiltshire Council and circulated with the agenda papers. There then followed a full discussion, with contributions from members of the public present, during which the Councillors re-affirmed their support for the Library, and desire to keep it open, and started considering ways of helping to off-set the additional heating / lighting costs etc. without the hoped for contribution from Wiltshire Council – ACTIONS – Clerk to formally advise Wiltshire Council that the Parish Council will not be exercising the mutual option to break as detailed in clause 18 of the Lease. Financing matters to be discussed further at November Parish Council meeting.</p>
23/24-110	<p>Land at Elisha Field, Drove Lane – Lease between Market Lavington Parish Council and The Trustees of 1st Lavington Sea Scout Group The Clerk referred to the information received from the Parish Council Solicitor which had been circulated with the agenda papers. Councillors agreed the basis on which they would like the arrangements for the utility services to be formalised in the lease – ACTIONS – Clerk to prepare response to Solicitor in consultation with the Chairman.</p>
23/24-111	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - receipts and payments details for September 2023 (including card payments, direct debits, 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 'card / on-line Payments' for October 2023, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Earley, seconded Cllr Stevens (Cllr Fraser and Cllr Taylor abstained from the vote) (see appendix at end of minutes). c) Quotes obtained for metal grill caps for sections of Old School guttering – Item deferred to OS Committee meeting. d) Request from West Lavington Youth Club for grant funding – The Clerk referred to the financial information provided by the Youth Club, as circulated with the agenda papers, noting that provision had already been made in this year's budget for a grant of £2,722.50. It was proposed by Cllr Osborn, seconded by Cllr Turner-Scott, and resolved to approve a grant for this amount (Cllr Stevens abstained from the vote) – ACTIONS –

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	<p>Clerk to advise Youth Club accordingly and process payment.</p> <p>e) Request from Tuesday Club for grant funding - The Clerk referred to the financial information provided by the Tuesday Club, as circulated with the agenda papers, noting that provision had already been made in this year's budget for a grant of £500, with £50 already having been granted. It was proposed by Cllr Stevens, seconded by Cllr Davis, and resolved to approve a further grant of £450 – ACTIONS – Clerk to advise Tuesday Club accordingly and process payment.</p> <p>f) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Fraser confirmed that she had carried out the quarterly review of the accounts as at 30/6/23 and 30/9/23, and all appeared to be in order.</p>
23/24-112	<p>General Parish Matters</p> <p>It was noted that the moto-cross jumps have still not been removed from the site on Spin Hill, and there did not appear to be a drainage grill across the tarmac driveway as per the planning approval – ACTIONS – Clerk to refer matter, and request an update from Wiltshire Council Enforcement Officer. Reference was also made to the underground septic tank on the land at the top of Spin Hill / Ledge Hill, noting that a new Planning Application had been submitted for the site PL/2023/08288 (to be considered at a Planning Committee meeting – date to be confirmed) – ACTIONS – Clerk to refer matter to Wiltshire Council Enforcement Officer. Cllr Osborn confirmed that Trinity Church were happy for the Community Minded Person / Young Person of the year awards to be announced at the 'Beer & Carols' event in the Green Dragon. Cllr Taylor made a request on behalf of the Gardening Club, asking if the Parish Council would arrange for the soil to be tested in the raised beds in the Market Place. Cllr Taylor was asked to get more detail from the gardening club regarding the type of testing being requested – ACTIONS – Clerk to liaise with Cllr Taylor.</p>
23/24-113	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.44pm.</p>
23/24-114	<p>Date of next Meeting/s</p> <p>Old School (OS) Committee Meeting – Tuesday 31st October 2023 Parish Council Meeting – Tuesday 21st November 2023 Highways, Recreation, Amenity & Footpaths (HRAF) Committee Meeting – Tuesday 28th November 2023</p>
23/24-115	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.46pm.</p>

Appendix

Payments for approval at October Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	19/10/23	87.20	BP1
Handyman contractor monthly hours, and exps *	various	19/10/23	279.00	BP2
Clerk wages and exps **	various	19/10/23	943.58	BP3
Mark Goddard & Sons – 7 of 7 footpath/amenity land contract	4620	19/10/23	662.05	BP4
Tuesday Club – S137 grant donation	4210	19/10/23	50.00	BP5
Jane Taylor – Reimburse Youth Club refreshments X 2 months	4090	19/10/23	15.76	BP6
Di Fraser – Reimburse laminating pouches, hooks for OS shed, and Friendly Friday refreshments	Various	19/10/23	32.74	BP7

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Earl Haig Fund (Remembrance Day Wreath) – S137 grant donation	4210	17/10/23	75.00	Chq 3033
Wiltshire Countryside Services – balancing payment for Canada Woods tree management works	4640/130 – part EMR 337	19/10/23	11,250.00	BP
Market Lavington Community Hall – Parish Council contribution towards Youth Shelter	4200	19/10/23	500.00	BP
TOTAL			13,895.33	
Payments made in between meetings				
The Defib Shop – replacement pads for Surgery defibrillator	4480/130 RR326	2/10/23	67.14	card
David Eastaff – various jobs around the village	Various	2/10/23	75.00	BP1
Wiltshire Countryside Services – deposit for Canada Woods tree management works	4640/130 – EMR 337	2/10/23	3,750.00	BP2
James Swell – concrete base Broadwell grass bench	4440/130	6/10/23	240.00	BP

* Handyman contractor monthly hours worked £270 + Petrol allowance £9 = TOTAL £279.00

** Clerk monthly wages £920.83 + Reimburse cost of toilet rolls and microfibre cloths £9.58 + Reimburse cost of Tea towels for OS £8.97 + Reimburse cost of cleaning cloths X 4 packs £4.20= TOTAL £943.58