

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 16th January 2024 At 7.15pm in the Old School

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

In attendance: 8 members of the public (one arrived at 7.44pm and left at 9.06pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
23/24-183	Apologies for Absence Cllr Boaden had sent apologies due to personal commitments, which were accepted.
23/24-184	Declarations of Interest and Dispensations to Participate <ul style="list-style-type: none">a) Cllr Fraser and Cllr Davis declared an interest in item 23/24-192b as payments for approval were either directly payable to them, or to someone closely associated with them. They took no part in the voting for this item.b) None.
23/24-185	Adjournment for Public Participation The meeting was adjourned at 7.16pm and resumed at 7.20pm.
23/24-186	Minutes of Council meetings <ul style="list-style-type: none">a) Meeting of the Parish Council held on the 19th December 2023. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Vine, seconded Cllr Roberts) – Cllrs Fraser, Davis and Earley abstained from the vote, having not been present at the last meeting.b) Meeting of the Management & Finance Committee (M&F) held on the 5th December 2023 - The draft minutes circulated with the agenda papers were noted by Councillors, however as identified by a member of the public present at the meeting, a copy of the 'draft meeting minutes' had not been uploaded onto the Parish Council website, and there was therefore no opportunity for the public to make comment on them. There were no questions arising from the minutes. The following matters were considered for approval:<ul style="list-style-type: none">i. Budget and precept requirement for 2024-25 – It was proposed by Cllr Roberts, seconded by Cllr Vine, and resolved to approve the precept requirement of £75,523. £75,523 divided by 779.13 (tax base) = £96.93 band 'D' charge (an increase of £7.85 / 8.81% from 2023/24). It was agreed to defer consideration of the finer details of the budget until the February Parish Council meeting – ACTIONS – Clerk to upload copy of M&F meeting minutes and draft budget onto website.ii. Priorities and aspirations for the Parish Council for the next few years – It was agreed to defer consideration of this matter until the February Parish Council meeting.iii. Governance, Finance & Management Risk Register - It was proposed by Cllr Vine, seconded by Cllr Davis, and resolved to approve the Risk Register amended as per the recommendations of the M&F Committee.
23/24-187	Monthly Reports <ul style="list-style-type: none">a) Chairman's Report – Cllr Osborn provided an overview of the activities he had undertaken during the month on behalf of the Parish Council.b) Wiltshire Councillor Report – Wiltshire Cllr Muns was not in attendance at the meeting and no report had been provided.c) Community Hall Trust – Cllr Earley provided an overview of the Trust meeting held the previous evening, noting that the new Youth Shelter had been well received.

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	<p>d) Youth Council – Cllr Taylor reported that a new litter bin will be purchased for outside Lavington School from the cake sale proceeds. The next meeting on Thursday would include discussion by the young people regarding use of the amenity land adjacent to Canada Woods. Review and consideration for approval of Terms of Reference for the Youth Council was deferred to February Parish Council meeting.</p> <p>e) Friends of Canada Woods & Community Park Community Group</p> <p>i. Grant funding applications / awards – Cllr Fraser noted the thanks of the group for the following: Tree Council for funding to plant the community Orchard (grant included use of a mini-digger, as well as stakes, wire, soil improver, mulch, and fruit trees) – digger booked for mid-February and orchard planting to take place at the end of February. Woodland Trust for award of 60 habitat hedging trees to replace broken fencing at Grove Road entrance to Canada Woods – to be planted first week in March. Tree Council for award of 5 trees with a ‘golden theme’ to celebrate 50th anniversary of their plant a tree campaign.</p> <p>ii. Report from recent meeting and other updates – Cllr Fraser noted that the soil samples tested by the RHS had come back fine. Support and advice had been offered by a local resident who is a senior project manager with the Rivers Trust, for running some river bank clean-up sessions, replanting of the river bank, tree cutting and donation of seeds. Thank you to the NFG, and the Tee Tree Group who had collaborated on the Community Group Logo and their donation of hoodies for the committee (will also be available for sale to raise funds at a later date). Thanks was also given to the volunteers who had come forward to help with Canada Woods. Quotes were currently being obtained for making part of MLAV2 accessible (between Beechwood houses and Canada Woods towards Community Park).</p> <p>f) Sports Facilities Working Group</p> <p>i. ‘Lottery Awards for all Funding’ grant application – It was noted that it had not been possible to progress with the application until June 2024 for the full grant amount, as we would exceed the maximum amount which could be applied for within a 12-month period – ACTIONS – Clerk to re-submit the application in June.</p> <p>ii. Other updates – Members of the Working Group were currently considering the possibility of delivering some smaller projects, which included investigating a sunken trampoline at the Elisha Field.</p> <p>g) Any other reports – There were none.</p>
23/24-188	<p>Highways / Maintenance issues in the village</p> <p>a) Fly-tipping on Parsonage Lane – In the absence of Cllr Muns, no update could be provided from Wiltshire Council. It was noted that the amount of rubbish being thrown down the bank was worsening, and there now also appeared to be the presence of badger/s in the vicinity – ACTIONS – Clerk to follow up with Cllr Muns and Wiltshire Council. Visual evidence to try and be obtained.</p> <p>b) Caravan in top carpark at Community Hall – It was noted that the caravan had now been removed, however there appeared to be vehicle which had been parked in the same space for a considerable time – ACTIONS – Notice to be placed on vehicle and on Facebook, and then referred to Wiltshire Council if appropriate.</p> <p>c) Footpath MLAV16 (Drove Lane to Oak Lane) – Cllr Taylor referred to the site visit with representatives from Wiltshire Council Rights of Way and Highways departments regarding venting water onto the footpath from a field and by the steps, and fallen dead trees. Clarification was received that in common law it is permissible for owners of higher land to drain onto lower land. The only other option would be to divert the water from the field onto the lower lying MLAV18 which is not a metalled path and so free draining, this however would require the agreement of the owners of the paddocks that the path crosses. The Highways Engineer recognised the issues concerning the spring at the steps, and agreed to formalise the channel running alongside the steps and install a channel line across the bottom tread of the steps to channel the water to the carriageway edge. The overflowing gulleys down towards Drove Lane would be cleaned when the jetting crew were next available in the area. The Rights of Way warden, joined by adjacent landowners, inspected footpath MLAV3 at the point it joins MLAV6 – ACTIONS – Rights of Way warden agreed to check the definitive route of the ROW, and liaise with</p>

