

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 21st November 2023 At 7.19pm in the Old School

Councillors Present: Cllr Osborn (Chairman), Cllr Taylor, Cllr Earley, Cllr Boaden, Cllr Davis, Cllr Turner-Scott, Cllr Fraser, Cllr Stevens, Cllr Steele, and Cllr Vine.

In attendance: 11 members of the public (one left at 8.58pm), Wiltshire Cllr Muns (left at 8.52pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
23/24-135	Apologies for Absence Cllr Roberts had sent apologies due to personal commitments, which were accepted.
23/24-136	Declarations of Interest and Dispensations to Participate a) Cllr Fraser declared an interest in item 23/24-143b as one of the payments for approval was payable to someone closely known to her, and took no part in the voting for this item. Cllr Stevens declared an interest in item 23/24-143b as she was an employee of the Youth Club one of the payments for approval, and took no part in the voting for this item. b) None.
23/24-137	Adjournment for Public Participation The meeting was adjourned at 7.20pm and resumed at 7.40pm.
23/24-138	Minutes of Council meetings a) Meeting of the Parish Council held on the 17 th October 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 Earley). Cllr Vine and Cllr Steele abstained from the vote having not been present at the last meeting. b) Meeting of the Old School (OS) Committee held on the 31st October 2023. The draft minutes were noted, and one question asked regarding the internal CCTV camera. An update was provided regarding information received from the Conservation Officer regarding Solar Panels, which would need to be considered fully when comments had been received from Planning. The following matters were then considered further: i. Gutter protectors – Cllr Davis referred to the preferred option taking into account the dimensions of the guttering. It was proposed by Cllr Vine, seconded by Cllr Steele, and resolved to accept the cost of approx. £22 to purchase the product – ACTIONS – Cllr Davis to liaise with Clerk regarding purchase. ii. Internal CCTV camera – Clarification was provided regarding the proposed position of the camera (in the entrance lobby, pointing towards the front door). The Clerk referred to the information circulated with the agenda papers of the device used in another local Village Hall, and noted that they had kindly offered to share their 'Usage Policy' with us. It was proposed by Cllr Fraser, seconded by Cllr Vine, and resolved to purchase the Tapo security camera and accompanying SD card at a cost of approx. £35 – ACTIONS – Clerk to purchase. iii. 5-year Electrical Report – The Clerk noted that three contractors had been approached to provide quotes, with two quotes subsequently received, details of which were provided. It was proposed by Cllr Earley, seconded by Cllr Vine, and resolved to approve the quote from MV Electrics Ltd of £360. The Clerk reported that several emergency lights had recently failed the 3-hr test and would need to be tested and dealt with as necessary. It was agreed that the approved contractor would be instructed to carry this work out at the same time – ACTIONS – Clerk to liaise with contractor. iv. Replacement Oil tank 'watchman' – The Clerk referred to prices for two different products. It was proposed by Cllr Davis, seconded by Cllr Boaden, and resolved to

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	<p>purchase the Apollo device at a cost of approx. £85 – ACTIONS – Cllr Davis to liaise with Clerk regarding purchase.</p>
23/24-139	<p>Monthly Reports</p> <ul style="list-style-type: none"> a) Chairman’s Report – The Chairman noted that he was preparing a report for a local resident, and had attended the Devizes Air Quality & Sustainable Transport Meeting. b) Wiltshire Councillor Report – Cllr Muns provided updates of recent meetings he had attended, and the current position with regards to Blackdog crossroads. He then answered questions posed by a Councillor, and member of the public. c) Community Hall Trust – Cllr Earley noted that the Trust had not met since the last Parish Council meeting. d) Canada Woods tree felling – Cllr Fraser reported that phase 1 of the project was now complete, with a review due again, as agreed, in 5-years’ time. 53 tonnes of timber had been extracted from the woodland and sold, with the remaining timber left on site for the local community, and to be used for other projects i.e. seating etc. Contact had been made with an officer from the Swindon & Wiltshire Biological Records Office, who was undertaking an Ancient Woodland Inventory, and it was possible that she may be able to attend the next Annual Parish Meeting to present a history of the woods. Cllr Fraser then answered questions posed by Councillors and members of the public. e) Youth Council – Cllr Taylor reported that the signs had now been received and arrangements for their erection would be discussed at the next YC meeting. The recent cake sale organised by the young people had raised £291, and provided the ideal opportunity to raise awareness of the Youth Council. f) Tree Warden Scheme – Cllr Fraser reported that as agreed at the last meeting, a grant application had been submitted to the ‘Tree Council Branching Out Scheme’, and soil samples on the Community Park site would be tested shortly to determine the suitability for different trees. Some concerns were raised regarding community engagement for any proposals for this site, with several suggestions being made for how this could be approached. It was however noted that community engagement was undertaken for the then ‘Covid19 / Canada Woods and Amenity Land’ project for this site. g) Sports Facilities Working Group – Cllr Stevens provided an overview of the current position, noting that funding for new equipment was proving difficult. With other projects having now been completed, it was hoped that consideration could be given to this project in the coming financial year. h) Friends of Canada Woods & Community Park Community Group <ul style="list-style-type: none"> a) Terms of Reference for Group – Reference was made to the document which had been circulated with the agenda papers. Following a brief discussion, it was proposed by Cllr Vine, seconded Cllr Earley, and resolved by a majority vote to approve the document unamended (2 abstentions). b) Cllr Fraser noted that now the Terms of Reference for the Community Group had been approved, a formal meeting would be held at the end of the week to consider options and ideas for future activities, many of which would be based on the feedback received from the previous community consultation carried out for the ‘Remember Covid 19 / Canada Woods and Amenity Land project’. As agreed at the last meeting an expression of interest has been submitted to the Environment Agency by the Wiltshire Wildlife Trust Rivers division, to make the river flowing through Canada Woods a more environmentally friendly place. They will take the lead if funding is raised, and the Parish Council, the Community Group and Sharps will need to work with them and agree their proposals. c) Any other reports – There were none.
23/24-140	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none"> a) Broadwell Play Area <ul style="list-style-type: none"> i. Closing Gap in fencing at back of Play Area - The Clerk noted that three contractors had been approached to provide quotes, with just the one quote being received, of which she provided details. It was proposed by Cllr Vine, seconded by Cllr Turner-Scott, and resolved to accept the quote from Reeds for £80.36 + VAT – ACTIONS – Clerk to advise contractor accordingly

