

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 Annual Meeting** of the Parish Council **held on Tuesday 18th August 2020** **At 7.15pm by Zoom Teleconferencing facility**

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Gordon, Cllr Davis, Cllr Padfield, Cllr White, Cllr Steele (joined meeting at 7.50pm), Cllr Stevens, Cllr Turner-Scott (joined meeting at 7.20pm) and Cllr Earley.

In attendance: Wiltshire Cllr Richard Gamble (left at 7.50pm). One member of the public (left meeting at 7.33pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
20/21-58	Election of Chairman There being no other nominations, it was proposed by Cllr Padfield, seconded by Cllr Earley, and resolved to elect Cllr Osborn as Chairman of the Parish Council for the remainder of the municipal year 2020/2021.
20/21-59	Declaration of acceptance of office It was agreed that the Clerk would meet with the Chairman in person to witness the signing of his Declaration of Acceptance of Office.
20/21-60	Election of Vice-Chairman There being no other nominations, it was proposed by Cllr Osborn, seconded by Cllr Padfield, and resolved to elect Cllr Davis as Vice-Chairman of the Parish Council for the remainder of the municipal year 2020/2021.
20/21-61	Declaration of acceptance of office It was agreed that the Clerk would meet with the Vice-Chairman in person to witness the signing of his Declaration of Acceptance of Office.
20/21-62	Apologies for Absence None, all Councillors present.
20/21-63	Declarations of Interest and Dispensations to Participate a) Cllr White declared a pecuniary interest in item 20/21-72b as one of the payments due for approval was payable to a family member. She took no part in the voting for this item. Cllr Earley declared an interest in item 20/21-71ai as one of the recent applications received, related to a Tree Works application submitted on her behalf. She had taken no part in the consideration of this application. b) There were none.
20/21-64	Adjournment for Public Participation (maximum of 5 minutes) The Chairman brought forward item 20/21-67d on the agenda to allow the member of the public present to participate in the discussion. Allotments / Community Orchard – The member of the public provided a brief overview of a proposal for creating a Community Orchard in the village. It was noted that with the recent loss of the private allotments, there was also likely to be a local demand for some new allotments, as recognised at the last Parish Council meeting, for which a suitable piece of land would also need to be found. Councillors showed their support for investigating further both these proposals. With this in mind, a number of areas of potential land were suggested, and following a full discussion it was agreed that the Parish Council would follow this up by making contact with landowners – ACTIONS – Clerk to contact landowners, member of the public to work alongside the Parish Council with investigating these proposals further.

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20/21-65	<p>Monthly Reports</p> <ul style="list-style-type: none"> a) Chairman's Report – The Chairman had helped the Handyman to take down some overhanging branches and undertaken various checks around the village. b) Wiltshire Councillor Report – Wiltshire Cllr Gamble reported that Bouverie Drive would be closed on the 1st and 2nd of October for re-surfacing work. It was hoped that over the next couple of months the report may be received from Atkins detailing what improvements may be possible at Blackdog Crossroads. He referred to recent concerns regarding windows on a property in the village, noting that Wiltshire Council Officers had responded by issuing the owner with deadlines for carrying out repairs. A problem has been identified with off-road bikers causing damage to footways on the edge of the Plain, and he asked Councillors to pass on any information to him. Devizes library was due to open next week, the Area Board will be meeting remotely on the 14th of September, and investigative work was continuing on the Devizes Gateway railway station proposal, at Lydeaway. He then answered questions posed by Councillors. c) Police Report – Report received and circulated to members 29/7/20. d) Community Hall Trust Report – Cllr Padfield noted that the Trust had not met since the last Parish Council meeting. It was understood that the Hall was hoping to re-open soon.
20/21-66	<p>Minutes of Council meeting</p> <ul style="list-style-type: none"> a) Remote meeting of the Parish Council held on 21st July 2020. The minutes of the meeting, having been previously circulated to Councillors, were approved as a correct record (proposed Cllr Davis, seconded Cllr Padfield). Minutes to be signed as soon as practically possible.
20/21-67	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none"> a) Update on matters previously reported – <ul style="list-style-type: none"> i. Broadwell carpark water leak – Although it had appeared that the recent Wessex Water repair at the entrance of the Clays and Gye's yard had sorted the problem, a recent heavy downpour had caused further damage, breaking up the tarmac, and partly exposing an old drain cover. The matter had been followed up with Wiltshire Council, and a response was awaited. ii. Any other matters – With the Parish Steward not visiting in August there were still several outstanding matters. b) Matters raised since last meeting and actions taken – There were none. c) New matters to report (Parish Steward visits: 15 & 16 September) – Run-off gully's on White Street which were currently buried, needed to be dug-out, marked, and cleared. d) Allotments / Community Orchard – Considered under item 20/21-64. e) BT consultation regarding proposed removal of payphone kiosk at junction of Church Street and Parsonage Lane – Councillors considered a couple of alternative ideas for possible use of the payphone kiosk, with the preferred option being that of a flower planter. Initial thoughts were expressed regarding a proposal for the Parish Council to 'adopt' the kiosk, during which it was recognised that in order for an 'adoption' to be successful, there would need to be a core group of people within the village prepared to take on the responsibility of planting-up and maintaining the flowers etc. – ACTIONS – Clerk to contact local resident who had expressed an interest, and Chairman to place article in Magazine to gauge level of local support for proposal. f) Litter bin on corner of Parsonage Lane and Church Street – Members considered the request to re-locate the litter bin – ACTIONS – Chairman to take photos of bin and ascertain how/if it could be moved. g) Footpath MLAV50 – Members reviewed the further information received from the Solicitor, which had concluded that they did not think the Parish Council would be able to claim ownership of the footpath. They did, however, confirm that Parish Councils do have a right to undertake the "maintenance" of a privately maintainable footpath, by virtue of section 50 of the Highways Acts 1980. And, that Parish Councils have a right to light "roads and other public places within the parish" by virtue of Section 3 of the Parish Councils Act 1957. Following further discussion, it was therefore agreed to proceed with the proposal to install lighting on the footpath – ACTIONS – Letter to be written to owner of Church Cottage advising of decision. Clerk to contact electrical contractors to obtain

