

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 19th November 2024** At **7.15pm in the Old School**

Councillors Present: Cllr Stevens (Chairman), Cllr Taylor, Cllr Fraser, Cllr Poole, and Cllr Turner-Scott, Cllr Bond, Cllr Morrison, and Cllr Roberts.

In attendance: Seven members of the public (one left at 8.11pm, two at 8.41pm, and two at 8.55pm), and Carol Hackett (Parish Clerk).

Welcome and introduction from Chair, with a reminder that there are two specific points during the meeting for public participation. Also asking for anyone wishing to speak during the meeting to please raise their hand, to create a more orderly environment, and help improve civility and respect.

	AGENDA ITEM
24/25-142	Apologies for Absence Cllr Boaden had given apologies due to work commitments, and Cllr Davis had given apologies for personal reasons, both of which were accepted. Absent Cllr Sparkes.
24/25-143	Declarations of Interest and Dispensations to Participate a) Cllr Fraser and Cllr Bond declared an interest in item 24/25-149b as two of the payments for approval were payable to them. They took no part in the voting for this item. b) None.
24/25-144	Adjournment for Public Participation The meeting was adjourned at 7.17pm and resumed at 7.18pm. Member of the public referred to the agenda item regarding the hazards at Northbrook, noting a recent near-miss with a vehicle travelling on the wrong side of the road.
24/25-145	Minutes of Council meetings a) Pre-Meeting of the Parish Council held on the 15 th October 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 Taylor). Cllr Morrison abstained from the vote having not been present at the last meeting. b) Meeting of the Parish Council held on the 15 th October 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 Roberts). Cllr Morrison abstained from the vote having not been present at the last meeting. c) Joint liaison Committee (JLC) Meeting held on the 16 th October 2024. The draft minutes were noted and no questions asked. The following matters were then considered: i. Request from Community Hall Trust for contribution towards electricity costs for high level lights in top carpark – Confirmation still awaited from the Trust regarding timings of when the lights are operational – ACTIONS – Clerk to follow-up with Community Hall Trust. ii. Quotes received to replace high level sodium lights with LED equivalents - The Clerk referred to the summary of quotes circulated with the agenda papers. It was proposed by Cllr Stevens, seconded by Cllr Turner-Scott and resolved to accept the quote from DC Mortimer – ACTIONS – Clerk to liaise with Community Hall Trust in the first instance, and then contact contractors. d) Old School (OS) Committee meeting 22 nd October 2024. The draft minutes were noted and no questions asked. The following matter was then considered: i. Treating flooring in two main rooms – The Clerk referred to the summary of quotes circulated with the agenda papers. Following a full discussion it was

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	<p>agreed to opt for the more durable option of finish, which just one of the two contractors had quoted for – ACTIONS – Clerk to source another quote from a flooring company for consideration prior to a decision being made.</p> <p>e) Highways Recreation Amenity and Footpaths (HRAF) Committee meeting 5th November 2024 - The draft minutes were noted and no questions asked.</p>
24/25-146	<p>Wiltshire Councillor Report</p> <p>Cllr Muns had been unable to attend the meeting and no report was provided.</p>
24/25-147	<p>Market Lavington Neighbourhood Plan Review</p> <p>i. Steering Group Meeting 29/10/24 – The draft minutes were noted, with no questions asked, or updates received.</p> <p>ii. Correspondence from Planning Consultant – The Chair noted that the correspondence had not been circulated prior to the agenda being put together as the Clerk had been seeking legal advice. It was not until this legal advice had been received that it was considered appropriate to circulate for discussion. As part of this advice, the Parish Council have been encouraged to have a conversation with the Planning Consultant, however this has been delayed, but it is hoped that a zoom meeting can be held next week, after which further information will be provided. There were no questions asked, or comments made.</p>
24/25-148	<p>Parish Council Management and Governance</p> <p>a) Community Engagement Parish Newsletter – The Chair referred to the draft 1st issue a copy of which had been circulated with the agenda papers (full-size copies were available at the meeting). In response to questions asked, it was confirmed that the Parish Council would pay for the printing (Power to provide information relating to matters affecting local government – Local Government Act 1972,s.142), and funds would be budgeted for this purpose, and would be responsible for the content of the newsletter, with the help of a local resident for editorial support. Delivery options would need to be considered further. Following a full discussion it was proposed by Cllr Stevens, seconded by Cllr Turner-Scott, and resolved to approve production of a seasonal quarterly newsletter.</p> <p>b) Complaints Procedure Policy – The Clerk referred to the revised draft document which had been circulated with the agenda papers. It was noted that there was an accompanying Appendix which detailed the ‘complaints qualifying criteria’. Following a full discussion, it was proposed by Cllr Turner-Scott, seconded by Cllr Bond, and resolved to adopt the Policy.</p> <p>c) Parish Council website – The Clerk and Cllr Bond referred to the offer from the site Developer for a site audit and change to left-hand version. Following a full discussion it was proposed by Cllr Turner-Scott, seconded by Cllr Stevens and resolved to just go ahead with the site audit – ACTIONS – Clerk to arrange with site developer.</p> <p>d) Councillor Training</p> <p>i. Cancelled Councillor / Code of Conduct training – Rather than try and re-arrange this training for the third time, it was agreed that Councillors would undertake the training online – ACTIONS – Clerk to notify councillors when training sessions become available.</p> <p>ii. Ecology Training UK ‘Countryside Management’ Course £180 – Cllr Fraser provided an overview of the course content and how it could be used. It was proposed by Cllr Turner-Scott, seconded Cllr Roberts, and resolved to cover the cost of Cllr Fraser participating in the course (Cllr Bond abstained from the vote).</p> <p>iii. SLCC ‘Leadership in Challenging Situations’ Course £16 – It was proposed by Cllr Turner-Scott, seconded by Cllr Roberts, and resolved to cover the cost of Cllr Stevens participating in this course – ACTIONS – Clerk to liaise with Chair to book course.</p> <p>iv. WALC ‘Chairmanship Skills – session 1’ Course £40 - It was proposed by Cllr Bond, seconded by Cllr Morrison, and resolved to cover the cost of Cllr Roberts participating in this course - ACTIONS – Clerk to liaise with Cllr Roberts to book course.</p>

