

# 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)

VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

Minutes of the **Highways, Recreation, Amenity and Footpaths (HRAF) Committee**  
**Meeting** of the Parish Council  
**held on Tuesday 28<sup>th</sup> November 2023**  
**At 7.15pm in the Old School**

**Councillors Present:** Cllr Steele (Chairman), Cllr Stevens, Cllr Osborn (arrived at 7.19pm), Cllr Davis, Cllr Taylor, Cllr Vine, Cllr Fraser, and Cllr Roberts.

**In attendance:** Six members of the public and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
23/24-148	<b>Apologies for Absence</b> Cllr Boaden had sent apologies due to work commitments, which were accepted.
23/24-149	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
23/24-150	<b>Minutes of Council Committee meeting</b> The minutes of the HRAF committee meeting held on the 27th June 2023, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Stevens, seconded Cllr Steele). Cllr Davis, Cllr Vine, Cllr Roberts, and Cllr Osborn abstained from the vote having not been present at the last meeting.
23/24-151	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned at 7.16pm and resumed at 7.22pm.
23/24-152	<b>Update on actions agreed at last or previous meetings</b> <ol style="list-style-type: none"><li>Pavilion Fire Risk assessment – Cllr Davis reported that he would complete the assessment over the Christmas break.</li><li>Any other updates – There were none.</li></ol>
23/24-153	<b>General HRAF Matters</b> <ol style="list-style-type: none"><li>Elisha Field usage by Football Club – The representative from the Football Club was invited to address the Council. The right-hand side of the field was extremely wet at the moment, more so than in previous years, resulting in only two of the normal four pitches being available to use. Normally the ground was usable from September to November and then again from March to June, however there had been little use since October. Reference was also made to the sub-standard grass cutting during the current year, and the Clerk reported that a refund of £135.90 was due to be received from the contractor in acknowledgement of this. There then followed a full discussion, during which Councillors recognised the importance of ensuring the field was fit for purpose, and agreed to investigate various options for improving the drainage – <b>ACTIONS</b> – Cllr Vine, and the Football Club to put forward their proposals for consideration at the next full Parish Council meeting. It was also agreed that there may need to be some adjustment with the fee charged to the Football Club for use of the facilities.</li><li>Road safety and highway infrastructure through the village – The Clerk and Cllr Davis noted that the issue with the pinch-point at the Fiddington Clay end of the village was currently being progressed with Wiltshire Council. The local resident who had put forward some ideas for additional highway infrastructure in the village was invited to address the Council. The local resident talked through his ideas for how the problems with flooding at the bottom of Drove Lane could be alleviated, and also provided ideas for the pinch-point between Stobberts Road and Fiddington Clay, and how the use of 'Speed Cushions' could help slow drivers down. Following further discussion it was agreed to approach Wiltshire Council Highways, with a view to requesting an on-site meeting to discuss the ideas for alleviating the flooding issue, and possible use of</li></ol>

# 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)

VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

	<p>‘Speed Cushions’ – <b>ACTIONS</b> – Clerk to liaise with Wiltshire Council and Wiltshire Cllr Muns, local resident to provide supporting information to initiate discussions.</p> <p>c) Footpaths – Various issues had been raised regarding condition of footpaths and stiles – MLAV3 (Cllr Osborn to contact landowners again and liaise with Wiltshire Council, and talk to West Lavington regarding the Russell Mill end) / Stiles on footpath off Spin Hill, and off Drove Lane need attention. It was noted that there was one cut of the footpaths left this year and the contractor would be asked to cut the overhanging hedges back at the same time. The suggestion was made to create a register of the footpaths using information previously supplied by a local resident following an audit of the footpaths. Then as part of the way marker installation, and general footpath review, the footpaths and stiles could be checked for safety and any necessary remedial repairs actioned. Work can then start on selecting routes for the circular walks, and obtaining local historical information etc.</p>
23/24-154	<p><b>Wicksteed Play Area Inspection Reports</b></p> <p>Councillors reviewed the reports for Broadwell and Elisha Field Play Areas which had been circulated to Councillors prior to the meeting, identifying the following matters to be actioned:</p> <ul style="list-style-type: none"> <li>• Splits in ‘timber comb’ at Broadwell – Clerk to refer matter back to supplier.</li> <li>• Signage at both play Areas – Clerk to order replacement metal signs, annotated with information as required.</li> <li>• Lack of bark chippings under swings and entrance gate at Elisha Field play area – Handyman Contractor actioning.</li> <li>• Strimmer marks around wooden posts of equipment at Elisha Field Play Area – Clerk to purchase some protectors.</li> <li>• Painting of benches in both play areas – to be actioned by Handyman Contractor in the Spring.</li> </ul>
23/24-155	<p><b>Highways, Recreation, Amenity &amp; footpaths Budget</b></p> <p>a) Review spending for this financial year – The Clerk referred to the budget document circulated with the agenda papers, which included details of the actual receipts and payment figures as at 14/11/23, comparing them against the budgeted amounts. Reference was made to the outstanding jobs planned for the current financial year, and payments expected to be made shortly, along with the current balances of the relevant Earmarked and Restricted Reserves.</p> <p>b) Consider draft budget for next financial year, to include:</p> <ol style="list-style-type: none"> <li>i. Review hiring charges for Elisha Field / Pavilion – It was proposed by Cllr Fraser, seconded by Cllr Stevens, and resolved to keep the hiring charge for the Football Club and other users the same as 2023/24.</li> <li>ii. Review utility usage and supply – The Clerk confirmed that the current electricity contract ran until the end of June 2024. Figures for future contract options would therefore be obtained at that time.</li> <li>iii. Footpath/Amenity land contract – The Clerk noted that three contractors had been invited to tender for the work, with only one quote being received. It was proposed by Cllr Steele, seconded by Cllr Taylor, and resolved to approve the quote from Mark Goddard &amp; Sons Landscaping (the current contractor) for £3,496 + VAT (Cuts of the Community Park, and leaf clearing had been removed from the specification a reduction of £366 / -9.5% from 2023/24). As in previous years, it was also agreed to include a contingency of a further £430 in the budget in case an additional cut of the footpaths was considered necessary – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</li> <li>iv. Elisha Field grass cutting contract – The Clerk noted that four contractors had been invited to tender for the work, with three quotes being received, the details of which were provided. It was noted that the specification had been changed for this contract as per the request from the Football Club. It was proposed by Cllr Roberts, seconded by Cllr Stevens, and resolved to approve the quote from Mark Goddard &amp; Sons Landscaping £1,680 + VAT (an increase of £634 / 60.6% from 2023/24) – <b>ACTIONS</b> – Clerk to advise contractors accordingly.</li> </ol>

