

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 21st January 2025** **At 7.15pm in the Old School**

Councillors Present: Cllr Stevens (Chair), Cllr Taylor, Cllr Fraser, Cllr Poole, Cllr Turner-Scott, Cllr Morrison (arrived at 7.24pm), and Cllr Roberts.

In attendance: Fifteen members of the public (one arrived at 7.28pm and two arrived at 8.52pm. One left at 7.36pm, two left at 8.47pm, one left at 9.05pm and another at 9.10pm), and Carol Hackett (Parish Clerk).

Welcome and introduction from Chair, noting her apologies for not being present at the December Parish Council meeting, and confirming that she had listened to the recording of the meeting. With that in mind she reminded Councillors to always have their Civility and Resect head on, with particular regard to how things are said, and how we carry ourselves.

	AGENDA ITEM
24/25-190	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.
24/25-191	Declarations of Interest and Dispensations to Participate There were none.
24/25-192	Adjournment for Public Participation The meeting was adjourned at 7.16pm and resumed at 7.18pm. A member of the public noted his strong objection to a sentence in the draft minutes from the December Parish Council meeting (third sentence from the end of minute number 24/25-179a). The issue of dog mess at Elisha Field was raised, and the danger to children playing football etc.
24/25-193	Minutes of Council meetings Meeting of the Parish Council held on the 17th December 2024. Councillors considered the request from the member of the public for removal of the sentence as detailed above. The minutes of the meeting, having been previously circulated to Councillors, were approved unamended, and signed as a correct record (proposed Cllr Poole, seconded Cllr Fraser).
24/25-194	Wiltshire Councillor Report Cllr Muns had given his apologies prior to the meeting, and no report was provided.
24/25-195	Market Lavington Neighbourhood Plan 2 a) Steering Group Meeting 15/1/25 – The Clerk referred to the draft minutes, and asked if there were any questions. Cllr Fraser asked the Steering Group Chair to clarify his role in meeting with the two Consultancies. The Steering Group Chair confirmed that due to previously working with one of the Consultancies, whilst he attended the meeting and participated in the discussion, he took no part in the scoring process or decision making with regards to the recommendation for the choice of consultancy. No updates were provided. i. Consultancy appointment – The Clerk referred to the recommendation from the Steering Group as detailed in the Steering Group meeting minutes, and in the report circulated to Councillors with the Agenda papers. It was proposed by Cllr Turner-Scott, seconded by Cllr Roberts, and resolved to approve the appointment of Place Studio as the Consultancy to support Neighbourhood Plan 2 – ACTIONS – Clerk to advise consultancies accordingly. ii. Locality Grant Funding – The Clerk referred to the report circulated with the

