

# 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 19th December 2023** At **7.15pm** in the Old School

**Councillors Present:** Cllr Osborn (Chairman), Cllr Taylor, Cllr Roberts, Cllr Boaden (arrived at 8.13pm), Cllr Turner-Scott, Cllr Stevens, Cllr Steele, and Cllr Vine.

**In attendance:** 6 members of the public (one arrived at 7.21pm), Wiltshire Cllr Muns (arrived at 7.20pm), and Carol Hackett (Parish Clerk).

|           | <b>AGENDA ITEM</b>  |
|-----------|---|
| 23/24-170 | <b>Apologies for Absence</b><br>Cllr Earley and Cllr Fraser had sent apologies due to personal commitments, which were accepted. Cllr Davis had sent apologies due to work commitments, which were accepted.  |
| 23/24-171 | <b>Declarations of Interest and Dispensations to Participate</b> <ul style="list-style-type: none"><li>a) Cllr Taylor declared an interest in item 23/24-178b as one of the payments for approval was payable to a group she was heavily involved in, and she took no part in the voting for this item.</li><li>b) None.</li></ul>  |
| 23/24-172 | <b>Adjournment for Public Participation</b><br>The meeting was adjourned at 7.16pm and resumed at 7.18pm.   |
| 23/24-173 | <b>Minutes of Council meetings</b> <ul style="list-style-type: none"><li>a) Meeting of the Parish Council held on the 21st November 2023. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Stevens, seconded Cllr Turner-Scott).</li><li>b) Meeting of the Highways, Recreation, Amenity and Footpaths (HRAF) Committee held on the 28th November 2023. The draft minutes were noted, no questions asked, or updates provided. The following matters were then considered further:<ul style="list-style-type: none"><li>i. Elisha Field drainage – Cllr Vine reported that Cllr Stevens and himself had met with a representative from the Football Club to review the situation. With the field naturally sloping across to one side, and the compactness of the ground, there were distinct areas of saturated and unusable field. An initial suggestion was the use of a ‘Slitter’ device to try and break up the compacted ground, which would also cut through grass roots and encourage stronger growth – <b>ACTIONS</b> – Football Club to obtain quote for use of ‘slitter’ for consideration by Parish Council (it may be necessary to obtain further quotes in due course).</li><li>ii. Footpath signs / way markers – Prior to the meeting Cllr Davis had indicated that he would be using the WhatsApp group to coordinate working groups to help put up the new signs.</li><li>iii. Footpath register preparation – Cllr Taylor reported that she had been sent information regarding the village footpaths from various sources, and would be collating everything into a suitable reference document. It was then hoped to form a Working Group in the new year, which would focus on reviewing the condition of footpaths and stiles etc. prioritising work required and making a plan of action.</li></ul></li></ul> |
| 23/24-174 | <b>Monthly Reports</b> <ul style="list-style-type: none"><li>a) <b>Chairman’s Report</b><ul style="list-style-type: none"><li>i. Quarterly report from Chairman’s Charity 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 11/12/23.</li><li>ii. Community Minded Person and Young Person of the year award (awarded and sponsored by Trinity Church and St. Arbucks) – The Chairman reported that the winner of the Community Minded Person of the year award this year was Jeannie</li></ul></li></ul>   |

