

# 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)

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## Minutes of the Meeting of the Parish Council held on Tuesday 21st December 2021 At 7.15pm in the Old School

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

**In attendance:** 6 members of the public (two arrived at 7.58pm) (one left at 7.47pm, three at 9.03pm, and the remaining 2 at the end of the meeting) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
21/22-198	<b>Apologies for Absence</b> Cllr Andrew had sent apologies due to personal commitments, which were accepted.
21/22-199	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr Fraser declared an interest in agenda/minute item 21/22-209b as one of the payments for approval was payable to someone closely known to her. Councillors approved her participation in discussion of this item. b) There were none.
21/22-200	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned at 7.16pm and resumed at 7.17pm.
21/22-201	<b>Minutes of Council meetings</b> a) Meeting of the Parish Council held on the 16th November 2021. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Stevens, seconded Cllr Steele). b) Meeting of the Highways, Recreation, Amenity & Footpaths Committee (HRAF) held on 23rd November 2021. The draft minutes were noted, no questions asked, or further updates received, and the following matters were considered further: i. It was proposed by Cllr Stevens, seconded by Cllr Davis, and resolved to approve expenditure on three new road signs for Townsend at a cost of approx. £250 each. ii. It was proposed by Cllr Vine, seconded by Cllr Steele, and resolved to approve re-allocating the following two Earmarked Reserve amounts '20mph limit' (£2,500) and 'footpath MLAV50' (£1,500) to a new Earmarked Reserve account 'Canada Woods Project' c) Meeting of the Old School Committee (OS) held on 23rd November 2021. The draft minutes were noted, and no questions asked, or further updates received. d) Meeting of the Finance & Management Committee (M&F) held on 14 <sup>th</sup> December 2021. The draft minutes were noted, no questions asked, and the following matters were considered further: i. It was proposed by Cllr Steele, seconded by Cllr Turner-Scott, and resolved to approve the draft budget and precept requirement for 2022/23 (Cllr Davis abstained from the vote) - Total payments £70,605 Total receipts £70,605. Precept £66,523 divided by 764.72 (tax base) = £86.99 band 'D' charge (an increase of £1.71 / 2% from 2021/22). Increase in the OS Cleaners hourly rate from £9.17 to £9.90 with effect from hours worked from 1/4/22 (8% / 73p per hour increase). ii. It was proposed by Cllr Fraser, seconded by Cllr Steele, and resolved to approve the following priorities and aspirations for the Parish Council for the next few years (Cllr Davis abstained from the vote) - Improvements to Broadwell Play Area / Canada Woods Project – to include 5/10 year management plan for the woods, and possibly incorporate 'Remember COVID-19' projects within this, on the grass area adjacent to Beechwood, and within Canada Woods / Possible joint allotment project with Easterton Parish Council / Possible outdoor gym