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	<p>ii. Improving safety at Play Area entrance – The Clerk provided the costings for an additional bollard similar to that already in situ, and for two brand-new concrete bollards. It was proposed by Cllr Stevens, seconded by Cllr Boaden, and resolved to purchase the brand-new bollards, and either re-purpose or try to sell the existing bollard – ACTIONS – Clerk to place order.</p> <p>b) Footpath signs / way markers – Cllr Davis reported that he would use the WhatsApp group to invite people to help with putting the signs up.</p> <p>c) LHF1G meeting 18/10/23 – Cllr Davis reported that the three issues considered at the meeting for Market Lavington were being progressed: 1) ‘No Cycling’ signs on footpath along the Muddle - Wiltshire Council had recognised that there should be a sign at both ends of the footpath and had agreed to erect one at the Broadwell end at no cost to the Parish Council. 2) NAL socket for SID to be erected on Church Street – Approved with an expected contribution of 25% from the Parish Council. 3) Substantive bid for improvements to traffic management at pinch-point near Stobberts Road, investigations on-going.</p> <p>d) Devizes Air Quality & Sustainable Transport Meeting 9/11/23 – Cllr Osborn and Cllr Muns noted that funding from this group was only available for use in Devizes, but it had been useful in understanding how funds from CIL receipts and S106 agreements with developers could be used.</p> <p>e) MLAV7 (Spin Hill phone box to Dauntsey Drive) and MLAV15 (Drove Lane passed Cemetery) and use of scalplings to improve the surface – Cllr Taylor noted that the ground was too wet at the moment to carry out the work, and it would be reviewed again in the new year.</p> <p>f) Any other updates – There were none.</p> <p>g) New matters to report for Handyman contractor / Parish Steward (next visit 7th & 11th December) – leaves on Drove Lane – ACTIONS – Cllr Davis to follow-up / Footpath, Amenity Land contractor / Wiltshire Council – Tree across bridleway, and manure heap overflowing on footpath down from Spin Hill – ACTIONS – Chairman to investigate.</p> <p>h) Christmas lights – A date of Saturday 2nd of December was agreed to put up and turn on the lights in the Market Place.</p> <p>i) Geo-Cache – It was proposed by Cllr Osborn, seconded by Cllr Taylor, and resolved to approve the request for a cache to be placed in the phone box on corner of Church Street / Parsonage Lane – ACTIONS – Cllr Taylor to advise enquirer accordingly.</p> <p>j) Request for additional street lighting on Church Street / High Street – It was agreed to liaise with Wiltshire Cllr Muns to determine the best way to approach Wiltshire Council Highways to request that a lighting survey be undertaken.</p> <p>k) Location for SID on Church Street – Councillors reviewed the comments received from neighbouring residents, and it was agreed to hold a joint site meeting with them to agree the preferred location – ACTIONS – Clerk to organise.</p>
23/24-141	<p>Correspondence Received None. <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>a) Wiltshire & Swindon Prepared request for local community contacts – Cllr Osborn and Cllr Earley agreed to act as contacts for Market Lavington – ACTIONS – Clerk to pass contact details on.</p> <p>b) Concerns regarding vehicle tyres churning up grass on road leading into Community Hall site – ACTIONS – Chairman to investigate.</p>
23/24-142	<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:</p> <p>i. PL/2023/08288 Land at Spin Hill. Use of land for the stationing of caravans for residential use and the laying of hardstanding and erection of a dayroom ancillary to that use – Objection.</p> <p>b) The following planning application received, which had not been considered at a</p>