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	<p>agenda papers, and noted the current situation, that the Parish Council had applied for and received funding on the basis of Anthony Northcote being the consultant. The change of consultancy would require approval from Locality, along with revisions to the scope of work that it was anticipated the new consultancy would be able to undertake prior to the funding spend deadline of 31/3/25. It was proposed by Cllr Poole, seconded by Cllr Taylor, and resolved to approve the approach to Locality as detailed above. The Clerk also made reference to the Technical Support offered by Locality and provided by AECOM, which could help with the 'Site Assessment' process, along with drafting policies and other aspects of the Plan. She sought approval from Councillors for any appropriate Technical Support application requests to be submitted to Locality following discussions with the newly appointed consultancy. It was proposed by Cllr Turner-Scott, seconded by Cllr Roberts and resolved to approve submission of any appropriate applications as detailed above.</p>
24/25-196	<p>Parish Council Management and Governance</p> <ul style="list-style-type: none"> a) Appointment of new Parish Clerk – Cllr Turner-Scott reported that four candidates had been interviewed for the role, and an offer had been made to the candidate who had been identified by the committee as the best match for the role. She noted that negotiations were currently underway with regards to some elements of the contract. The Clerk referred the two 'Model Contracts' supplied by NALC, and explained some of the differences. Consideration also needed to be given to the Pension being offered, along with Annual Leave entitlement, and any recognition of continuous service. The suggestion had been made to have a specific SIM only contract for the Clerk as the Parish Council contact number which members supported. It was Proposed by Cllr Taylor, seconded by Cllr Morrison and resolved to delegate to the Staffing Committee finalising of the contract details and issuing it to the candidate – ACTIONS – Clerk to arrange Staffing Committee meeting. b) PATS tests for Old School and Elisha Field Pavilion – In the absence of Cllr Davis deferred to February. c) Parish Council Financial Regulations - The Clerk referred to the one comment received, as a result of which she had inserted an additional sentence at the end of para 6.12. It was proposed by Cllr Turner-Scott, seconded by Cllr Taylor and resolved to approve the amended Financial Regulations, including the addition as detailed above. d) Parish Council Standing Orders – The Clerk referred to the amendment to para 18av and 18c which would now be required to the Standing Orders to bring them in line with the revised Parish Council Financial Regulations. It was proposed by Cllr Turner-Scott, seconded by Cllr Fraser and resolved to amend the Standing Orders as detailed. e) Parish Council representative on Market Lavington Community Hall Trust Committee – Cllr Poole agreed to take on this role – ACTIONS – Clerk to notify Trust accordingly. f) Registration and disclosure of members interests – The Clerk referred to the information received from Wiltshire Council Governance circulated with the agenda papers, and reminded Councillors of the requirement to declare interests via the Wiltshire Council website. With regards to Planning Applications, Wiltshire Council had confirmed that whilst a neighbouring application may have a consequential effect on the members property if it is not directly related to the member (or partner)'s property then there is no pecuniary interest. g) Parish Council Community Engagement Newsletter – The Chair thanked all those who had helped distribute the newsletter and welcomed the opportunity it had provided to meet with local residents. A lot of positive feedback had been received, and thoughts were now being given to content for the next edition.
24/25-197	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - receipts and payments details for December 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 January, as per the schedule provided, which included copies of accompanying invoices and paperwork

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	<p>(including any payments made in-between meetings) - Proposed Cllr Fraser, seconded Cllr Roberts.</p> <p>c) Parish Council Lloyds Bank 6-month fixed rate deposit of £30,000 maturing 20/1/25 – The Clerk referred to the report circulated with the agenda papers which outlined the saving rate options currently offered by Lloyds Bank. It was proposed by Cllr Fraser, seconded Cllr Taylor and resolved to re-invest the £30,000 into a 6-month fixed rate term deposit paying 2.91% gross – ACTIONS – Clerk to make necessary arrangements.</p> <p>d) Requests received for Grant Funding in the 3rd 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 referred to the one application received and provided a brief overview of the Groups situation, noting there was £212.50 left of the 24/25 budget to cover the last two quarters. It was proposed by Cllr Turner-Scott, seconded by Cllr Morrison and resolved to award a grant of £144 to the Toddler Group.</p> <p>e) 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 31/12/24, and all appeared to be in order.</p>
24/25-198	<p>Highways / Maintenance issues in the village</p> <p>a) Footpath Slippage MLAV2 Canada Woods</p> <p>i. Onsite meeting with contractor Ecolibrium - Cllr Fraser referred to the meeting held with the Clerk and herself, noting that they would be progressing with the FRAP permit application to the Environment Agency, and ascertaining from them if an alternative product for the terracing would be permitted for use. It was asked that any soil excavated when creating the permissive path be placed into the slippage area to reduce the amount of soil which would need to be brought in. Due to the Salmon and Trout spawning in the river, and to let the slippage area settle as suggested by the Rights of Way, the repair work would be carried out around June time – ACTIONS – Cllr Fraser to arrange 'Dangerous Footpath' signage to be put up, and it was hoped that a fence would be erected by the Rights of Way team to direct users onto the permissive path. It was questioned whether it was necessary to repair the footpath, recognising that water will likely always win, and being 'green sand', this could be an on-going issue. It was however noted that the river course needed to be re-instated, and appointment of the contractor had already been approved by the Council. The discussion then turned to possible grant funding for the project, with the Clerk referring to the instruction given at the LHFIG meeting, for the funding application to be submitted to the Area Board instead. Cllr Fraser noted that advice had previously been sought from the Area Board and instructions given to apply to LHFIG – ACTIONS - Clerk with the support of Cllr Fraser to make an application to the Area Board referring to the meeting notes from the LHFIG meeting. Following further discussion it was also agreed that the Parish Council and the Community Group would prepare an application to the National Lottery.</p> <p>ii. Route for permissive footpath – Councillors reviewed the proposal received from Wiltshire Council Rights of Way Warden. It was proposed by Cllr Poole, seconded by Cllr Fraser and resolved to approve the proposed route – ACTIONS – Clerk to advise Rights of Way Warden accordingly.</p> <p>b) To receive any other updates – Cllr Fraser noted that the tree felling adjacent to the slippage site, agreed as part of the Wessex Water grant, was due to be undertaken on the 29th and 30th of January. Cllr Roberts referred to the increase in litter from the bank on Parsonage Lane, noting he was re-sending all the information to the relevant authority. Cllr Taylor referred to the drain at the crossroads of Kings Road and Parham Lane, and it was understood from a local resident that no attempt was made to clear it when the Wiltshire Council machine was last there. Cllr Taylor also referred to a blocked drain on Stirling Road – ACTIONS – Clerk to follow up drain on crossroads with Wiltshire Council Highways Engineer, Cllr Taylor to advise Clerk of the exact location of the Stirling Road drain to include on the priority list for the next drain clearing machine visit.</p>