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	<p>e) Parish Clerk – The Chair referred to the notice of resignation received from the Clerk and took the opportunity to formally thank her for the time she had spent with the Parish Council, and all her efforts. There then followed a full discussion, after which it was agreed to advertise the post as a minimum of 20 hours per week, and a pay scale depending on qualifications and experience. A closing date for applications was agreed as Friday the 20th of December, with interviews to take place in early January. It was agreed that Cllr Turner-Scott and Cllr Poole would work with the Clerk to finalise the job advert and job description, and the draft Terms of Reference for the Staffing Committee would be prepared ready for consideration at the December Parish Council meeting.</p> <p>f) PATS tests for Old School and Elisha Field Pavilion – In the absence of Cllr Davis it was agreed that the Clerk would liaise with him directly. Cllr Turner-Scott offered the services of another parishioner to carry out the tests if Cllr Davis was not available.</p>
24/25-149	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for October 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 November, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings). The Clerk noted two additional payments for approval – Churchyard Maintenance Grant £500 and Play Area Signs £43.20 – Proposed Cllr Roberts, seconded Cllr Turner-Scott (Cllr Fraser and Cllr Bond abstained from the vote).</p> <p>c) Lloyds bank – Notification received that request for additional bank signatories had been approved – Noted.</p> <p>d) Canada Woods & Community Park – Cllr Poole referred to the meeting held with the Clerk and Cllr Fraser regarding the Community Groups proposals for Canada Woods and Community Park. He noted that whilst in general terms this was the direction that the Parish Council would want to go in, costings for the projects would need to be provided for budgeting purposes, if funding was required from the Parish Council.</p> <p>e) NALC 2024-2025 National Salary Award for employees – It was proposed by Cllr Turner-Scott, seconded by Cllr Stevens, and resolved to approve the recommended salary award for the Clerk, which was applicable from 1st April 2024 – ACTIONS – Clerk to activate accordingly, and advise pension provider.</p> <p>f) Quarterly check of Parish Council accounts by Chairman of Finance committee – Cllr Poole confirmed that he had carried out the quarterly check of the accounts as at 30/9/24, and all appeared to be in order. He also noted that Lloyds bank were introducing bank charges, in common with other banks, with effect from January 2025.</p> <p>g) Open Spaces Society – Cllr Taylor provided a brief overview of the benefits of membership of this society. It was proposed by Cllr Turner-Scott, seconded to Cllr Roberts, and resolved to approve the request from the Rights of Way Working Group for membership of the Society (£45 annual membership fee) – ACTIONS – Cllr Taylor to provide details of membership application process to Clerk.</p>
24/25-150	<p>Highways / Maintenance issues in the village</p> <p>a) Walking Pavement Parsonage Lane – The Chair and Clerk referred to the information received from the Parish Council Solicitor and Wiltshire Council Area Highways Engineer. Following a full discussion it was recognised that the only thing the Parish Council could really do, was to continue to put pressure on Wiltshire Council as the Highways Authority to keep the walking pavement as free from mud and detritus as possible (job for Parish Steward), and to clear-up any future slippages should they occur.</p> <p>b) To receive any other updates – There were none.</p> <p>c) New matters to report - Parish Steward (next visit 20th & 21st November) – leaves on Drove Lane pavement / Wiltshire Council – mud on road on the Spring.</p> <p>d) LHFIG meeting 22/10/24 – In the absence of Cllr Davis no report provided</p> <p>e) Lights in Market Place to connect Christmas lights – The Clerk referred to the proposal from Wiltshire Council to replace one of the light columns with a copy ornate column which will include a connection point for the Christmas lights. Councillors were happy</p>