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	<p>Planning Committee meeting was noted:</p> <ul style="list-style-type: none"> i. PL/2023/08743 2 Church Street. Proposed replacement windows – No Objection <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> <ul style="list-style-type: none"> i. PL/2022/06779 & PL/2022/07179 (LBC) Clyffe Hall, The Spring. Installation of a three-quarter span Greenhouse, to replace existing Greenhouse - Approve with Conditions ii. PL/2023/06911 6 St Mary's Road. New garden wall to enclose re-located oil tank - Approve with Conditions iii. PL/2023/06607 Platencia, 33 Church Street. Erection of wooden garden room (Amendments to previous approval under PL/2022/01400 for alterations to openings, positioning, and design) - Approve with Conditions iv. PL/2023/07291 (LBC) Broadwell Leigh, 25 White Street. Retrospective - Replace emergency repair works to front and some side elevation, replace 1980's window to front side elevation. Reinstate wooden gates to driveway - Approve v. PL/2023/07936 - Proposed Works to Trees in a Conservation Area - The Loose Box, 15 White Street. Pussy Willow Tree - This tree has died off and will need to be removed - No Objection vi. 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 - Approve with Conditions vii. PL/2023/08743 (LBC) 2 Church Street. Proposed replacement windows - Approve with Conditions
23/24-143	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - receipts and payments details for October 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 November 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 Boaden (Cllr Fraser and Cllr Stevens abstained from the vote) (see appendix at end of minutes). c) Library in Old School – Following on from the discussion at the last Parish Council meeting it was recognised that now Wiltshire Council had confirmed they would not contribute to the cost of the heating and lighting etc. for the Library, unless other contributions could be found, the Parish Council would need to cover the cost. It was proposed by Cllr Earley, seconded by Cllr Stevens, and resolved to contact the neighbouring villages whose residents were members of the Library, requesting they consider an annual grant/donation towards this valuable community facility – ACTIONS – Clerk to contact neighbouring Parish Councils. d) NALC 2023-2024 National Salary Award for employees – It was proposed by Cllr Steele, seconded by Cllr Turner-Scott, and resolved to approve the recommended salary award for the Clerk, which was applicable from 1st April 2023 (Spine Column Point 11 - increase to £13.50 ph) – ACTIONS – Clerk to activate accordingly, and advise pension provider.
23/24-144	<p>General Parish Matters</p> <p>Cllr Earley noted that the Old School wooden flooring had not been treated since the refurbishment, and suggested that the Community Hall be approached to ask if the Parish Council could loan or hire their floor polisher. A local resident who was familiar with usage of the machine had kindly offered to help polish the OS floor – ACTIONS – Cllr Earley to contact</p>

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	Community Hall. Cllr Vine asked the Clerk to follow-up with Wiltshire Council regarding the footpath surface on Chip Shop Alley (MLAV37), to see if any further remedial work was planned – ACTIONS – Clerk to follow-up.
23/24-145	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 9.13pm and resumed at 9.16pm.
23/24-146	Date of next Meeting/s Highways, Recreation, Amenity & Footpaths (HRAF) Committee Meeting – Tuesday 28 th November 2023 Parish Council Meeting – Tuesday 19th December 2023
23/24-147	Closure of meeting There being no further business the meeting was closed at 9.17pm.

Appendix

Payments for approval at November Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Handyman contractor monthly hours, and exps *	various	23/11/23	348.75	BP1
Clerk wages	4000/110	23/11/23	920.83	BP2
PT Archer & Co – Christmas tree Market Place	4640/130	23/11/23	606.00	BP3
CP Fire Consultants – Bi-annual full fire risk assessment Old School	4480/120	23/11/23	276.00	BP4
PPLPRS – Music licence Old School	4470/120	23/11/23	106.66	BP5
Tuesday Club – Grant	4200	23/11/23	450.00	BP6
West Lavington Youth Club – Grant	4200	23/11/23	2,722.50	BP7
Wicksteed Leisure – Play Area Risk Assessments	4600	23/11/23	316.80	BP
TOTAL			5,747.54	
Payments made in between meetings				
Cloud Next – Gov.uk domain biennial renewal	4180/110	17/10/23	132.00	Card recurring payment
David Eastaff – labour and materials to repair Market Place bench. Install 2 nd Broadwell bench	4430/130	30/10/23	482.00	BP
DC Mortimer Electrical – Check high level light road to Community Hall	4430/130	1/11/23	73.00	BP
Amazon – Printer cartridge	4160/110	5/11/23	14.99	card
Jim Forrester – OS boiler service	4430/120	8/11/23	80.00	BP
G Davies – Batteries X3 smoke alarms / padlock for OS attic hatch door	4430/120	8/11/23	22.45	card
Cleaner OS wages	4000/120	16/11/23	87.20	BP

* Handyman hours worked £337.50 + Petrol allowance £11.25 = TOTAL £348.75