

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 17th September 2024** At **7.15pm in the Old School**

Councillors Present: Cllr Stevens (Chairman), Cllr Taylor, Cllr Davis, Cllr Fraser, Cllr Poole, and Cllr Turner-Scott, Cllr Bond, Cllr Sparkes (left at 9.30pm).

In attendance: Six members of the public (one left at 8.21pm, one at 9.36pm, one at 9.40pm and another at 9.49pm), Wiltshire Cllr Muns (left at 8.32pm), and Carol Hackett (Parish Clerk).

Welcome and introduction from Chair, with a reminder that the meeting is recorded for administration purposes. With a limit of two hours for the meeting, the Chair reminded Councillors to treat each other with civility and respect, and bear in mind the Code of Conduct.

	AGENDA ITEM
24/25-70	Declaration of acceptance of office The Clerk confirmed that Aland Bond and Lucy Sparkes had signed their Declaration of Acceptance of Office forms before the start of the meeting.
24/25-71	Apologies for Absence Cllr Boaden had sent apologies due to work commitments, which were accepted. Cllr Roberts apologies received after the meeting for personal reasons. Absent Cllr Morrison.
24/25-72	Declarations of Interest and Dispensations to Participate a) Cllr Taylor and Cllr Stevens declared an interest in item 24/25-83c as members of the Sports Facilities Working Group, and took no part in the voting for this item. Cllr Stevens also declared an interest in item 24/25-76h (she would introduce the item then the Vice-Chair would take over). Cllr Fraser declared an interest in item 24/25-76h as Chair of the Canada Woods and Community Park Community Group. b) None.
24/25-73	Adjournment for Public Participation The meeting was adjourned at 7.16pm and resumed at 7.17pm. No public participation at this point of the meeting.
24/25-74	Minutes of Council meeting a) Meeting of the Parish Council held on the 16 th July 2024. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Taylor, seconded Cllr Poole). Cllr Turner-Scott, Cllr Bond and Cllr Sparkes abstained from the vote having not been present at the last meeting.
24/25-75	Wiltshire Councillor Report Cllr Muns referred to the Gypsy and Traveller Consultation being conducted by Wiltshire Council and urged the Parish Council and as individuals to respond. He referred to the delays in installing the pedestrian crossing adjacent to entrance to Hayefield development, with the expectation that the work will now be carried out during the October half term. He noted the Eastern Planning Committee meeting on Thursday to consider the Longfield site application.
24/25-76	Parish Council Management and Governance a) i. Social Media Policy – The Chair referred to the draft policy, one of the recommended policies for Councils to have. Following a full discussion it was proposed by Cllr Davis, seconded by Cllr Turner-Scott and resolved by a majority vote to approve the policy on the basis that the 'Market Lavington Parish Council' Facebook page should only be used for posting announcements and information, with no ability to comment. Concerns were

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raised that the 'MLPC' ID/Account holder page did provide a vehicle for people to comment on posts, and it was questioned whether this could be stopped – **ACTIONS** – Policy to be amended to reflect basis on which approval given, and to investigate further whether comments can be turned off on 'MLPC' ID page.

