

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 20th February 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: 19 members of the public (one arrived at 7.17pm, two arrived at 7.24pm and one at 7.26pm. One left at 8.13pm, another at 8.23pm, two at 8.34pm, and four at 9.11pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
23/24-204	Apologies for Absence Cllr Boaden had sent apologies due to personal commitments, which were accepted.
23/24-205	Declarations of Interest and Dispensations to Participate a) Cllr Fraser and Cllr Taylor declared an interest in item 23/24-213b as payments for approval were payable to them. They took no part in the voting for this item. b) None.
23/24-206	Adjournment for Public Participation The meeting was adjourned at 7.16pm and resumed at 7.29pm.
23/24-207	Minutes of Council meetings a) Meeting of the Parish Council held on the 16th January 2024. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Davis, seconded Cllr Roberts). 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. There were no questions arising from the minutes. The following matters deferred from the January Parish Council meeting were considered for approval: i. Budget for 2024-25 – The Clerk provided an overview of the budget setting process in response to concerns raised during the 'Adjournment for Public Discussion' agenda item, and reference was made to the future projects the Parish Council planned to focus on, subject to available funding. It was proposed by Cllr Roberts, seconded by Cllr Davis, and resolved to approve the budget - Total payments £80,242 Total receipts £80,242, with included 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). ii. Priorities and aspirations for the Parish Council for the next few years as detailed in the M&F Committee minutes – It was proposed by Cllr Roberts, seconded by Cllr Davis, and resolved that the Parish Council would focus on and investigate further the following project and priorities: <ul style="list-style-type: none">➤ 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) – Phase 1 of project completed, but require funds to be set-aside for review in 5-years' time (£2,000 provisional sum)➤ Possible outdoor gym equipment and skateboard ramps and new sports / recreation facilities as identified by the 'Sports Facilities Working Group' (grant funded if possible) – Grant funding applications proving difficult, hope that funding can be allocated in 24/25 budget (£8,000 provisional sum)

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	<ul style="list-style-type: none"> ➤ 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) – further £1,500 allocated in 24/25 budget ➤ Set aside money for new OS boiler or any other energy saving projects (£500 23/24 budget) – further £500 allocated in 24/25 budget ➤ New Speed Indicator Device Church Street (NAL socket application to LHFIG) – NAL socket application to LHFIG successful with partial contribution required from Parish Council. Purchase of device and pole etc. (£3,000 provisional sum) ➤ Full review of footpaths and stiles (upgrading stiles if possible) – To be undertaken when new footpath marker signs put up (£3,000 provisional sum) ➤ Groundworks for Elisha Field to improve drainage (£3,000 provisional sum) ➤ Old School – re-point exterior walls (£1,000 provisional sum) ➤ Additional resurfacing of Broadwell Play Area (£3,000 provisional sum) – Long-term priority ➤ Highway infrastructure improvements – budget not yet allocated <p>As per the M&F committee meeting minutes, it was agreed that the financial allocation for each project will be finalised in April/May 2024, when consideration can be given to the year-end revenue, and reserve balances, alongside the 'projects' allocation in the 2024/25 budget. This exercise will include allocating funds to projects from the remaining 'OS Covid LRS Support Grant' money.</p>
23/24-208	<p>Monthly Reports</p> <p>a) Chairman's Report –</p> <ol style="list-style-type: none"> i. Statement about photographs taken at meetings – Please see Appendix at end of minutes. ii. Statement about Community Consultations - Please see Appendix at end of minutes. iii. Use of Parish Council website and Facebook page - Please see Appendix at end of minutes. iv. Any other matters to report – There were none. <p>b) Wiltshire Councillor Report – Wiltshire Cllr Muns was not in attendance at the meeting. The email report provided was circulated to Councillors after the meeting.</p> <p>c) Vintage Meet 20th and 21st July 2024</p> <ol style="list-style-type: none"> i. The Event Director was invited to address the meeting. He provided an overview of the preparations to date, noting that 'Lord Roberts' (traction engine) would be in attendance at this year's event. ii. 2024 Vintage Meet Event Management Plan – Reference was made to the draft document which had been circulated with the agenda papers. It was proposed by Cllr Stevens, seconded by Cllr Earley, and resolved to approve the Plan. <p>d) Community Hall Trust</p> <ol style="list-style-type: none"> i. Cllr Earley noted that the Trust had not met since the last Parish Council meeting. ii. Request received from Community Hall Trust for a Parish Council contribution towards the cost of electricity for the lighting in the top carpark – following some initial discussion, it was agreed to try and quantify the amount of electricity being used by the lighting, for further consideration at March meeting – ACTIONS – Clerk to liaise with Trust. <p>e) Youth Council –</p> <ol style="list-style-type: none"> i. Cllr Taylor provided an overview of the meeting held on the 18th of January, reporting that the new litter bin had been purchased for outside Lavington

