

# 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](mailto:clerk@marketlavingtonparishcouncil.gov.uk)

VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

## Minutes of the **Annual Meeting** of the Parish Council **held on Tuesday 18th May 2021** **At 7.15pm in the Old School**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Earley, Cllr Turner-Scott, Cllr Fraser, Cllr Steele, Cllr Stevens, and Cllr Davis.

**In attendance:** Wiltshire Cllr Muns (left meeting at 7.25pm), and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
21/22-1	<b>Election of Chairman</b> There being no other nominations, it was proposed by Cllr Steele, seconded by Cllr Earley, and resolved to elect Cllr Osborn as Chairman of the Parish Council for the municipal year 2021/2022.
21/22-2	<b>Declaration of acceptance of office</b> The Chairman duly signed his Declaration of Acceptance of Office.
21/22-3	<b>Election of Vice-Chairman</b> Matter deferred until after agenda/minute item 10.
21/22-4	<b>Declaration of acceptance of office</b> Matter deferred until after agenda/minute item 10.
21/22-5	<b>Declaration of acceptance of office for all Councillors elected at the May 2021 elections</b> The Clerk confirmed that the six newly elected Councillors had signed their Declaration of Acceptance of Office forms prior to the start of the meeting.
21/22-6	<b>Apologies for Absence</b> None – all members present.
21/22-7	<b>Parish Councillor vacancies (Due to the confidential nature of this matter, members of the public were asked to leave the room during the discussion of this item)</b> The Clerk referred to the one formal application received, a copy of which had been circulated prior to the meeting. It was proposed by Cllr Steele, seconded by Cllr Turner-Scott, and resolved to co-opt Mr Fred Davis as a member of the Parish Council (members of the public returned to the meeting). The newly co-opted Councillor signed his 'Declaration of Acceptance of Office' form in the presence of the Clerk and joined in with the remainder of the meeting – <b>ACTIONS</b> – Clerk to advise Electoral Services accordingly.
21/22-8	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
21/22-9	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.20pm.
21/22-10	<b>Monthly Reports</b> a) <b>Chairman's Report</b> – The Chairman reported that he had sprayed some weedkiller around the exterior of the Old School, and responded to a number of parishioners enquiries. b) <b>Wiltshire Councillor Report</b> – Cllr Muns offered his congratulations on the Neighbourhood Plan Referendum result, and noted the general feeling of support from newly elected Wiltshire Councillors for Neighbourhood Planning. He referred to the Scout Hall consultation, requesting that surrounding parishes be included in the discussions, and also to the feasibility study currently under consultation for Black Dog crossroads, suggesting that neighbouring Parish Councils work together on a united

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	<p>response. He then made reference to the next Area Board meeting, encouraging attendance, and to the CATG meeting on the 25<sup>th</sup> of May.</p> <p>c) <b>Neighbourhood Plan Report</b> – The Clerk confirmed the results of the Referendum – Question asked: Do you want Wiltshire Council to use the Neighbourhood Plan for Market Lavington to help it decide planning applications in the Neighbourhood area? Number of votes cast in favour of a Yes = 529 – carried. Number of votes cast in favour of a No = 117 (There were 9 rejected ballot papers). Electorate: 1649 / Ballot papers issued: 655 / Turnout: 39.72%.</p>
21/22-10a	<p><b>Election of Vice-Chairman</b> There being no other nominations, it was proposed by Cllr Earley, seconded by Cllr Turner-Scott, and resolved to elect Cllr Davis as Vice-Chairman of the Parish Council for the municipal year 2021/2022.</p>
21/22-10b	<p><b>Declaration of acceptance of office</b> The Vice-Chairman duly signed his Declaration of Acceptance of Office.</p>
21/22-11	<p><b>Council meetings</b></p> <p>a) Remote meeting of the Parish Council held on 22nd April 2021. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Earley, seconded Cllr Turner-Scott).</p> <p>b) Remote meeting of the Old School Committee held on 4th May 2021. The draft minutes were noted, one question asked regarding the installation of a letter box, and the following matters considered further -</p> <p>i. Quote received for installation of 13 amp socket in loft area – The Clerk referred to the quote obtained for £120 which included the re-installation of the Mosquito device (needed replacement as faulty) as well as the new socket, noting that the contractor would charge on an hourly rate if the job took less time than quoted for. It was proposed by Cllr Turner-Scott, seconded by Cllr Earley, and resolved to approve the quote – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</p> <p>ii. Design of tri-fold leaflet, and printing quote received – Members reviewed the design of the leaflet, which was very well received. Cllr Davis referred to the feedback already provided, and following further discussion, some suggested revisions to the text were agreed – <b>ACTIONS</b> – Cllr Davis to circulate a revised draft version to members, for their final approval. Cllr Davis referred to the quote received for printing the leaflet – it was proposed by Cllr Turner-Scott, seconded by Cllr Stevens, and resolved to approve the quote, and opt for 1,000 copies at a cost of £213 – <b>ACTIONS</b> – Cllr Davis to accept quote on behalf of Parish Council. Members then reviewed the three options for the ‘Open Now’ flyer design, prepared by Cllr Fraser, and agreed the preferred option – <b>ACTIONS</b> – Cllr Fraser to forward copy of final design to Chairman and Clerk, for inclusion in the magazine, on the Parish Council website, Noticeboard and Facebook page.</p> <p>c) Annual Parish Meeting held on the 27<sup>th</sup> of April 2021 – The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Earley, seconded Cllr Turner-Scott).</p>
21/22-12	<p><b>Parish Council Committees / Meetings</b></p> <p>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, Management &amp; Finance (M&amp;F), Old School (OS), and Chairman’s Charity Account Committees, Terms of Reference remain unchanged. She then detailed the proposed minor amendment to the Terms of Reference for the Highways, Recreation, Amenity &amp; Footpaths (HRAF) committee, which detailed the requirement to review the Emergency Plan annually, to ensure all the information was up-to-date, and the Event Advisory Committee to include the names of the committee members for the current year. It was proposed by Cllr Turner-Scott,</p>