- ii. Parish Council Facebook page – Appointment of 2nd admin support person - deferred to October meeting.
- b) Parish Council representative for Market Lavington Community Hall Trust – Cllr Bond offered to take on this role – **ACTIONS** – Clerk to advise Community Hall Trust.
- c) Councillor training – The clerk referred to the August planned training which had been cancelled, and re-scheduled for Monday 11th November. An invitation had been extended to neighbouring parishes for their councillors to attend as well.
- d) To agree committee membership for new Councillors – Cllr Sparkes agreed to attend the Old School Committee, with Cllr Bond having previously indicated he would also stand on the Old School committee.
- e) To appoint Chair of Staffing Committee – Cllr Turner-Scott agreed to Chair this committee.
- f) Community Hall lease with Parish Council
 - i. Response from Solicitor regarding any reference to covering cost of services in the lease agreement, and consider request from Trust for contribution towards cost of electricity for top carpark lighting – Councillors reviewed response, and it was agreed to wait until quotes had been obtained for replacement LED lights, before a final decision is made regarding a possible contribution.
 - ii. Reference in lease to 'Amenity Land', actions taken to date, and consider if any further action necessary – The Clerk referred to the reference in the lease to the Amenity Land. It was noted that the area of land which required maintaining by the Parish Council (land behind top carpark wooden retaining wall, and land above footpath leading to steps down to Grove Road) had now been dealt with by the local resident who was kindly carrying out grounds maintenance work on a voluntary basis. It was recognised that this would need to be added to a list of areas that would need regular attention.
- g) To agree allocation of funds to specific projects – Cllr Poole noted that he had met with the Clerk to discuss various finance matters. It was recognised that the gym equipment and work to repair the bank of MLAV2 were the two current priority projects as previously identified. He noted the distinction between Parish Council issues i.e. repairs to the footpath, which should be funded by the Parish Council, and standalone projects which could be initiated by Working and Community Groups, with the agreement of the Parish Council i.e. gym equipment. It was questioned whether joint applications could be made. He then referred to some new 'Project Control Sheets' that he was proposing be used, and there would be the opportunity to introduce this proposal at a short meeting to be held immediately before the October Parish Council meeting, along with the idea for profile expenditure monitoring for next year's budget, and the allocation of funds for specific projects.
- h) To consider concerns raised by parishioner regarding governance of Parish Council – The Chair provided an overview of the circumstances leading to the Chairman's resignation in May, and detailed the steps that had been taken since then with regards to new policies, Code of Conduct and training. She then handed over to Cllr Davis to lead the remainder of this item. Cllr Davis noted the guidance that had been sought already, and the Clerk noted the on-going process of updating and initiating new policies, as recommended by WALC, which would be undertaken over the course of the year as previously agreed. Cllr Davis offered councillors the opportunity to comment regarding the concerns raised, and comments were received from a member of the public. He then made a proposal for Councillors who had been on the Council long enough to be familiar with the background of this item, to contact him outside of the meeting with their comments. He would then map this against the communication received from the parishioner, to formulate a response to the specific matters detailed, and to ask for further information on un-specific matters If required.
- i) Community Engagement Parish Newsletter – Cllr Stevens noted the importance of community engagement, and with the Neighbourhood Plan review starting it had

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	<p>prompted the discussion of a hard-copy quarterly Newsletter. Ideas of format and prices were provided, and possible content was suggested. Following further discussion, it was agreed to investigate the proposal further, with a draft of the first issue to be presented at the October meeting.</p> <p>j) Christmas 2024 arrangements – The idea of Carol Singing was suggested – ACTIONS – Cllr Bond to investigate. Community Minded Person & Young Person of the Year award to be run as in previous years, but the decision was made not to have a Christmas tree in the Market Place, but rather concentrate on the lights themselves – ACTIONS – Clerk to liaise with Trinity Church, the Magazine Editor and the supplier of the Christmas tree.</p> <p>k) Complaints Procedure Policy – Councillors reviewed the draft policy and following a full discussion it was agreed that the policy should include an assessment criteria flowchart – ACTIONS – Clerk to make the necessary amendments for consideration again at the October meeting.</p>
24/25-77	<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 the 'Agreement for Lease' (AFL) and annexed draft lease received from the Parish Council's Solicitor along with an accompanying letter of explanation, all of which had been circulated with the agenda papers. It was proposed by Cllr Taylor, seconded by Cllr Turner-Scott and unanimously resolved to approve the AFL – ACTIONS – Two signatories to sign AFL at end of meeting and Clerk to return to Solicitor.</p>
24/25-78	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for July and August 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 August and September 2024, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Stevens, seconded Cllr Poole.</p> <p>c) Lloyds Bank account signatories – The Clerk noted that unfortunately the previous attempt to add some additional signatories to the bank account had timed-out, so it would be necessary to start again. It was agreed that Cllr Turner-Scott, Cllr Poole, Cllr Stevens, Cllr Taylor, and Cllr Bond would be added as signatories – ACTIONS – Clerk to start process, with new signatories to action the email they receive from Lloyds Bank.</p> <p>d) Requests received for Grant Funding in the 2nd 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). The Clerk noted that £125 of funding was normally allocated per quarter, with the donation for the Remembrance Day wreath being made in this quarter. There had however been a couple of other applications, so she proposed adding the funding together for two quarters i.e. £250. With this in mind it was proposed by Cllr Turner-Scott, seconded by Cllr Stevens and resolved to make the following donations: £75 Remembrance Day Wreath, £87.50 Tuesday Club, and £87.50 Toddler Group.</p> <p>e) Quarterly check of Parish Council accounts by Chairman of Finance committee as at 31/7/24 – Cllr Poole Reported that he was satisfied that the accounts appeared in order.</p> <p>f) Consider purchase of litter bin for top Community Hall carpark – The Clerk referred to the report circulated with the agenda papers. It was proposed by Cllr Turner-Scott, seconded by Cllr Poole, and resolved to purchase a Glasdon 'Topsy Royale' bin (option 1) to be paid for from the Legacy money – ACTIONS – Clerk to order and organise installation.</p> <p>g) External Audit for the year ending 31/3/24 – The Clerk referred to the External Auditors report which had been circulated with the agenda papers. It was noted that the amendment that had been required to the AGAR had been in reference to the 'total borrowings' figure, and that this was due to the incorrect figure being provided by the Public Works Loans Board (PWLb). Councillors noted and accepted the report.</p>

