

# 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 16th April 2024** At **7.15pm** in the Old School

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

**In attendance:** 11 members of the public (two arrived at 7.23pm, two at 7.35pm and one at 7.43pm. Two left at 7.45pm and two at 8.50pm, and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
23/24-239	<b>Apologies for Absence</b> Cllr Boaden and Cllr Vine had sent apologies due to personal commitments which were accepted and Cllr Fraser had sent apologies due to personal reasons, which were accepted.
23/24-240	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
23/24-241	<b>Parish Councillor vacancies (Due to the confidential nature of this matter, members of the public were asked to leave the room during the discussion of this item)</b> The Clerk reported that one formal application had been received, a copy of which had been circulated with the agenda papers. Following a brief discussion, it was proposed by Cllr Turner-Scott, seconded by Cllr Stevens, and resolved to co-opt Rosemary Burn as a member of the Parish Council (members of the public returned to the meeting) – <b>ACTIONS</b> – Clerk to prepare the necessary paperwork for signing at the next meeting.
23/24-242	<b>Adjournment for Public Participation</b> The meeting was adjourned at 7.23pm and resumed at 7.24pm.
23/24-243	<b>Minutes of Council meeting</b> Meeting of the Parish Council held on the 19th March 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 Taylor).
23/24-244	<b>Monthly Reports</b> a) <b>Chairman's Report – to include</b> i. Chairman's Charity Account – The Clerk referred to the quarterly finance report which had been circulated with the agenda papers, and provided a financial overview of the 2024 Vintage Meet event as at 7/4/24. ii. Examination of accounts for year ending 31/12/23 – The Clerk referred to the Independent Examination of the accounts and the subsequent report provided, which had been circulated with the agenda papers, and had identified no areas of concern or matters of attention. Councillors received and approved the report. iii. Vintage Meet Event Organiser – The Chairman referred to the recent notification from the Event Organiser of his intention to step down from the role following this year's event. Councillors were very grateful for all the hard work and dedication he had given to the event over the years, and it was recognised that this would be a difficult role to fill. Cllr Turner-Scott indicated that she may be prepared to take on the role if it could be shared with another person – <b>ACTIONS</b> – Cllr Turner-Scott to discuss with event organiser. iv. Any other matters to report – The Chairman briefed members on the activities he had undertaken during the month. b) <b>Wiltshire Councillor Report</b> – Cllr Muns was not present at the meeting and no report had been provided. c) <b>Vintage Meet 20<sup>th</sup> and 21<sup>st</sup> July 2024</b> – Cllr Turner-Scott and Cllr Stevens reported that planning for this year's event was going well, with the final details being brought

