

# 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 19<sup>th</sup> March 2024** At **7.15pm in the Old School**

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

**In attendance:** 20 members of the public (one arrived at 8.13pm, one arrived at 8.30pm, and several members of the public left at various times during the meeting), Wiltshire Cllr Muns, and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
23/24-224	<b>Apologies for Absence</b> Cllr Fraser had sent apologies due to personal reasons, which were accepted.
23/24-225	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
23/24-226	<b>Minutes of Council meeting</b> Meeting of the Parish Council held on the 20th February 2024. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Roberts, seconded Cllr Davis). Cllr Boaden abstained from the vote having not been present at the last meeting.
23/24-227	<b>Opening statement from Parish Council</b> – The Chairman read out a statement detailing the meeting format, and making reference to the Parish Council's Standing Orders.
23/24-228	<b>Wiltshire Councillor Report</b> – Wiltshire Cllr Muns provided an update on three recent planning applications: 1) PL/2023/10388 Land South of the Spring, Market Lavington. Outline planning permission for up to 14 dwellings and a food store – Application to be considered at a Wiltshire Council Planning Committee meeting. 2) PL/2023/08288 (amended plans / additional information) 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 – Documents still being reviewed by Planning Officer. Application will be called-in for consideration at a Wiltshire Council Planning Committee meeting if the Planning Officer is minded to approve it. 3) PL/2023/10332 Land South of Potterne Park Farm, Nr Potterne, Devizes. Installation of Solar Farm – Application to be considered at a Strategic Planning Committee meeting.
23/24-229	<b>Presentation from Parish Council regarding the recent proposals for Community Park voted for by the Council</b> The Clerk delivered the presentation which detailed the proposals for the Community Orchard, and responded to the petition presented to the Parish Council, along with comments and questions submitted prior to the meeting. Following the presentation there were no additional comments made by the Parish Councillors – <b>ACTIONS</b> – Copy of presentation to be published on Parish Council website with the meeting minutes.
23/24-230	<b>Adjournment for Public Participation</b> The meeting was adjourned at 7.55pm and resumed at 8.30pm.
23/24-231	<b>Highways / Maintenance issues in the village</b> a) <b>Updates</b> i. Fly-tipping on Parsonage Lane – The joint meeting with representatives from Aster and Wiltshire Council and the tenant had recently taken place. There was insufficient evidence for any enforcement action at this stage. Wiltshire Council have agreed to arrange clearance of the embankment by their contractor after a safety assessment has been carried out, and to monitor the situation.

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	<ul style="list-style-type: none"><li>ii. Wessex Water cabinet Broadwell carpark – The orange barriers have now been removed from site, and the cabinet will be installed on the 30<sup>th</sup> of April. This will take approximately a week to finish off, and will include resurfacing of the trenches.</li><li>b) <b>New matters to report</b> for Handyman contractor / Parish Steward (20<sup>th</sup> and 21<sup>st</sup> March) / Footpath, Amenity Land contractor / Wiltshire Council –<ul style="list-style-type: none"><li>i. Damage to platform on large piece of play equipment in Broadwell Play Area, suspected vandalism. The Clerk noted that she was still awaiting a response from the equipment supplier as to whether the damage would be covered under the equipment guarantee – <b>ACTIONS</b> – Clerk to report vandalism to Police, and use of CCTV to be considered at April Parish Council meeting.</li><li>ii. Request from Beechwood resident for removal of vegetation growing against their boundary fences – <b>ACTIONS</b> – Matter deferred until April meeting when photos can be provided, and the request properly considered.</li></ul></li></ul>
23/24-232	<b>Old School</b> <ul style="list-style-type: none"><li>a) Requirement for L3 fire alarm system – The Clerk referred to the original discussion with representatives from Wiltshire Council regarding funding for the additional Library utility related costs, and recent discussions with the Devizes Area Board Engagement Manager. Whilst it was not permissible for the Parish Council to submit a general grant application to the Area Board, it was permitted to make an application for the 'Youth' Grants. It was therefore proposed by Cllr Vine, seconded by Cllr Boaden, and resolved to submit an application for a 'Youth Grant' to part fund the new equipment proposed for the Elisha Field. The value of any grant received, which had already been budgeted for by the Parish Council, could then be re-allocated to the Old School budget, to help cover the cost of the required fire alarm system, and additional utility costs – <b>ACTIONS</b> – Clerk to liaise with Cllr Stevens to prepare grant application.</li><li>b) Consider quotes obtained for 'L3 fire alarm system' as per Fire Risk Assessment report recommendation – The Clerk provided details of each of the three quotes obtained. It was proposed by Cllr Vine, seconded by Cllr Taylor, and resolved to approve the quote from The Fire Consultancy Devizes for £2,881 + VAT (plus possible additional scaffolding costs if required) – <b>ACTIONS</b> – Clerk to advise contractors accordingly.</li><li>c) Consider quotes obtained for dedicated mains LV supply to be installed for the control panel – The Clerk reported that only one quote had been received to date – matter therefore deferred until April Parish Council meeting.</li><li>d) Old School Cleaner – The Clerk reported that multiple applications had been received, and following consultation with the Old School Committee members as agreed, the position had been offered to one of the applicants subject to satisfactory references.</li></ul>
23/24-233	<b>Finance</b> <ul style="list-style-type: none"><li>a) Councillors received and approved the financial reports - receipts and payments details for February 2024 (including card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.</li><li>b) The Clerk responded to questions asked regarding a couple of the payments. It was resolved to approve the payment of 'card / on-line Payments' for March 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 Taylor (Cllr Stevens abstained from the vote, having not had the opportunity to review them before the meeting) (see appendix at end of minutes).</li><li>c) Quotes obtained for new Speed Indicator Device on Church Street – The Clerk referred to the summary of price comparisons which had been circulated with the agenda papers. It was proposed by Cllr Vine, seconded by Cllr Stevens, and resolved to approve the quote from Elan City – Evolis SID for £2,339.99 + VAT – <b>ACTIONS</b> – Clerk to process order.</li><li>d) Amplification system for use during Parish Council meetings – The Clerk referred to the details of the two options circulated with the agenda papers, one of which was being trialled at the meeting. It was proposed by Cllr Turner-Scott, seconded by Cllr Stevens, and resolved to go with the trial option, which including a stand, and batteries etc. would cost approx. £100 – <b>ACTIONS</b> – Clerk to arrange payment.</li></ul>

