

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 July 2024** At **7.15pm** in the Old School

Councillors Present: Cllr Stevens (Chairman), Cllr Taylor, Cllr Roberts, Cllr Davis, Cllr Boaden, Cllr Fraser, Cllr Poole, and Cllr Morrison (arrived at 7.47pm).

In attendance: Nine members of the public (one arrived at 7.16pm), Wiltshire Cllr Muns, and Carol Hackett (Parish Clerk).

	AGENDA ITEM
24/25-38	Declaration of acceptance of office The Clerk confirmed that Duncan Poole had signed his Declaration of Acceptance of Office form before the start of the meeting. Suzanne Morrison joined the meeting at 7.47pm and signed her Declaration of Acceptance of Office form.
24/25-39	Apologies for Absence Cllr Burn and Cllr Turner-Scott had sent apologies due to personal reasons, which were accepted.
24/25-40	Declarations of Interest and Dispensations to Participate a) Cllr Taylor declared an interest in item 24/25-47b as one of the payments for approval was payable to her. She took no part in the voting for this item. b) None.
24/25-41	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) 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 Roberts, seconded by Cllr Poole, and resolved to co-opt Alan Bond as a member of the Parish Council – three abstentions. It was proposed by Cllr Fraser, seconded by Cllr Stevens, and resolved to co-opt Lucy Sparkes as a member of the Parish Council (members of the public returned to the meeting) – ACTIONS – Clerk to prepare the necessary paperwork for signing at the next meeting.
24/25-42	Adjournment for Public Participation The meeting was adjourned and resumed at 7.24pm.
24/25-43	Minutes of Council meeting a) Meeting of the Parish Council held on the 25 th June 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 Fraser). b) Joint Liaison Meeting (JLC) held on the 10 th July 2024. The draft meeting minutes were noted, and no questions were asked. The following matters were considered further: i. Request from Community Hall Trust for contribution towards cost of electricity to run lights in top Community Hall carpark – The Clerk referred to the estimated cost for provision of electricity to light the top Community Hall carpark (in the region of £1,000) which had been sourced from an external contractor, noting a number of variables which could effect this calculation i.e. times that lights in operation, and any lights which may have not been operational during the year etc. Reference was made to the discussions for possible replacement of the existing sodium lights with more efficient LED ones, with agreement for quotes to be obtained by both parties for further discussion at the next JLC meeting. It was questioned whether there was any reference to covering the cost of services in the lease agreement, as this would need to be clarified before any discussion on possible contribution towards the