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	<p>School from the cake sale proceeds, and detailing the suggestions put forward by the young people for Community Park (shelter, football net, tree house, swing, zip wire, monkey bars, climbing frame, trampoline, and obstacle course – all to be made of natural materials). The suggestions would be passed to the Friends of Canada Woods & Community Park Community Group. A logo was being designed, and additional speed limit signs obtained.</p> <p>ii. Terms of Reference for Youth Council – The Clerk referred to the draft document which had been circulated with the agenda papers, and noted a suggestion for one amendment, which councillors accepted. It was proposed by Cllr Roberts, seconded by Cllr Earley, and resolved to approve the document as per the amended version – ACTIONS – Clerk to forward amended document to Youth Council and upload onto website.</p> <p>f) Friends of Canada Woods & Community Park Community Group</p> <p>i. Cllr Fraser provided some background information regarding the group in response to comments raised by members of the public present. A copy of the minutes from the meeting held on 3rd February had been circulated with the agenda papers. It was noted that plans for planting the Community Orchard had been delayed due to recent heavy rainfall.</p> <p>ii. Request from Community Group for Parish Council to submit a funding request to Wiltshire Council LHFIFG committee to improve accessibility along part of footpath MLAV2 from Grove Road to Community Park – It was proposed by Cllr Davis, seconded by Cllr Earley, and resolved to approve submission of a funding request as detailed above to Wiltshire Council. Any conditions regarding a possible Parish Council financial contribution would be considered further after the LHFIFG meeting – ACTIONS – Clerk to liaise with Cllr Fraser before submitting request.</p> <p>g) Sports Facilities Working Group – Cllr Stevens reported that no meeting had been held. Further investigation for a sunken trampoline at Elisha Field had proved to be cost prohibitive. Sponsorship and crowd funding initiatives were currently being looked into.</p> <p>h) Footpaths Working Group</p> <p>i. Cllr Taylor reported that a call-out for volunteers had been made via the Magazine, on the Noticeboard and social media. There had been further dialogue regarding footpath MLAV3 / WL45, and it was hoped that a site visit with both Parish Councils, Wiltshire Council Rights of Way, and landowners could be arranged to consider the options.</p> <p>iii. Terms of Reference for Working Group - The Clerk referred to the draft document which had been circulated with the agenda papers, and noted a couple of suggested amendments, which councillors accepted. It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to approve the document as per the amended version – ACTIONS – Clerk to circulate amended document and upload onto website.</p> <p>i) Any other reports – There were none.</p>
23/24-209	<p>Highways / Maintenance issues in the village</p> <p>a) Fly-tipping on Parsonage Lane – In the absence of Cllr Muns, the Clerk reported that an identifiable item had been found on the bank, and details of the evidence had been forwarded to Aster and Wiltshire Council. A joint meeting had been arranged by both parties to discuss the matter further.</p> <p>b) LHFIFG Meeting 23/1/24 – Cllr Davis referred to the two active projects currently being considered by the committee for Market Lavington 1) NAL socket and pole for erecting new Speed Indicator Device on Church Street – Now installed. 2) Improvement of traffic flows at Fiddington end of village – this was outside the scope of LHFIFG but other funding schemes were being investigated.</p> <p>c) Other updates – There were none.</p> <p>d) New matters to report for Handyman contractor / Parish Steward (20th and 21st February) – several areas of waterlogged land were reported – due to recent heavy rainfall, little that could be done, along with issues regarding several stiles – ACTIONS – Chairman to follow-up with landowner.</p> <p>e) Electric Vehicle (EV) chargers – Councillors considered the information received from</p>

