

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 Monday 19th July 2021** **At 7.15pm in the Old School**

Councillors Present: Cllr Osborn (Chairman, arrived at 7.55pm), Cllr Earley, Cllr Turner-Scott, Cllr Fraser, Cllr Steele, Cllr Davis, and Cllr Andrew.

In attendance: Wiltshire Cllr Muns (left meeting at 7.36pm), three members of the public (left at 7.58pm) and Carol Hackett (Parish Clerk).

In the initial absence of the Chairman, the Vice Chairman Cllr Davis chaired the meeting until a convenient point after the Chairman's arrival. The Chairman took over at 7.59pm, at the start of agenda item 21/22-66, and also presented his Monthly Report (agenda item 21/22-63a), which had been deferred.

	AGENDA ITEM
21/22-60	Apologies for Absence Cllr Vine and Cllr Stevens had sent apologies due to personal commitments, which were accepted.
21/22-61	Declarations of Interest and Dispensations to Participate There were none.
21/22-62	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.19pm.
21/22-63	Monthly Reports a) Chairman's Report - The Chairman reported that he had carried out a number of checks around the village, and had had the honour of presenting leaving gifts to the landlady of the Green Dragon, on behalf of the local community. b) Wiltshire Councillor Report – Cllr Muns detailed his discussions with Wiltshire Council regarding the library, and Councillors re-affirmed their support for a possible move of the library to the Old School – ACTIONS – Clerk to liaise with Library service and volunteers. He then updated members regarding the enforcement action currently underway on the site at the top of Spin/Ledge Hill.
21/22-64	Minutes of Council meetings Meeting of the Parish Council held on 15th June 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).
21/22-65	Remember COVID-19 Community Project The Acting Chairman welcomed the volunteers, and invited them to address the Council. Some initial thoughts were expressed, and there then followed a joint discussion, during which various ideas were suggested, and consideration was given on how best to proceed with the project. It was agreed to reduce the number of project elements, and to focus on creating spaces in and around the village which would provide the opportunity for 'rest, solitude and reflection' – ACTIONS – Volunteers to try and gather some more community interest. 'Working Group' meeting to be scheduled in September to consider ideas in more detail, and plan for their implementation.
21/22-66	Parish Council Committees The membership of each committee was reviewed and agreed – ACTIONS – Clerk to circulate updated list to Councillors.

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21/22-67	<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. Cllr Davis noted that the Parish Steward was now sending before and after photos of any work carried out, which he would share via the Councillor WhatsApp group.b) New matters to report – <i>Parish Steward</i> - Branches overhanging highway on Drove Lane. <i>Handyman Contractor</i> – Overhanging vegetation on footpath along the muddle as far as the Broadwell.c) Beechwood – A date of Saturday 25th September 2021, from 9am, was agreed for the 'ivy bashing' session in the woods – ACTIONS - Notices to be placed on the notice board, website, Facebook, and in the magazine requesting volunteers to help.d) Village footpath cutting – Members reviewed the arrangements and specification for the existing contract, with the listed footpaths being cut four times during the growing season. It was agreed to monitor the cuts this year to determine if the contract needed to be amended in future years.e) CATG meeting 27th July – Improving safety of the B3098 through the village – Cllr Davis confirmed that he had submitted a request to CATG for a Highways Engineer to engage with the Parish Council, consider the issues as summarised in the recent correspondence, and then make recommendations on what improvements might be appropriate. This request would be followed up at the CATG meeting. Dropped kerbs – Wiltshire Council hoped to install the dropped kerbs at four of the five requested locations during the last week in August. The final location, at the end of the footpath leading up from Church Street to the Community Hall, was not on land dedicated as Highway, and Wiltshire Council had therefore advised that any improvements there would be the responsibility of the landowner. With the ownership of this footpath being uncertain, it was proposed by Cllr Fraser, seconded by Cllr Earley, and resolved to ask Wiltshire Council if it might be possible to include the fifth location within the scheme, with the Parish Council covering the full cost of the installation of this drop kerb if permissible – ACTIONS – Clerk to send request to Wiltshire Council.
21/22-68	<p>Covid-19 related matters</p> <p>The Clerk noted that the recent application for a 'Covid-19 restart support grant' submitted to Wiltshire Council had been unsuccessful – unlike previous Government grants, Parish and Town Councils were not eligible for funding through this scheme. She then referred to the existing 'Special Conditions of Hiring' for the Old School, and the measures in place for Parish Council face-to-face meetings which had been prepared prior to the move to Step 4 of the Government Road Map, with the lifting of most legal restrictions. Following a full discussion, it was recognised that it was still important to remain cautious, and as such, both documents would be revised to reflect this approach – ACTIONS – Clerk to revise both documents with support from Parish Council Chairman.</p>
21/22-69	<p>Correspondence Received</p> <ul style="list-style-type: none">a) Email from local resident enquiring about use of council land adjacent to property to widen drive – Response sent referring to Wiltshire Council – Notedb) Information regarding Platinum Jubilee Weekend Thursday 2nd June to Sunday 5th June 2022 – Consider possible community events – The idea to host a 'community picnic' on the Elisha Field was suggested, and it was agreed to make further enquiries before discussing further at the September meeting – ACTIONS – Clerk to make enquiries. <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>None.</p>
21/22-70	<p>Planning applications and decisions</p> <ul style="list-style-type: none">a) The following planning applications received which have been considered at a Planning Committee meeting were noted: There were none.

