

# 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 Meeting of the Parish Council held on Tuesday 15th November 2022 At 7.15pm in the Old School

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

**In attendance:** Wiltshire Cllr Muns (left at 9.15pm), six members of the public (one arrived at 7.19pm and left at 8.54pm), and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
22/23-104	<b>Apologies for Absence</b> Cllr Vine and Cllr Boaden had sent apologies due to personal commitments, which were accepted.
22/23-105	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr Taylor declared a pecuniary interest in item 22/23-114c as one of the payments for approval was payable to her, so she took no part in the voting for this item. Cllr Stevens noted that she now worked for West Lavington Youth Club so would have an interest in any matters relating to them. b) There were none.
22/23-106	<b>Adjournment for Public Participation</b> The meeting was adjourned and resumed at 7.16pm.
22/23-107	<b>Minutes of Council meetings</b> Meeting of the Parish Council held on the 18th October 2022. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Turner-Scott, seconded Cllr Davis). Cllr Steele and Cllr Earley abstained from the vote having not been present at the last meeting.
22/23-108	<b>Monthly Reports</b> <b>a) Chairman's Report –</b> i. Shelter on Community Hall Site / Village Green – Two informal meetings had been held regarding the shelter, and a price was awaited which would include some ground works. The shelter would be sited on Community Hall land. ii. Other matters to report – The Chairman briefed councillors on the activities he had undertaken during the month. <b>b) Wiltshire Councillor Report –</b> Cllr Muns reported that Wiltshire Council had now agreed to support ANPR cameras, which would include AutoSpeedWatch (ASW). Whilst Wiltshire Council would not fund installation of new posts for the devices, they would be allowed to be attached to existing posts on Highways land. He referred to recent Police speed enforcement checks carried out on Spin Hill, which had resulted in a number of tickets being issued. The checks had had a positive impact on the Speed Indicator Device (SID) statistics over the last few weeks, and the Enforcement Officer had confirmed that he would continue to carry out sporadic checks. Cllr Muns then referred to the presentation from the Youth Club Manager at the recent West Lavington Parish Council meeting. The Youth Club were seeking grants from various sources, including neighbouring Parish Councils, who had indicated their support in principle, but were just awaiting some more detailed financial information before agreeing the level of financial commitment. Reference was then made to the problems with the Governments '5yr Housing Land Supply' requirement, and the negative impact this can have on housing development, and he encouraged the Parish Council to support the sending of a letter to the local MP – Councillors confirmed their support for the letter content – <b>ACTIONS</b> – Chairman to complete, and send to Danny Kruger MP. <b>c) Community Hall Trust –</b>

