

# 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 25th June 2024** At **7.15pm in the Old School**

**Councillors Present:** Cllr Stevens (Chairman), Cllr Taylor, Cllr Roberts, Cllr Turner-Scott, Cllr Davis, Cllr Burn, Cllr Boaden (arrived at 7.21pm and left at 8.29pm), and Cllr Fraser.

**In attendance:** Seven members of the public (two arrived at 7.18pm one left at 7.39pm, one at 7.57pm and one at 8.21pm), Wiltshire Cllr Muns (left at 7.57pm), and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
24/25-22	<b>Apologies for Absence</b> None – all Councillors present.
24/25-23	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
24/25-24	<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 two formal applications had been received, copies of which had been circulated prior to the meeting. Following a brief discussion, it was proposed by Cllr Taylor, seconded by Cllr Roberts, and resolved to co-opt Duncan Poole and Suzanne Morrison as members of the Parish Council – one abstention (members of the public returned to the meeting) – <b>ACTIONS</b> – Clerk to prepare the necessary paperwork for signing at the next meeting.
24/25-25	<b>Adjournment for Public Participation</b> The meeting was adjourned at 7.18pm and resumed at 7.24pm.
24/25-26	<b>Minutes of Council meeting</b> Annual Meeting of the Parish Council held on the 21st May 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 Fraser).
24/25-27	<b>Parish Council Management and Governance</b> <ol style="list-style-type: none"><li>Recordings at meetings – The Clerk referred to the information document that had been circulated prior to the meeting detailing the methods and actions taken by some neighbouring Parish Councils for recording their meetings for administration purposes, along with a suggested approach for Market Lavington. Following a brief discussion it was proposed by Cllr Stevens, seconded by Cllr Taylor, and resolved that the Clerk would record the main Parish Council meetings and committee meetings using the 'voice memos' app, with recordings being retained for a maximum of six months. A notice would be displayed on the projector screen before the start of each meeting to advise those present that a recording of the meeting would be taking place, along with a short statement to be included on meeting agendas. Following agreement by Councillors present, the remainder of the meeting was then recorded.</li><li>Parish Council Facebook page – The Clerk reminded Councillors that the local resident currently administrating the Facebook page was only hoping to do this on a temporary basis, and that ideally two Councillors would need to come forward to take on the Admin support role. Cllr Turner-Scott offered to fill this role, and it was agreed to discuss the matter again at the July meeting to try and appoint a second person.</li><li>To appoint Parish Council representative for Market Lavington Community Hall Trust – Matter deferred to July meeting.</li><li>Parish Council Standing Orders – A full review of the Parish Council Standing Orders was undertaken, and a number of revisions agreed. It was agreed to defer consideration of the wording for section 19 (Handling Staff Matters) until the July meeting, at which time final approval for adoption of the document would be sought.</li></ol>