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	additional quotes.
20/21-68	<p>Parish Council Committees / Meetings</p> <ul style="list-style-type: none"> a) To review Terms of Reference for existing Parish Council committees and working groups - The Clerk referred to the draft documents circulated with the agenda papers, noting her recommendation that the Planning, HRAF, OS, Chairman's Charity Account and Event Advisory Committees Terms of Reference remain unchanged. She then detailed the proposed minor amendment to the Terms of Reference for the Management & Finance (M&F) Committee, which detailed the requirement to review the Finance and Management Risk Register twice during the year, as recommended by the Internal Auditor. It was proposed by Cllr Davis, seconded by Cllr Padfield, and resolved to adopt the documents as detailed above. b) To appoint membership of each Parish Council committee and working group – Councillors confirmed their agreement to remain on the same committees. c) To elect Chairman of 'Management & Finance' Committee - It was proposed by Cllr Steele, seconded by Cllr Myhill and resolved to re-elect Cllr Padfield as Chairman of the 'Management & Finance' Committee for the remainder of the municipal year. d) To appoint membership of other committees - The following appointments were agreed: <ul style="list-style-type: none"> ➤ CATG – Cllr Davis ➤ JLC – Cllr Osborn and Cllr Turner-Scott ➤ MLCHT – Cllr Padfield
20/21-69	<p>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>
20/21-70	<p>Covid-19 / Coronavirus pandemic related matters</p> <ul style="list-style-type: none"> a) Old School cleaner - Currently furloughed until end of August, being paid in full by the Parish Council, with funding being received from the Government Job Retention Scheme (JRS) to cover part of the cost. Following a full discussion it was proposed by Cllr Gordon, seconded by Cllr Osborn, and resolved to extend the furlough arrangements until the end of October, and review the situation further at the October Parish Council meeting – ACTIONS – Clerk to advise member of staff accordingly, and submit further JRS claims as necessary. b) Old School re-opening – The Clerk referred to the information received from the Parish Council's insurance agent and detailed the actions that had been taken to date to make the Old School COVID secure. It was noted that none of the Old School Regular User Groups had indicated a desire to return to their sessions until at least the middle of October. Following a full discussion, it was proposed by Cllr Gordon, seconded by Cllr White and resolved not to re-open the Old School for normal use at the current time, with the situation to be reviewed again at the October Parish Council meeting. It was noted that one booking was being permitted to take place in the Old School, which was of an exceptional nature. The hirer had confirmed their acceptance of additional "Special Conditions of Hiring during COVID-19". Notifications of dates of sessions were being circulated to ensure that 72hr gaps were being maintained between people entering the building. c) Elisha Field Pavilion re-opening - The Clerk referred to the information received from the Parish Council's insurance agent and detailed the actions that had been taken to date to make the Pavilion COVID secure. It was noted that with only one User Group using the Pavilion the risk was further reduced. The Football Club had provided a copy of their Risk Assessment and procedures for use of the Pavilion, which had all appeared in order. Following a full discussion, it was proposed by Cllr White, seconded by Cllr Earley, and resolved to allow the Pavilion to be re-opened with immediate effect – ACTIONS – Clerk to advise Football Club accordingly.

