

# 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 15th October 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 Roberts, and Cllr Boaden (arrived at 7.23pm).

**In attendance:** Eleven members of the public (one arrived at 7.34pm and another at 8.15pm) (three left at 7.50pm, one at 7.57pm, one at 8.25pm), Wiltshire Cllr Muns (left at 7.49pm), and Carol Hackett (Parish Clerk).

Welcome and introduction from Chair, with a reminder that the meeting is recorded for administration purposes. The Chair referred to concerns raised regarding Councillor conduct following the last Parish Council meeting, and reminded Councillors of the need to treat each other, and members of the public with civility and respect, and bear in mind the Code of Conduct.

	<b>AGENDA ITEM</b>
24/25-94	<b>Apologies for Absence</b> There were none. <b>Absent</b> Cllr Morrison, and Cllr Sparkes.
24/25-95	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr Fraser declared an interest in item 24/25-103b as one of the payments for approval was payable to her, and took no part in the voting for this item. Cllr Stevens declared a personal interest in item 24/25-107c with the Youth Club being a recipient of funding from the Vintage Meet 2024 profits, and took no part in the voting for this item. b) None.
24/25-96	<b>Adjournment for Public Participation</b> The meeting was adjourned at 7.16pm and resumed at 7.17pm. Member of the public noted that he was still waiting for a response to his correspondence sent to the Parish Council, with reassurance given that a response was being prepared. Reference was made to the amount of dog faeces on the walking pavement on Parsonage Lane – <b>ACTIONS</b> – Clerk to arrange for notice to be placed on Facebook and in the Magazine, along with signage on the bank.
24/25-97	<b>Minutes of Council meeting</b> Meeting of the Parish Council held on the 17 <sup>th</sup> September 2024. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record, subject to correction of typo in item 24/25-70 (proposed Cllr Tuner-Scott, seconded Cllr Taylor). Cllr Fraser and Cllr Bond abstained from the vote. Cllr Boaden and Cllr Roberts abstained from the vote having not been present at the last meeting.
24/25-98	<b>Wiltshire Councillor Report</b> Cllr Muns referred to the traffic lights on Lavington Lane which could remain in situ for up to 6 weeks to install the pedestrian crossing adjacent to entrance to Hayefield development, and noted that the Wiltshire Council Local Plan had gone through full Council today. He then referred to a motion he had submitted to full Council regarding the use of private motor vehicles.
24/25-99	<b>Market Lavington Neighbourhood Plan Review</b> i. Steering Group Meeting 1/10/24 – The draft minutes were noted, and one question asked regarding the proposal to re-tender for the role of Planning Consultant to support the Plan review. The Chair invited the Chair of the Steering Group to address the Council, who then explained the reasons why the Steering Group considered this necessary – the expected increase in number of homes to be required, greater focus on environmental issues, and subsequent implications of this, had meant the brief had

