

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 **remote Meeting** of the Parish Council
held on Tuesday 19th May 2020
At 7.15pm by Zoom Teleconferencing facility

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Gordon (joined meeting at 7.26pm), Cllr Davis, Cllr Padfield, Cllr White, Cllr Steele (joined meeting at 7.39pm), Cllr Stevens, Cllr Turner-Scott and Cllr Earley.

In attendance: One member of the public ((joined meeting at 7.26pm) and Carol Hackett (Parish Clerk).

Due to technical difficulties, the meeting was suspended from 7.45pm to 7.50pm (in between minute items 20/21-6d and 20/21-7) to allow the Clerk to re-connect to the meeting.

	AGENDA ITEM
20/21-1	Apologies for Absence None – all Councillors present.
20/21-2	Declarations of Interest and Dispensations to Participate There were none.
20/21-3	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.22pm.
20/21-4	Monthly Reports – The following updates were noted, any subsequent questions responded to, and matters considered as necessary <ul style="list-style-type: none">a) Market Lavington Neighbourhood Plan – Update: Revised plan and accompanying Evidence Base Report received from Consultant, and circulated to members of Steering Group and Parish Councillors. Both documents now submitted to Wiltshire Council for review and preparation of Referendum (this probably won't take place until May 2021 due to COVID-19).b) Chairman's Report – Update: The Chairman reported that he had passed on a complaint about smoke from a fire to the landowner and Wiltshire Council. Made inspections of Broadwell and Elisha Field in response to complaints, and started spraying parts of the village pavements and footpaths with weed killer.c) Wiltshire Councillor Report – Update: The Clerk referred to a phone call received from Cllr Gamble confirming he had nothing additional to add to the reports and information regularly being circulated by Wiltshire Council. Question: Cllr Padfield referred to the recent Government instructions for Local Authorities to focus on increasing the number of available cycleways, and wondered if Cllr Gamble may have any information on how this might be implemented in the local area – ACTIONS – Chairman to follow-up with Cllr Gamble.d) Police Report – Update: Report received and circulated to members 11/5/20. Also uploaded onto website.
20/21-5	Minutes of Council meetings Remote meeting of the Parish Council held on 21st April 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Davis, seconded Cllr White). Minutes to be signed as soon as practically possible.
20/21-6	Highways / Maintenance issues in the village <ul style="list-style-type: none">a) Update on matters previously reported – Cllr Davis reported that the Parish Steward was still active in the village. Cllr Gordon noted that he had been assured by Wiltshire Council Highways, that the large potholes along Church Street would be filled this month as a matter of priority. He would follow this up if necessary.

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	<p>b) The following updates were noted, any subsequent questions responded to, and matters considered as necessary</p> <ul style="list-style-type: none"> i. Broadwell car-park - Update: Water bubbling up through broken collapsed tarmac at edge of car-park – Wiltshire Council to clear gulleys on White Street and jet the line in 7/8 weeks. The matter will be reviewed and investigated further if this action is not effective. ii. Lack of road signage for 'Townsend' – Update: Sites identified for 3 new signs, and letters sent to residents seeking permission to erect signs on their fences if necessary – ACTIONS – Clerk to liaise with Wiltshire Council regarding costs and implementation when received necessary permissions from residents. <p>c) New matters to report – Cllr Turner-Scott referred to the central road markings at the end of The Spring which had become very worn – ACTIONS – Cllr to report via Wiltshire Councils on-line system. Cllr Early asked whether there was any update regarding the down-pipes at the front of the Drummer Boy Development – ACTIONS – Clerk to follow-up and report back.</p> <p>d) Footpath MLAV50 – The Chairman referred to the correspondence received from the Parish Council's Solicitor. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr White and resolved to agree the extent and cost of the work as outlined in the Solicitor's letter dated 15th May 2020 – ACTIONS – Clerk to advise Solicitor accordingly.</p>
20/21-7	<p>Important Correspondence Received</p> <p>There was none.</p> <p><i>Any other correspondence received before the meeting, but after the agenda has gone to print will be included in an appendix and discussed/noted during the meeting</i></p> <p>There was none.</p>
20/21-8	<p>Covid-19 / Coronavirus pandemic related matters - The following updates were noted, any subsequent questions responded to, and matters considered as necessary</p> <ul style="list-style-type: none"> a) Employees – Update: Old School cleaner furloughed (initially from 30/3/20 to 31/5/20) and application submitted for government Job Retention Scheme. Amount received from initial application. b) Market Lavington Covid-19 Support Group – Update: Grant application for £472 submitted to SSEN for items to support the Groups' volunteers, approved and funding received – Clerk liaising with Support Group organiser regarding purchase of equipment. Consider further: suggestion from Organiser – Item deferred.
20/21-9	<p>Parish Council Website / New Councillor emails</p> <p>Feedback from Councillors regarding the new website was generally positive. Notices were being posted on social media and in the Village Magazine to raise public awareness and interest in the website.</p>
20/21-10	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted: None. b) The following recent planning application decisions made by Wiltshire Council were noted: <ul style="list-style-type: none"> i. 20/02233/TCA 29 White Street, Market Lavington. Cherry tree remove – No Objection ii. 20/02516/CLP 16 Fiddington Hill, Market Lavington. Use of land to station a mobile home family annexe for use incidental to the main dwelling – Approve iii. 20/01630/LBC Manor House, Wick Lane, Littleton Panell. Rebuild a section of garden wall – Approve with conditions

