

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 **Highways, Recreation, Amenity and Footpaths (HRAF) Committee**
Meeting of the Parish Council
held on Tuesday 5th November 2024
At 7.15pm in the Old School

Councillors Present: Cllr Roberts (Chairman), Cllr Stevens, Cllr Davis, Cllr Taylor, and Cllr Fraser.

In attendance: Five members of the public and Carol Hackett (Parish Clerk).

	AGENDA ITEM
24/25-123	Election of Chair There being no other nominations, it was proposed by Cllr Fraser, seconded by Cllr Taylor, and resolved to elect Cllr Roberts as Committee Chair for the municipal year 2024/2025.
24/25-124	Apologies for Absence Cllr Boaden had sent apologies due to work commitments, which were accepted. Absent Cllr Morrison.
24/25-125	Declarations of Interest and Dispensations to Participate There were none.
24/25-126	Minutes of Council Committee meeting The minutes of the HRAF committee meeting held on the 28th November 2023, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Fraser, seconded Cllr Taylor).
24/25-127	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.16pm. No public participation at this point of the meeting.
24/25-128	Update on actions agreed at last or previous meetings <ol style="list-style-type: none">Pavilion Fire Risk assessment – Cllr Davis reported that he hoped to undertake the assessment shortlyTwo grit bins at Rochelle Court – The Clerk reported that Aster had given their permission for a grit bin to be located in the Market Place. As previously discussed, it was therefore agreed to move one of the bins currently located at the entrance to Rochelle Court over to the grass area where the Christmas tree was positioned. This would be done at the same time as the Christmas lights are put up (weekend of 30th November / 1st December) – ACTIONS – Cllr Stevens to check both grit bins to ascertain how full they are and circulate photos.2023 Wicksteed Play Area Inspection Reports – Update on recommendations – The Clerk noted that on further inspection the damage being caused by grass strimmer's to the play equipment posts was fairly minimal, and therefore not considered necessary to cover with protectors. She provided details of the response received from the Broadwell Play Area equipment supplier with regards to the 'splits in the timber comb' – natural thing to happen, guaranteed for 15 years, so any problem in this period would be replaced free of charge. New signage on order – ACTIONS – Clerk to advise Wicksteed accordingly before next inspection.Any other updates – There were none.
24/25-129	General HRAF Matters <ol style="list-style-type: none">Footpaths – Cllr Taylor reported that the Rights of Way Working Group were still carrying out assessments of the ROW network, taking photos etc. There was some discussion about MLAV24 and depositing of arisings on the path, and reference was made to the definitive map statement and the required width of the footpath. A request was made for