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	<p>changed since first issued, which would inevitably involve more work than originally anticipated, and as such needed to be re-visited. The Steering Group Chair provided the following updates – The call for sites would be going out by the end of October, the website should be up by next week, and the front page and one inside page of the November magazine will be carrying details of the call for sites. Public consultation will be carried out in January.</p> <ul style="list-style-type: none"> <li>ii. Terms of Reference for Steering Group – The Chair referred to the updated document circulated with the agenda papers. It was proposed by Cllr Boaden, seconded by Cllr Roberts and resolved to approve the document.</li> <li>iii. Planning Consultant – It was proposed by Cllr Boaden, seconded by Cllr Roberts, and resolved to approve the proposal from the Steering Group to re-tender for the role of Planning Consultant to support the Plan review, based on the revised brief.</li> <li>iv. Locality/Groundworks Technical Support – It was proposed by Cllr Boaden, seconded by Cllr Turner-Scott and resolved to approve submission of an application to Locality/Groundworks for Technical Support to carry out a site assessment following the ‘call for sites’ process, and help with design code policies, and possible housing needs survey.</li> </ul>
24/25-100	<p><b>Parish Council Management and Governance</b></p> <ul style="list-style-type: none"> <li>a) Parish Council Facebook page – Cllr Stevens agreed to take on the role of additional Admin support person.</li> <li>b) Traffic management through the village – The Clerk referred to the recent advice received from Wiltshire Council regarding the requirement for a Feasibility study to be undertaken, which in turn could be used to prepare an application for a ‘substantive bid’ application’ to potentially unlock funding to carry out any improvement work identified. Cllr Muns noted that the cost for the study would be between £15 to £25K, which realistically was outside the budget for LHFIG, and noted that another option could be to approach a developer – <b>ACTIONS</b> – Option to approach a developer to be progressed.</li> <li>c) Allocation of funds to specific projects (deferred from June meeting) – It was noted that the footpath slippage had been given priority at the pre-meeting – It was proposed by Cllr Turner-Scott, seconded by Cllr Bond and resolved to use the legacy money to fund the repairs if grant funding could not be obtained before the work would be carried out in the Spring.</li> <li>d) Community Engagement Parish Newsletter – Review draft 1<sup>st</sup> issue – Item deferred until November meeting.</li> <li>e) Christmas 2024 arrangements – Following a full discussion the following arrangements / actions were agreed – <b>ACTIONS</b> – Cllr Davis to check stock of lights to determine if others needed. Cllr Taylor indicated that the Youth Council may want to purchase a light fitting depending on cost etc. and that they would like to be involved in helping put up the lights in the Market Place. Lights to be put up weekend of 30<sup>th</sup> November / 1<sup>st</sup> December. Clerk to liaise with Trinity Church with regards to awarding the Community Minded Person of the year awards.</li> <li>f) Complaints Procedure Policy – Following a full discussion it was agreed that there was still elements of the procedure which wouldn’t work in practice. With this in mind it was agreed to consider the policy further including production of a template for completion when making a complaint – <b>ACTIONS</b> – Clerk to work with Cllr Fraser and Cllr Bond to produce a final draft policy and template.</li> <li>g) Finance Committee (formally Management &amp; Finance Committee) Terms of Reference – It was proposed by Cllr Boaden, seconded by Cllr Fraser and resolved to approve the updated document.</li> </ul>
24/25-101	<p><b>Parish Councillor vacancies</b></p> <p>The Clerk reported that she had received a note of interest regarding the current vacancies on the Parish Council, but as yet no formal application had been received.</p>
24/25-102	<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) Agreement for Lease (AFL) – The information received from the Solicitor detailing the</li> </ul>

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	<p>process that follows signing of the AFL was noted, and no questions raised.</p> <p>b) Site Plan – Councillors had no objections to accepting the revised plan submitted by the Scouts which included a possible storage facility for equipment at the rear of the site.</p>
24/25-103	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for September 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 October, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Roberts, seconded Cllr Boaden (Cllr Fraser abstained from the vote).</p> <p>c) Quotes for replacement Old School boiler – The Clerk referred to the summary of quotes received which had been circulated prior to the meeting. Following a full discussion it was proposed by Cllr Turner-Scott, seconded by Cllr Boaden and resolved to approve the quote from Jim Forrester at a cost of £4,400 – <b>ACTIONS</b> – Clerk to liaise with Contractors accordingly. It was noted that with the current lack of heating in the hall, damp patches were already appearing on the walls – <b>ACTIONS</b> – Use of de-humidifier to be investigated.</p>
24/25-104	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Updates – There were none.</p> <p>b) New matters to report: Parish Steward (next visit 17<sup>th</sup> &amp; 21<sup>st</sup> October) – Flooding at bottom or Northbrook, residual mud on road surface and possible blocked gully. Cllr Taylor noted that she was meeting with the Parish Steward to discuss footpath MLAV9</p> <p>c) Amenity Land bottom of Ladywood – Cllr Stevens and Cllr Fraser noted that they had recently discussed this matter, and arrangements were now in place to cut back the blackthorn hedgerow to reinstate the width of land.</p>
24/25-105	<p><b>Correspondence Received</b></p> <p>a) Trinity Church – Invitation for Parish Council to participate in 2024 Community Nativity video – The Council accepted the invitation – <b>ACTIONS</b> - Clerk to liaise with Trinity Church regarding the arrangements</p> <p>b) Independent Remuneration Panel review of city, town and parish allowances within the Wiltshire Unitary authority area – It was agreed not to submit a comment.</p> <p>c) Local resident – Concerns regarding speeding on Parsonage Lane – Discussed during pre-meeting (minute number 24/25-91a).</p> <p><i>Other correspondence received before the meeting, but after the agenda had gone to print</i> No further correspondence.</p>
24/25-106	<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 had not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> <li>i. PL/2024/07221 Weathertop, Parham Lane. Erection of a permanent rural workers dwelling and associated works – No Objection.</li> <li>ii. PL/2024/07119 Land South East of Elm View, Kings Road. Conversion of outbuildings to residential – comment: not considered as infill.</li> <li>iii. PL/2024/05922 &amp; PL/2024/05747 36-37 Rochelle Court. Installation of a Servi-Locker prescription collection machine to the existing pharmacy window – No Objection.</li> <li>iv. PL/2024/06588 54 High Street. Gable ended canopy porch on gallows brackets above front door to property (facing High Street) – No Objection.</li> </ol> <p>c) To receive and consider planning applications / appeal notifications received after the</p>

