

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 **Highways, Recreation, Amenity and Footpaths (HRAF) Committee**
Meeting of the Parish Council
held on Tuesday 22nd November 2022
At 7.15pm in the Old School

Councillors Present: Cllr Steele (Chairman), Cllr Stevens, Cllr Davis, Cllr Taylor, Cllr Vine, and Cllr Fraser.

In attendance: Seven members of the public (1 left at 20.41pm, and 2 others left at 20.54pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
22/23-119	Election of Chairman There being no other nominations, it was proposed by Cllr Stevens, seconded by Cllr Fraser, and resolved that Cllr Steele would remain as committee chairman for the municipal year 2022/2023.
22/23-120	Apologies for Absence Cllr Andrew had sent apologies due to personal commitments, which were accepted. Absent Cllr Osborn and Cllr Boaden.
22/23-121	Declarations of Interest and Dispensations to Participate a) Cllr Fraser noted an interest in item 22/23-125c and 22/23-125f as the person providing the recommendations and quote was closely known to her. She took no part in the voting for these items. b) There were none.
22/23-122	Minutes of Council Committee meeting The minutes of the HRAF committee meeting held on the 28th June 2022, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Fraser, seconded Cllr Steele). Cllr Davis abstained from the vote having not been present at the last meeting.
22/23-123	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 7.16pm and resumed at 7.20pm.
22/23-124	Update on actions agreed at last or previous meetings a) Pavilion Fire Risk assessment – Cllr Davis reported that he would complete the assessment over the Christmas break. b) Footpath signs / way markers – Cllr Davis circulated copies of the sign design, noting that he was still waiting for one quote to be received, and another to be updated. He would circulate details of both quotes when received.
22/23-125	General HRAF Matters a) Footpaths - i. MLAV7 (Spin Hill phone box to Dauntsey Drive) Trench and state of it – Cllr Taylor noted that the clearing of the drain and the trench had been effective, however the wide drop-kerb meant that water still collected on the pavement, which left a lot of mud behind after it had drained away. The footpath itself was like a river after rain, and with bricks and other detritus on the surface it was also very uneven. An offer had been received from a local farmer in West Lavington to lay and compact scalplings along this section of footpath, which it was thought would improve the surface – ACTIONS – Clerk to contact Wiltshire Council Rights of Way department with details of the proposal, and seek approval for use of the scalplings.