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	<ul style="list-style-type: none"><li>e) Code of Conduct – It was proposed by Cllr Turner-Scott, seconded by Cllr Davis, and resolved to adopt the Local Government Association (LGA) Model Councillor Code of Conduct as recommended by NALC. The Clerk reminded Councillors of the requirement to register and disclose interests via the Wiltshire Council website – <b>ACTIONS</b> – Clerk to email councillors with instructions for registering interests.</li><li>f) Councillor training – The Clerk referred to the various online and in-person training options available from WALC. Following further discussion the Clerk was tasked with obtaining some available dates from the trainer for both a Wednesday evening and possible weekend in-person training options. Dates to then be circulated to Councillors and neighbouring Parish Councils to see if any of their councillors would also be interested in attending.</li><li>g) To appoint membership of each Parish Council committee – Deferred to July meeting.</li><li>h) To elect Chairman of ‘Finance’ Committee for the coming year – Deferred to July meeting.</li><li>i) Allocation of amounts to specific projects deferred from May Meeting – It was agreed to defer allocation of specific project amounts to a future meeting when more information was available regarding project costs and possible grant funding.</li><li>j) Emergency Contact Hub Scheme – The Clerk reported that confirmation and documentation had been received from Wiltshire and Swindon Prepared that the Old School is now a designated building as part of the scheme. Information pack to be kept in the Old School kitchen drawer.</li></ul>
24/25-28	<p><b>Monthly Reports</b></p> <ul style="list-style-type: none"><li>a) <b>Wiltshire Councillor Report</b> – Cllr Muns declined to give a report this month.</li><li>b) <b>Friends of Canada Woods &amp; Community Park Community Group</b> – Cllr Fraser noted that no meeting had been held, but referred to the report document circulated with the agenda papers detailing the request from the Community Group to apply for grants when they become available over the summer, to fund various projects as detailed in the report. A meeting is being planned with a contractor who provides woodland play equipment, who will then put together some ideas for councillors and residents to consider. It was proposed by Cllr Roberts, seconded by Cllr Boaden, and resolved to give permission to the Community Group to apply for these grants when they become available (3 abstentions) – details of the specific funding requests to be included within the grant applications to be considered and finalised at the July Parish Council meeting.</li><li>c) <b>Youth Council</b> – The minutes from the meeting held on 6/6/24 having been previously circulated were noted, and there were no questions asked.</li><li>d) <b>Additional Sports Facilities Working Group</b><ul style="list-style-type: none"><li>i. The minutes from the meeting held on 27/5/24 having been previously circulated were noted, and there were no questions asked. Cllr Stevens provided the following updates - Grant application to the Area Board for the Callanetics piece of equipment has been approved.</li><li>ii. 2<sup>nd</sup> hand outdoor static gym equipment – Cllr Stevens reported that the equipment previously discussed had now been sold. Quotes from Proludic for brand new equipment had been obtained, and an opportunity for discussions about 2<sup>nd</sup> hand equipment could be pursued if Councillors were in agreement – agreement was given to investigate both options.</li></ul></li><li>e) <b>Vintage Meet 20<sup>th</sup> and 21<sup>st</sup> July 2024</b><ul style="list-style-type: none"><li>i. The Chairman invited the Event Director to address the Council, who provided an update on the preparations for the event.</li><li>ii. 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 9/6/24.</li></ul></li><li>f) <b>Footpaths Working Group</b> – The minutes from the meeting held on 11/6/24 having been previously circulated were noted, and there were no questions asked. Cllr Taylor provided the following updates – There would be working party on Saturday the 6<sup>th</sup> of July, with volunteers working on MLAV24 (The Clays up towards White Street), with the Parish Steward meeting with the group the day before. Currently awaiting delivery instructions for scalplings on MLAV13 (adjacent to the Cemetery off Drove Lane).</li></ul>

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	g) <b>To receive any other reports</b> – There were none.
24/25-29	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) MLAV2 Footpath / riverbank slippage in Canada Woods – Cllr Fraser referred to the site meeting with the Wiltshire Council Rights of Way Officer, who had indicated that unless the bank completed slipped away so as it was unusable they would not be able to help. They would however be able to help with improving the accessibility of the section of footpath behind the Beechwood houses with the provision of scalplings etc. A grant application to Wessex Water was due to be considered in the next few weeks, and if approved would cover a small portion of the likely slippage repair costs. The Rights of Way Warden had indicated his support for a Parish Council application to LHFIG to help fund the cost of the slippage repairs. It was therefore proposed by Cllr Turner-Scott, seconded by Cllr Roberts, and resolved to submit a grant funding application to Wiltshire Council for consideration by the LHFIG committee – <b>ACTIONS</b> – Clerk to prepare and submit application with support from Cllr Fraser.</p> <p>b) Retaining wall on opposite side of road at bottom of Drove Lane / trees overhanging woodland adjacent to B3098 – The Clerk referred to the site meeting with a representative from Aster, who had confirmed that Aster were responsible for the maintenance of the retaining wall and the woodland area behind. She would be referring the matter to Aster’s Survey Team who would take any actions as necessary.</p> <p>c) Any other updates – The bank slippage on Parsonage Lane had been removed by Wiltshire Council, and the Wessex Water cabinet had now been installed in Broadwell carpark.</p> <p>d) New matters to report for Handyman contractor / Parish Steward (next visit 19<sup>th</sup> &amp; 20<sup>th</sup> June) / Footpath, Amenity Land contractor / Wiltshire Council – vegetation overhanging highway obscuring visibility on corner of Church Street towards Community Hall – to report via MyWilts.</p>
24/25-30	<p><b>Correspondence Received</b></p> <p>a) From Cllr Vine – Notice of resignation from the Parish Council – Noted.</p> <p>b) From Easterton, Market Lavington &amp; Urchfont Link Scheme – letter detailing difficulty with recruiting new volunteers, and asking for any support the Parish Council can provide within the community – Currently advertising Link Scheme posters on the notice board, and on the Parish Council website, other option would be to also post on Parish Council Facebook page – <b>ACTIONS</b> – Clerk to organise.</p> <p>c) From Local resident raising concerns regarding the Community Orchard - Initial response sent to resident under advice from Chairman and Cllr Fraser. The Chairman noted that these, and similar concerns, had been addressed during the March Parish Council meeting. Given the community engagement that was undertaken to address concerns raised, any further actions regarding these issues was not considered necessary. However the Chairman noted lessons must be learnt from previous experience.</p> <p><i>Other correspondence received before the meeting, but after the agenda had gone to print</i></p> <p>d) From Local resident – Request to consider further proposal for suggestion of a ‘Ball Free Zone’ in Park Road - Following a full discussion it was agreed to arrange for an appropriate sign to be erected on the 5-bar gate on the corner of Park Road by the steps. Suggestion made for the Clerk to contact the Head of Lavington School to see if the Parish Council could help in any way with community relations – <b>ACTIONS</b> – Clerk to make contact with Head.</p>
24/25-31	<p><b>Planning applications, decisions, and any other planning issues</b></p> <p>a) The following planning applications received which had been considered at a Planning Committee meeting were 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> <p>i. PL/2024/04072 Lavington &amp; Eaterton Football Field. Erection of new Clubhouse to replace previous one damaged by wind beyond repair – No Objections.</p>