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	<p>seconded by Cllr Osborn, and resolved to adopt the documents as detailed above.</p> <p>b) To appoint membership of each Parish Council committee and working group – Due to the low number of Parish Councillors at the current time, it was agreed that all Councillors would be members of each committee, until such times that there were sufficient Councillors to allow different membership arrangements. Event Advisory Committee (Working Group) membership = Ian Myhill, Sharan White, Caz Davis, Cllr Earley, Cllr Turner-Scott, Cllr Osborn &amp; Cllr Stevens.</p> <p>c) To elect Chairman of ‘Management &amp; Finance’ Committee – It was proposed by Cllr Osborn, seconded by Cllr Earley, and resolved, to elect Cllr Fraser as Chairman of the ‘Management &amp; Finance’ Committee for the municipal year.</p> <p>d) To appoint representatives of external committees – The following appointments were agreed:</p> <ul style="list-style-type: none"> <li>➤ CATG – Cllr Davis and/or Cllr Turner Scott</li> <li>➤ JLC – Cllr Osborn and Cllr Turner-Scott</li> <li>➤ MLCHT – Cllr Earley</li> </ul>
21/22-13	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Update on matters previously reported.</p> <ol style="list-style-type: none"> <li>i. Railings alongside stream at end of the Muddle – Cllr Davis reported that he had drafted a specification from the information provided by the Engineer, which can now be used to obtain quotes – <b>ACTIONS</b> – Cllr Davis to forward specification to Clerk for circulation.</li> <li>ii. Preparation of report for CATG meeting on 25<sup>th</sup> of May of proposals for improving traffic congestion through the village – Cllr Davis reported that he had sent some brief notes to the committee administrator, in readiness for consideration at the meeting.</li> <li>iii. Internal WhatsApp group for reporting highways maintenance and rights of way issues – Members confirmed their support for this method of communication for reporting matters within the Parish Council – <b>ACTIONS</b> – Cllr Davis to set-up WhatsApp group.</li> <li>iv. Any other updates – The Clerk reported that work to convert the telephone kiosk on the corner of Parsonage Lane into a flower planter was progressing well, with the support of a core group of volunteers. It was hoped that the planters would all be planted up, and in situ by the end of May.</li> </ol> <p>b) New matters to report – Cllr Davis noted that there would be no visit from the Parish Steward in May.</p> <p>c) Klargester tank under Village Green – Preparation of document detailing the ownership information and agreements between St Mary’s PCC and the Parish Council – The Clerk noted that a draft agreement had been prepared and sent to the Church for their consideration.</p> <p>d) Atkins report on Blackdog Crossroads – Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Steele, and unanimously agreed, that the two most serious and sensible options detailed in the report, were either a conventional large roundabout, or traffic lights, both of which would be supported by the Parish Council – <b>ACTIONS</b> – Chairman to liaise with neighbouring parishes to agree a joint response for submission to Wiltshire Council by the 30<sup>th</sup> of June.</p> <p>e) Top Community Hall car-park wooden retaining wall – The Clerk reported that, as agreed at the Parish Council meeting in October 2020, the approved contractor had now responded with an updated quote, which had been delayed due to suppliers having difficulty with sourcing wood supplies, because of COVID and Brexit. It was proposed by Cllr Stevens, seconded by Cllr Davis, and resolved to accept the revised quote of £3,400 – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</p> <p>f) Community skips for waste and recycling metals – The Chairman referred to the difficulties that some people were experiencing since the introduction of the ‘booking system’ at the recycling centres, and provided details of the cost for providing one-off skips in the village for community use (£500) – Following further discussion it was agreed to shelve the idea for the time being.</p> <p>g) COVID-19 memorial project – Cllr Fraser referred to the proposal received from a local</p>