# 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)

	<ul style="list-style-type: none"> <li>i. Cllr Earley noted that there had not been a Trust meeting since the last Parish Council meeting.</li> <li>ii. Joint Liaison Committee meeting 19/10/22 – The draft minutes circulated prior to the meeting were noted and no questions asked.</li> <li><b>d) Remember COVID19 Project / Community Park &amp; Canada Woods Project</b> <ul style="list-style-type: none"> <li>i. Quotes received for felling and removing trees in Canada Woods as part of Woodland Management Programme – Cllr Fraser reported that 13 contractors had now been invited to tender for the work, with 6 indicating an interest, and 4 quotes received to date. Some of the quotes needed clarification, so consideration of them was deferred until the December Parish Council meeting.</li> <li>ii. Other updates – Cllr Fraser noted that confirmation of the Tree Felling Licence variance was due to be received soon from the Forestry Commission. Letters to neighbouring residents advising of the proposed tree works had been delivered. Following a number of incidents of ‘green waste’ fly tipping in Canada Woods and other areas, letters had been delivered to Canada Rise properties, and a notice would be placed in the magazine. She had met with a local resident who worked for the Wessex Rivers Trust who had reviewed the proposed bank reinforcement work, and had kindly offered to lead a river cleaning session in December.</li> </ul> </li> <li><b>e) Sports Facilities Working Group</b> <ul style="list-style-type: none"> <li>i. Cllr Stevens reported that the next meeting had been re-scheduled until Thursday 12<sup>th</sup> January when results from the questionnaire would be available for review. She had already collected over 150 completed questionnaires from Lavington School students.</li> </ul> </li> <li><b>f) Youth Council / Youth Engagement</b> <ul style="list-style-type: none"> <li>i. Devizes Town Council Youth Engagement Working Group meeting – Cllr Taylor reported that this meeting had not yet taken place.</li> <li>ii. Use of Old School for Youth Club session – Cllr Stevens noted that the Youth Club were now going to use the Community Hall as they had availability on the evening required.</li> <li>iii. Other updates – Cllr Taylor reported that she had been in contact with Wiltshire Council Youth Workers, and already met with various young people’s groups. Meetings with the Football Club and Rev Gotham from the Church were planned, and then an initial meeting would be set-up to get the interested young people together and gauge the commitment for a Youth Council.</li> </ul> </li> </ul>
22/23-109	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Market Place re-surfacing (week commencing 5<sup>th</sup> December) – The Clerk referred to the draft letters for local residents circulated prior to the meeting, and following a full discussion the final content, and extent of delivery was agreed. Notices would be placed in the Magazine, website, and social media, and within the carpark itself later this week. This would be followed up with reminder notices on vehicle windscreens immediately before commencement of the work. The width of the white lines were agreed at 75mm – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</li> <li>b) Broadwell Play Area – new equipment installation <ul style="list-style-type: none"> <li>i. Possible other improvements - Cllr Stevens reported that there were three areas of seating within the play area, which was considered sufficient. It was questioned whether the area around the safety surfacing could be improved – <b>ACTIONS</b> – Clerk to liaise with Cllr Vine to consider options.</li> <li>ii. Other updates – Work to be carried out by Wessex Water would provide an additional barrier outside the gate, and in the meantime Cllr Davis agreed to investigate a temporary fix.</li> </ul> </li> <li>c) AutoSpeedwatch device for Spin Hill – The Clerk reported that the device had now been installed and was currently being set-up and activated by the provider. A notice would be published in the December edition of the Magazine, on the website, notice board, and social media to advise of the installation of the device as per the requirement detailed in the Data Protection Impact Assessment for the device. The device was expected to be fully operational by the end of November.</li> </ul>

# 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)

	<p>d) Any other updates – There were none.</p> <p>e) Meeting with Wiltshire Council Traffic Engineering Manager to review road safety concerns through the centre of the village – Reference was made to the meeting summary report circulated prior to the meeting, and Cllr Stevens provided an overview of the matters discussed. Following a full discussion the following actions were agreed:</p> <ul style="list-style-type: none"> <li>➤ Application to Wiltshire Council via LHFIG to install traffic lights to manage vehicle flows at the pinch points at both ends of the village</li> <li>➤ Application to Wiltshire Council via LHFIG to install a NAL socket on the grass verge on Church Street, opposite the Community Hall carpark on which to mount a new Speed Indicator device (SID)</li> <li>➤ Parish Council to purchase a SID</li> <li>➤ Application to Wiltshire Council via LHFIG for a flashing school sign to be attached under the existing triangular school sign on the approach to the village from Easterton</li> </ul> <p>f) New matters to report for Handyman contractor / Parish Steward (next visit 29th &amp; 30th November) / Footpath, Amenity Land contractor / Wiltshire Council – Request for Parish Steward to clean the triangular school sign opposite Stobberts Road (request for replacement sign to be made to Wiltshire Council if unsuccessful) / Clear leaves from pavement on Drove Lane.</p>
22/23-110	<p><b>Correspondence Received</b></p> <p>a) From Tuesday Club – Note of thanks for grant from Vintage Meet Village Projects – Noted.</p> <p>b) From Victim Support – Note of thanks for S137 grant donation – Noted.</p> <p>c) From Wiltshire Cllr Muns – Letter template regarding 5-year housing land supply – (already discussed under agenda item 22/23-108b).</p> <p>d) From Rural Services Network – Councillors considered the invitation for free membership of this initiative until end of March 2023 and agreed to take up the offer – <b>ACTIONS</b> – Clerk to advise organisation accordingly.</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>a) Email from 1<sup>st</sup> Lavington Sea Scouts – Update on progress regarding the planned sale of the existing Scout Hall and the proposal to build a new facility at the Elisha Field, and letter from the District Commissioner – Both documents had been circulated to Councillors for information. The Chairman invited the Sea Scout Group Secretary to address the Council to provide a verbal update, and respond to any questions from Councillors. The Parish Council reaffirmed its support for the project, and acknowledged the statement from the Scout District Commissioner regarding the trusteeship of the new building in the unlikely event of the current group folding, or there being no active committee. It was recognised that legal documents would be put in place in due course to confirm the arrangements, and that discussions would also need to be held to consider the split of financial liabilities, and revenue income etc.</p>
22/23-111	<p><b>Christmas 2022 arrangements</b></p> <p>It was agreed that the Christmas lights would be put up on Friday the 9<sup>th</sup> of December.</p>
22/23-112	<p><b>Wiltshire Council ‘Warm Space’ initiative</b></p> <p>The Clerk noted that Market Lavington Library had already been registered as a ‘Warm Space’ and listed in the Wiltshire Council online Interactive Community Directory. Following a brief discussion it was agreed that Cllr Fraser would investigate whether volunteers might be available to offer any other activities or facilities etc. to support the initiative during the library opening times.</p>
22/23-113	<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> <ol style="list-style-type: none"> <li>i. PL/2022/07643 Sandfield, Drove Lane, Market Lavington. Conversion of existing garage, offices and stables to a dwelling – No Objection.</li> </ol>