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	<p>equipment and skateboard ramps / Set aside money for future re-surfacing of carparks.</p> <p>iii. It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to approve the revised Parish Council Standing Orders.</p> <p>iv. It was proposed by Cllr Fraser, seconded by Cllr Steele, and resolved to approve the unamended Governance, Finance &amp; Management Risk Register.</p>
21/22-202	<p><b>Monthly Reports</b></p> <p>a) <b>Chairman's Report</b> – Reference was made to the quarterly finance summary for the 'Chairman's Charity Account' which had been circulated with the agenda papers. It was noted that bookings for trader and craft stands were picking up, and plans were well underway for the 2022 event. The Chairman reported that he had attended the Carol Singing event in the Green Dragon but had been unable to present the Community Minded Person of the Year award at that time. The award, won by Linda Cave was subsequently presented during a Library session at the Old School. The Young person award was won by Sam Lever.</p> <p>b) <b>Wiltshire Councillor Report</b> – Cllr Muns had given his apologies prior to the meeting.</p> <p>c) <b>Community Hall Trust Report</b></p> <p>i. Cllr Earley provided a brief update from the Trust meeting she had attended.</p> <p>ii. Meeting of the Joint Liaison Committee (JLC) 30/11/21 – The draft minutes were noted, no specific questions were asked, and the Chairman provided a summary of the matters discussed.</p>
21/22-203	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Update on matters previously reported –</p> <p>i. Vehicular access along the Clays / proposals for bollards – Members of the public were invited to join in the discussion of this item. It was noted that a copy of the letter from Wiltshire Council Highways department detailing the specific legal restrictions attached to MLAV24 had been published in the Magazine, and hand delivered to properties on the Clays, and The High Street (High Street - on the side adjacent to the Clays, from The Green Dragon up to Stobberts Road). Comments were received regarding the number of large pot-holes along the Clays, with the suggestion that scalplings be sourced, along with a suitable compacting tool – <b>ACTIONS</b> – Member of public present to provide contact details for sourcing scalplings, and compacting tool. Position of bollard suggested near to the smallholding, after the footpath leading down towards the Green Dragon – exact position to be agreed after further investigation regarding the raised drain cover, and consultation with nearby properties. There was some initial discussion with regards to the type of bollard required – <b>ACTIONS</b> – Cllr Vine to investigate further and present proposal at next meeting.</p> <p>ii. Request from St Barnabas School for possible removal of kissing gate at end of footpath adjacent to the school MLAV14 – The Chairman referred to the response and additional information received from the neighbouring stable owners, confirming that the path and the kissing gate were under their ownership, and that they would not agree to its removal – <b>ACTIONS</b> – Clerk to advise school accordingly.</p> <p>iii. Auto Speed Watch Camera Device – The Chairman referred to the feedback received from Great Cheverell regarding their experience of using the device, and their offer of the Auto Speed Watch camera to the Parish Council. Following consideration of use of the camera, and the costs involved to re-register the device, and cover the first year data subscription, it was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to accept the offer from Great Cheverell Parish Council, sort out its re-registration, and set-up the device for initial use on Spin Hill. It was also suggested to ask Wiltshire Cllr Muns to seek clarification from the PCC as to what their policies were with regards to tackling the problem of speeding – <b>ACTIONS</b> – Clerk to make necessary arrangements and liaise with Cllr Muns.</p>

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	<p>iv. Request for additional bollards on the High Street – The Clerk referred to the criteria received from the Wiltshire Council Highways Engineer regarding positioning of bollards – <b>ACTIONS</b> – Clerk to obtain CAD drawing of the High Street from Wiltshire Council, for Cllr Vine to review and consider suitable position/s for any additional bollard/s.</p> <p>b) New matters to report – There were none.</p> <p>c) Market Place carpark – Cllr Stevens noted that the current disabled spaces were located at the top end of the carpark, and questioned whether this was still a suitable position. An alternative, and possibly better position was suggested for use of the spaces at the end of the rows, adjacent to Northbrook – <b>ACTIONS</b> – Clerk to write to properties adjacent to existing disabled spaces, and investigate cost of re-painting new spaces.</p>
21/22-204	<p><b>Skateboard / BMX one-day Pro-show event</b> Cllr Stevens reported that the grant application submitted to the Area Board to part-fund the cost of the one-day Pro-show event had been successful. Following a brief discussion, a date of Saturday 11<sup>th</sup> of June 2022 was agreed for the event – <b>ACTIONS</b> – Clerk to confirm date and any deposit arrangements with company providing the event.</p>
21/22-205	<p><b>Relocation of Library to Old School Dr John Reid Room</b> It was proposed by Cllr Vine, seconded by Cllr Davis, and resolved to approve the Side Letter, and Lease Agreement between Market Lavington Parish Council and Wiltshire Council relating to The Dr. John Reid Meeting Room, for use by the library – <b>ACTIONS</b> – Both documents to be signed as required at the end of the meeting, and Clerk to liaise with Wiltshire Council to arrange completion and return of the lease and accompanying Side Letter.</p>
21/22-206	<p><b>COVID-19</b> The Clerk referred to the most recent change in Government restrictions which now required face coverings to be worn in certain public buildings, including village halls (unless an exemption applied). Appropriate signage had been put up to reflect this requirement, and any further restrictions or guidance received would be acted upon as required.</p>
21/22-207	<p><b>Correspondence Received</b></p> <p>i. Email from West Lavington resident – Enquiry whether Parish Council interested in holding a joint Jubilee event – With preparations for the ‘Community Picnic’ at the Elisha Filed already underway for Friday the 3<sup>rd</sup> of June, Councillors declined the invitation to join in another event – <b>ACTIONS</b> – Clerk to advise local resident.</p> <p>ii. Email from local resident – Update regarding proposals for new railway station – The Chairman provided a brief summary of the information received, which was noted.</p> <p>iii. Email from local resident – Comments regarding south side of top Community Hall carpark – Councillors discussed the comments received and agreed to make further enquiries – <b>ACTIONS</b> – Clerk to obtain quotes for flexible poles.</p> <p>iv. Email from local resident – Notification of possible land for sale, and suggestion for use as allotments and community orchard – Land no longer available therefore no further discussion.</p> <p>v. Email from local resident – Suggestion for possible diversion of footpath MLAV19 (fallen into disrepair) – Cllr Stevens noted that the resident had now withdrawn this suggestion, therefore no further discussion.</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 at the meeting</i></p> <p>There were none.</p>
21/22-208	<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. PL/2021/11027 14 The Rectory, Church Street, Market Lavington. SN10 4DT. Hazel (T1) – re coppice. Willow (T2) – fell to ground level. Group of hazels (T3) – re coppice - The Parish Council has No Objection if the applicant wants to fell the willow tree, but would respectfully request that given the current climate, the applicant</p>