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	<p>together. A new Colouring Competition was being introduced this year for the local schools to celebrate the presence at the event of the 'Lord Roberts' traction engine.</p> <p>d) <b>Community Hall Trust Report</b></p> <ul style="list-style-type: none"> <li>i. Updates – There were no updates to report.</li> <li>ii. Request received from Community Hall Trust for a Parish Council contribution towards the cost of electricity for the lighting in the top carpark – The Clerk noted that information was still awaited regarding the amount of electricity used by the lights before an estimate could be made for the cost of their operation. Matter therefore deferred to next meeting.</li> </ul> <p>e) <b>Youth Council</b> – Cllr Taylor confirmed that some of the Youth Councillors would be present at the Annual Parish Meeting to give a report, and their next meeting would be focusing on finalising some fundraising ideas.</p> <p>f) <b>Sports Facilities Working Group</b> – Cllr Stevens reported that the cost of the Ninja equipment had increased significantly, and with funding providing difficult, another option was now being considered. This other range of equipment would meet the desires as expressed in the original community questionnaire, and would be suitable for a wider age range. It offered a central hub piece incorporating several exercise elements, which could be added to over time, as and when funding allowed. Details of this proposal would be presented at the Annual Parish Meeting, and advertised widely via the normal channels.</p> <p>g) <b>Friends of Canada Woods &amp; Community Park Community Group</b> – There were no updates to report.</p> <p>h) <b>Footpaths Working Group</b> – Cllr Taylor reported that the volunteers had met briefly last week and organised to start walking the village footpaths and assess their condition. MLAV24 (Clays to Lavington Hill) was considered a priority – Parish Steward to be asked to help. MLAV16 (next to the Cemetery) was also considered a priority – Mid-Wilts Ramblers would be approached to help with improving this. She would be attending the next West Lavington and Easterton Parish Council meetings to liaise with their footpath representatives.</p> <p>i) <b>To receive any other reports</b> – There were none.</p>
23/24-245	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Damage to platform on large piece of play equipment in Brodwell Play Area</p> <ul style="list-style-type: none"> <li>i. Repairs – The Clerk reported that the play equipment supplier had agreed on this occasion to cover the cost of repair, however as vandalism appeared the most likely cause of the damage, any further incidents would need to be paid for by the Parish Council. It would be some weeks before the replacement parts were received, and the repairs organised. In the meantime it was agreed to put some plastic fencing around the platform area to prevent children playing on it – <b>ACTIONS</b> – Cllr Turner-Scott and Cllr Roberts to organise.</li> <li>ii. Use of CCTV – Following advice received from the Police it was agreed to purchase some CCTV warning signs for the play area – <b>ACTIONS</b> – Clerk to arrange purchase.</li> </ul> <p>b) Landslide Parsonage Lane – The Clerk reported that the matter had been reported via the MyWilts App and by telephone to the Wiltshire Council out of hours highways service. The Highways Officer had advised that the JCB which was needed to move the soil was currently tasked on other priority work.</p> <p>c) Traffic Surveys carried out on Parsonage Lane, Church Street, and Lavington Hill from 29/1/24 to 4/2/24 – The Clerk referred to the summary of results which had been circulated with the agenda papers. Following further discussion it was agreed to make a request to the Police for risk assessments to be carried out on Parsonage Lane and Lavington Hill, with a view to possible Community SpeedWatch sites, and to submit a Highways Improvement Request to LHFIC for consideration of Speed bumps / cushions on Parsonage Lane. The survey results for Church Street indicated that no further action could be taken.</p> <p>d) Lavington Hill road name sign – The Clerk reported that the sign, which had previously been buried in the undergrowth had now been removed and was being re-painted by the Parish Council Handyman.</p>

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	<ul style="list-style-type: none"><li>e) Gap in Broadwell Play Area fencing – The Clerk reported that the gap had now been filled by a local contractor.</li><li>f) Any other updates – There were none.</li><li>g) New matters to report for Handyman contractor / Parish Steward (18<sup>th</sup> and 22<sup>nd</sup> April) – Clear gully on Spin Hill opposite Phone Box, remove loose stones from around repaired pot holes / Footpath, Amenity Land contractor / Wiltshire Council – pot hole near to surgery.</li><li>h) Bollard on the Clays – Cllr Stevens referred to the damage which may or may not have been caused by vandalism. A local neighbour had kindly fashioned a new part to enable the bollard to be used, and the effectiveness of the repair would be reviewed, to determine if any further action may be required.</li><li>i) Riverbank slippage in Canada Woods – The Clerk referred to the photos circulated with the agenda papers which showed the damage caused following the riverbank landslide after the recent heavy rain. Initial contact had been made with two companies, with one indicating a likely cost of around £12,500 plus the cost of obtaining the FRAP permit from the Environment Agency, to stabilize the bank, which it was thought likely could collapse further in the future if nothing was done to support it. Comments had also been made regarding the lack of daylight to the area, and possible springs, which wasn't helping to dry the area out – <b>ACTIONS</b> – Other options to be investigated and matter considered further at next Parish Council meeting.</li><li>j) Off-road motorbikes using village footpaths – Reports had been received of off-road motorbikes using footpaths MLAV27 and MLAV2 through Canada Woods – <b>ACTIONS</b> – Any further incidents to be reported to the Police and to Wiltshire Council Rights of Way department.</li><li>k) Damage to wall at bottom of steps in Roman Way, and surrounding pumping/power station on Grove Road – The Clerk referred to photos of the damage which had been circulated with the agenda papers. It was agreed in the first instance to liaise with Wiltshire Council Highways to check whether or not this was their responsibility, and review further if not – <b>ACTIONS</b> – Clerk to contact Highways.</li></ul>
23/24-246	<p><b>Community Orchard in Community Park</b></p> <ul style="list-style-type: none"><li>a) Feedback from open sessions over weekend of 13<sup>th</sup> and 14<sup>th</sup> of April (copy available on the Parish Council website for the meeting documents) – The Clerk referred to the summary of feedback received from the sessions, and some initial responses for Councillors to consider. There then followed a full discussion, during which members of the public were also invited to make comments. Grass cutting and maintenance – it was noted that the cutting of the area had been removed from the contractors contract for 2024/25. The Handyman contractor will be tasked with cutting the grass for the initial cut this year, after which the situation will be reviewed.</li><li>b) Final layout for fruit trees – It was agreed by a majority vote to move the two fruit trees adjacent to the footpath and nearest to the Beechwood houses, down to the other end of the first two rows of trees (3 votes to move, 2 votes to remain the same, 1 abstention). It was noted that the fruit trees were currently being grown in compostable bags in buckets. As it would take a number of weeks to organise the planting arrangements to ensure the community and local school children etc. could be invited to be involved, it was considered better for the health of the trees to delay planting them in their final position in Community Park until September. The Tree Council have agreed to refund half of the expenditure shortly, and the remaining amount when the trees are finally planted out.</li><li>c) Request from neighbouring resident for removal of hedges and trees growing against boundary fences – The Clerk referred to the photographs circulated with the agenda papers, and the proposal for the Parish Council to agree to cut back the level of the hedge on the Community Park boundary down to the height of the fence line of 4 Beechwood, once a year in September / October (to be reviewed the following year). Also to agree to cut the trees on the boundary of the property adjacent to the river, down to a height of 3 feet. It was proposed by Cllr Turner-Scott, seconded by Cllr Roberts, and resolved to approve this proposal – <b>ACTIONS</b> – Clerk to diarise for action in September / October.</li></ul>