# 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)

VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

	<p>v. Handyman Contractor – Following a full discussion, it was proposed by Cllr Taylor, seconded by Cllr Vine, and resolved to approve a £1.50 increase to the Handyman Contractor hourly rate from 1/4/24.</p> <p>Working through the budget document, members considered the suggested budget figures for 2024/25 as proposed by the Clerk, which were then updated with the decisions as detailed above. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Steele, and resolved, to present the revised draft budget to the Management &amp; Finance Committee / Full Council for their consideration (Total budgeted income 2024/25 £873, total budgeted expenditure £25,356).</p> <p>c) Business plan for next financial year / projects to progress with - On-going commitment to maintain the amenity areas, recreation facilities and footpaths in the Village, making improvements if possible. To respond as appropriate to requests for improvements to highway related safety matters. It was agreed to focus on, and investigate further the following projects:</p> <ul style="list-style-type: none"><li>➤ Canada Woods Project – to include 5/10 year management plan for the woods, and possibly incorporate 'Remember COVID-19' projects within this, on the grass area adjacent to Beechwood, and within Canada Woods Riverbank reinforcement (part grant funded) – <b>Phase 1 of project completed, but require funds to be set-aside for review in 5-years' time (£2,000 provisional sum)</b></li><li>➤ Possible outdoor gym equipment and skateboard ramps and new sports / recreation facilities as identified by the 'Sports Facilities Working Group' (grant funded if possible) – <b>Grant funding applications proving difficult (£8,000 provisional sum)</b></li><li>➤ Set aside money for future re-surfacing of Broadwell carpark (Market Place resurfacing and lining cost £13,780 in December 2022) (£1,500 23/24 budget) – <b>further £1,500 allocated in 24/25 budget</b></li><li>➤ New Speed Indicator Device Church Street (NAL socket application to LHFIF) – <b>NAL socket application to LHFIF successful with partial contribution required from Parish Council. Purchase of device and pole etc. (£3,000 provisional sum)</b></li><li>➤ Full review of footpaths and stiles (upgrading stiles if possible) – <b>To be undertaken when new footpath marker signs put up (£5,000 provisional sum)</b></li><li>➤ <b>Groundworks for Elisha Field to improve drainage (£5,000 provisional sum)</b></li><li>➤ <b>Additional resurfacing of Broadwell Play Area (£3,000 provisional sum)</b></li></ul> <p>Amounts to be allocated to each project will be agreed in April 2024, when consideration can be given to the year-end revenue, and reserve balances.</p>
23/24-156	<p><b>Market Lavington Emergency Plan</b></p> <p>The Clerk referred to the Plan document which had been circulated prior to the meeting, and the following comments / amendments were made –</p> <ul style="list-style-type: none"><li>• Storage location of Gel Sacs to be amended to outbuilding by the steps – Clerk to amend</li><li>• Spelling of Jackie Clerk to be corrected to Clark – Clerk to amend</li><li>• Dave Eastaff to be included as contact for chainsaw user – Clerk to add details to plan</li><li>• Two grit bins at Rochelle Court, it was questioned if one could be moved to the Market Place – Cllrs to check feasibility when putting up Christmas lights and report back</li><li>• Name of Macqueens vets in Devizes to be checked - Clerk to check and amend if required.</li></ul>

# 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)

VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

	<ul style="list-style-type: none"><li>Some page reference numbers not correct – Clerk to carry out initial check and Cllr Davis to review and set up auto-referencing facility</li></ul> <p>Following numbering check by Cllr Davis, updated document to be circulated to Councillors and uploaded onto website.</p>
23/24-157	<b>Other HRAF Committee business</b> Cllr Taylor noted that the Young People would be encouraged to put forward their ideas for Community Park at the next Youth Council meeting in January. Cllr Fraser noted that the new bollards for the entrance to Broadwell Play Area had now been delivered. The Clerk noted that the high-level light adjacent to the disabled parking bay coming into the Community Hall site had had to be sent back to the supplier as water had got into the lantern. Following repair, it would be put back in place within the next week or so. Pictures were provided of the position agreed following the site meeting with neighbouring residents for the NAL socket on Church Street, into which a Speed Indicator Device would be fitted in due course – <b>ACTIONS</b> – Clerk to advise Wiltshire Council accordingly.
23/24-158	<b>Date of next Meeting</b> To be agreed as required.
23/24-159	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.15pm.