# 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)

	<ul style="list-style-type: none"><li>ii. PL/2022/06408 14 Lavington Hill, Market Lavington. Erection of a two storey side extension – No Objection.</li><li>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:<ul style="list-style-type: none"><li>i. PL/2022/07179 Clyffe Hall, The Spring, Market Lavington. Installation of a three-quarter span Greenhouse, to replace existing Greenhouse – No objections.</li><li>ii. PL/2022/05440 &amp; PL/2022/07103 LBC Knapp House, 26 White Street, Market Lavington. Proposed internal layout changes, renovations, conversion of existing ground floor rooms to for residential annexed accommodation and erection of new porch following demolition of existing structure – No objections.</li><li>iii. PL/2022/08498 1 New Street, Market Lavington. T1 Eucalyptus, to remove tree as it has outgrown its position – No objections with suggestion that applicant consider planting a replacement tree.</li><li>iv. PL/2022/08027 29 White Street, Market Lavington. Sycamore remove down to 6’ stump in line with existing fencing – No objections.</li></ul></li><li>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.</li><li>d) The following recent planning application decisions made by Wiltshire Council were noted:<ul style="list-style-type: none"><li>i. PL/2022/06307 92 High Street, Market Lavington. Demolish existing detached garage and section of retaining walls and the erection of detached garage - Approve with Conditions.</li><li>ii. PL/2022/06973 Broadwell Cottage, 23 White Street, Market Lavington. T1 Spruce tree - Fell. Tree in poor health and growing too large for the garden – No Objections.</li><li>iii. PL/2022/07103 (LBC) &amp; PL/2022/05440 Knapp House, 26 White Street, Market Lavington. Proposed internal layout changes, renovations, conversion of existing ground floor rooms to form residential annexed accommodation and erection of new porch following demolition of existing structure - Approve with Conditions.</li></ul></li><li>e) Market Lavington Neighbourhood Plan (2018-2026) – The Clerk reported that the Consultant supporting West Lavington had agreed to attend either the January or February Parish Council meeting to offer advice regarding a possible Plan review. She then provided a brief update from the Co-op regarding the planned house-to-house survey which it was hoped would now take place at the end of November – <b>ACTIONS</b> – Clerk to ask Co-op about possibility of incorporating a Post Office in any new proposed store.</li></ul>
22/23-114	<b>Finance</b> <ul style="list-style-type: none"><li>a) Councillors received and approved the financial reports - receipts and payments details for October 2022 (including card payments, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.</li><li>b) NALC 2022-2023 National Salary Award for employees – It was proposed by Cllr Steele, seconded by Cllr Stevens, and resolved to approve the recommended salary award for the Clerk, which was applicable from 1st April 2022 (Spine Column Point 11 - increase to £12.50 ph) – <b>ACTIONS</b> – Clerk to activate accordingly, and advise pension provider.</li><li>c) It was resolved to approve the payment of ‘on-line Payments’ for November 2022, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Steele, seconded Cllr Earley (Cllr Taylor abstained from the vote) (see appendix at end of minutes).</li><li>d) Request received from West Lavington Youth Club for financial support – Item deferred until further information received.</li><li>e) Quotes received for Community Hall steps hand railings – The Clerk reported that three companies had been approached to tender for the work, but only one quote had been</li></ul>