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	<p>with this proposal – ACTIONS – Clerk to liaise with Lighting Engineer.</p> <p>f) Footpath Slippage Canada Woods:</p> <p>i. Contractor to carry out bank repair work – It was proposed by Cllr Fraser, seconded by Cllr Roberts, and resolved to approve the quote from Ecolibrium £13,350 (as at 24/4/24). The work will be carried out in the Spring when the necessary EA permits etc. are in place – ACTIONS – Clerk to liaise with Cllr Fraser and instruct contractor.</p> <p>ii. Approve contractor to reduce height of trees on far side of river (cost funded by Wessex Water grant already received) – Deferred until December Parish Council meeting.</p> <p>g) Permanent signage for Northbrook warning drivers of walkers on the highway – Following a full discussion it was agreed to submit a request to Wiltshire Council for two signs at the bottom of Northbrook, along with a further sign between No. 2 Spin Hill and the nearby footpath, and signs in both directions at the top of Ledge Hill / Spin Hill – ACTIONS – Details of What3Word locations to be sent to Clerk for submission of Highways Improvement request form to Wiltshire Council.</p> <p>h) Continued speeding on Spin Hill – It was noted that the exiting traffic on both Spin Hill and Church Street seemed to be the problem, and it was suggested that both the Speed Indicator Devices be rotated to help with this – ACTIONS – Clerk to make request for SID's to be rotated. Cllr Taylor questioned the position used by the CSW team on Spin Hill – ACTIONS – Clerk to discuss with CSW Team Leader.</p> <p>i) Off-road motor bikes riding on footpaths – Cllr Taylor noted she had met concerned residents along the footpath adjacent to the cemetery, and provided a summary of the discussions. Following further discussion by members it was agreed in the first instance to contact the landowner of the field at the top of Northbrook to seek permission for the Parish Council to make arrangements to repair the damaged section of fencing to the side of the kissing gate, which was being used by the motor bikes as a means to access the footpath – ACTIONS – Clerk to contact landowner.</p>
24/25-151	<p>Correspondence Received</p> <p>a) Wiltshire Council Elections – Confirmation that no requests had been received to hold an election for the Councillor vacancy, and the Parish Council can therefore proceed with co-option of a new Councillor following the resignation of Rosemary Burn – Noted.</p> <p>b) Easterton Parish Council – Suggestion to share cost of purchasing a defibrillator for Kings Road / Easterton Sands area – Following a full discussion it was agreed that before making any commitment more details were needed regarding positioning etc. – ACTIONS – Clerk to contact Easterton Parish Council.</p> <p>c) West Lavington Youth Club – Thanks for continued support from the Parish Council – Noted.</p> <p>d) Wiltshire Council EV Charging Survey – It was agreed not to respond to the survey. <i>Other correspondence received before the meeting, but after the agenda had gone to print</i> No further correspondence.</p>
24/25-152	<p>Planning applications, decisions, and any other planning issues</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> <p>i. PL/2024/09004 LBC & PL/2024/08673 Ivy Lodge, 85 High Street. Demolition of structurally unstable chimney breast and log store to rear of house and construction of a balcony structure to protect a historic door (to be instated) - No Objection</p> <p>ii. PL/2024/08667 LBC The Old School, Church Street. Proposed installation of opening hours sign on railings at the front of the building – No Objection</p> <p>iii. PL/2024/07221 Weathertop, Parham Lane. Erection of a permanent rural workers dwelling and associated works – No Objection</p> <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> <ol style="list-style-type: none">i. PL/2024/05747 & PL/2024/05922 36-37 Rochelle Court. Installation of a Servi-Locker prescription collection machine to the existing pharmacy window - Approve with Conditionsii. PL/2024/06588 54 High Street. Gable ended canopy porch on gallows brackets above front door to property (facing high street) - Approve with Conditions <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: There were none.</p>
24/25-153	<p>Monthly Reports</p> <ol style="list-style-type: none">a) Friends of Canada Woods & Community Park Community Group – Cllr Fraser reported that the group had changed their bank account following the introduction of bank charges. Public consultation was underway for the zip wire proposal which would run until the end of January.b) Youth Council – Cllr Taylor noted that the Youth Council had not met since the last meeting.c) Rights of Way Working Group – Cllr Taylor reported that the volunteers had been working on footpath MLAV22 behind the Spring to try and reinstate the width and make easier for the contractor to cut. A few stiles had been identified as being dangerous and which the group would like removed. There is a footpath that needs liaising with West Lavington and the Kelston Farms to discuss the possibility of a slightly re-routing, and contact needs to be made with Dauntsey's and Kelston Farms with a request to ensure they cut back any vegetation overhanging onto the footpaths from their boundaries, and/or check if they are happy for any arisings we cut down to be deposited back onto their land. It was noted that a piece 'on landowners responsibilities' would be published in the December edition of the Magazine.d) Any other reports – Friendly Fridays – Cllr Fraser reported on a project undertaken within the group to knit 60 hats through the year, which were recently donated to Devizes Open Doors. Advertising of the group was then discussed.
24/25-154	<p>General Parish Matters</p> <p>Cllr Roberts noted that laser pens were being used to distract traffic on Church Street from the Community Hall site. Cllr Fraser noted that as agreed at the HRAF committee meeting, she had prepared a piece for the magazine on how to spot the signs of trees failing and possibly falling. Cllr Morrison referred to the on-going problem with dog faeces, particularly on Parsonage Lane – ACTIONS – signs sourced by the Clerk to be put on lamppost along with signs designed by local children. The Chair referred to the undertaking made by the Parish Council to cut the blackthorn at the bottom of Ladywood, enquiring with Cllr Fraser whether they were now dormant. Cllr Fraser confirmed that this work was still to be carried out. The Clerk noted that the library planning application for new signage had been approved and it would be installed in the next few weeks. Reference was made to the broken bench located on the pavement outside of the chemist. Following a full discussion it was agreed to remove the bench, which was considered beyond repair, and Cllr Morrison kindly offered a replacement bench – ACTIONS – Local contractor to remove broken bench and liaise with Cllr Morrison to check suitability of replacement bench. It was also noted that the defibrillator outside the butchers was faulty and was being returned to the supplier for repair. A loan defibrillator would be provided by the supplier in the interim period.</p>