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23/24-234	<p><b>Other Parish Council matters</b></p> <p>a) Parish Council Insurance – The Clerk provided an overview of the insurance renewal documents, making suggestions for amendments and additional items that should be included (add in extra piece of play equipment – frog climbing ramp / All Risks Cover – remove Autospeedwatch device, and add new Speed Indicator Device for Church Street, Memorial bench Village Green, and refurbished bench Market Place). It was proposed by Cllr Stevens, seconded Cllr Vine, and resolved to make the amendments as detailed, and enter into a further 3-year Long Term Agreement, to lower the premium – <b>ACTIONS</b> – Clerk to liaise with insurance provider to make the necessary changes.</p> <p>b) Parish Council asset Register - The Clerk referred to the copy of the Asset Register which had been circulated prior to the meeting. It was proposed by Cllr Boaden, seconded by Cllr Osborn, and resolved to approve the Asset Register as at 31/3/2024.</p> <p>c) Date and format of Annual Parish Meeting – A date of Tuesday 23<sup>rd</sup> of April at 7pm was agreed for the APM. Alongside the Chairman’s report, there will also be table-top displays and presentations from the Sports Facilities Working Group, Footpaths Working Group, Canada Woods and Community Park Community Group, and the Youth Council. Invitations would also be extended to the Vintage Meet, and Sea Scouts to attend as well.</p> <p>d) Request from the Vintage Meet Event organisers for a revision of the committees Terms of Reference – The Clerk referred to the main change requested by the organisers for an increase in the expenditure limit which the committee can incur per activity/expense where it has an allocated budget provision, due to increased costs. It was proposed by Cllr Vine, seconded by Cllr Boaden, and resolved to approve the request to increase the limit from £1,000 to £2,000 (Cllr Stevens and Cllr Turner-Scott abstained from the vote being members of the organising committee) – <b>ACTIONS</b> – Clerk to advise the organising committee accordingly.</p>
23/24-235	<p><b>General Parish Matters</b></p> <p>Cllr Davis asked if consideration could be given to changing the Parish Council meetings start time to 7pm – To be an agenda item for April Parish Council meeting. Cllr Taylor asked why the ‘Public Participation’ items of the meeting were not minuted, and reference was made to the Parish Council Standing Orders. A request to highlight the issue of dog fouling in the magazine was requested. Cllr Stevens questioned how the image of the Parish Council could be protected and improved.</p>
23/24-236	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>The meeting was adjourned at 9.23pm and resumed at 9.31pm.</p>
23/24-237	<p><b>Date of next Meeting</b></p> <p>Parish Council Meeting – Tuesday 16th April 2024</p>
23/24-238	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.32pm.</p>

## Appendix

Payments for approval at March Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	21/3/24	65.35	BP1
Handyman contractor monthly hours, and exps *	various	21/3/24	279.00	BP2
Clerk wages	4000/110	21/3/24	994.50	BP3
HMRC – 4 <sup>th</sup> qtr PAYE & NI contributions	4030	21/3/24	163.32	BP4
Toddlers – S137 grant donation	4210	21/3/24	125.00	BP5
Di Fraser – reimburse various expenses **	Various	21/3/24	144.78	BP6

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MV Electrics – OS electric compliance work	4430/120	21/3/24	104.39	BP7
R J Bland - Digger and driver hire	4640/130 to RR 346	21/3/24	300.00	BP8
Bratton Baptist Church – Printing and laminating 6 X A3 footpath maps	4160	21/3/24	1.86	BP9
John Thynne – Resecure OS guttering	4430/120	21/3/24	150.00	BP10
<b>TOTAL</b>			<b>2,328.20</b>	
<b>Payments made in between meetings</b>				
Amazon – scissor duster mop OS	4450	23/2/24	29.35	Card
Winrow Nurseries – Enriched top soil - 'Branching Out' tree costs to be reimbursed by Grant in due course	4640 RR 346	7/3/24	269.04	Card

\* Handyman hours worked £270 + Petrol allowance £9 = TOTAL £279.00

\*\* 'Branching Out' tree costs to be reimbursed by Grant in due course £57.96 + Printer cartridge £37.95 + Friendly Friday refreshments £48.87 = TOTAL £144.78