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	<p>The Chair referred to the wall on the opposite side of the road from the Doctors surgery, and noted that Aster have applied for a Traffic Regulation Order (TRO) to enable work to be carried out to replace 17m of the unstable wall. Work due to start on the 22nd of April. Cllr Poole referred to correspondence he had circulated prior to the meeting providing an update regarding where we are with taking forward proposals to tackle the issues of traffic management particularly at each end of the village. It was hoped that the Developer of the Longfield site could be encouraged to contribute towards the cost of a feasibility study, and the Chair and himself would be meeting with them shortly to discuss this. Alongside this as recommended by LGFIG an application for funding could also be made to the AQaST.</p> <p>c) New matters to report for Handyman contractor / Parish Steward (date of next visits 21st and 22nd January, 19th and 20th February) / Footpath, Amenity Land contractor / Wiltshire Council – The Clerk referred to several trees falling on the cutting in Spin Hill reported via MyWilts but advised were not Wiltshire Council's responsibility. Cllr Fraser noted she had asked a tree contractor to take an initial look for his thoughts and recommendations. – ACTIONS – Cllr Turner-Scott to take photo of pole supporting the wire which one of the trees is leaning out over so this could be reported to them.</p> <p>d) LHFIG Meeting 14th January – Reference was made to the meeting notes, and written update provided by Cllr Davis – Traffic Management either end of village - as per update provided by Cllr Poole / Footpath slippage MLAV2 – make application to Area Board / Speed bumps Parsonage Lane – site visit to be arranged with Wiltshire Cllr and Highways Officer for assessment to be carried out. Cllr Poole suggested that this could be considered as part of the discussions with the Developer in the first instance / Speeding issue along Kings Road – further consideration requested by councils / Pedestrians in Road signage – not supported by LHFIG. Councillors were not happy with this response and felt strongly that it was a highways safety matter – ACTIONS – Clerk to raise with Wiltshire Council Highways engineer.</p>
24/25-199	<p>Correspondence Received</p> <p>a) From Local Resident – Concerns regarding water on surface of road at bottom of Northbrook – The Clerk noted that Wessex Water were due to check the source to rule out a water leak, with others noting that it was more likely to be a natural spring- ACTIONS – Clerk to contact Wiltshire Council Highways Engineer to request investigation for a gulley / land drain to relieve the problem.</p> <p>b) From Local Resident – Concerns regarding excessive dog mess at the Elisha Field – ACTIONS – Clerk to contact Dog Warden for advice and possible signage. Quotes for dog waste bins to be obtained for consideration at February Parish Council meeting.</p> <p>c) From Local Resident – Grit bin for the Market Place – The Chair noted that a temporary bin had been placed at the far end of the raised beds and filled with grit for use by residents around the Market Place.</p> <p>d) From local Resident – Offer of donation towards bird/bat boxes in Canada Woods – Cllr Fraser noted that she had been in dialogue with the resident, and following a bat talk she had participated in would be meeting with someone to discuss how many bat boxes might be suitable for the area.</p> <p>e) From Cllr Alan Bond – Written notice of resignation from Parish Council – Wiltshire Council advised and statutory notice placed on Notice Board – Noted.</p> <p><i>Other correspondence received before the meeting, but after the agenda had gone to print</i> No further correspondence.</p> <p>f) From Local Resident – Copy of document circulated at Neighbourhood Planning Steering Group meeting questioning legality of the Groups Terms of Reference, and implications for the Parish Council's Standing Orders – It was agreed to defer this matter until the February Parish Council meeting, when it could be more fully considered.</p> <p>g) From Local resident – Request to use the Elisha Field for private sponsored run event – Local resident present was invited to provide further details to Councillors. Councillors approved use of the field for this purpose.</p>
24/25-200	<p>Planning applications, decisions, and any other planning issues</p> <p>a) The following planning applications received which had been considered at a Planning</p>