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|           | <p>MacMeekin.</p> <p>iii. Other matters – Cllr Osborn noted that he had walked a lot of the footpaths, diverting water, clearing drains, and answering emails.</p> <p>b) <b>Wiltshire Councillor Report</b></p> <p>i. Blackdog Crossroads - Cllr Muns reported that following further recent incidents, the priority was to close the slip road on the Worton side of the junction, a decision which will need to be made by Wiltshire Council Officers under 'emergency temporary powers'. Suggestions had been made to process the proposal through the LHFIG committee which may be quicker, with neighbouring Councils being asked to contribute to the cost. It was noted however that funds had already been set-aside for improvements to Blackdog Crossroads, therefore there should be no need for Councils to contribute.</p> <p>ii. Other matters – Cllr Muns referred to two solar farm applications in the area, noting that they would likely go to Planning Committee. He also referred to the recent Government announcement reducing the current 5-year land supply requirement, down to 4 years. He then answered a question posed by a member of the public.</p> <p>c) <b>Community Hall Trust</b> – Item deferred in the absence of Cllr Earley.</p> <p>d) <b>Youth Council</b> – Cllr Taylor reported that signs produced by the young people had now been put up in the play areas and on Church St. and High St. and had been well received. Lavington School were happy to have a litter bin installed near the site entrance, agreeing to empty it as well. The litter bin will be purchased from the cake sale proceeds. It was noted that the young people had been asked to present their views for the amenity land adjacent to Canada Woods at the next meeting.</p> <p>e) <b>Friends of Canada Woods &amp; Community Park Community Group</b> – Questions were asked regarding any further community consultation regarding proposals, and reference was made to the notes from the Community Group meeting held on 24th November, which had noted that the Community Group planned <i>to make a plan of the area, noting some of the ideas put forward, for inclusion in the January edition of the Parish Magazine and a QR code direct link to the website. People will be able to comment and donate through the website if they wish. The link will also be advertised on other platforms such as the village notice board and Facebook.</i> The Chairman noted that approval for any proposed projects would need to be sought from full Council as landowner.</p> <p>f) <b>Any other reports</b> – There were none.</p> |
| 23/24-175 | <p><b>Highways / Maintenance issues in the village</b></p> <p>a) Fly-tipping on Parsonage Lane – The Clerk noted that a HM Land Registry search had concluded that the banks on Parsonage Lane were un-registered. Wiltshire Cllr Muns had followed this matter up with Wiltshire Council officers but was yet to receive a response.</p> <p>b) Grit bins at entrance to Rochelle Court – Councillors considered the possibility of moving one of the bins over to the Market Place, and agreed to the suggestion, subject to obtaining the necessary permission from Wiltshire Council and Aster – <b>ACTIONS</b> – Clerk to progress.</p> <p>c) Any other updates – The Clerk noted that representatives from Wiltshire Council Rights of Way and Highways would be meeting on site in early January to discuss the issue of water being vented onto footpath MLAV16 Drove Lane to Oak Lane – <b>ACTIONS</b> – Cllr Taylor agreed to attend meeting on behalf of the Parish Council, and also make a request for any dead trees along the footpath to be removed by Wiltshire Council as well.</p> <p>d) New matters to report for Handyman contractor / Parish Steward (next visit 18<sup>th</sup> and 22<sup>nd</sup> January) – tree fallen at side of footpath towards back of Dauntsey's Manor 5-way intersection / Footpath, Amenity Land contractor / Wiltshire Council</p> <p>e) To approve setting up a dedicated 'footpaths' email – It was proposed by Cllr Roberts, seconded by Cllr Vine, and resolved to set up a new dedicated email, initially with Cllr Taylor and Cllr Davis having access – <b>ACTIONS</b> – Clerk to organise.</p> <p>f) Caravan parked in top Community Hall carpark – It was noted that the notice previously placed on the caravan had either been removed or fallen off. The caravan would be moved forward to establish if there was a number plate on it, after which the Police and</p>  |

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|           | <p>Wiltshire Council highways would be contacted for advice on how to deal with its removal.</p> <p>g) Dead trees on footpath MLAV16 Drove Lane to Oak Lane – It was noted that this footpath was created by Wiltshire Council when St. Barnabas School was built, with fencing being erected on either side. Whilst some of the adjacent landowners had now replaced some of this original fencing, there is still a clear line, indicating that the dead trees are within the confines of the footpath itself, and therefore Wiltshire Council's responsibility – <b>ACTIONS</b> – Matter to be brought to their attention by Cllr Taylor during site visit in early January.</p> <p>h) Condition of white Railing fence on top of wall on Northbrook – The Clerk noted that the matter had been brought to the attention of Wiltshire Council via the MyWilts reporting app, with the Highways Officers also being contacted directly.</p>   |
| 23/24-176 | <p><b>Correspondence Received</b><br/>None.<br/><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) Facebook request for paid parking allocation in the top Community Hall carpark – Matter previously considered by Councillors and rejected.</p>   |
| 23/24-177 | <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:<br/>There were none.</p> <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> <li>i. PL/2023/09793 South Lawn, Kings Road, Market Lavington. Erection of detached garage with studio over – No Objections</li> <li>ii. PL/2023/09155 &amp; PL/2023/09907 (LBC) 2 Church Street, Market Lavington. Conversion of portion of existing attached store/workshop into boot room and form opening into existing kitchen. External alterations to change existing door into window and provide new door opening – No Objections</li> </ol> <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>)<br/>There were none.</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted:<br/>There were none.</p> |
| 23/24-178 | <p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for November 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 December 2023, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Turner-Scott, seconded Cllr Roberts (Cllr Taylor abstained from the vote) (see appendix at end of minutes).</p> <p>c) It was resolved to approve transferring £20,000 from the Parish Council's Lloyds Bank 'Instant Access' savings account into a 6-month 'Fixed Term Deposit' account which offered a better rate of interest (as per the recommendation of the M&amp;F Committee) – Proposed Cllr Vine, seconded Cllr Roberts).</p> <p>d) To consider for approval any requests received for Grant Funding in the 3<sup>rd</sup> quarter of 2023/24 (as per Local Government Act 1972 Section 137) – The Clerk reported that no</p>              |