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	<p>considers planting an alternative tree elsewhere in the garden to replace the one that will be lost.</p> <ul style="list-style-type: none"><li>ii. PL/2021/09537 21 White Street. Alterations to the house and an extension at the rear (revised plans) – Comment: no significant alterations appear to have been made to the plans on this third revision, the previous comments submitted by the Parish Council therefore still apply.</li></ul> <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <ul style="list-style-type: none"><li>i. PL/2021/10568 5 The Clays, Market Lavington. SN10 4AY. Fell walnut tree – No objections.</li><li>ii. PL/2021/09537 21 White Street, Market Lavington. SN10 4DP. Alterations to the house and an extension at the rear (revised plans) – Comment: Welcome revised plans, concerns and questions raised.</li><li>iii. PL/2021/09656 13 Canada Rise, Market Lavington. SN10 4AD. To refurbish the existing flat roof at the rear of the property and add a balustrade to create a bedroom terrace – No objections with comment.</li><li>iv. PL/2021/09671 Stream Cottage, Northbrook, Market Lavington. SN10 4AN. Construct a small timber, domestic garage – No objections with comment.</li><li>v. PL/2021/09674 Wickersley, Parham Lane, Market Lavington. SN10 4QA. Proposed garage – amended proposal for previously consented design – No objections with comment.</li></ul> <p>c) To consider for approval Parish Council response to Planning Enforcement Appeal Ref. ENF/2021/ Inspectorate Ref: APP/Y3940/C/21?3284019 &amp; 3284020– Land lying to the northwest of Bouverie Lodge, Spin Hill, Market Lavington. SN10 4NS Members of the public were invited to join in the discussion of this item. The Chairman referred to the draft response which had been prepared and circulated with the agenda papers, a copy of which was available for all to see at the meeting. Following a full discussion, a number of revisions were made to the response (proposed Cllr Vine, seconded Cllr Osborn and unanimously agreed) – <b>ACTIONS</b> – Clerk to make amendments to response as agreed, and forward to Chairman for final check before submitting to the Planning Inspectorate.</p> <p>d) 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>e) The following recent planning application decision made by Wiltshire Council was noted:</p> <ul style="list-style-type: none"><li>i. PL/2021/09161 - Proposed Works to Trees in a Conservation Area PALM HOUSE, 48 HIGH STREET, MARKET LAVINGTON, DEVIZES, SN10 4AG. T1 Lime, remove epicormic growth back to pollard. T2 Holly 50% crown reduction. T3 &amp; T4 Yew trees, 40% crown reduction - No Objection.</li><li>ii. PL/2021/06621 57 High Street, Market Lavington, Wilts, SN10 4AG. Proposed loft conversion incorporating rear flat roof dormer and insertion of a window in the side elevation at second floor level - Approve with Conditions.</li><li>iii. PL/2021/08651 Hazeldene, Ledge Hill, Market Lavington, Devizes, SN10 4NW. Front and side extensions with associated roof alterations (resubmission of 15/04938/FUL) - Approve with Conditions.</li><li>iv. PL/2021/09671 STREAM COTTAGE, NORTHBROOK, MARKET LAVINGTON, DEVIZES, SN10 4AN. Construct a small timber, domestic garage - Approve with Conditions.</li><li>v. PL/2021/09401 SPRING VILLA, 39 CHURCH STREET, MARKET LAVINGTON, SN10 4DU. ERECTION OF A SINGLE STOREY EXTENSION AND INTERNAL ALTERATIONS - Approve with Conditions.</li></ul>
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	<b>vi. PL/2021/09674 Wickersley, Parham Lane, Market Lavington, SN10 4QA. Proposed garage. Change of roof form (resubmission of approval 20/06593/FUL) - Approve with Conditions.</b>
21/22-209	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - receipts and payments details for November 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 December 2021, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Vine, seconded Cllr Earley (see appendix at end of minutes).</p> <p>c) There were no requests received for Section 137 Grant Funding in the 3<sup>rd</sup> quarter of 2021/22.</p> <p>d) Quarterly check of Parish Council accounts by Chairman of Management &amp; Finance committee – Cllr Fraser reported that she had carried out the quarterly review of the accounts as at 31/10/21, and all appeared to be in order.</p>
21/22-210	<p><b>General Parish Matters</b></p> <p>Cllr Stevens referred to a possible requirement for all footpaths and bridleways to be logged before 2026 – <b>ACTIONS</b> – Clerk to forward copy of the Definitive Map Statements for Market Lavington. Cllr Boaden referred to the broken wooden stepping-stone in the Broadwell Play Area – <b>ACTIONS</b> – Matter to be considered further at next HRAF committee meeting.</p>
21/22-211	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.09pm.</p>
21/22-212	<p><b>Dates of next Meeting</b></p> <p>Parish Council meeting – Tuesday 18<sup>th</sup> January 2022.</p>
21/22-213	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.10pm.</p>