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	<p>cost could be concluded – ACTIONS – Copy of lease to be circulated to Councillors for comments, and matter to be referred to Parish Council Solicitor for clarification if necessary.</p> <p>ii. Amenity land surrounding the Community Hall retained by the Parish Council – The Clerk referred to the comments made at the JLC meeting for the area to be better maintained. Again, it was questioned what reference there was with regards to this in the lease agreement - ACTIONS – Copy of lease to be circulated to Councillors for comments, and matter to be referred to Parish Council Solicitor for clarification if necessary, and further discussion at September meeting. Suggestions were made as to whether the Parish Council could join the Community Hall Trust members when they carry out their regular maintenance sessions, and there had also been an offer from a local resident to help with grounds maintenance in the village, who could be asked to help with this.</p>
24/25-44	<p>Wiltshire Councillor Report Cllr Muns referred to the Wiltshire Council LHFIG committee scheduled for the 23rd of July and noted that he would be stepping down as Chair. Additional funding allocated by Wiltshire Council to highways had resulted in the approval to install traffic lights at Blackdog crossroads, hopefully in the Spring of 2025.</p>
24/25-45	<p>Parish Council Management and Governance</p> <ul style="list-style-type: none"> a) Parish Council Facebook page – Appointment of 2nd admin support person deferred to September meeting. b) To appoint Parish Council representative for Market Lavington Community Hall Trust - Matter deferred to September meeting. c) Parish Council Standing Orders – The Clerk referred to the additional information she had added to the document at para 14 detailing the procedure for reporting any Code of Conduct complaints to Wiltshire Council, as well as the revisions agreed following the review undertaken at the June Parish Council meeting. It was proposed by Cllr Boaden, seconded Cllr Roberts and resolved to approve and adopt the revised document. d) Handling Staff Matters <ul style="list-style-type: none"> i. Parish Council Disciplinary and Grievance policies – It was proposed by Cllr Stevens, seconded by Cllr Boaden, and resolved to approve the NALC model templates for use by the Parish Council. ii. Line managers for Parish Council employees (Old School Cleaner and Clerk) – Following advice received from the WALC advisor, and information from the newly approved Disciplinary and Grievance policies, the recommendation was for the Parish Council Chair to act as a liaison for the employee to approach initially, before any matters are then discussed within a new 'Staffing Committee' – Proposed Cllr Stevens, seconded Cllr Roberts and approved. e) Councillor training – Date of Wednesday 21st of August starting at 6.30pm agreed. Invitation to be extended to neighbouring parishes for their Councillors to also attend – ACTIONS – Clerk to make the necessary arrangements. f) Membership of each Parish Council committee, including new Staffing Committee – Membership of each committee was agreed – ACTIONS – Clerk to circulate updated document to councillors. g) Chair of 'Finance' Committee for the coming year – Cllr Poole put himself forward for the role – It was proposed by Cllr Stevens, seconded by Cllr Davis, and resolved to appoint Cllr Poole as Chair of the Finance Committee. h) Footpaths Working Group Terms of Reference – It was proposed by Cllr Boaden, seconded by Cllr Roberts, and resolved to approve the revised document, which included the change of name of the Group to the 'Rights of Way Working Group', subject to correction of one typo, and inclusion of reference to Working Party Risk Assessments – ACTIONS – Clerk to circulate copy of revised Terms of Reference and Risk Assessment document to Councillors for any further comments.

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24/25-46	<p>Land at Elisha Field, Drove Lane – Lease between Market Lavington Parish Council and The Trustees of 1st Lavington Sea Scout Group</p> <p>The Clerk referred to information received from the Parish Council Solicitor circulated prior to the meeting, which posed several more questions. Following a full discussion, which included input from the Sea Scout representative present at the meeting, responses to the questions were agreed: 1) Parish Council are happy for the new building to extend up to two metres to the front of the existing structure limited by the presence of utilities. The Parish Council would also be amenable to the building extending into the triangle area of land to the rear of the existing structure. 2) The Parish Council is happy with the location and size of the proposed access over our neighbouring land as per the plan provided. 3) Back in August last year we made the request, and you agreed, to add something to the lease to provide that the Scouts are required to have bi-annual meetings with the Parish Council to discuss issues arising from the operation of the new building. The Parish Council would be happy for discussions regarding ‘Scout activities using the field’ to be determined through this forum, rather than them being specified in the lease - ACTIONS – Clerk to respond to Solicitor accordingly.</p>
24/25-47	<p>Finance</p> <ul style="list-style-type: none">a) Councillors received and approved the financial reports - receipts and payments details for June 2024 (including card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.b) It was resolved to approve the payment of ‘card / on-line Payments’ for July 2024, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Boaden, seconded Cllr Fraser – Cllr Taylor abstained (see appendix at end of minutes). Cllr Poole questioned why copies of all the invoices etc. were circulated to all Councillors rather than just going through the ‘Finance’ Committee, and made reference to the production of ‘Management Accounts’, suggesting that both these matters could be discussed further outside of the meeting – ACTIONS – Meeting to be arranged with Clerk, Council Chair, and Cllr Poole (new Chair of Finance Committee).c) Parish Council Lloyds Bank 6-month fixed rate deposit of £20,000 matured 27/6/24 – The Clerk referred to the document circulated with the agenda papers detailing the various rate options for possible re-investment. Following a full discussion it was proposed by Cllr Stevens, seconded by Cllr Boaden, and resolved to invest £30,000 with Lloyds Bank in a 6-month fixed term deposit – ACTIONS – Clerk to make necessary arrangements.
24/25-48	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none">a) Traffic calming at either end of the village – The Chair referred to the documents circulated with the agenda papers which provided details of the current position. Wiltshire Cllr Muns suggested asking Wiltshire Council officers at the upcoming LHFIFG meeting for an updated forecast of how much it would cost for a Substantive bid to be prepared with detailed designs for the project. The Parish Council could then give consideration to setting funds aside for this, and investigating other forms of funding. A local resident with experience in highways matters was invited to address the Council with his thoughts on traffic management around the village, which included reference to previous traffic surveys, and possible use of speed cushions on Parsonage Lane – ACTIONS – Request for traffic calming assessment to include both ends of the village, with a phased approach to the work if necessary subject to available funding – Cllr Davis to participate in LHFIFG meeting. Clerk to submit request to Wiltshire Council to re-instate walking pavement on Parsonage Lane.b) MLAV2 Footpath / riverbank slippage in Canada Woods – Cllr Fraser confirmed success of the Wessex Water £2,000 grant application. Due to their request to fund a specific environmental part of the project, the cost of re-planting the area and cutting back the tree on the opposite bank to let in more light had been applied for. As previously agreed, an application had been submitted to LHFIFG for £5,000 which had been supported by the Wiltshire Council Rights of Way officer. The funding stream from the Environment Agency referred to at a previous meeting had not yet materialised. Another option to fund the repairs was to use some of the money from the Will Bequest, or submit a grant