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	<p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted: There were none.</p> <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> <p>i. PL/2021/03416 - 5 Francis Road, Market Lavington, SN10 4DH. Alterations and extension of existing garage to provide a 2 storey side extension, comprising ground floor garage & store, first floor bedroom/office. Demolition of existing conservatory to make way for a single storey rear extension - Approve with Conditions.</p> <p>ii. PL/2021/03963 - 47 Stirling Road, Market Lavington, SN10 4DD. Proposed conservatory to front of property - Approve with Conditions.</p>
21/22-71	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for June 2021 (including card payments, 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 'on-line Payments' for July 2021, 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 Fraser (see appendix at end of minutes).</p> <p>c) Quotes for dog waste bin for the Clays – The Clerk referred to the list of prices circulated with the agenda papers. It was proposed by Cllr Fraser, seconded by Cllr Steel, and resolved to purchase the Melba Swintex dog waste bin costing approx. £100.</p> <p>d) Enrolment of Parish Council in qualifying pension scheme – The Chairman referred to the final recommendations received from the Financial Advisor, which had been circulated to Councillors prior to the meeting. It was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to approve the recommendation of the Financial Advisor (pension to be provided Aegon a brand name of Scottish Equitable plc). As previously agreed at the Parish Council meeting on the 19/1/21 (agenda item 20/21-202dii) the Parish Council contribution would be equivalent to 4% of the Clerk's salary, with the employee contributing the same percentage. Whilst it was recognised that with the inclusion of the 'Home Working Allowance' payable to the Clerk, her current annual take home pay exceeded the trigger level which required the provision of a pension, based on her salary alone, the figure was slightly below the trigger level. It was therefore proposed by Cllr Osborn, seconded by Cllr Davis, and resolved to request that the pension start when the Clerk's pay award has been approved for the current year, with the Parish Council then making a single contribution to make up for any missed direct debit payments if the pay award is backdated (in the event that this is not possible – pension to be set up immediately) – ACTIONS – Clerk to discuss with Pension Advisor.</p>
21/22-72	<p>General Parish Matters</p> <p>Cllr Earley suggested that the Parish Council should consider investing in projects which would improve the look of the village, and it was recognised that this could be actioned, in part, with supporting the 'Remember COVID19 Community Projects'. Cllr Andrew noted that he had sourced some information about setting up a Youth Council, and passed it to the Clerk – Matter to be discussed in more detail at the October Parish Council meeting. Cllr Andrew also referred to some initial enquiries he had made regarding the Devizes skateboard park – Matter to be considered further at next HRAF committee meeting. Cllr Davis referred to a request he had received to put a memorial tree on the Village Green - Matter to be considered further at the September Parish Council meeting. He had also been approached about problems with access along Parham Lane due to overgrown hedges.</p>

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21/22-73	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 9.12pm.
21/22-74	Dates of next Meeting/s Parish Council meeting – Tuesday 21st September 2021 (no meeting in August). Old School Committee – Tuesday 28 th September 2021 8.15pm (agreed after meeting). HRAF Committee – Tuesday 28 th September 2021 7.15pm (agreed after meeting).
21/22-75	Closure of meeting There being no further business the meeting was closed at 9.15pm.

Appendix

Payments to be approved at July Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000	22/7/21	91.70	BP1
Clerk wages	4000	22/7/21	828.18	BP2
Handyman contractor monthly hours and exps *	Various	22/7/21	304.87	BP3
M Goddard & Sons – 4 of 7 payments footpath / amenity contract £542.23 + installation of Market Place notice Board £300	4620 & 4440	22/7/21	842.23	BP4
TEEC – Annual Parish Council website hosting fee	4180	22/7/21	216.00	BP5
Wicksteed Leisure – Annual Play Area Inspections	4600	22/7/21	216.00	BP6
WALC – Training Course fee Cllr Stevens	4080	22/7/21	36.00	BP7
BASE Electrical – install anti-loitering device and new socket in OS loft area	4430	22/7/21	100.33	BP8
Wiltshire Search & Rescue – S137 grant donation	4210	22/7/21	62.50	BP9
Worton & Cheverell Youth FC – S137 grant donation	4210	22/7/21	62.50	BP10
TOTAL			2,760.31	
Ferris & Culverwell – Financial advice for qualifying pension scheme	4130	21/7/21	1,000.00	BP
Payments made in between meetings				
DC Mortimer Electrical – repair fault with OS emergency exit lights	4430	15/7/21	99.00	BACS
MKV Property Maintenance – OS boiler & water heater repairs / overflow pipe extended	4430	7/7/21	372.06	BACS
Nisbets – New crockery for OS **	4440	2/6/21	221.22	Card
Nisbets – New crockery for OS **	4440	9/6/21	110.30	Card

* Handyman monthly hours £275 + Reimburse cost of black bags £13.93 + Reimburse cost of petrol £15.94 = TOTAL £304.87

** New Crockery for OS – total order 48 large plates / 48 small plates / 48 bowls / 72 mugs / 60 teaspoons. Card details provided with order, and company invoiced when separate deliveries were made. Small plates were damaged whilst with the couriers, so were returned to Nisbets and value of £52.75 credited back to Parish Council 18/9/21, and item subsequently re-ordered (part of invoice 9/6/21)