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	<p>resident, a copy of which had been circulated with the agenda papers. Following further discussion, during which members expressed their support for the project, it was agreed to publicise the idea in the Village Magazine, the website, and Facebook page to generate community support – <b>ACTIONS</b> – Clerk to collate responses received.</p>
21/22-14	<p><b>Covid-19 related matters</b> The Clerk reported that two further payments of the 'Local Restrictions Support Grant' had been received from Wiltshire Council, covering the period 2/12/20 to 30/12/20 totalling £934.</p>
21/22-15	<p><b>Correspondence Received</b> None. <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>a) Email from Local Resident – Request for Speed Indicator Device (SID) on Spin Hill to also be operated in the other direction, and for consideration of 30mph repeater sign turning left from the Grove Road roundabout up Parsonage left / Spin Hill – Councillors noted their agreement for the SID to be operated in the opposite direction, and this would be implemented as soon as the new NAL Socket was installed by Wiltshire Council. Wiltshire Council CATG committee would not support requests for 30mph repeater signs, as these were not considered effective. It was noted that the Police had been advised of the excessive speeds of some vehicles, as recorded by the SID, and it was hoped that they would carry out some targeted speed checks. It was also anticipated that when the SID was operated in the other direction it would act as a reminder of the 30mph limit – <b>ACTIONS</b> – Clerk to respond to Local Resident accordingly.</p> <p>b) Email from Local Resident – Information about Market Lavington Library – The Chairman referred to conversations he had had with the Sea Scouts and Wiltshire Council Library Service following receipt of the email. With the Library currently being unable to operate from the Sea Scout Hall, it had been suggested that the John Reid Meeting Room in the Old School might be a suitable alternative location. Following further discussion, during which Councillors expressed their support for the proposal, it was agreed that a meeting would be arranged at the Old School, with interested parties, to consider the practicalities of the idea further – <b>ACTIONS</b> – Chairman to organise.</p>
21/22-16	<p><b>Planning applications and decisions</b></p> <p>a) The following planning applications received which have been considered at a Planning Committee meeting were noted:</p> <p>i. 21/02451/FUL Freith House, Lavington Road, Freith, SN10 5RF. Steel Portal frame building for hay, straw and machinery storage –</p> <p>Councillors expressed concerns regarding the close proximity of the proposed new building to the neighbouring property. However, during a review of the application on-line prior to the meeting, it became apparent that the Planning Officer had already published his decision for approval of the application, thus not allowing the full 21 days statutory period for the Parish Council to submit their response. Subsequent letter of complaint sent to Wiltshire Council.</p> <p>ii. 20/09350/OUT Land off Lavington Lane, West Lavington. Outline application for residential development (50 dwellings) - submission of amended/additional plans</p> <p>Welcomed the submission of a revised access plan, which included the change in the proposed crossing point on Lavington Lane to a signal controlled crossing, with comments regarding loss of the right-hand turning lane, and improving visibility.</p> <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <p>i. 21/01882/FUL Land to the rear of Nos 11 and 13 White Street, Market</p>

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	<p>Lavington. Demolition of existing garages and erection new house and car port with the widening of the Clays at the corner of site – submission of additional/amended plans – No Objections</p> <ul style="list-style-type: none"> <li>ii. PL/2021/04176 Broadwell Leigh, 25 White Street, Market Lavington. Notification of proposed works to trees in a conservation area – No objections with comments</li> <li>iii. 21/02013/LBC Manor House, Wick Lane, Littleton Panell. Refurbishment of staff flats – No Objections</li> <li>iv. PL/2021/03521 1 Stobberts Road, Market Lavington. Holly tree fell – No Objections</li> </ul> <p>c) To receive and consider planning applications 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>d) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> <li>i. 21/02451/FUL Freith House, Lavington Road, Freith, SN10 5RF Steel Portal Frame Building for Hay, Straw and Machinery Storage - Approve with Conditions</li> <li>ii. 21/02013/LBC Manor House, Wick Lane, Littleton Panell. Refurbishment of staff flats - Approve with Conditions</li> </ul>
21/22-17	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) Councillors received and approved the financial reports - receipts and payments details for April 2021 (including card payments, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.</li> <li>b) It was resolved to approve the payment of 'on-line Payments' for May 2021, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings). The Clerk also sought approval for payment of the invoice of £860 + VAT just received, for repair works carried out in the Play Areas – Proposed Cllr Turner-Scott, seconded Cllr Davis (see appendix at end of minutes).</li> <li>c) It was resolved to approve the use of variable direct debits to pay utility bills and other payments as considered appropriate (as per fin. Regs. Para. 6.7) – Proposed Cllr Earley, seconded Cllr Fraser.</li> <li>d) To consider necessity of retaining Zoom Pro package – With the return of face-to-face meetings, it was proposed by Cllr Earley, seconded by Cllr Steele, and resolved to cancel the monthly subscription of £11.99 – <b>ACTIONS</b> – Clerk to cancel payment.</li> <li>e) It was resolved to approve the use of BACS as a method of payment (as per fin. Regs. Para. 6.9) – Proposed Cllr Earley, seconded Cllr Fraser.</li> <li>f) 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 31/3/22 - Proposed Cllr Earley, seconded Cllr Turner-Scott.</li> <li>g) To review the Council's subscriptions to other bodies (SLCC, NALC/WALC, CPRE and ICO) - It was proposed by Cllr Turner-Scott, seconded by Cllr Davis, and resolved to continue payment of the subscriptions as listed above.</li> <li>h) Enrolment of Parish Council in qualifying Pension Scheme – The Clerk reported that she had met with the Financial Advisor via zoom, and he had provided her with details of his recommended Pension Plan. He would now be making contact with the Parish Council representatives directly, to present his recommendations, and finalise the arrangements.</li> </ul>
21/22-18	<p><b>Parish Council Accounts year ending 31<sup>st</sup> March 2021</b></p> <ul style="list-style-type: none"> <li>a) Internal Audit – 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 Davis, seconded by Cllr Fraser, and resolved to accept the report and implement the</li> </ul>