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	<ul style="list-style-type: none"><li>ii. PL/2024/03461 Market Lavington Care Home, 39 High Street. Internal alterations to the existing care home comprising the conversion of 12 close care units to provide 9 units of ancillary staff accommodation – No Objections.</li><li>iii. PL/2023/07321 79 High Street. Proposed internal alterations, extensions, double bay garage, modifications and refurbishment – No Objections</li></ul> <p>c) To receive and consider planning applications / appeal notifications 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:</p> <ul style="list-style-type: none"><li>i. PL/2023/10264 Windhill House, Kings Road. Construction of new single storey steel barn for domestic storage and parking in stable yard to rear of property - Withdrawn by Applicant</li></ul> <p>e) To review any matters referred to Planning Enforcement - There were none.</p> <p>f) Market Lavington Neighbourhood Plan Review update – First short introductory Steering Group meeting to be held on the 26<sup>th</sup> of June. Work will then start at the beginning of September with a review of the existing Neighbourhood Plan, including sites and policies, and a call for new sites will be undertaken. Minutes from the introductory meeting will be circulated in due course.</p>
24/25-32	<p><b>Land at Elisha Field, Drove Lane – Lease between Market Lavington Parish Council and The Trustees of 1<sup>st</sup> Lavington Sea Scout Group</b></p> <ul style="list-style-type: none"><li>a) To review draft lease in relation to rights that are included for the Parish Council and other users – The Chairman referred to the recent site meeting held with representatives of the Sea Scouts, Football Club and Parish Council, with discussions centering around the continued provision of storage for the Parish Council and Football Club. The Sea Scout representatives gave an undertaking for the provision of storage for both organisations, equivalent to that in the existing building i.e. approx. 15 square meters for the Parish Council, and approx. 6 square meters for the Football Club. Cllr Davis noted that whilst the frontage of any new building could not be extended much further forward due to the location of utilities and the need to preserve pitch area, there was an unusable triangle of land behind the existing building which could be used to extend the design of any new building to the rear, subject to available Scout funding, and suggested that the Parish Council could be amenable to this possibility. The proposal to the Parish Council Solicitor would therefore be to request that the matter of storage be included within the lease document, acknowledging that this could either be incorporated within the design of the new building (preferable option), or provided within permanent, weatherproof and secure container storage – <b>ACTIONS</b> – Clerk to prepare draft response to Solicitor and circulate to Councillors for their approval prior to sending.</li><li>b) To receive any other updates – There were none.</li></ul>
24/25-33	<p><b>Finance</b></p> <ul style="list-style-type: none"><li>a) Councillors received and approved the financial reports - receipts and payments details for May 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) Due to the re-scheduling of the June Parish Council Meeting from the 18<sup>th</sup> to the 25<sup>th</sup> of June, approval was obtained for the payment of 'card / on-line Payments' via email (as per the Parish Council's financial Regulations para. 6.6). The clerk provided details of two further payments which had been presented in the interim week as per the schedule provided prior to the meeting, which included copies of accompanying invoices and paperwork – It was proposed by Cllr Boaden, seconded by Cllr Taylor, and resolved to approve these additional payments (see appendix at end of minutes).</li></ul>