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23/24-247	<p><b>Start time of Parish Council meeting</b> Following a brief discussion, it was agreed to keep the start time of the Parish Council meetings as 7.15pm.</p>
23/24-248	<p><b>Parish Council website and Facebook page</b></p> <ul style="list-style-type: none"> <li>a) Website – It was agreed that the following documents would also be uploaded to accompany the Parish Council meetings agenda from now on: Finance budget summary, minutes / notes from any of the Working or Community Groups and the Youth Council (to be redacted to only show initials rather than full names of attendees etc.), any briefing notes relating to proposed projects – <b>ACTIONS</b> – Clerk to upload documents as required.</li> <li>b) Facebook page – The Clerk referred to the two documents circulated with the agenda papers outlining the ‘rules and Admin role for the Parish Council Facebook page’. Following a full discussion two additional points were agreed for the ‘Admin Role’ document, along with the suggestion for an additional admin support volunteer to help with managing the page – <b>ACTIONS</b> – Clerk to amend and circulate the updated ‘Admin Role’ document, and suggestion of additional admin support volunteer to be covered at the next Parish Council meeting.</li> </ul>
23/24-249	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a) 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 Ann Earley – Noted.</li> <li>b) Rural Village Group – Invitation to continue with membership after end of free one-year trial – It was proposed by Cllr Turner-Scott, seconded by Cllr Taylor, and resolved to continue with membership at a cost of £50 pa – <b>ACTIONS</b> – Clerk to organise payment of subscription.</li> <li>c) Kings Road resident – Details of slurry tanks using lane and causing damage to verges and edges – Matter reported to Wiltshire Council by resident and response received – Noted.</li> <li>d) Path Maintenance Group form by Mid-Wilts Ramblers – Offer to help with footpath maintenance – Details forwarded to ‘Footpaths Working Group’ – Noted.</li> <li>e) Local Community First Responder – Request for provision of ‘Bleed Kit’ to aid in the treatment of severe haemorrhages, as an addition to the defibrillator – It was proposed by Cllr Turner-Scott, seconded by Cllr Taylor, and resolved to purchase a ‘Bleed Kit’ at an approx. cost of £107 subject to checking there is sufficient room within the defibrillator cabinet at the entrance to Woodlands Yard – <b>ACTIONS</b> – Clerk to investigate and place order as required.</li> </ul> <p><i>Other correspondence received before the meeting, but after the agenda had gone to print</i> There were none.</p>
23/24-250	<p><b>Planning applications, decisions, and any other planning issues</b></p> <ul style="list-style-type: none"> <li>a) The following planning applications received which had been considered at a Planning Committee meeting were noted – There were none.</li> <li>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> <li>i. PL/2024/01634 11 The Ham, Market Lavington. Two storey extension to front of property – No Objections</li> <li>ii. PL/2924/00922 75 High Street, Market Lavington. Reconstruction of existing timber garage as existing including a new brick plinth – No Objections</li> <li>iii. PL/2024/00396 South Lawn, Kings Road, Market Lavington. Erection of detached garage / studio and proposed entrance gates (resubmission of PL/2023/09793) – No objections with comments</li> <li>iv. PL/2023/10264 Windmill House, Kings Road, Market Lavington. Construction of new single storey steel barn for domestic storage and parking in stable yard to rear of property – No objections</li> </ul> </li> </ul>