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20/21-71	<p>Planning applications and decisions</p> <p>a) The following planning application received, which had not been considered at a Planning Committee meeting was noted:</p> <p>i. 20/05510/TCA 6A New Street, Market Lavington. SN10 4DX. Sycamore fell – No objections</p> <p>b) The following recent planning application decisions made by Wiltshire Council were noted:</p> <p>i. 20/00891/FUL 15 High Street, Market Lavington. SN10 4AF. New Plant equipment installation – Approve with conditions</p> <p>ii. 20/03988/FUL Orchard Cottage, 37 The Spring, Market Lavington. SN10 4EB. Existing single storey extension to the front of property to be extended to the west side and converted to two storeys; two storey rear extension; replacement garage; and extension of highway access – Approve with conditions</p> <p>iii. 20/04356/FUL 1 White Horse Barns, White Street. SN10 4DP. Replacement doors, windows, and fascia – Approve with conditions</p> <p>iv. 20/04839/TPO – 17 Canada Rise, Market Lavington. SN10 4AD. T1 mature beech tree in front garden thin crown by approximately 20% and crown raise lower branches up to approximately 18-20 feet – Approve with conditions</p> <p>v. 20/05510/TCA – 6A New Street, Market Lavington. SN10 4DX. Sycamore fell – No objection.</p>
20/21-72	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for July 2020 (including card payments, and payments made in-between meetings – as detailed in Appendix), bank reconciliation and budget position for the financial year-to-date.</p> <p>b) It was resolved to approve the payment of 'on-line Payments' for August 2020, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – proposed Cllr Padfield, seconded Cllr Davis – Cllr White abstained from the voting (see appendix at end of minutes). Documentation to be initialled by two authorising Councillors as soon as practically possible after the meeting.</p> <p>c) It was resolved to approve the use of variable direct debits to pay Water, and Electric utilities for the Old School and Elisha Field Pavilion. Old School Website hosting fee, broadband provision, and music licence fee. ICO fee (as per fin. Regs. Para. 6.7) - proposed by Cllr Padfield seconded by Cllr Stevens.</p> <p>d) The Clerk noted that a family member continued to work for the Internal Auditing Company but confirmed that they would not be responsible for auditing the Parish Council's accounts. It was resolved to approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor for the year ending 31/3/21 - proposed by Cllr Gordon seconded by Cllr Padfield.</p> <p>e) To review the Council's subscriptions to other bodies – The Clerk noted the current subscriptions paid by the Parish Council (WALC/NALC, SLCC, ICO and CPRE). It was proposed by Cllr Myhill seconded by Cllr Osborn and resolved to continue payment of these subscriptions.</p>
20/21-73	<p>General Parish Matters</p> <p>Cllr Davis noted that he had made contact with someone who may be interested in filling one of the existing Parish Councillor vacancies, and asked Councillors to consider how such an appointment could be managed with the current arrangement of remote Zoom meetings. Cllr White asked for confirmation as to whether the Parish Council would continue with their support for the 2021 Vintage Meet – The Chairman confirmed the on-going support of the Parish Council for this event, through the Chairman's Charity Account.</p>

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20/21-74	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 8.55pm and resumed at 8.59pm.
20/21-75	Date of next Meeting Tuesday 15th September 2020 at 7.15pm (Dates of Parish Council meetings for remainder of the municipal year - 20.10.20 / 17.11.20 / 15.12.20 / 19.1.21 / 16.2.21 / 16.3.21 / 20.4.21 / 18.5.21)
20/21-76	Closure of meeting There being no further business the meeting was closed at 9.00pm.

Appendix

Payments to be approved at August Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	20/8/20	89.00	BP1
Handyman contractor & reimburse expenses *	Various	20/8/20	224.50	BP2
Clerk wages & reimburse expenses **	Various	20/8/20	889.53	BP3
Mark Goddard & Sons – 5 of 7 instalments footpath/Amenity land contract	4620	20/8/20	536.57	BP4
Idverde – 50% of grass cutting fee for Elisha Field	4610	20/8/20	531.36	BP5
G K White Property Services – Work to replace Old School outbuilding door	4430	20/8/20	407.00	BP6
Fine-signs Westbury – new signs for play areas and Elisha Field	4430	20/8/20	109.20	BP7
SSE – Christmas lighting electricity cost	4410	20/8/20	22.91	BP8
TOTAL			2,810.07	
Payments made in between meetings				
Melba Products – new bin outer for Elisha Field	4430	29/7/20	111.78	BP
Screwfix – COVID-19 related items	329	20/7/20	23.96	Card
Zoom – Recurring monthly payment (1 st payment)	4190	23/7/20	11.99	Card
Amazon – 100 laminating pouches	4160	28/7/20	7.99	Card

* Handyman Contractor 5hrs per week X 4 weeks @ £11 per hour £220 + screws for fixing signs £4.50 = TOTAL £224.50

** Clerk Monthly Wages £808.13 + Printer ink cartridge £15.49 + COVID related items for Old School and Pavilion £63.41 + Blue tac X 2 £2.50 = TOTAL £889.53

Transfer of £3,000 made from Deposit Account to Current Account 18/8/20