

# 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 19th April 2022** At **7.19pm** in the Old School

**Councillors Present:** Cllr Osborn (Chairman – arrived at 7.19pm), Cllr Vine (left at 9.24pm), Cllr Steele, Cllr Davis, Cllr Boaden (arrived at 7.24pm), Cllr Stevens, Cllr Earley, Cllr Fraser, and Cllr Taylor.

**In attendance:** Wiltshire Cllr Muns (left meeting at 9.23pm), New Manager of West Lavington Youth Club (left meeting at 9.23pm), 3 members of the public (2 left at 9.23pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
21/22-289	<b>Apologies for Absence</b> Cllr Turner-Scott and Cllr Andrew (received after the meeting) had sent apologies due to personal commitments, which were accepted.
21/22-290	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Fraser declared an interest in item 21/22-301b as one of the payments for approval was to someone known to her. Cllr Fraser took no part in the voting for this item.
21/22-291	<b>Adjournment for Public Participation</b> The meeting was adjourned and resumed at 7.20pm.
21/22-292	<b>West Lavington Youth Club</b> The new Youth Club Manager introduced himself, and provided a brief update. Unfortunately, they were struggling to recruit any Youth Workers at the moment, so plans to re-start the Youth Club were currently on hold. In the long-term, he was looking forward to working with the young people, and plans included hoping to form a Youth Council.
21/22-293	<b>Minutes of Council meetings</b> a) Meeting of the Parish Council held on the 15 <sup>th</sup> March 2022. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Stevens, seconded Cllr Davis). Cllrs Steele abstained from the vote having not been present at the last meeting. b) Meeting of the HRAF Committee held on the 22 <sup>nd</sup> March 2022. The draft minutes were noted, and no questions asked. The following matters arising from the minutes were considered further: i. Refurbishment of Broadwell Play Area – Councillors considered the designs, and quotes provided, and members of the public present were also invited to make comments. Following a full discussion, it was proposed by Cllr Steele, seconded by Cllr Boaden, and resolved to approve Redlynch Leisure as the contractor for the refurbishment (Cllr Vine and Cllr Osborn abstained from the vote) – <b>ACTIONS</b> - Clerk to advise contractors accordingly. ii. Proposal to alter the access point for the Broadwell Play Area – Councillors reviewed some photographs of the surrounding boundaries for the Play Area, and following a full discussion it was agreed to seek advice from a local contractor to determine if it would be possible to create an alternative DDA compliant ramped access point to the play area within the restraints of the space available – <b>ACTIONS</b> – Clerk to organise. c) Meeting of the Old School Committee held on the 29 <sup>th</sup> March 2022. The draft minutes were noted, and no questions asked. The following matters arising from the minutes were considered further: i. Painting of Old School front door and railings – The Clerk provided details of the two quotes now received. It was proposed by Cllr Stevens, seconded by