## Appendix

<b>December Payments to be approved at Parish Council Meeting</b>				
<b>Details</b>	<b>Cost Centre</b>	<b>Date of Payment</b>	<b>Amount Inc. VAT where applicable</b>	<b>Ref</b>
Cleaner OS wages	4000	23/12/21	114.63	BP1
Handyman contractor monthly hours & Exps *	4100	23/12/21	294.90	BP2
Clerk wages & reimburse expenses **	various	23/12/21	966.68	BP3
HMRC – 3 <sup>rd</sup> qtr PAYE & NI contributions	4030	23/12/21	52.26	BP4
SLCC – Annual Subscription	4140	23/12/21	144.00	BP5
Festive Lighting – Refurbishment of 2 snowflake decorations	4430/130	23/12/21	566.40	BP6
Wiltshire Wildlife Trust – Species record for Canada Woods	4440/130 EMR Canada Woods Project	23/12/21	27.00	BP7
Woodland & Countryside Management – Professional advice re Management of Canada Woods	4440/130 EMR Canada Woods Project	23/12/21	132.00	BP8
<b>TOTAL</b>			<b>2,297.87</b>	
<b>Payments made in between meetings</b>				

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Certas Energy – Oil for OS	4400 to EMR 336	30/11/21	769.29	BP1
Melba Swintex – Litter bin outer to replace broken one in Market Place	4430/130	30/11/21	133.92	BP2
Garden Construction Co – Dropped kerb end of Footpath MLAV50	4440 to EMR 330 & RR 327	30/11/21	690.00	BP
David Eastaff – Installation of OS letter box and basket	4440/120	6/12/21	160.00	BP
Green Farm Tree – Clear fallen tree on Spin Hill footpath and other standing deadwood	4640	13/21/21	600.00	BP1
Superior Plants – Christmas tree	4640	13/12/21	600.00	BP2
HM Land Registry – Enquiries X3 The Clays	4160	30/11/21	18.00	card
Atkinson Equipment – Replacement oil tank lock	4430/120	30/11/21	45.60	card

\* Handyman Contractor month hours worked £275.00 + reimburse cost of black bags £19.90 = TOTAL £294.90

\*\* Clerk monthly salary £828.18 + 6 month Clerk Allowance (6 months @ £18) £108 + Reimburse cost of Computer printer paper X3 £9 + Reimburse cost of Door chime for OS £21.50 = TOTAL £966.68

Transfer of £10,000 From deposit account to current account 19/12/21