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20/21-11	Finance a) Councillors received and approved the financial reports - receipts and payments details for April 2020 (including card payments, and payments made in-between meetings), and bank reconciliation (see appendix at end of minutes). The Clerk noted that the normal budget comparison document, detailing the financial position year-to-date had not been provided this month because of the change in accounting package, which was due to be implemented in early June. b) It was resolved to approve the payment of 'on-line Payments' for May 2020, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – proposed Cllr Davis, seconded Cllr Padfield (see appendix at end of minutes). If face-to-face meeting restrictions have not been lifted before the next Parish Council meeting, it was agreed that arrangements will be made by the Clerk after the meeting, for the finance file to be given to signatories to initial invoices and summary sheets, as approved at all the remote meetings held.
20/21-12	Parish Council Accounts year ending 31st March 2020 a) Internal Audit Report – The Clerk referred to the report circulated to members with the agenda papers, which had identified two recommendations for consideration. It was proposed by Cllr White, seconded by Cllr Gordon and resolved to accept the report and implement the two recommendations – ACTIONS – Clerk to advise Internal Auditor accordingly and make the necessary arrangements. b) Subject to one minor amendment, it was resolved to approve the 'Governance, Finance & Management Risk Register' – proposed Cllr Gordon seconded Cllr Earley. c) It was resolved to approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2019/20) – proposed Cllr Padfield seconded Cllr Gordon. d) It was resolved to approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements 2019/20) – proposed Cllr Gordon seconded Cllr White. e) It was resolved to approve the asset register – proposed Cllr Gordon seconded Cllr Earley. f) It was resolved to approve the schedule of Earmarked / Restricted Reserves – proposed Cllr Padfield seconded Cllr Davis.
20/21-13	General Parish Matters There were none.
20/21-14	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 8.20pm.
20/21-15	Date of next Meeting Parish Council meeting – Tuesday 16th June 2020 at 7.15pm.
20/21-16	Closure of meeting There being no further business the meeting was closed at 8.22pm.

Appendix

Balance at Lloyds Bank 30.4.20	60,802.88	Current, and instant access Account
Less outstanding cheques – total	00.00	
	60,802.88	

Balance b/fwd	35,812.01
Add receipts	32,524.28
Less payments	7,533.41
Balance c/fwd	60,802.88

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Receipts received in April				
Details		Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest		New system	1.18	
Inv. 20/01 Hire of Old School			40.00	
Inv. 19/44 Hire of Old School			160.00	
HMRC – 4 th qtr 19/20 VAT refund			308.10	
Wiltshire Council -1 st half of precept amount			32,015.00	
	TOTAL		32,524.28	

Payments made in April				
Details		Cost Centre	Amount (Inc. any VAT)	Ref
Water2Business - Water OSH		New system	20.00	DD
Water2Business - Water E/F Pavilion			13.00	DD
Southern Electric – Electric OSH			77.00	DD
1&1Internet Ltd – OS website hosting			5.99	DD
XLN Telecom – Broadband Old School			46.19	DD
PWLB – loan payment			4,409.17	DD
Cleaner OSH wages			107.50	BP1
Handyman contractor			275.00	BP2
Clerk wages and reimburse expenses ^			844.49	BP3
Wicksteed – Play Area inspections X2			162.00	BP4
AlphaPrint.Me – Printing of flyers for magazine - COVID-19 support group info etc.			86.50	BP5
West Lavington Youth Club – Friday night staffing 10/1/20 to 14/2/20 and 28/2/20 to 13/3/20			540.00	BP6
Mark Goddard & Sons – 1 of 7 instalments footpath/Amenity land contract			536.57	BP7
The Green Dragon – Refund of amount received in error 5/3/20 ^^			160.00	BP8
D L King – Neighbourhood Plan consultant			250.00	BP
	TOTAL		7,533.41	

Transfer of £5,000 made between savings account and current account 20/4/20. Transfer of £30,000 made between current account and savings account 30/4/20

^ Clerk wages £808.13 + reimburse cost of bark chippings £9.24 + reimburse cost of 2 padlocks and metal chains £27.12 = TOTAL £844.49

^^ Green Dragon should have paid this to the Magazine, but paid to Parish Council in error

Payments to be paid in May				
Details		Cost Centre	Amount	Ref
CPRE		New system	36.00	BP1
West Lavington Youth Club – 1 st qtr S137 grant donation			350.00	BP2
Cleaner OS wages			89.00	BP3
Handyman contractor ^			226.65	BP4
Clerk wages			808.13	BP5
TEEC Ltd – Migration and development of new PC website			288.00	BP6
WALC – Annual WALC/NALC subscription			854.29	BP7
Mark Goddard & Sons – 2 of 7 instalments footpath/Amenity land contract			536.57	BP8
Auditing Solutions Ltd – Internal audit fee 19/20			216.00	BP9
TOTAL			3,404.64	

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Payments made in between meetings			
D L King – Neighbourhood Plan consultant – additional work *		250.00	BP

^ Handyman Contractor 5hrs per week X 4 weeks @ £11 per hour £220 + petrol for strimmer £6.65 =
TOTAL £226.65

* Payment made in between meeting as invoice due before next meeting. Payment already approved
at PC meeting 21/4/20 minute no. 19/20-336a