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- c) To receive and consider planning applications / appeal notifications received after the issue of the agenda (*where the response time falls outside of the meeting schedule and an extension cannot be obtained*)  
Appeal against refusal of Planning Application PL/2022/09535 Mount Pleasant Yard, White Street, Market Lavington. Redevelopment of site including demolition of an existing building and erection of 4 no. live/work units (Sui-Generis) and 1 no. bed and breakfast (Use Class C1) – (Outline application relating to access and layout) – **ACTIONS** – Clerk to check results from recent traffic survey carried out on Lavington Hill and submit as additional comments if considered appropriate.
- d) The following recent planning application decisions made by Wiltshire Council were noted:
- i. PL/2023/09793 South Lawn, Kings Road, Market Lavington. Erection of detached garage with studio over - Refuse
  - ii. PL/2023/09813 19 Northbrook, Market Lavington. Two storey extension - Approve with Conditions
  - iii. PL/2023/09907 (LBC) & PL/2023/09155 The Barn, 2 Church Street, Market Lavington. Conversion of portion of existing attached store/workshop into boot room, with shower room behind and form internal door opening into existing kitchen. External alterations to change existing door into window into the kitchen. Installation of new timber personnel door into existing barn door and new drainage trenching into existing concrete floor. Installation of new insulated studwork wall. Internal changes to doors - Approve with Conditions
  - iv. PL/2024/00182 (Proposed Works to Trees in a Conservation Area) 6 High Street, Market Lavington. T1. Beech Tree - Up to 15% thin to canopy and reduce by up to 3 meters. T2. Apple Tree - Remove. T3. Scots Pine - Remove - growing too close to Beech tree - No Objection
  - v. PL/2024/00201 (Works to a Protected Tree) 5 Shires Close, The Spring, Market Lavington. T1 Alder T2 Norway Maple T3 Alder T4 Alder T5 Norway Maple - Reduce by up to 2 metres. T6 Willow - Pollard at a height of up to 3 metres - Approve with Conditions
  - vi. PL/2024/02761 Bouverie Lodge, Spin Hill, Market Lavington. Scots Pine – Remove - Decision Notice for a 5 Day Notice
  - vii. PL/2024/02081 (Prior Notification) Land at Freith, Freith. Proposed agricultural storage building - Prior Approval Not Required
  - viii. PL/2024/00396 South Lawn, Kings Road, Market Lavington. Erection of detached garage / studio annexe and proposed entrance gates and posts (Resubmission of PL/2023/09793) - Approve with Conditions
  - ix. PL/2024/00922 75 High Street, Market Lavington. Reconstruction of existing timber garage as existing including a new brick plinth - Approve with Conditions
- e) Planning Application 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 – Cllr Turner-Scott reported that there had been no change with regards to the status of the application, and a decision was yet to be made by Wiltshire Council as to whether or not it would go to the Wiltshire Council Planning Committee for determination.
- f) Market Lavington Neighbourhood Plan Review
- i. Feedback from call-out for volunteers to be on a Steering Group – The Clerk reported that so far only two people had come forward offering to be part of a Steering Group.
  - ii. Approaches from Agents acting on behalf of Developers – The Chairman referred to several areas in the village where Developer interest had been shown.
  - iii. Review of Neighbourhood Plan – The Chairman noted that without a review of the existing Neighbourhood Plan, the village would not be in a strong position to