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24/25-79	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none">a) LHFIG Meeting 23/7/24 – Cllr Davis referred to the three requests from the Parish Council currently under consideration. The main project being traffic management at both ends of the village, which although beyond the financial support of LHFIG, remained on the agenda whilst alternative sources of funding were being sought. Additional information was being sought regarding land ownership details regarding the request for financial support towards repairs of the MLAV2 where it had slipped down towards the river – ACTIONS – Clerk to provide details of Parish Council ownership. With regards to the joint application with Easterton Parish Council to review speed limits on Kings Road, the metro count required was still outstanding – ACTIONS – Clerk to follow up with Easterton Parish Council. The Clerk noted that the request for speed cushions on Parsonage Lane had been omitted from the agenda, so would be considered at the meeting in October. Cllr Davis noted that all the LHFIG funding had now been allocated for 2024/25 so it was likely that this request would be deferred for consideration until the next financial year.b) Cutting of hedge and tree on Parish Council land – The Clerk referred to the two incidents and noted that formal letters and visits had been made to the residents concerned, which had resulted in a mutual understanding and agreement to work together.c) Any other updates – The Clerk noted that some volunteers had kindly cleared around the exterior of the Old School and an email of thanks had been sent.d) New matters to report for Handyman contractor / Parish Steward (next visit 18th & 19th September) - Cllr Taylor to meet with Steward regarding footpath MLAV25. No entry sign Parsonage Lane obscured by branches. Walking pavement on Parsonage Lane overgrown and bank slipped / Wiltshire Council – Gullies on Spin Hill and Drove Lane. Jobs to carry out with own resources: Entering village from Easterton verge needs cutting back. 30mph speed limit sign Spin Hill obscured by vegetation. <p>At this point in the meeting the Chair noted that there was only 15 minutes left in order to keep within the 2-hour meeting length, and asked how Councillors felt about continuing past this time to try and finish the agenda – approval given by Councillors.</p> <ul style="list-style-type: none">e) Deliberate starting of fire in Canada Woods 5/8/24 – Cllr Fraser noted that the incident had been reported to the Police and the PCC. The Police had concluded that they were unable to take the matter any further, other than having more presence in the village.f) Grounds maintenance of Parish Council assets and areas of responsibility – A local volunteer was happy to give time to the Parish Council helping with grounds maintenance work, and had put forward a request for having a unit next to his house on Parish Council land to store his equipment. Councillors raised concerns regarding this proposal, and the suggestion was made to offer use of one of the Old School rear buildings – ACTIONS – Clerk and Chair to investigate this further. Ownership and maintenance of the bed by Broadwell, and the flowers in an unused litter bin in the Market Place were questioned – Broadwell owned by Parish Council and maintained by local resident. Unused Litter bin not Parish Council responsibility.g) Toposcope – Cllr Bond kindly agreed to take on responsibility for ensuring the lettering and information plate was maintained, with Cllr Davis offering his help as well. Following further discussion it was agreed to arrange a small working party every spring to carry out this work – ACTIONS – Clerk to send Cllr Bond details of maintenance work carried out, and diarise annually for April.h) Wiltshire Council consultation on application to record public bridleway rights over part of Drove Lane – The Chair referred to the documentation circulated with the agenda papers. Following a full discussion it was agreed that the Parish Council would not comment on the application.
24/25-80	<p>Correspondence Received</p> <ul style="list-style-type: none">a) Royal Mail – Explanation for why post box on corner of High Street and Parsonage Lane has been removed, and that will only be reinstated if there isn't a post box within half a mile of at least 98% of customers letter-box – Noted.b) British Army Motorsport Association – Notice of 4x4 Navigation event during the evening of 30/11/24 which will border or pass through parish – Noted.