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|           | requests had been received.  |
| 23/24-179 | <b>General Parish Matters</b><br>Cllr Steele presented her resignation from the Parish Council. The Chairman thanked Cllr Steele for her valued contribution to the Parish Council over the last 10 years. Cllr Boaden referred to the numerous potholes, and state of the road through the village. |
| 23/24-180 | <b>Adjournment for Public Participation (maximum of 5 minutes)</b><br>The meeting was adjourned at 8.35pm and resumed at 8.40pm.   |
| 23/24-181 | <b>Date of next Meeting/s</b><br>Parish Council Meeting – Tuesday 16th January 2024.<br>Planning Committee Meeting – Tuesday 23 <sup>rd</sup> January 2024.  |
| 23/24-182 | <b>Closure of meeting</b><br>There being no further business the meeting was closed at 8.41pm.   |

## Appendix

| Payments for approval at December Parish Council meeting                     |             |                 |                                  |      |
|--|-------------|-----------------|----------------------------------|------|
| Details  | Cost Centre | Date of Payment | Amount Inc. VAT where applicable | Ref  |
| Cleaner OS wages   | 4000/120    | 21/12/23        | 87.20                            | BP1  |
| Handyman contractor monthly hours, and exps *                                | various     | 21/12/23        | 284.37                           | BP2  |
| Clerk wages and expenses **  | Various     | 21/12/23        | 1636.82                          | BP3  |
| HMRC - 3 <sup>rd</sup> qtr PAYE & NI contributions                           | 4030        | 21/12/23        | 288.59                           | BP4  |
| SLCC – Annual membership fee   | 4140        | 21/12/23        | 183.00                           | BP5  |
| Fireline – replace tamper tag on extinguisher                                | 4480        | 21/12/23        | 8.64                             | BP6  |
| Kennet Sign & Display – Footpath signs                                       | 4440        | 21/12/23        | 768.60                           | BP7  |
| <b>TOTAL</b>   |             |                 | <b>3,257.22</b>                  |      |
| Payments made in between meetings  |             |                 |                                  |      |
| Amazon – ‘Keep door unlocked’ signs Library                                  | 4480        | 14/11/23        | 3.36                             | Card |
| Amazon – Heavy duty black sacks X100   | 4430/130    | 23/11/23        | 20.99                            | Card |
| Amazon - Security camera and memory card OS                                  | 4440/120    | 23/11/23        | 30.98                            | Card |
| Marshalls – 2 X concrete bollards Broadwell                                  | 4440/130    | 24/11/23        | 216.00                           | Card |
| Heating parts warehouse – Oil level monitor OS                               | 4430/120    | 29/11/23        | 80.98                            | Card |
| Barefoot Signs – Youth Council signs   | 4440/130    | 3/12/23         | 132.00                           | BP   |
| D E Fraser – Soil testing kits and postage to RHS                            | 4440/130    | 5/12/23         | 70.19                            | BP   |
| Idverde – 2 half grass cutting EF less credit note                           | 4610/140    | 11/12/23        | 407.74                           | BP1  |
| DC Mortimer – 2 visits to sort high Level CH Light                           | 4430/130    | 11/12/23        | 140.00                           | BP2  |
| MKV Property maintenance – Unblock OS toilet                                 | 4430/120    | 14/12/23        | 122.65                           | BP   |
| James Swell – Fit 2 bollards Broadwell, and concrete base for memorial bench | 4440/130    | 14/12/23        | 410.00                           | BP   |

\* Handyman hours worked £270 + Petrol allowance £9 + black bags £5.37 = TOTAL £284.37

\*\* Clerk monthly wages (including back-dated pay to 1<sup>st</sup> April) £1,519.49 + Clerk 6-month working from home allowance (£18 X 6 months) £108 + cost of SIM Land Registry enquiry £4 + 3 X packs bin liners OS £2.78 + 3 X multi surface cleaner OS £2.55 = TOTAL £1,636.82