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	object to any unwanted development. With this in mind, it was agreed to put a further call-out for volunteers to form a Steering Group and then reassess the situation.
23/24-251	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for March 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) It was resolved to approve the payment of 'card / on-line Payments' for April 2024, as per the schedule provided (plus the addition of 1 payment to Auditing Solutions for the Internal Audit £270), which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Roberts, seconded Cllr Turner-Scott (see appendix at end of minutes).</p> <p>c) Electrical quotes obtained for dedicated mains LV supply to be installed for the new Fire Alarm system control panel – It was proposed by Cllr Davis, seconded by Cllr Stevens, and resolved to accept the quote from DC Mortimer Electrical Services Ltd of £557.40 to carry out the work – <b>ACTIONS</b> – Clerk to advise contractors accordingly.</p> <p>d) Request from WI for contribution from Parish Council towards cost of complete overhaul of one of the raised beds in the Market Place – It was proposed by Cllr Turner-Scott, seconded by Cllr Davis, and resolved to approve a S137 grant of £62.50 for the WI – <b>ACTIONS</b> – Clerk to liaise with WI to arrange payment.</p>
23/24-252	<p><b>General Parish Matters</b></p> <p>Reference was made to a property on the High Street which was having work done, and it was questioned whether or not this had been discussed with the Conservation Officer – <b>ACTIONS</b> – Clerk to make enquiries.</p>
23/24-253	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.36pm.</p>
23/24-254	<p><b>Date of next Meeting/s</b></p> <p>Management &amp; Finance Committee Meeting – Tuesday 30<sup>th</sup> April Annual Parish Council Meeting – Tuesday 21st May 2024</p>
23/24-255	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.37pm.</p>

## Appendix

Payments for approval at April Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Handyman contractor monthly hours, and exps *	various	18/4/24	331.93	BP1
Clerk wages, and expenses **	various	18/4/24	1121.39	BP2
Mark Goddard – Footpath and EF contract 1 of 7	Various	18/4/24	887.40	BP3
Fast Hygiene – Paper hand towels OS	4450/120	18/4/24	108.00	BP4
TH White – CCTV annual service	4430/120	18/4/24	107.04	BP5
Fireline – Fire equipment annual service OS & EF	Various	18/4/24	229.02	BP6
Aussie Dave – dead tree removal MLAV16	4640	18/4/24	106.00	BP7
Community First – Annual insurance premium	4150	18/4/24	2311.44	BP8
Rialtas – Accounting software, including making tax digital feature	4190	18/4/24	362.40	BP9
Elan City – SID for Church Street	4440/130	18/4/24	2807.99	BP
Auditing Solutions – Internal audit charge	4120	18/4/24	270.00	BP

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<b>TOTAL</b>			<b>8,642.61</b>	
<b>Payments made in between meetings</b>				
SLCC – Annual subscription	4080	1/4/24	54.00	card
Community First – Clerk training course ‘Powers & Duties’ 11/4/24	4140	4/4/24	45.00	BP
Ian Myhill – clips for fixing new SID	4440/130	10/4/24	27.68	BP
Amazon – Toner cartridge for printer	4160	10/4/24	14.99	card
Ian Myhill – Heavy duty padlock for new SID	4440/130	11/4/24	24.99	BP

\* Handyman hours worked £300 (includes hourly rate increase) + Petrol allowance £9 + Paintbrushes and white spirit £22.93 = TOTAL £331.93

\*\* Clerk monthly wages £994.50 + A3 laminating pouches X60 £11.95 + adapter for microphone £5.99 + 2 microphones £64.99 + AA batteries for microphones £5.98 + Microphone stand and clip holder £21.58 + Ring binders for finance files X4 and computer paper £12.30 + fairy liquid OS X2 £2.00 + all-purpose cloths OS £2.10 = TOTAL £1,121.39