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	<p>application to the National Lottery, which the Community Group were happy to go for. Cost of project would be in region of £13,350 + VAT plus cost of drawings and Environmental Agency FRAP permit – ACTIONS – To consider further following outcome from LHFIG Meeting.</p> <ul style="list-style-type: none"> c) Other updates – Parsonage Lane approved for Community Speedwatch and Police currently conducting a risk assessment. A local resident who is a retired landscaper has kindly offered to help with ground maintenance jobs around the village. d) New matters to report for Handyman contractor / Parish Steward (next visit 17th & 18th July) – focusing on Drove Lane in preparation for the Vintage Meet, and clearing vegetation from around speed limit signs / Footpath, Amenity Land contractor / Wiltshire Council. e) Two Acer trees – Cllr Fraser referred to the request made in the will legacy, and her meeting with the next-of-kin to agree a suitable position for the trees. The proposed position, which had been discussed and approved by the Community Hall Trust representatives at the recent JLC meeting, was either side of the tree next to the metal railings, at the end of the footpath, past Church Cottage, nearest to the Community Hall site. Prices for the trees approx. £200 each, to be purchased later in the year from the legacy money. f) Land on corner of St Mary’s Road and Grove Road – The Clerk referred to comments received from a local resident regarding the impact of overgrown vegetation on visibility at the junction – ACTIONS – Cllr Davis and Chair to discuss with volunteer cutting back a strip of vegetation on the lower edge. g) Spin Hill, Ledge Hill and Broadway – The Chair referred to a request received from a local resident to review existing speed limits along this stretch of road. Wiltshire Cllr Muns noted that this matter had previously been referred to the LHFIG committee, and could be reviewed again at the upcoming meeting. He also agreed to talk with Highways Officers to determine if a review of speed limits approaching the junctions would be included as part of the design for the traffic lights at Blackdog Crossroads.
24/25-49	<p>Correspondence Received None – included within other agenda items. <i>Other correspondence received before the meeting, but after the agenda had gone to print</i></p>
24/25-50	<p>Planning applications, decisions, and any other planning issues</p> <ul style="list-style-type: none"> a) The following planning applications received which had been considered at a Planning Committee meeting were noted – There were none. b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> i. PL/2024/05202 Manor House, Wick Lane. Replacement of part of the existing slate roof with new slates to match existing – No objection ii. PL/2024/04112 78/80 High Street. Removal of concrete pebble dash render to front and rear of 78-80 High Street. To be replaced with traditional lime render – No objection iii. PL/2024/04881 (tree works in a conservation area) 15 White Street. T1 & T2 – 2 X holly trees fell – No objections 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. d) The following recent planning application decisions made by Wiltshire Council were noted: <ul style="list-style-type: none"> i. PL/2024/01634 11 The Ham. Two storey extension to front of property - Approve with Conditions