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24/25-155	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 9.07pm and resumed at 9.08pm. Member of the public noted that a badger had been seen in the vicinity of the bank on Parsonage Lane.
24/25-156	Date of next Meetings Finance Committee Meeting – Tuesday 10 th December (in Community Hall Meeting Room) Parish Council Meeting – Tuesday 17 th December 2024
24/25-157	Closure of meeting There being no further business the meeting was closed at 9.09pm.

Appendix

November Payments for approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	21/11/24	143.75	BP1
Handyman contractor monthly hours, and exps *	various	21/11/24	406.45	BP2
Clerk wages and exps **	Various	21/11/24	1,016.46	BP3
Mark Goddard & Sons – Verti-drain EF and Community Park grass cutting	Various	21/11/24	1,299.60	BP4
D Fraser – Friendly Fridays refreshments	4090 RR 329	21/11/24	47.30	BP5
A Bond – materials to repair Community Hall steps	4430/130	21/11/24	59.75	BP6
TOTAL			2,973.31	
St Marys PCC – Grant towards Churchyard maintenance	4200	21/11/24	500.00	BP
Payments made in between meetings				
Fast Hygiene – Paper towels OS	4450/120	17/10/24	108.00	BP1
Jim Forrester – Deposit for new boiler OS	4430/120 EMR 342	17/10/24	1,000.00	BP2
DC Mortimer – 1 new PIR LED light at front of OS	4430/120	2/11/24	204.25	BP1
Jim Forrester – Balancing payment for new boiler OS	4430/120 EMR part 349	2/11/24	3,800.00	BP2
DC Mortimer – repair electrical fault in Library	4430/120	4/11/24	97.68	BP
Community Hall – Hire of Meeting room for Finance meeting 10/12/24	4160	13/11/24	16.00	BP
Lidl – Cleaning materials OS	4450	28/10/24	13.45	card
Amazon – Slippery steps signs X 2	4430/120	4/11/24	23.57	Card
Amazon – 5 X dog fouling signs	4430/130	6/11/24	6.79	card
Amazon – 100 paper cups for Training session	4160	7/11/24	5.99	card
Amazon – Printer ink cartridge	4160	14/11/24	12.99	card
Fine-Signs Westbury – New Play Area Signs	4430/130	19/11/24	43.20	BP

* Handyman hours worked £375 + Petrol allowance £11.25 + Black bags £20.20 = TOTAL £406.45

** Clerk wages £994.50 + Mileage to collect flood gel sacs and signs from WC depot Warminster £6.48 + Cleaning Materials OS £ 15.48 = TOTAL £1,016.46

£30,000 transferred from Current account to Instant Access Savings Account 2/11/24

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