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	<ul style="list-style-type: none">c) Motion Picture Licensing Company Ltd – Reminder if show films or television programmes on premises need a licence – Licence not required, company advised – Noted.d) Strategic Planning Wiltshire Council – Notification of consultation on the pre-submission draft Gypsies and Travellers Development Plan Document (comments by 4/10/24) – Information circulated to Councillors – ACTIONS – Clerk re-circulate information and Councillors to email her any comments.e) Kelston Farms – Contact regarding increase in walkers and horse riders not keeping to designated footpaths – Following a full discussion it was agreed to ask Kelston to ensure the designated footpaths are identifiable, particularly those across fields, and a notice would be placed in the magazine reminding users to keep to designated footpaths – ACTIONS – Clerk to action. <p><i>Other correspondence received before the meeting, but after the agenda had gone to print</i></p> <ul style="list-style-type: none">f) Email of resignation from Cllr Burn – Wiltshire Council advised and will display statutory notice when received – Noted.
24/25-81	<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 Planning Committee meeting 23/7/24<ul 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 – Amended Plans / Additional information submitted by applicant.<p>It was proposed by Cllr Boaden, seconded by Cllr Davis, and resolved to submit the following response (4 abstentions) - The Parish Council do not feel they have a mandate to go against the Neighbourhood Plan, and therefore retains its current position, and objects to the application.</p>ii. PL/2023/10332 Land South of Potterne Park Farm, nr Potterne. 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 - Amended Plans / Additional information submitted by applicant. <p>It was proposed by Cllr Boaden, seconded by Cllr Taylor, and resolved to submit the following response (1 abstention) – The Parish Council considers that there have been no significant changes, and there are still a number of important unanswered questions outstanding. It therefore retains its current position, and objects to the application on the same grounds.</p> 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/2024/05922 & PL/2024/05747 36-37 Rochelle Court. Installation of a Serve-Locker prescription collection machine to the existing pharmacy window – No objections.ii. PL/2024/05299 Windmill House, Kings Road. Change of use of the stable yard and paddock area to domestic curtilage, Retrospective planning for two hard standings, Removal of stable block, construction of two steel framed buildings – No objections.iii. PL/2024/06678 White Knights, 34 High Street. Various tree works in a conservation area – No objections.iv. PL/2024/03208 (amended plans / additional information) Land off Fiddington Hill. Erection of 4 dwellings with attached single garages – No comment.