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	<p>Cllr Earley, and resolved to approve the quote from T M Dickinson for £455 – <b>ACTIONS</b> – Clerk to advise contractors accordingly.</p> <p>ii. Missing side plates – The Clerk noted that she had contacted all the Regular Users, and private hirings that had taken place since the last known use of the plates, but no information had been provided to determine where they might be. It was therefore proposed by Cllr Earley, seconded by Cllr Fraser, and resolved to purchase some new side-plates, identical to those that had gone missing. In the meantime, the Parish Council were grateful to the Green Dragon for the loan of some side plates – <b>ACTIONS</b> – Clerk to order new plates.</p> <p>iii. Library Service – Councillors briefly discussed the statistics provided by the Library detailing usage etc. since it's re-opening. The Clerk detailed the request from the Library to be able to open for a session on Saturday mornings. It was proposed by Cllr Stevens, seconded by Cllr Fraser, and resolved to agree to this request, with the proviso, that should there be a private booking in the Hall at the same time, access to the Library would be restricted to the door adjacent to the toilets – <b>ACTIONS</b> – Clerk to advise Library accordingly.</p>
21/22-294	<p><b>Monthly Reports</b></p> <p>a) <b>Chairman's Report</b> – Cllr Osborn noted that he had helped with some practical jobs around the village.</p> <p>b) <b>Wiltshire Councillor Report</b> – Cllr Muns reported that Wiltshire Council's bid for Government funding for improved rural bus services had been unsuccessful. Consideration of the new train station bid continued, with feedback expected soon. Final plans were still awaited from Atkins for improvements to Blackdog Crossroads, however, funding had been ring-fenced in the Wiltshire Council budget for the work. He then provided details of the grants awarded at the recent Area Board meeting, and encouraged local groups to consider applying for funding. He referred to the upcoming closure of the A360 at West Lavington, and noted that the CATG meeting had been postponed until the 28<sup>th</sup> of April. He referred to the further vehicular access recently created onto the Clays, noting that he had referred the matter to the Rights of Way Team at Wiltshire Council.</p> <p>c) <b>Community Hall Trust Report</b> - Cllr Earley reported that the Trust had not met since the last Parish Council meeting.</p> <p>d) <b>Vintage Meet 16<sup>th</sup> &amp; 17<sup>th</sup> July 2022</b> – Cllr Stevens reported that plans were progressing well. Alternative arrangements had now been made for the alcohol provision at the event.</p> <p>e) <b>Platinum Jubilee weekend – Community Picnic, Friday 3<sup>rd</sup> of June on the Elisha Field</b> – Cllr Osborn and Cllr Davis to meet on site at the Elisha Field to finalise arrangements.</p> <p>f) <b>Canada Woods &amp; Community Park Project</b> – Cllr Fraser reported that the Working Group now had two new members, but as yet no further meetings had been held. Extra information had been required for the felling licence, so she was currently working on the Tree Management Plan for the woods, which would provide the information required. There had been some issues with youngsters building earth ramps in the woods for their bikes, which had had to be removed. Notices had been placed within the area advising of the action taken, encouraging the young people and their families to engage with the Parish Council, and providing information about the Skateboard / BMX Pro-Show event in June.</p>
21/22-295	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) CATG Meeting 12/4/22 – Meeting deferred until 28/4/22.</p> <p>b) Update on matters previously reported:</p> <p>a) The Clays proposal for bollard / improve surface –</p> <p>➤ Response received from Wiltshire Council waste collection contractor – The Clerk reported that she was having difficulty in getting Wiltshire Council to respond to her enquiries – <b>ACTIONS</b> – Cllr Stevens to talk</p>

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	<p>with the refuse collection operatives next time they were carrying out a collection,</p> <ul style="list-style-type: none"> <li>➤ Other information / comments received – The Clerk reported that letters had been sent to the only other property that had yet to be contacted regarding the proposals, with no comments being received in response.</li> <li>➤ Re-surfacing / bollard purchase / bollard installation – Matter deferred until May Parish Council meeting, due to postponement of CATG meeting.</li> </ul> <p>b) Auto Speed Watch Camera Device</p> <ul style="list-style-type: none"> <li>➤ Positioning of device – Currently, Wiltshire Council were not prepared to allow siting of the device on Highways land or provide support with mounting of a metal post. Wiltshire Cllr Muns was following this matter up, and it would be discussed further at the next CATG meeting. As a back-up Aster had also been approached to seek permission for siting the device on a piece of land owned by them, slightly further down from the Speed Indicator Device location.</li> <li>➤ Purchase of metal post to mount device, how will be installed - Matter deferred until May Parish Council meeting, due to postponement of CATG meeting.</li> </ul> <p>c) Muddle Railings – Cllr Davis noted that he hoped to forward his specification to Cllr Vine for review within the next few weeks, prior to going out to tender for the work.</p> <p>d) Market Place carpark</p> <ul style="list-style-type: none"> <li>➤ Value of initial re-surfacing quotes received – The Clerk reported that both quotes received had been in excess of £10,000, which meant that in order to comply with the Parish Council's Financial Regulations, the contract would need to be advertised on the Government 'Contract Finder' website. It was agreed to delay further advertising of the contract until a decision was made regarding provision of Electric Vehicle Charging Points.</li> <li>➤ Provision of Electric Vehicle Charging Points – Reference was made to the 'Briefing Note' received from Wiltshire Council, and after further discussion, it was agreed to investigate the matter further – <b>ACTIONS</b> – Cllr Osborn to make further enquiries and report back at May Parish Council meeting.</li> </ul> <p>e) Phone Kiosks re-painting – The Clerk reported that the painting of both kiosks would take place during May. The necessary 'Hoarding Licenses' had been obtained from Wiltshire Council, and volunteers were currently being sought to help carry out the work.</p> <p>f) Any other updates – There were none.</p> <p>c) New matters to report - There were none.</p> <p>d) New vehicular access created onto Clays – The Clerk reported that she had written to the occupier of the property who had created the access onto the Clays, enclosing a copy of the correspondence provided by Wiltshire Council Highways, detailing the legal restrictions which apply to its use. Cllr Vine referred to information he had obtained regarding heights of fencing requiring planning permission, and it was questioned whether the same criteria would apply to the gates recently installed across the access – <b>ACTIONS</b> – Clerk to follow-up with Wiltshire Council Planning Department.</p>
21/22-296	<p><b>Elisha Field</b></p> <p>a) Letter from 1<sup>st</sup> Lavington Scout Group – The Chairman referred to the discussion at the March Parish Council meeting, noting the preferred option for the Scout Group of leasing a portion of land at the Elisha Field, for the purpose of building a new facility. The facility would house the Scout headquarters, as well as other expected Sports Pavilion facilities. An informal meeting had been requested by the Scout Group to hear views and consider requirements for the proposed new facility, which it was hoped could be arranged fairly quickly.</p>