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	<p>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/2024/04881 - Proposed Works to Trees in a Conservation Area.15 White Street. T1 &amp; T2 - 2 x Holly trees – fell - No Objection</li><li>ii. PL/2024/04112 - 78/80 High Street. Retrospective removal of concrete pebble dash render to front and rear of 78 - 80. To be replaced with traditional lime render - Approve with Conditions</li><li>iii. PL/2024/05202 - Works to a Listed Building Address: Manor House, Wick Lane, Littleton Panell. Replacement of part of the existing slate roof with new slates to match existing - Approve with Conditions</li><li>iv. PL/2024/04072 - Lavington &amp; Easterton Football Field. Erection of new Clubhouse to replace previous one damaged by wind beyond repair - Approve with Conditions</li><li>v. PL/2024/07101 - Proposed Works to Trees in a Conservation Area Church Street, SN10 4DT. 7 x Lime trees - remove low level suckers - No Objection</li><li>vi. PL/2024/03208 - Land off, Fiddington Hill. Erection of 4 dwellings with attached single garages - Approve with Conditions</li><li>vii. PL/2024/09114 – Car park Gyes Old Yard. Red Birch Tree (dead) remove – Tree Classified as Dead &amp; Dangerous and can be removed</li></ul> <p>e) The following updates on matters referred to Wiltshire Council Planning Enforcement were noted: There were none.</p> <p>f) The following recent planning appeal decisions were noted:</p> <ul style="list-style-type: none"><li>i. Appeal ref: APP/Y3940/W/23/3335592 Mount Pleasant Yard, White Street. (Planning application PL/2022/09535). The appeal is dismissed</li></ul>
24/25-107	<p><b>Monthly Reports</b></p> <p>a) <b>Friends of Canada Woods &amp; Community Park Community Group</b></p> <ul style="list-style-type: none"><li>i. Orchard Planting Day 21/9/24 – Cllr Fraser noted that the event had been well attended, and formally thanked those who had attended. It was noted that the claim for the Branching Out Grant had now been submitted.</li><li>ii. Monitoring of Orchard – Cllr Fraser noted that an offer of a wildlife camera to monitor the site had been received. Following a full discussion, use of the device was not considered appropriate, however agreement was given to put a sign up in the area indicating that there was CCTV.</li><li>iii. Proposal for zipwire – Cllr Fraser noted that with no funding opportunities currently available, only one quote having been obtained, and further consultation required with the local community, the proposal was not yet ready to be considered by the Parish Council.</li></ul> <p>b) <b>Youth Council</b> Meeting held 10/10/24 – Cllr Taylor referred to the draft minutes which had been circulated prior to the meeting. No questions were raised, updates received, or matters considered further.</p> <p>c) <b>Vintage Meet 2024 event</b> – The Chair invited the Event Director to address the Council and answer any questions. He referred to the report circulated prior to the meeting which detailed the recommendations of the Village Project Grant Application Panel for allocation of profits from the event. It was noted that all the organisations who had submitted applications had been awarded some funding. It was proposed by Cllr Boaden, seconded by Cllr Taylor and resolved to accept the recommendations of the Panel (Cllr Stevens abstained from the vote) – <b>ACTIONS</b> – Clerk to liaise with Event Director to organise payment of grants.</p> <p>d) <b>Rights of Way Working Group Meeting held 9/10/24</b> - Cllr Taylor referred to the draft minutes which had been circulated prior to the meeting, with no questions being raised.</p>