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	<p>the landowner regarding the outcome before consideration is given to any further action. It was also hoped that a further meeting with the ROW warden, and landowners could be set up to look at the terrain problems where MLAV3 joins WLAV45. Cllr Taylor noted that she proposed putting together a 'Working Group' to help with the footpaths, and asked for the Council's permission to put a notice on Facebook to seek volunteers for the group – Councillors gave their approval - ACTIONS – Feedback to be received at February Parish Council meeting, along with consideration of a Risk Assessment and Terms of Reference for the Group.</p> <p>d) White Railing fence on top of wall on Northbrook – The Clerk referred to the report received from Wiltshire Council Area Highways Engineer which had been circulated with the agenda papers, concluding that their condition did not represent a safety concern to those who are using the footway in a correct manner. They had offered to carry out temporary repairs to ensure the railings were serviceable, which councillors were in agreement with – ACTIONS – Clerk to advise Highways Engineer accordingly.</p> <p>e) Flooding at bottom of Drove Lane – The Clerk reported that the Wiltshire Council Area Highways Engineer had agreed to install an additional gully further down Drove Lane to capture any water travelling down the east side of the road. On inspection of the highway drainage around the junction with the B3098, he had found the drainage was clear and working and the stream was flowing freely.</p> <p>f) Other updates – The Clerk noted that Aster and Wiltshire Council had both responded with no objections to one of the grit bins from outside Rochelle Court being re-located over to the Market Place carpark – ACTIONS – WhatsApp group to be used to arrange moving of the bin.</p> <p>g) New matters to report for Handyman contractor / Parish Steward (18th and 22nd January) - Cutting down of any dead or dying trees on MLAV16 (Drove Lane to Oak Lane) Handyman contractor to help. Clear silt off pavements at bottom of Drove Lane.</p> <p>h) Storm damage and resilience – The Chairman noted that the Parish Council tended to be reactive to situations, and encouraged a more proactive approach. He noted that this process had already started with Canada Woods, and more recently with the footpaths, and suggested that some walk-about of Parish Council owned land and property would be helpful – ACTIONS – Chairman to organise.</p>
23/24-189	<p>Correspondence Received</p> <p>a) Wiltshire Council Electoral Services – Statutory notice for display advertising Councillor vacancy following resignation of Cllr Steele received and placed on Market Place notice board – Noted.</p> <p>b) West Lavington Parish Council – Contribution of £100 towards additional utility costs for running Library in Old School – Noted, and formal thanks sent to Parish Council.</p> <p><i>Other correspondence received before the meeting, but after the agenda had gone to print</i></p> <p>c) Fantasy Radio – Invitation to advertise village events through the radio station – Noted, and circulated to Cllrs and editor of magazine.</p> <p>d) Wiltshire Council – Details of Local Nature Recovery Strategy January 2024 update – Noted, and it was agreed that the Canada Woods and Community Park Community Group would represent the Parish Council for this initiative, and be offered any invitations to participate in seminars etc.</p>
23/24-190	<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 have not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> i. PL/2023/09813 19 Northbrook. Two storey extension – No objections ii. PL/2023/05028 (LBC) Easterton Manor, High Street, Easterton. Internal alterations – amended plans / additional information – No objections