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	<p>the Rural EV Charging company, and after a brief discussion agreed not to pursue this further at the current time.</p> <p>f) Fallen trees on Footpaths – It was agreed that problems with trees on footpaths would be reported initially to the ‘Footpaths Working Group’, then preferably, wherever possible, the matter would be dealt with by the Parish Council rather than reporting to Wiltshire Council. The dedicated footpaths email footpaths@marketlavingtonparishcouncil.gov.uk to be advertised as widely as possible.</p> <p>g) Request for street name sign for ‘Lavington Hill’ – It was suggested that there could already be a street name sign located near the 20mph sign, although this was likely to be very overgrown – ACTIONS – check to be made to see if there is an existing sign which can be re-instated. If not, further enquiries to also be made with Wiltshire Council.</p>
23/24-210	<p>Correspondence Received</p> <p>a) Tuesday Club – Note of thanks for recent donation – Noted.</p> <p>b) Wiltshire & Swindon Prepared – Details of new Emergency Contact Hub Scheme – Following a brief discussion it was agreed to put the Old School forward as a designated building for the community to gather in the event of an emergency as part of the scheme – ACTIONS – Clerk to respond accordingly.</p> <p>c) Wiltshire Council Elections – Confirmation that no requests had been received to hold an election for the Councillor vacancy, and the Parish Council can therefore proceed with co-option of a new Councillor following the resignation of Teresa Steele – Noted.</p> <p><i>Other correspondence received before the meeting, but after the agenda had gone to print</i> There were none.</p>
23/24-211	<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> <ol style="list-style-type: none"> i. PL/2023/10388 Land South of the Spring, Market Lavington. Outline planning permission (matters to be considered: Access only) for up to 14 dwellings (Use Class C3) and a food store (Use Class E(a)), together with open space, drainage, parking and associated access, infrastructure, landscaping, and removal of bus shelter – Objection in its current format. ii. PL/2023/10332 Land South of Potterne Park Farm, Nr Potterne, Devizes. Installation of a solar farm comprising ground mounted solar PV panels with a generating capacity of up to 49.9 MW, including mounting system, permanent on site grid connection hub, inverters, underground cabling, stock proof fence, CCTV, internal tracks and associated infrastructure, landscaping, biodiversity net gain and environmental enhancements for a temporary period of 50 years – Objection. iii. PL/2023/08288 (amended plans / additional information 4/1/24) Land at Spin Hill, Market Lavington. 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 with additional comments. <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/2024/00182 (Works to trees in a Conservation Area) Red House, 6 High Street. T1. Beech tree – thin canopy and reduce by 2-3 meters. T2. Apple tree – Remove. T3. Scots Pine – remove - No objections to thinning, or removal of Scots Pine, but concerns regarding removal of apple tree ii. PL/2024/00201 (Consent under Tree Preservation Orders) 5 Shires Close. T1 Alder T2 Norway Maple T3 Alder T4 Alter T5 Norway Maple – reduce by up to 2 metres. T6 Willow – Pollard at a height of up to 3 metres – No Objection iii. PL/2023/07290 & PL/2023/07321 LBC Wolseley House, 79 High Street. Proposed internal alterations, extensions, double bay garage, modifications, and refurbishment – No Objections iv. PL/2023/08288 (amended plans / additional information 8/2/24) Land at Spin Hill, Market Lavington. 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 –