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	<p>b) Restrictions detailed in Conveyancing Document – Councillors reviewed the document, with particular reference to para. 2b <i>Not to erect or permit to be erected any buildings or structure of any kind except a Sports Pavilion and associated structures on any part of the said property</i>. It was considered that any proposed new structure would have Sports Pavilion facilities as an integral part of the building.</p> <p>The Chairman referred to contact he had had with a neighbouring property owner to the Elisha Field, reporting that youngsters were climbing in the trees behind the Pavilion – <b>ACTIONS</b> – Chairman to investigate matter further.</p>
21/22-297	<p><b>Correspondence Received</b></p> <p>a) From Local Resident – Reporting difficulties with access through metal Bar Gateway between Elisha Field carpark and field for mobility scooters, wheelchairs, and pushchairs etc. – It was agreed to remove the top bar from the smaller entrance section to the immediate right of the swing gate, to facilitate improved access capability – <b>ACTIONS</b> – Clerk to advise Local Resident accordingly.</p> <p>b) From Local Resident – Complaints of motorbikes being ridden in fields and footpaths near the top of Northbrook – Noted.</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>
21/22-298	<p><b>Planning applications and decisions</b></p> <p>a) The following planning application received which had been considered at a Planning Committee meeting was noted: There were none.</p> <p>b) The following planning applications received, which had not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none"> <li>PL/2022/01400 Platencia, 33 Church Street, Market Lavington. SN10 4DU. The erection of a timber construction and timber clad garden room with solar panels on roof at the bottom (southern extremity) of the garden – No Objections</li> <li>PL/2022/02603 Tanglewood 31 White Street, Market Lavington. SN10 4DP. Notification of tree works in a Conservation Area, trees to be felled due to storm damage – No Objections</li> </ol> <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> <ol style="list-style-type: none"> <li>PL/2022/00461 - Weathertop, Parham Lane , Market Lavington , SN10 4QA. Temporary Rural Workers Dwelling (for a period of three years) - Approve with Conditions</li> <li>PL/2022/01412 - 31 CHURCH STREET, MARKET LAVINGTON, DEVIZES, SN10 4DU. Corsican Pine tree and Sycamore tree - fell - No Objection</li> </ol>
21/22-299	<p><b>Annual Parish Meeting</b></p> <p>Date agreed as Monday 23<sup>rd</sup> of May, APM to be held in the Old School, starting at 7.15pm.</p> <p>Format of meeting – Discussion with Co-op, sharing ideas, and seeking initial thoughts from local residents / Chair's Annual Report / Library to be open during the evening with Volunteers present / Display boards showing ideas put forward so far for Canada Woods and Community Park Project, with opportunity to talk to Working Group members / Light refreshments to be provided.</p>
21/22-300	<p><b>Parish Council Insurance renewal documents</b></p>