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	<ul style="list-style-type: none">ii. MLAV 8 (Dauntsey Drive to MLAV6 near Wick Farm) and MLAV3 (Russell Mill Lane to Wick Farm) – It was noted that the stiles on MLAV3 had been improved by the landowner, however the bottom step on the stile nearest Dauntsey Drive had split and was wobbly. There was also now a sign warning about a ‘bull in the field’ – ACTIONS – Clerk to liaise with landowner.iii. MLAV13 (Drove Lane to Northbrook to Spin Hill) and MLAV14 (Top of Northbrook to Drove Lane) and MLAV15 (Northbrook to MLAV13) – No update available.iv. Any other footpath issues to report – The side post on the stile at the end of footpath MLAV10 off Spin Hill was wobbly – ACTIONS – It was suggested that a full review of all the footpaths and stiles could be undertaken when the new way markers were installed.v. Request for Maps showing Footpaths and Walks – Cllr Taylor referred to some local villages who had produced booklets of ‘circular walks’ offering them for sale at a nominal cost. Following a full discussion, it was agreed that with a wealth of lovely walks around the village, it would be a good idea to produce some similar booklets for Market Lavington, which could include local history and points of interest etc. with free copies being available to download from the Parish Council website. The booklet could also include a ‘feedback’ section to report any problems etc. – ACTIONS – As part of the way marker installation, footpaths and stiles will be checked for safety and any necessary remedial repairs actioned. Work can then start on selecting routes for the circular walks, obtaining local historical information (will contact the Museum to ask for help and support with this) before producing the final booklets.b) Elisha Field – Consider formation of Working Group / Review existing equipment in Play Area – It was acknowledged that there was currently no suitable play equipment for children aged over 9/10 years – ACTIONS – Sports Facilities Working Group when reviewing the responses from the village questionnaire will consider comments and requests received for recreation facilities. Review and maintenance of the trees surrounding the field will come under the general review of all the trees located on Parish Council land – ACTIONS – Cllr Fraser and Clerk to liaise regarding this. General grounds maintenance of the field undertaken by external contractors. With regards to the general upkeep and maintenance of the Play Area, it was agreed that this would be best done with a combination of regular ‘Working Parties’ and use of the Handyman Contractor’s time. OTHER ACTIONS – Clerk to liaise with Cllr Osborn regarding the ‘frog’ climbing board.c) Bench in the Market Place – The Clerk reported that a local carpenter had taken advice, and recommended the use of Iroko wood for replacing the rotten bench slats. The estimated cost for supply and machining of wood, labour, paint for iron framework etc. was £750. It was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to approve the quote (contractor used on previous occasions to carry out work for the Parish Council) – ACTIONS – Clerk to advise contractor accordingly.d) Trees in Canada Woods adjacent to Beechwood – Cllr Fraser reported that she had met with the local resident and assured him the Parish Council were complying with their duty of care. They had talked through his concerns, and she had explained the tree management work that was due to be carried out in the woods. He would come back to the Parish Council if any further information was required. Cllr Fraser made reference to a couple of trees in Canada Woods that were showing early signs of disease. Reference was also made to a Sweet Chestnut tree on footpath MLAV2 some branches of which appeared dead – ACTIONS – Cllr Fraser to investigate. OTHER ACTIONS – Clerk to liaise with Cllr Fraser regarding existing ‘tree log’ and monitoring of trees in the village on Parish Council land.e) Elisha Field Pavilion request for installing some outdoor lighting on the front of the Pavilion and possibly in the carpark – Councillors welcomed the use of the field by the Bootcamp group, but felt that with the Pavilion due to be replaced in the near future, and the Bootcamp having easy access to portable lighting, expenditure for outdoor lighting was not considered appropriate – ACTIONS – Cllr Steele to respond to enquirer.f) Condition of information board at Ladywood entrance to Canada Woods – Cllr Fraser
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	<p>reported that the glass top was damaged in a couple of places, the wooden frame needed some attention, and the sealant needed re-doing. It was proposed by Cllr Steele, seconded by Cllr Vine, and resolved to carry out repairs as detailed above - ACTIONS – Cllr Fraser to follow-up.</p> <p>g) Two new benches – Locations suggested as follows: 1) Against the wall of the Broadwell play area, centrally placed along the concrete capping above the stream – ACTIONS – Clerk to seek approval of Conservation Officer. 2) In the corner of Broadwell carpark at the bottom, on the right-hand side, near to the wall, by the stream – ACTIONS – Clerk to contact neighbouring property.</p> <p>h) Raised beds and other borders in Market Place – The councillors acknowledged their appreciation of the Gardening Club and the WI volunteers who kindly tended to the upkeep of the raised beds, and it was questioned whether the Parish Council could offer any support to help make the areas easier to maintain. Several ideas had been suggested by the volunteers, including more low-maintenance, drought resistant plants. In order to fully understand what plants were currently in the beds, it was suggested that photos could be taken during the different seasons – ACTIONS – Clerk to contact the Gardening Club and WI to thank them for their continued support and seek their views. It was also questioned whether any improvements could be made to the grass border where the Christmas tree is positioned i.e. wildflowers. – ACTIONS – Clerk to check ownership details of piece of land and seek permission if required.</p> <p>i) Request received from local resident for bench on Parsonage Lane – Following a full discussion it was agreed that there was not a suitable safe place to position a bench – ACTIONS – Clerk to advise local resident accordingly.</p>
22/23-126	<p>Wicksteed Play Areas Inspection Report</p> <p>The Clerk referred to the reports for Broadwell and Elisha Field Play Areas which had been circulated to Councillors prior to the meeting. The main issue that needed attention was the lack of bark chippings under the swings in the Elisha Field Play Area – ACTIONS – Clerk to liaise with Handyman Contractor. Some of the other issues would be reviewed and actioned in the Spring i.e. painting various items.</p>
22/23-127	<p>Highways, Recreation, Amenity & footpaths Budget</p> <p>a) Review spending for this financial year – The Clerk referred to the budget document circulated with the agenda papers, which included details of the actual receipts and payment figures as at 31/10/22, comparing them against the budgeted amounts. Reference was made to the outstanding jobs planned for the current financial year, and payments expected to be made shortly, along with the current balances of the relevant Earmarked and Restricted Reserves.</p> <p>b) Consider draft budget for next financial year, to include:</p> <ol style="list-style-type: none"> i. Reviewing hiring charges for Elisha Field / Pavilion – It was proposed by Cllr Steele, seconded by Cllr Fraser, and resolved to increase the hiring charge for the Football Club, and other users by 6.06% from 1/4/23 (Cllr Vine abstained from the vote). ii. Review utility usage and supply – The Clerk confirmed that the current electricity contract ran until the end of June 2023. Firm figures for future contract options were awaited, however it was understood that SSE the current supplier were currently only offering 6 month contracts – Matter to be considered further when firm figures obtained. iii. Footpath/Amenity land contract - Councillors considered the quote received from the current contractor, which was exactly the same as 2022/23 (4th year since full tendering process). With the Parish Steward able to carry out leaf clearing duties as well, it was agreed to reduce the leaf clearing on this contract from 3 times to 2 (saving £100). It was proposed by Cllr Davis, seconded by Cllr Steele, and resolved to approve the quote from Mark Goddard & Sons Landscaping for £3,862 + VAT (includes the £100 reduction). It was also agreed to include a contingency of a further £520 in the budget in case an additional cut of the footpaths was considered necessary – ACTIONS – Clerk to advise contractor accordingly.