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	<ul style="list-style-type: none"> 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 - Approve with Conditions e) To review any matters referred to Planning Enforcement - There were none. f) Market Lavington Neighbourhood Plan Review update – The draft minutes from the Introductory meeting held on the 26th June 2024 were noted. A member of the public present referred to the footnote at the bottom of the minutes, noting that he had withdrawn from the Steering Group not the Review itself, and wanted it noted that part of the reason he had withdrawn from the Steering Group was that he was not happy that the meeting was entirely ethical. The Chair noted that his concerns were shared, and actions were underway, suggesting he contact the Chair of the Steering Group if he wanted to take things further.
24/25-51	<p>Monthly Reports</p> <ul style="list-style-type: none"> a) Friends of Canada Woods & Community Park Community Group (Cllr Fraser) – <ul style="list-style-type: none"> i. Meeting held on 28/6/24 – Cllr Fraser referred to the draft minutes, and no questions were asked. She noted that no progress could be made at the current time, as the anticipated grant funding stream may not become available. The Group were therefore taking the opportunity to promote themselves, and would be present at the Vintage Meet, and were also looking forward to doing things next year which didn't require grant funding. Orchard planting would take place in September, and the group would be writing to the local residents about this. ii. To review ideas put forward from contractor for woodland play equipment in Canada Woods, and receive feedback from local residents – Meeting not yet held. iii. To consider and finalise details of the specific funding requests to be included within the grant application/s – Funding not currently available. b) Youth Council - Cllr Taylor noted that there would be a meeting later this week to finalise the preparations for the Treasure Hunt planned for the end of August. c) Additional Sports Facilities Working Group - Cllr Stevens reported that they had had a meeting with another sports facilities provider after going out to different companies for quotes. This company could provide the same 'static gym' style equipment at a lower price. The Clerk noted that a grant application to the Landfill Communities Grant was currently being assessed and a response was expected in the next few weeks. d) Vintage Meet 20th & 21st July 2024 - Cllr Stevens referred to the update report provided by the Event Director, and encouraged everyone to come along to the event. e) Footpaths Working Group - Cllr Taylor reported that the Wiltshire Council Rights of Way Warden will be providing scalplings over the summer months to help improve the surface of footpath MLAV13 (adjacent to the Cemetery). A Working Party was recently held on footpath MLAV24, and there was a meeting tomorrow to decide which footpath to work on next. f) Any other reports – There were none.
24/25-52	<p>General Parish Matters</p> <p>There were none.</p>
24/25-53	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The Museum Chairman provided an overview of their idea for a Village Trail identifying approximately 20 key places in the village for people to walk around and find out a bit more about. Permission was sought from the Parish Council to erect a map of the village on the front of the Old School, and also for place markers to be positioned in areas of the village owned by the Parish Council i.e. Market Place, Canada Woods, Broadwell etc. Councillors were happy to give their permission for the place markers to be erected as detailed, however it was noted that as the Old School was a listed building, permission would need to be sought from the Conservation Officer regarding positioning of the village map on the end wall – ACTIONS –</p>

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	Museum to provide details of the size and design of the map to the Clerk, for liaison with the Conservation Officer.
24/25-54	Date of next Meeting Parish Council Meeting – Tuesday 17th September 2024.
24/25-55	Closure of meeting There being no further business the meeting was closed at 9.02pm.

Appendix

Payments for approval at July Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	18/7/24	115.00	BP1
Handyman contractor monthly hours, and exps *	various	18/7/24	327.90	BP2
Clerk wages	4000/110	18/7/24	994.50	BP3
Mark Goddard – Footpath and EF contract 4 of 7	Various	18/7/24	887.30	BP4
J Taylor – Reimburse Youth Club expenses	4090	18/7/24	6.22	BP5
Colin Osborn – Reimburse shield engraving	4090	18/7/24	14.00	BP6
Wiltshire Search & Rescue – S137 grant donation	4210	18/7/24	62.50	BP7
TOTAL			2,407.42	
Payments made in between meetings				
DC Mortimer – Repairs to OS exterior security lighting	4430/120	29/6/24	208.89	BP
Kays Medical Ltd – Bleed kit for defibrillator cabinet	4480/130	11/6/24	97.36	card
Wiltshire Council – OS green waste bin	4470/120	29/6/24	70.00	card

* Handyman hours worked £300 + Petrol allowance £9 + Black bags £18.90 = TOTAL £327.90