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	<p>c) Parish Council Lloyds Bank 6-month fixed rate deposit of £20,000 maturing 27/6/24 – The Clerk referred to the various options offered by Lloyds Bank should the Councillors wish to re-invest the maturing and/or any additional funds. It was questioned whether consideration should be given to rates offered by other financial institutions, and it was therefore agreed that the Clerk would investigate this further, and present additional options for consideration at the July Parish Council meeting.</p> <p>d) Councillors considered the one request received for Grant Funding in the 1st quarter of 2024/25 (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). It was proposed by Cllr Stevens, seconded by Cllr Davis, and resolved to approve the following payment: Wiltshire Search and Rescue £62.50.</p>
24/25-34	<p><b>General Parish Matters</b> Cllr Burn questioned what progress had been made with regards to road safety on Church Street, with Cllr Davis providing an overview of actions taken to date through the Wiltshire Council LHFIC committee. Cllr Davis questioned why the dog bin on the Clays was on the ground, offering to fix it back onto the post. Cllr Roberts referred to some green waste which had been left in a pile in the Market Place (further information obtained after the meeting and matter resolved). Cllr Fraser reminded Councillors of the request in the recent will bequest received by the Parish Council for the planting of two trees – matter to be included on July Parish Council meeting agenda. The Clerk referred to a request from the Vintage Meet Director for the Parish Council to submit an application to Wiltshire Council to post events on the new Explore Wiltshire Events App, which could be used to publicise the Vintage Meet event and any further events in the village – councillors approved the request, Clerk to submit application. It was noted that the new fire alarm system for the Old School was now operational.</p>
24/25-35	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 8.38pm.</p>
24/25-36	<p><b>Date of next Meeting</b> Parish Council Meeting – Tuesday 16th July 2024</p>
24/25-37	<p><b>Closure of meeting</b> There being no further business the meeting was closed at 8.39pm.</p>

## Appendix

Payments for approval at June Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	20/6/24	115.00	BP1
Handyman contractor monthly hours, and exps *	various	20/6/24	309.00	BP2
Clerk wages, and expenses **	various	20/6/24	1,183.00	BP3
Mark Goddard – Footpath and EF contract 3 of 7	Various	20/6/24	887.30	BP4
HMRC – 1 <sup>st</sup> qtr PAYE & NI Contributions	4030	20/6/24	97.92	BP5
D Fraser – reimburse Mulch for orchard	RR 346	20/6/24	100.00	BP6
WALC – Chairman's training	4080	20/6/24	42.00	BP7
J Taylor – Reimburse Youth Club and Planter expenses	Various	20/6/24	21.24	BP8
<b>TOTAL</b>			<b>5,081.55</b>	
Main Street Signs – New Lavington Hill sign	4430/130	20/6/24	88.80	BP

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Payments made in between meetings				
Cloud Next Parish Council website hosting fee annual charge	4180	1/5/24	59.98	card
Davies – bin for Old School	4450/120	22/5/24	12.99	Card
Amazon – 2 X CCTV signs for Broadwell	4430/130	9/6/24	9.99	Card
Certas Energy – Oil OS	4400	29/5/24	838.60	BP
Microsoft 365 – Annual subscription	4190	1/6/24	59.99	card
DC Mortimer – Electrics for new Fire Alarm OS	4440/120 to EMR 349	16/6/24	557.40	BP

\* Handyman hours worked £300 + Petrol allowance £9 = TOTAL £309.00

\*\* Clerk monthly wages £994.50 + 3 X lever arch files and 2 X ring binders £10.50 + cost of one green bin for the Muddle £70 + 6-month clerk working from home allowance (£18 X 6) £108 = TOTAL £1,183.00

Details of additional payments for approval at June Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Barefoot Signs – Signs ordered by Youth Council	4440/130 EMR 344	27/6/24	60.00	BP1
The Fire Alarm Consultancy – 50% balancing payment for new fire alarm system in Old School	4440/120 EMR 349	27/6/24	1728.60	BP2