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	<p style="text-align: center;">Objection with additional comments.</p> <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>
23/24-212	<p>Old School</p> <p>a) Requirement for L3 fire alarm system – The Clerk reported that she was still awaiting a response from Wiltshire Council with regards to any grant funding that may be available to help fund the new system.</p> <p>b) Quotes obtained for ‘L3 fire alarm system’ as per Fire Risk Assessment report recommendation – The Clerk reported that there were still some matters being clarified with regards to the quotes obtained, item therefore deferred until March Parish Council meeting.</p> <p>c) Consider quotes obtained for dedicated mains LV supply to be installed for the control panel - The Clerk reported that there were still some matters being clarified with regards to the specification for the work, item therefore deferred until March Parish Council meeting.</p> <p>d) 5-year Electrical installation condition report (EICR) – The Clerk referred to the report which had been circulated with the agenda papers, and the subsequent information received from the electrician who had carried out the testing. It was proposed by Cllr Davis, seconded by Cllr Roberts, and resolved to approve carrying out the work specified by the electrician to the light switch wiring in order to comply with the recommendation highlighted in the report (there was one abstention) – ACTIONS – Clerk to instruct electrician accordingly.</p> <p>e) Old School Cleaner – The Clerk reported that the Cleaner had handed in her notice and was using accrued holiday for the notice period. Adverts had been placed on the website, notice board, Facebook, and the magazine for a new cleaner. It was agreed that any applications received after the closing date would be circulated to the Old School Committee members by email for consideration, so a new cleaner could be appointed as soon as possible.</p> <p>f) Purchase of microphones for use during Parish Council meetings – It was recognised that on occasions where there were a larger number of people attending meetings, it was often difficult to ensure that all those present were able to hear the discussions clearly. It was therefore agreed to investigate the cost of suitable amplification systems – ACTIONS – Cllr Stevens and Cllr Taylor to present some recommendations to the March Parish Council meeting.</p>
23/24-213	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for January 2024 (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) The Clerk referred to the list of payments scheduled for approval, and detailed one further payment required for the Churchyard maintenance. She also highlighted the AutoSpeedWatch connectivity renewal charge of £148 + VAT which was due to be paid on-line by debit card. It was noted that the Police were not currently accepting data obtained from the device. Following further discussion it was agreed not to continue with the subscription, until such times that the data was accepted by the Police – ACTIONS – Clerk to inform the Police enforcement officer and Wiltshire Councillor of the Parish Council’s decision. Device to be removed and stored after the existing subscription had expired. It was then resolved to approve the payment of ‘card / on-line Payments’ for February 2024 as per the schedule provided (plus the payment to St Mary’s PCC, and minus the ASW connectivity renewal charge), which included copies of accompanying</p>

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	<p>invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Davis, seconded Cllr Vine (Cllr Fraser and Cllr Taylor abstained from the vote) (see appendix at end of minutes).</p> <p>c) Quotes received for use of 'slitter' to improve drainage at Elisha Field, and consider if any further actions would be appropriate – The Clerk provided details of the additional quote received for the verti-drain, and the advice that this was a good starting point before considering any other actions. Based on the two quotes received, it was proposed by Cllr Stevens, seconded by Cllr Vine, and resolved to accept the quote from Mark Goddard and Sons of £750 + VAT per visit, with one visit being carried out at the end of March and another at the beginning of October. The drainage situation will be re-assessed after the second visit – ACTIONS – Clerk to advise contractors accordingly.</p> <p>d) 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 31/12/23, and all appeared to be in order. Following further discussion it was agreed that a full review of employees rates of pay would be undertaken when considering the budget for 2025/26.</p> <p>e) Requests received for Grant Funding in the 4th quarter of 2023/24 (as per Local Government Act 1972 Section 137 – a local authority may incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants – benefit obtained must be commensurate with the expenditure incurred). The Clerk referred to the one application received from the Toddler Group. It was proposed by Cllr Stevens, seconded by Cllr Earley, and resolved to approve a grant of £125 to the group – ACTIONS – Clerk to advise group accordingly and process payment.</p>
23/24-214	<p>General Parish Matters Cllr Stevens noted that she had received a request for a simple swing and slide set at Hamilton Drive play area. Cllr Taylor provided a figure for the cost of the Library utilities per person. Cllr Vine asked if an update could be obtained from Wiltshire Council regarding footpath improvement of 'Chip Shop' alley.</p>
23/24-215	<p>Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 9.59pm and resumed at 10.02pm.</p>
23/24-216	<p>Date of next Meeting/s Parish Council Meeting – Tuesday 19th March 2024</p>
23/24-217	<p>Closure of meeting There being no further business the meeting was closed at 10.03pm.</p>