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	<p>As an update, she referred to footpaths MLAV2 and 3 and WLAV45 noting that Daunstey School wanted to make their site secure, so some proposals had been put forward. She sought approval from Councillors to attend a site meeting with Dauntsey School, other adjacent landowners and representative from West Lavington Parish Council to discuss the proposals further – Councillors gave their approval.</p> <p>e) <b>Chairman’s Charity Account</b> – The Clerk referred to the finance report circulated with the agenda papers detailing the position as at the 30<sup>th</sup> of September, noting that following payment of the grants approved there would still be some funds left in the account to help support any future events that the Parish Council may wish to organise</p> <p>f) <b>Any other reports</b> – There were none.</p>
24/25-108	<p><b>General Parish Matters</b></p> <p>Cllr Taylor asked if funds could be allocated to purchase compost and new daffodil bulbs for re-planting the phone box on the corner of Parsonage Lane, noting that Lavington &amp; District Gardening Club had kindly agreed to organise purchase of the plants – approval given as funds already allocated within the budget for this. Reference was made to the PIR light above the slope at the front of the building, noting that it was only being triggered when someone walked up the slope, but not if they were approaching from the steps – agreement given to approach electrician regarding changing to a dual-sensor. Cllr Stevens referred to the on-going issues with blocked gulleys and drains around the village, and questioned if it would be prudent to have a more proactive approach to this, with the suggestion of an appointed Flood Warden, and/or someone who would be prepared to take on the role of monitoring, and if possible, clearing the drains. Cllr Bond kindly agreed to take on the role of monitoring the drains.</p>
24/25-109	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>Concerns were raised regarding any work which might be done to widen the ‘walking pavement’ on Parsonage Lane, noting that any disruption to plant roots could destabilise the bank and cause further slippages. An update regarding improvements at Blackdog crossroads was requested, and it was noted that the installation of traffic lights was due to take place in Spring 2025. Cllr Fraser referred to the Wessex Water grant received, part of which included reducing the level of one of the trees on the far side of the riverbank on footpath MLAV2 to improve light getting to the area, and questioned if this work should now go ahead with the repairs to the bank due to take place in the Spring. It was agreed to discuss this fully at the November meeting.</p>
24/25-110	<p><b>Date of next Meetings</b></p> <p>Old School Committee Meeting – Tuesday 22<sup>nd</sup> October 2024  HRAF Committee Meeting – Tuesday 5<sup>th</sup> November 2024  Cllr Training session – Monday 11<sup>th</sup> November 2024 6.30pm  Parish Council Meeting – Tuesday 19<sup>th</sup> November 2024</p> <p>Finance Committee Meeting - Date to be confirmed</p>
24/25-111	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 8.38pm.</p>

## Appendix

October Payments for approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Handyman contractor monthly hours, and exps *	various	17/10/24	338.74	BP1
OS Cleaner – monthly wages	4000/120	17/10/24	115.00	BP2
Clerk wages	4000/110	17/10/24	994.50	BP3
Mark Goddard – Footpath and EF contract 7 of 7	Various	17/10/24	887.30	BP4
D Fraser – Reimburse cost of water used to water	4640/130	17/10/24	15.48	BP5



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trees in pots prior to planting out Orchard in September				
Toddlers – S137 grant	4210	17/10/24	87.50	BP6
Tuesday Club – Grant as per 24/25 budget	4200	17/10/24	500.00	BP7
West Lavington Youth Club – Grant as per 24/25 budget	4200	17/10/24	2722.50	BP8
Roundstone Catering – Service OS dishwasher	4430/120	17/10/24	192.00	BP9
MKV Total Property Maintenance – Repair blocked OS sink	4430/120	17/10/24	68.15	BP10
Earl Haig Fund – Remembrance Day Wreath – S137	4210	15/10/24	75.00	3035
<b>TOTAL</b>			<b>5,996.17</b>	
<b>Payments made in between meetings</b>				
Hills Waste Solutions – Third Party contribution Landfill Communities Grant	4440/130 EMR 330	19/9/24	798.75	BP
DC Mortimer Electrical – Replace emergency light OS	4430/120	25/9/24	142.23	BP
Glasdon – Litter Bin Community Hall carpark	4440/130 RR 348	2/10/24	264.11	card
Timpson – 3 spare keys for OS sheds	4430/120	9/10/24	30.00	card
Enix Ltd – Website hosting and domain for Neighbourhood Plan 2 website	4180 RR 352	10/10/24	79.80	BP

\* Handyman hours worked £300 + Petrol allowance £9 + Black bags £21.90 + Petrol for hedge trimmer £7.84 = TOTAL £338.74