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	<p>Committee meeting were noted: There were none.</p> <p>b) To consider the following planning application</p> <p>i. PL/2024/11506 27 High Street. Replacement of existing windows; removal of door to LHS of property; Refurbishment and reinstatement of joinery (above heads of windows and doors) to High Street elevation.</p> <p>It was proposed by Cllr Stevens, seconded by Cllr Turner-Scott and resolved by a majority vote to submit the following response – No Objection (one abstention).</p> <p>c) The following planning applications received, which had not been considered at a Planning Committee meeting were noted:</p> <p>i. PL/2024/11319 92 High Street. Norway maple (T1) – reduce and shape crown by 30% (1 – 2m) and remove/reduce limbs extending to adjacent property to give a minimum of 2m clearance – No Objections</p> <p>ii. PL/2024/09841 Land at Freith. Widening of existing agricultural access for highways safety reasons – No Objections</p> <p>d) 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>e) The following recent planning application decisions made by Wiltshire Council were noted:</p> <p>i. PL/2024/10382 - Proposed Works to Trees in a Conservation Area. 6 Parsonage Lane. T1 Sycamore tree - Remove to ground level due to it being bifurcated at 1 meter and becoming too big for surroundings in garden - No Objection</p> <p>ii. PL/2024/09577 28 Kings Road, Easterton. Erection of three bay garage - Approve with Conditions</p> <p>iii. PL/2024/09500 - Works to a Listed Building. 7 Parsonage Lane. Replace the current central heating boiler located externally and remove the hot water tank located internally in a cupboard in bedroom 3 as well as removing a stud wall. Replace with a single energy efficient oil fired combination boiler which will be located in the same position externally as the old external boiler using the existing pipework - Approve with Conditions</p> <p>iv. PL/2024/10445 - Proposed Works to Trees in a Conservation Area. 6 Gyes Old Yard. Oak tree - reduce spread of lower limbs by 3m - No Objection</p> <p>v. PL/2024/09841 Land at Freith. Widening of existing agricultural access for highways safety reasons - Approve with Conditions</p> <p>f) The following updates on matters referred to Wiltshire Council Planning Enforcement were noted: There were none.</p> <p>g) The following recent planning appeal decisions were noted: There were none.</p>
24/25-201	<p>Monthly Reports</p> <p>a) Friends of Canada Woods & Community Park Community Group - Cllr Fraser noted that the Group had not met since the last Parish Council meeting. The zip wire consultation would be finishing at the end of January. She had been contacted by the zipwire company who had offered a 10% discount which would be held until August.</p> <p>b) Youth Council - Cllr Taylor noted that the next meeting would be held on the 23rd of January. She would be attending St Barnabas School to encourage pupils to join the</p>