# 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)

	<p>received, of which details were provided. It was proposed by Cllr Davis, seconded by Cllr Osborn, and resolved to accept the quote from Devizes Fencing for £3,063.20 + VAT – <b>ACTIONS</b> – Clerk to advise contractor accordingly.</p> <p>f) Quarterly check of Parish Council accounts by Chairman of Management &amp; Finance committee – Cllr Fraser confirmed that she had carried out the quarterly check of the accounts as at 30/9/22, and all appeared to be in order.</p> <p>g) Tuesday Club – It was agreed to defer discussion of this item until during the budget planning process for 2023/24.</p> <p>h) Old School Projector – The Clerk referred to the quote of £267.50 + VAT received from Optoma for replacement of the Main Board in the projector. It was proposed by Cllr Davis, seconded by Cllr Taylor, and resolved to accept the quote – <b>ACTIONS</b> – Clerk to accept quote and instruct repair.</p>
22/23-115	<p><b>General Parish Matters</b> Cllr Fraser referred to a request she had received regarding overhanging tree branches from a property in Canada Rise which she would follow up on.</p>
22/23-116	<p><b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned at 9.24pm and resumed at 9.25pm.</p>
22/23-117	<p><b>Date of next Meetings</b> Meeting of the HRAF Committee – Tuesday 22nd November 2022 Meeting of the Old School Committee – Tuesday 29th November 2022 Meeting of the Management &amp; Finance Committee – Tuesday 6th December 2022 Meeting of the Parish Council – Resolved by a majority vote to hold the meeting a week earlier on the 13th of December</p>
22/23-118	<p><b>Closure of meeting</b> There being no further business the meeting was closed at 9.28pm.</p>

## Appendix

Payments for approval at November Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	17/11/22	123.75	BP1
Handyman contractor monthly hours, and Petrol allowance	various	17/11/22	249.00	BP2
Clerk wages and exps *	various	17/11/22	852.24	BP3
Mark Goddard – 7 of 7 payments for footpath / Amenity land contract	4620	17/11/22	679.20	BP4
Jane Taylor – Reimburse cost of plants/compost for Telephone box planters	4430/130	17/11/22	36.27	BP5
PPL/PRS – Music licence OS	4470/120	17/11/22	97.15	BP6
Idverde – 50% cost of EF grass cutting contract	4610/140	17/11/22	570.81	BP7
<b>TOTAL</b>			<b>2,608.42</b>	
Payments made in between meetings				
Safety Buyer – Pole for ASW device	4440/130	24/10/22	141.26	Card
Amazon – Printer toner cartridge	4160	22/10/22	14.99	Card
Optoma – OS Projector repair assessment	4430/120	31/10/22	81.00	Card
Wickes – Gravel for installing ASW pole	4430/130	30/10/22	3.15	Card
B&Q – 4 X Postcrete for installing ASW Pole	4430/130	31/10/22	25.60	Card

# 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)

Safety Buyer – Pole for ‘No through Road’ sign the Clays	4440/130	9/11/22	132.87	Card
Ian Myhill – reimburse cost of new padlock for SID	4430/130	7/11/22	15.50	BP1
DC Mortimer electrical – Replace faulty Security light OS and adjust other light	4430/120	7/11/22	155.55	BP2

\* Clerk monthly wages £847.17 + Reimburse cost of X3 rolls of refuse sacks for OS £5.07 = TOTAL £852.24