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	<ul style="list-style-type: none"> v. PL/2024/04072 (amended plans / additional information) Lavington & Easterton Football Field. Erection of new Clubhouse to replace previous one damaged by wind beyond repair – No objections. vi. P/2024/07101 Church Street. 7 X lime trees, remove low level suckers – No comment (Parish Council application). vii. PL/2024/07281 St Mary’s Church, Church Street. Pollard Lime trees along path leading to Church and also in front of the Old School along High Street. – No Objections. <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"> i. PL/2024/05299 Windmill House, Kings Road. Retrospective planning permission for the erection of 2no. areas of hardstanding, planning permission for the change of use of the stable yard and paddock areas to residential amenity / garden space, the demolition of the existing stable block and the erection of 2no. steel-framed buildings - Approve with Conditions. ii. PL/2024/06678 Proposed Works to Trees in a Conservation Area White Knights, 34 High Street. Proposed works to tree T1 (Holly tree - approx. 6.5m high): Reduce height by 25% to 30% and shape crown accordingly. . Proposed works to tree T2 (Bay tree - approx. 6.5m high): Reduce height by 25% to 30% and shape crown accordingly - No Objection. iii. PL/2023/07290 & PL/2023/07321 LBC Wolseley House, 79 High Street. Demolition of the existing flat roof garages; and rear flat roof kitchen extension. Construction of two-storey side extension; Removal and replacement of existing roofs over the dwelling; changes to external materials walls; roofs, and dormers; Construction of detached double bay garage, with timber feather edge boarding; Construction of Boundary Treatments; Extensive structural works, including the partial demolition and rebuilding of the front elevation, floor structure at the upper floors and replacement of the roof structure; changes to windows and doors (including refurbishment and repairs to existing windows), including installation of conservation rooflight; internal alterations - Approve with Conditions. iv. PL/2024/07281 - Proposed Works to Trees in a Conservation Area. St Marys Church, Church Street. Pollard Lime Trees along path leading to Church and also in front of the Old School along High Street - No Objection. <p>e) To review any matters referred to Planning Enforcement</p> <ul style="list-style-type: none"> i. The Barn site Spin Hill – Owner has complied with the Council’s request and flattened the remaining Moto X jumps, and removed the remaining spoil stored at the bottom of the field. No further action required. <p>f) Details of proposal from Wiltshire Council for the installation of a library opening-hours sign at the front of the Old School – The Clerk referred to the proposal documents which had been circulated with the agenda papers. Councillors confirmed their approval of the documents – ACTIONS – Clerk to advise Wiltshire Council accordingly.</p>
24/25-82	<p>Market Lavington Neighbourhood Plan Review</p> <ul style="list-style-type: none"> a) Election of Chair for Steering Group as proposed at Steering Group meeting held 26/6/24 – It was proposed by Cllr Davis, seconded by Cllr Turner-Scott, and resolved to accept the decision of the Steering Group for the election of Gerald Millward-Oliver as Chair of the Steering Group. b) Steering Group meeting held 4/9/24 & Report from Steering Group Chair <ul style="list-style-type: none"> i. To review and consider for approval Terms of Reference for Steering Group – A number of concerns were raised regarding the document, following which the