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	<p>Youth Council.</p> <p>c) Rights of Way Working Group - Cllr Taylor referred to the report which had been circulated prior to the meeting. She had hoped that the Parish Steward would be able to work on footpath MLAV24 (Fiddington Hill to Easterton), but it was outside his remit, and was too big a job for the Working Group – ACTIONS – reports to be submitted via the MyWilts. The Parish Steward was also unable to help with removing stiles or creating steps, so she would go back to the Wiltshire Council Rights of Way Officer for support with these matters. The footpath signs were awaited from Cllr Davis so the group could help with erecting them. Further volunteers were coming forward to join the Working Group (now up to 15 members). A meeting with the footpath contractor had been very productive, with him offering to have a program of cutting back hedges to help make the job of cutting footpaths easier. Negotiations were underway with regards to the specification, including some paths being cut less often than others – ACTIONS – Cllr Taylor and Clerk to finalise specification for agreement with Footpath Contractor.</p> <p>d) Any other reports – Following on from the December meeting, Cllr Fraser referred to footpath MLAV16 (Drove Lane to Oak Lane), noting some recent work that had been carried out, and the initial quote obtained from a Contractor to remove the existing deadwood from along the footpath. Instructions were given for the Clerk to obtain further quotes, however subsequent to the meeting it was agreed to review the work recently carried out and consider the matter more fully at the February Parish Council meeting before any further action being taken.</p>
24/25-202	<p>General Parish Matters</p> <p>Cllr Fraser referred to the poster she had designed following the December Parish Council meeting to encourage members of the public to attend the meetings, with the Chair noting her support for the idea behind this initiative. Cllr Poole referred to the May elections, and the Clerk noted that a recent newsletter from Wiltshire Council circulated to members had provided information regarding this. Cllr Turner-Scott noted a tree that had fallen over into the Broadwell stream – ACTIONS – Cllr Turner-Scott to provide photos and information for the Clerk to investigate further. The Clerk noted that the Old School flooring would be treated on the 27th and 28th of January, and referred to the zoom online Councillor training being offered by WALC on the 30th January – ACTIONS – Clerk to sign up Cllr Stevens, Cllr Poole and Cllr Morrison for the training.</p>
24/25-203	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The meeting was adjourned at 9.03pm and resumed at 9.11pm. Member of the public asked for the footpath signs to be passed to the Working Group so they can be put up – ACTIONS – Chair to prompt Cllr Davis. Another member of the public who had made the previous request for the minutes to be amended, questioned some of the actions taken at the December meeting, and referred to the behaviour of some of those present who had 'clapped' when he had resigned from the Council, bringing out a tin of herring fillets to make his point. A different member of the public referred to the problem with natural springs, noting that ground water levels for the last couple of years were the highest they had been for some time, and suggested that identification and monitoring of the springs could be helpful – ACTIONS – Chair in discussion with local resident to incorporate this into the Resilience Plan. Reference was made to a fir tree which was arcing onto the electric cables on Parsonage Lane during the recent snow.</p>
24/25-204	<p>Date of next Meeting</p> <p>Parish Council Meeting – Tuesday 18th February 2025</p>
24/25-205	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.12pm.</p>

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Appendix

January Payments for approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	23/1/25	126.50	BP1
Handyman contractor monthly hours, and exps *	various	23/1/25	427.94	BP2
Clerk wages and exps **	Various	23/1/25	1,063.82	BP3
CP Fire Consultants – Old School Fire Risk Assessment	4480/120	23/1/25	296.70	BP4
SLCC – Annual membership fee	4140	23/1/25	190.00	BP5
Caloo – New gym equipment Elisha Field	Various	23/1/25	19,170.00	BP6
TOTAL			21,274.96	
Payments made in between meetings				
Anthony Northcote – Neighbourhood Planning services	4130	20/12/24	1,045.47	BP
Wansbroughs LLP – Solicitor fees for dealing with Agreement for Lease between Sea Scouts and Parish Council relating to land at Elisha Field	4130 (EMR 341 £960)	7/1/25	1,446.30	7/1/25
Amazon – Cleaning materials(floor cleaner)	4450/120	16/12/24	7.74	card

* Handyman hours worked £375 + Petrol allowance £11.25 + Black bags £19.90 + dustbin for grit in Market Place £21.79 = TOTAL £427.94

** Clerk wages £1,040.91+ cleaning Materials OS £5.91 + padlock for OS oil tank £17 = TOTAL £1,063.82

20/12/24 £5,000 transferred from Deposit account to Current account

17/1/25 £10,000 transferred from Deposit account to Current account