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	<p>the Clerk to write to the resident (subsequent to the meeting it was suggested that a general notice about footpaths be placed in the Magazine in the first instance). Reference was also made to the barbed wire fence on the other side of the footpath which was in poor condition – ACTIONS – Information to be provided to Clerk with photos for her to write to Landowner.</p> <p>b) Gulleys and Drains – Cllr Taylor noted she had reported the drains and gulleys on the crossing of Kings Road and Parham Lane get very flooded, causing water to rundown to nearby cottage – The Vactor machine had recently attended so will monitor the situation. Thanks were given to Cllr Bond for work on various gullies around the village. Blocked gulleys on White street were noted as jobs for the Parish Steward on his next visit. Reference was made to possible water leak at bottom of Parsonage Lane and referral to Wessex Water – ACTIONS – Photo and What3Words information to be provided to Clerk for her to contact Wessex Water.</p> <p>c) Steps leading down from top Community Hall carpark down to Grove Road – Broken step – ACTIONS – Clerk to obtain quotes for work, and approach Community Hall Trust for possible contribution.</p>
24/25-130	<p>Highways, Recreation, Amenity & footpaths Budget</p> <p>a) Review spending for this financial year – The Clerk referred to the budget document circulated with the agenda papers, which included details of the actual receipts and payment figures as at 30/9/24, comparing them against the budgeted amounts. Reference was made to the outstanding jobs planned for the current financial year, and payments expected to be made shortly, along with the current balances of the relevant Earmarked and Restricted Reserves. A question was raised regarding any future maintenance costs for repairing/improving footpaths as identified by the ROW Working Group. It was noted that the proposed combined 'maintenance' and 'new projects' budget for 25/26 was higher, and as agreed at the October pre-meeting ROW projects would be considered by the Parish Council on a case-by-case basis. Reference was made to tree works, and also a possible long-term project to further improve accessibility and inclusivity for the Elisha Field Play Area – ACTIONS – Cllr Stevens agreed to put together some proposals for further consideration.</p> <p>b) Consider draft budget for next financial year, to include:</p> <ol style="list-style-type: none">i. Review hiring charges for Elisha Field / Pavilion –The recommendation was to keep the hiring charge for the Football Club and other users the same within the draft 25/26 budget.ii. Review utility usage and supply – The Clerk confirmed that the current electricity contract ran until the end of June 2025. Figures for future contract options would therefore be obtained at that time.iii. Footpath/Amenity land and Elisha Field contract – The Clerk noted that a full tendering exercise had been undertaken last year, with Mark Goddard being appointed for both contracts. There then followed a full discussion regarding the footpath cutting this year, and the need for a revised specification and possible change to number of cuts required for certain footpaths for the 25/26 season. With this in mind, it was agreed that a request would be made to the contractor to meet with a few members to discuss these matters. On the basis that there were no changes to the quotation amount provided as a result of the contractor meeting, it was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to approve the quote from Mark Goddard & Sons Landscaping for £5,773 + VAT including acceptance of the option to fix the price in exchange for a 3-year contract. As in previous years, it was also agreed to include a contingency of a further £450 in the budget in case an additional cut of the footpaths was considered necessary – ACTIONS – Clerk to liaise with contractor to organise meeting. Landowners of hedges adjoining footpaths to be identified wherever possible by ROW Working Group for Clerk to write to if required.iv. Handyman Contractor – Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Roberts, and resolved to approve a £1.50 increase to the Handyman Contractor hourly rate from 1/4/25. <p>Working through the budget document, members considered the suggested budget figures for</p>

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	<p>2025/26 as proposed by the Clerk, which were then updated with the decisions as detailed above. Reference was made to the uncertainty of income and expenditure relating to the Elisha Field Pavilion without knowing when the Sea Scouts will start work on the new building. Following a full discussion, it was agreed to present the revised draft budget to the Finance Committee / Full Council for their consideration (Total budgeted income 2025/26 £873, total budgeted expenditure £33,417 – not including Handyman Contractor).</p> <p>c) Business plan for next financial year - On-going commitment to maintain the amenity areas, recreation facilities and footpaths in the Village, making improvements if possible. To respond as appropriate to requests for improvements to highway related safety matters.</p> <p>The following projects were suggested for consideration next year:</p> <ul style="list-style-type: none">• Drop kerbs (Parsonage Lane)• Ongoing issues with bank slippage onto 'walking pavement' on Parsonage Lane
24/25-131	<p>Market Lavington Emergency Plan</p> <p>The Clerk referred to the Plan document which had been circulated prior to the meeting, and the following comments / amendments were made –</p> <ul style="list-style-type: none">• Page 15 - Remove name of Rev Marion Harrison, Change contact for Trinity Church to Les Charlton• Page 10 – Add name of Chris Wyles (subject to obtaining permission), as a First Responder• Page 12 – Add The Paddocks, Estcott under vets• Page 11 – Add Salisbury Reds – under Passenger Transport, Add Sharps (subject to obtaining permission), under tractor owners, Include Paul Clack, Fred Davis and Alan Bond as owners of chainsaws• Page 10 & 23 – Add bleed kit to info re defibrillator info• Page 5 – Cllr Davis to take over monitoring of Met Office warnings, and Cllr Stevens to take over co-ordination role <p>The Clerk noted that the Parish Council now had 2 'flood' signs if required.</p>
24/25-132	<p>Other HRAF Committee business</p> <p>Reference was made to a request received to move the basket ball hoop in the Elisha Field carpark – agreed to consider as part of proposal being prepared by Cllr Stevens. Reference was made to the width of usable walking space on some footpaths, and whether the Parish Council had a 'bleed kit' – Yes located with the defibrillator outside Douse's butchers – ACTIONS – Add details to Emergency Plan.</p>
24/25-133	<p>Date of next Meeting</p> <p>To be agreed as required.</p>
24/25-134	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 8.30pm.</p>