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	<p>Steering Group Chair agreed to discuss the issues raised with Wiltshire Council for their guidance and clarification. Approval of document therefore deferred until next meeting.</p> <p>ii. Draft meeting minutes 4/9/24 – The draft minutes were noted, some comments made relating to the two ‘resignations’ and ‘stepping down’ of one of the members, which were responded to by the Steering Group Chair. There were no updates, or matters to consider.</p>
24/25-83	<p>Monthly Reports</p> <p>a) Friends of Canada Woods & Community Park Community Group – Cllr Fraser referred to the Orchard planting day on Saturday 21st September, and noted that she would like to display the zipwire suggestions at the event as part of the community engagement. Copies of the initial quote obtained had been circulated to Councillors with the agenda papers, and some hard copies were also circulated at the meeting. Councillors agreed to the suggestions being displayed at the Orchard planting event.</p> <p>b) Youth Council – Due to lack of time item not covered. Cllr Taylor agreed to circulate an update to Councillors.</p> <p>c) Additional Sports Facilities Working Group</p> <p>i. Meeting held 2/9/24 - Due to lack of time item not covered.</p> <p>ii. Quotes received for new gym style equipment at Elisha Field, and formally approve preferred supplier – The Chair referred to the report circulated with the agenda. It was proposed by Cllr Turner-Scott, seconded by Cllr Davis, and resolved to appoint Caloo as the equipment supplier.</p> <p>iii. Update on funding sources for new equipment, and approve Parish Council contribution – The Clerk referred to the report circulated with the agenda papers, noting that the Parish Council contribution required to complete the funding for the project was £2,536.25. It was proposed by Cllr Turner-Scott, seconded by Cllr Poole, and resolved to approve this contribution – ACTIONS – Clerk to process payment required for Landfill Communities Grant to complete the grant application, and when formally approved to formally place an order for the equipment with Caloo.</p> <p>iv. To review design and layout options for new equipment and agree positioning of equipment – The Chair referred to the report circulated with the agenda papers, noting the comments received from neighbouring residents, which included concerns regarding possible anti-social behaviour. She noted her proposal to contact the local secondary school and offer to work with them to address this matter. Contact would also be made with the Scouts and Youth Council. It was proposed by Cllr Turner-Scott, seconded by Cllr Bond, and resolved to site the new equipment parallel with the carpark hedge with the basket ball hoop on (Cllr Stevens and Cllr Taylor abstained from the vote).</p> <p>v. To receive any other updates, and consider any other matters as necessary – There were none.</p> <p>d) Vintage Meet 20th & 21st July 2024 - Cllr Turner-Scott noted that the event had raised over £16,000 after expenses. £10,000 of that had been donated to Wiltshire Air Ambulance, and the remaining £6,000 is currently available to village organisations to apply for grants. Any money left over will be kept in the account towards funding any future village events.</p> <p>e) Rights of Way Working Group - Due to lack of time item not covered. Cllr Taylor agreed to circulate an update to Councillors.</p> <p>f) Chairman’s Charity Account - Due to lack of time item not covered.</p> <p>g) Any other reports – There were none.</p>
24/25-84	<p>General Parish Matters Due to lack of time item not covered.</p>
24/25-85	<p>Adjournment for Public Participation (maximum of 5 minutes) Due to lack of time item not covered.</p>

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24/25-86	Date of next Meeting Parish Council Meeting – Tuesday 15th October 2024. Old School Committee Meeting – Tuesday 22 nd October 2024.
24/25-87	Closure of meeting There being no further business the meeting was closed at 9.53pm.

Appendix

August Payments for approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages (new cleaner)	4000/120	22/8/24	57.50	BP1
OS Cleaner – monthly wages (out-going cleaner)	4000/120	22/8/24	86.25	BP2
Handyman contractor monthly hours, and exps *	various	22/8/24	405.15	BP3
Clerk wages and exps **	Various	22/8/24	1004.11	BP4
Mark Goddard – Footpath and EF contract 5 of 7	Various	22/8/24	887.30	BP5
D Fraser – Friendly Friday expenses	RR 329	22/8/24	6.40	BP6
J P Robinson – Councillor Training	4080	22/8/24	300.00	BP7
TOTAL			2,746.71	
Payments made in between meetings				
Amazon – Printer cartridge	4160	5/8/24	12.99	card
Royal Mail – Postage not paid by sender	4160	8/8/24	1.50	card

* Handyman hours worked £375 + Petrol allowance 11.25 + Black bags £18.90 = TOTAL £405.15

** Clerk wages £994.50 + OS cleaning materials £9.61 = TOTAL £1,004.11

September Payments for approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	19/9/24	115.00	BP1
Handyman contractor monthly hours, and exps *	various	19/9/24	309.00	BP2
Clerk wages and exps **	Various	19/9/24	998.99	BP3
Mark Goddard – Footpath and EF contract 6 of 7	Various	19/9/24	887.30	BP4
HMRC – 2 nd qtr PAYE and NI contributions	4030/110	19/9/24	97.92	BP5
PKF – External audit fee	4120	19/9/24	504.00	BP6
TOTAL			2,912.21	
Payments made in between meetings				
NONE				

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

** Clerk wages £994.50 + OS cleaning materials toilet rolls X24 £4.49 = TOTAL £998.99

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