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	<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: There were none.</p>
23/24-191	<p>Old School</p> <p>a) Bi-Annual Fire Risk Assessment – The Clerk referred to the report circulated with the agenda papers, which had detailed a number of recommendations and actions required, many of which had been identified as a direct result of the Library now using the building. Several of the matters had already been dealt with (Fire rated post bag fitted to letterbox, consultation with Library regarding Fire Safety drills and keeping doors unlocked etc. and 5yr (EICR) Electrical installation condition report). The main issue however was the requirement for a L3 fire alarm system in the building, quotes for which were currently being obtained. It was recognised that installation of such a system would be costly, and it was questioned if support could be sought from Wiltshire Council – ACTIONS – Clerk to make enquiries. Reference was made to the EICR report, and the one observation/Improvement recommended, and questions were raised regarding this - ACTIONS – Clerk to follow up with electrician.</p> <p>b) Consider quotes obtained for ‘L3 fire alarm system’ as per report recommendation – The Clerk noted that not all quotes had yet been received, and that quotes were also being obtained from electricians for installation of a dedicated supply direct from the distribution board to the fire alarm control panel which was a requirement of the system. Item therefore deferred until February Parish Council meeting.</p> <p>c) Interior camera – The Clerk referred to the Data Protection Impact Assessment (DPIA) circulated with the agenda papers. It was proposed by Cllr Earley, seconded by Cllr Roberts, and resolved to approve the document unamended.</p>
23/24-192	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for December 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 January 2024, 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 Osborn (Cllr Fraser and Cllr Davis abstained from the vote) (see appendix at end of minutes).</p> <p>c) Quote received for use of ‘slitter’ to improve drainage at Elisha Field – Reference was made to the quote obtained, which included the recommendation to verti-drain the field twice a year (end of March and beginning of October). Whilst it was recognised that this was a quite a bespoke form of treatment, it was agreed to try and obtain at least one further quote for comparison – ACTIONS – Clerk to obtain further quote for consideration at February Parish Council meeting.</p>
23/24-193	<p>General Parish Matters</p> <p>Cllr Davis noted that he would be fitting the new Oil Level monitor for the Old School in the coming week, and Cllr Fraser reported that the memorial bench on the Village Green had now been installed. A request was made for a link to the Parish Council agendas and minutes to be published on Facebook – ACTIONS – Clerk to organise with Cllr Fraser.</p>
23/24-194	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.06pm.</p>
23/24-195	<p>Date of next Meeting/s</p> <p>Planning Committee Meeting – Tuesday 23rd January 2024</p>

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	Parish Council Meeting – Tuesday 20th February 2024
23/24-196	Closure of meeting There being no further business the meeting was closed at 9.07pm.

Appendix

Payments for approval at January Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	18/1/24	109.05	BP1
Handyman contractor monthly hours, and exps *	various	18/1/24	296.90	BP2
Clerk wages and expenses **	Various	18/1/24	1,004.96	BP3
Fred Davis – Reimburse cost of screws for attaching new footpath designator signs	4440/130	18/1/24	29.76	BP4
David Eastaff – maintenance work Old School and install Memorial bench	Various	18/1/24	93.00	BP
TOTAL			1,533.67	
Payments made in between meetings				
Amazon Prime (Monthly fee) – auto-debit using card in error reimbursed by Clerk 3/1/24	4990	5/12/23	8.99	card
Wiltshire Council – DBS check fee for Youth Council volunteer	4990	18/12/23	17.00	card
Amazon – Carbon Monoxide detector OS	4480/120	5/1/24	21.98	card
Black bags X 6	4430/130	6/1/24	10.74	card
Passive Fire Products – Fire retardant letter box cover OS	4480/120	8/1/24	110.28	card
MV Electrics – EICR 5yr electrical check OS	4430/120	21/12/23	360.00	BP

* Handyman hours worked £270 + Petrol allowance £9 + black bags £17.90 = TOTAL £296.90

** Clerk monthly wages £994.50 + 3 X packs anti-bac wipes OS £2.97 + Toilet rolls X24 OS £7.49 = TOTAL £1,004.96