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	The Clerk referred to the renewal documents which had already been considered by the HRAF and OS committees, and circulated with the agenda papers. It was noted that although the 'Fidelity' cover did not fully cover the year-end bank account balances, with some large expenditure items due to be made within the next few months, it was considered appropriate to leave it at the same level for this year, and review again at the next renewal. It was therefore proposed by Cllr Boaden, seconded by Cllr Davis, and resolved to approve the renewal documents unamended.
21/22-301	<b>Finance</b> <ul style="list-style-type: none"> <li>a) Councillors received and approved the financial reports - receipts and payments details for March 2022 (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 April 2022, as per the schedule provided (with the addition of one further payment), which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Taylor, seconded Cllr Osborn (Cllr Fraser abstained from the vote) (see appendix at end of minutes).</li> <li>c) New litter bin for top of steps leading from Francis Road down into Canada Woods – The Clerk referred to the document circulated prior to the meeting with details of three bin options and costs etc. It was proposed by Cllr Stevens, seconded by Cllr Osborn, and resolved to approve purchase of bin from Litter Bins.co.uk at a cost of £111.95 + VAT – <b>ACTIONS</b> – Clerk to purchase.</li> <li>d) Handyman Contractor – The Clerk referred to a request received from the Handyman contractor for an increase in the hourly rate. It was proposed by Cllr Davis, seconded by Cllr Boaden, and resolved to increase the hourly rate by £1 an hour to £12ph with immediate effect – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</li> </ul>
21/22-302	<b>General Parish Matters</b> Cllr Fraser asked if the steps leading down from Francis Road into Canada Woods could be cleared – <b>ACTIONS</b> – Clerk to instruct Handyman Contractor. Cllr Fraser asked if consideration could be given to allowing the young people to create some bike ramps and routes through the overgrown area next to the woodland walk at the bottom of the land off Hamilton Drive – <b>ACTIONS</b> – Clerk to investigate further. Cllr Steele noted that a damaged tree in the same area was leaning over the road – <b>ACTIONS</b> – Clerk to report matter. Cllr Taylor suggested that it might be a good idea to post a copy of the Parish Council meeting agendas on the Facebook pages to encourage public attendance – <b>ACTIONS</b> – Clerk to liaise with Cllr Fraser to facilitate this. The Clerk noted that Windsmere Stone & Granite had now mounted the two stone War Memorial plaques on the end wall of the Old School dining area. The company had kindly carried out the work free-of-charge as a Community Project – <b>ACTIONS</b> – Clerk to send letter of thanks to the company, and formal acknowledgement of thanks to be published in the magazine.
21/22-303	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 9.41pm.
21/22-304	<b>Date of next Meeting</b> Annual Meeting of the Parish Council – Tuesday 17th May
21/22-305	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.42pm.

## Appendix

Payments approved at April Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref

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Cleaner OS wages	4000/120	21/4/22	91.70	BP1
Handyman contractor monthly hours + Exps *	Various	21/4/22	304.44	BP2
Clerk wages including back pay	4000/110	21/4/22	997.34	BP3
WALC - annual subscription	4140	21/4/22	829.22	BP4
Community First - annual insurance premium	4150	21/4/22	1709.69	BP5
AlphaPrint.Me – posters	4160	21/4/22	15.00	BP6
S Sidebottom – Reimburse materials cost	4440/130 EMR337	21/4/22	35.21	BP7
Waverley Energy Assessments – EPC for Old School	4470	21/4/22	360.00	BP8
Community First – Wiltshire Village Halls Association annual membership fee	4140	21/4/22	45.00	BP9
Auditing Solutions – Annual Internal Audit fee Y/E 31/3/22	4120	21/4/22	240.00	BP
<b>TOTAL</b>			<b>4,627.60</b>	
<b>Payments made in between meetings</b>				
Glasdon – Bollard for High Street	4440	21/3/22	365.12	Card
AutoSpeedWatch – signage	4440	22/3/22	111.74	Card
Wiltshire Council – Hoarding licences X2 required for when painting phone boxes	4430	5/4/22	170.00	Card
Scottish & Southern – Electric charge for Christmas lights	4410	9/4/22	34.90	BP

\* Handyman monthly hours worked £275.00 + reimburse bin bags £19.90 + petrol £9.54 = TOTAL £304.44