Appendix

Payments for approved at February Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	22/2/24	87.20	BP1
Handyman contractor monthly hours, and exps *	various	22/2/24	348.75	BP2
Clerk wages and expenses **	Various	22/2/24	1,028.36	BP3
Di Fraser – 'Branching Out' tree costs to be reimbursed by Grant in due course	4640 (RR346)	22/2/24	690.42	BP4
Jane Taylor – Youth Council refreshments	4090	22/2/24	10.49	BP5
TEEC – Parish Council website hosting fees	4180	22/2/24	244.80	BP6
Wiltshire Council – Old School premises licence	4470/120	22/2/24	70.00	BP7
TOTAL			2,480.02	

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John Clark – Soil test for Gardening Club raised bed, and postage	4430/130	20/2/24	19.83	Chq 3034
St Mary's PCC – Contribution towards Churchyard maintenance	4200	22/2/24	500.00	BP
Payments made in between meetings				
Certas Energy – Oil Old School	4400	29/1/24	734.37	BP
Glasdon – Litter bin for outside Lavington School (funded by Youth Council cake sale proceeds)	4440/130 (EMR 344)	30/1/24	86.34	card
Defib4Life – new pads for Douses defibrillator	4480/130 (RR 326)	30/1/24	66.00	card

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

** Clerk monthly wages £994.50 + new mop and 3 spare heads £21.50 + Wooden floor cleaner X3 £6 + Loo blocks X4 packs £6.36 = TOTAL £1,028.36

Statements made by Parish Council Chairman – Minute number 23/24-208ai, ii, iii

The rules that the Parish Council operate under are set in Law by the Westminster Government. The latest set of regulation is the Local Audit and Accountability Act 2014. This has affected us in 2 ways during the last few weeks.

Photographs of a public meeting posted on Facebook. The act specifies that people can take notes and recordings of meetings and take photos at meetings. The Act states that IGPR rules on privacy do not apply to public meetings and that recordings and photos can be published on the internet including public media. The only limits are that filming of meetings can be refused by the council, and live commentary is banned because it would disturb the meeting.

Conducting a Parish Poll on a matter on the agenda of a meeting and discussed at the meeting.

This is also covered by the 2014 Act. If enough people attending a meeting demand that a poll is held, then the Parish Council must agree the question to be asked, for which there must be a yes or no answer. A request must be made to Wiltshire Council to run the poll, hiring somewhere for votes to be cast, staffing the site with council staff, and running the count. Poll cards are not printed and there are no postal ballots. All these costs would have to be met by the Parish Council. If a poll was held, we would either have to cancel many of the projects that funding has been earmarked for or dip into reserves, and rebuild them by increasing the amount that our parishioners pay in tax next year. The Parish Council is not required to take any notice of the result of the poll.

The Parish Council Face book page. There has been criticism of the Facebook page and how it is monitored. Because of this I have been paying more attention to Facebook than I normally would. There have been posts appearing in my feed from someone using the initials ML PC but a slightly different picture to the one we use. These posts have been appearing and disappearing soon after. I assume that some is getting malicious pleasure out of the mischief making. There have been many posts in my feed appearing and then having comments switched off when they do not appear to support the view of the person posting. We should always take care when giving weight to views posted on social media.

Consultation. When the Neighbourhood Plan was developed there was a series of consultations asking people what they wanted in Market Lavington.

The main things that people wanted were summarised as:

protecting the local environment and wildlife habitats,
enhancing recreational and leisure facilities, especially for young people,
tackling parking, congestion and improving footpaths.

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This is what we have been doing for the last 10 years. Last month's planning meeting show that the Neighbourhood Plan is still relevant and should still be adhered to. We have not gone out to consultation on the colour of the footpath signs, or the type of stone used for the stepping stones in the Broadwell Stream. We have taken the results of a professional consultation process and embedded the results in the decisions taken. Every Council meeting Agenda has been made available, along with minutes of meetings. Some items have been publicised in the Community News, and some have even reached the Gazette. The contact details of the Chairman and the Clerk has been in the Community news every month for as long as it has been printed, but few people ever come forward to put their views in writing.