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	<p>iv. Elisha Field grass cutting contract – Councillors considered the quote received from the current contractor (3rd year since full tendering process). It was proposed by Cllr Steele, seconded by Cllr Fraser, and resolved to approve the quote from Idverde for £1,046.49 + VAT (an increase of £94.49 / 9.9% from 2022/23) – ACTIONS – Clerk to advise contractor accordingly.</p> <p>v. Handyman Contractor – Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to approve a £1.50 increase to the Handyman Contractor hourly rate from 1/4/23.</p> <p>vi. Agree what projects to progress with in 2023/24 - It was agreed to focus on, and investigate further the following projects – New speed indicator device for Church Street, Tree management works Canada Woods (part grant funded if possible), Canada Woods riverbank reinforcement (part grant funded), new sports / recreation facilities (grant funded if possible), full review of footpaths and stiles (upgrading stiles if possible). Amounts to be allocated to each project will be agreed in April 2023, when consideration can be given to the year-end revenue, and reserve balances.</p> <p>Working through the budget document, members considered the suggested budget figures for 2023/24 as proposed by the Clerk, which were then updated with the decisions as detailed above. Following a full discussion, it was proposed by Cllr Davis, seconded by Cllr Steele, and resolved, to present the revised draft budget to the Management & Finance Committee / Full Council for their consideration (Total budgeted income 2023/24 £1,363, total budgeted expenditure £24,996.49).</p> <p>c) Business plan for next financial year - On-going commitment to maintain the amenity areas, recreation facilities and footpaths in the Village, making improvements if possible. To respond as appropriate to requests for improvements to highway related safety matters.</p>
22/23-128	<p>Market Lavington Emergency Plan</p> <p>The Clerk referred to the Plan document which had been circulated prior to the meeting, and the following comments / amendments were made –</p> <ul style="list-style-type: none"> • Cllr Fraser offered her services as a 4 X 4 owner / driver – ACTIONS – Details to be added to plan. • Were details of village defibrillators detailed in the plan? – ACTIONS – Clerk to check and insert if required. • Another flooding map showing from Lavington Manor Woods past Russell Mill to Black Dog would be useful – ACTIONS – Clerk to insert map in plan. • Additional fuel station added (Esso Devizes) - ACTIONS – Clerk to insert details in plan. <p>Updated document to be circulated to Councillors and uploaded onto website.</p>
22/23-129	<p>Other HRAF Committee business</p> <p>Cllr Stevens noted the poor state of the pavement on the corner of Parsonage Lane / Church Street by the phone box – ACTIONS – Cllr Stevens to report to Wiltshire Council via the MyWilts App. Potholes in the road in the same area were noted – ACTIONS – Local resident to report to Wiltshire Council via the MyWilts App. Cllr Fraser noted that the steps leading down from Francis Road into the woods were covered in leaves and slippery – ACTIONS – Job for Parish Steward. Cllr Fraser also noted that a river clean-up was being organised for Canada Woods.</p>
22/23-130	<p>Date of next Meeting</p> <p>To be agreed as required.</p>
22/23-131	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.05pm.</p>