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	<p>two recommendations – <b>ACTIONS</b> – Clerk to advise Internal Auditor accordingly and make the necessary arrangements.</p> <p>b) ‘Governance, Finance &amp; Management Risk Register’ – It was proposed by Cllr Earley, seconded by Cllr Osborn, and resolved to approve the Risk Register un-amended.</p> <p>c) Revised asset register – The Clerk noted that following advice from the Internal Auditor, the two telephone kiosks obtained during the year had been given a nominal value of £1 each on the Asset Register (previously given no value). It was proposed by Cllr Davis, seconded by Cllr Earley, and resolved to approve the revised asset register.</p> <p>d) Schedule of Earmarked / Restricted Reserves – It was proposed by Cllr Earley, seconded by Cllr Turner-Scott, and resolved to approve the Schedule of Reserves.</p>
21/22-19	<p><b>General Parish Matters</b></p> <p>Cllr Stevens noted that the landlady of the Green Dragon was due to leave the pub shortly, and asked if it would be appropriate for the Parish Council to do something to thank them, on behalf of the local community – <b>ACTIONS</b> – Chairman to action. Cllr Davis noted that he had made contact with two people who may be interested in becoming Parish Councillors – <b>ACTIONS</b> – Clerk to send out the necessary paperwork. Cllr Earley noted that she was aware of a couple of people who may also be interested in joining the Parish Council, and hoped to sit in on the June meeting.</p>
21/22-20	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.07pm.</p>
21/22-21	<p><b>Dates of next Meeting/s</b></p> <p>Planning Committee, and Management &amp; Finance Committee meeting – Tuesday 1<sup>st</sup> June 2021 Parish Council meeting – Tuesday 15<sup>th</sup> June 2021</p> <p>(Dates of Parish Council meetings for whole year - 20.7.21 / no meeting in August / 21.9.21 / 19.10.21 / 16.11.21 / 21.12.21 / 18.1.22 / 15.2.22 / 15.3.22 / 19.4.22 / 17.5.22)</p>
21/22-22	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.09pm.</p>

## Appendix

Payments to be approved at May Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	20/5/21	91.70	BP1
Clerk wages & expenses ^	various	20/5/21	835.02	BP2
Handyman contractor	4100	20/5/21	220.00	BP3
M Goddard & Sons – 2 of 7 payments footpath / amenity land contract	4620	20/5/21	542.23	BP4
Auditing Solutions – Internal audit fee y/e 31/3/21	4120	20/5/21	228.00	BP5
Jane Taylor – reimburse cost of seeds for planting troughs	4440 > EMR 330	20/5/21	10.47	BP6
<b>TOTAL</b>			<b>1,927.42</b>	
Payments made in between meetings				
Zoom – Recurring monthly payment	4190	23/4/21	11.99	Card
Amazon – Printer toner cartridge	4160	7/5/21	42.93	Card
Amazon - Cable ties to attach kiosk planters	4440 >EMR	9/5/21	8.39	Card

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	330			
Oakland Gardens – 16 planting troughs for kiosk	4440 > EMR 330	8/5/21	100.96	Card

^ Clerk monthly wages £828.18 + reimburse cost of planting trough £3.99 + reimburse cost of printer paper £2.85 = TOTAL £835.02

£25,000 transferred from Current account to Deposit account 17/5/21