

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 **Old School (OS) Committee Meeting** of the Parish Council
Held on Tuesday 29th November 2022
At 7.15pm in the Old School

Committee members in attendance: Cllr Andrew, Cllr Fraser, Cllr Davis, and Cllr Vine.

Others in attendance: Carol Hackett (Parish Clerk).

	AGENDA ITEM
22/23-132	Election of Chairman There being no other nominations, it was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved that Cllr Andrew would remain as committee chairman for the municipal year 2022/2023.
22/23-133	Apologies for Absence Cllr Earley and Mike Bridgeman (Friend of the Old School) had sent apologies due to personal commitments, which were accepted.
22/23-134	Declarations of Interest and Dispensations to Participate There were none.
22/23-135	Minutes of Council Committee meeting The minutes of the Old School Committee meeting held on 29th March 2022, having been previously circulated to members, were approved, and signed as a correct record (proposed Cllr Fraser seconded Cllr Davis).
22/23-136	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.18pm.
22/23-137	Update on actions agreed at last and previous meetings <ol style="list-style-type: none">External signage – Cllr Davis reported that the sign had now been made and was in his possession. He just needed to paint it and order the lettering vinyl's, and was hoping it would be completed during the Christmas break.Tri-fold leaflet – Cllr Davis reported that he had incorporated the comments received and the final design was currently at the printers.Business cards – Cllr Davis reported that the cards had been printed and were awaiting collection.Gutter clearing – Cllr Davis reported that all the gutters had been inspected and cleared out as necessary. The worst gutters had been the sections over the front door, down the side alley, across the back, and all of the ones around the outbuildings. It was suggested that the fitting of metal grill caps on top of the worst effected gutters would help stop them getting blocked in the future – ACTIONS – Cllr Davis to measure up and obtain quotes for the metal grill caps for consideration.Regular User Groups – Following on from the last committee meeting the Clerk reported that difficulties had continued with payment of outstanding invoices from one of the Regular User Groups. Reduced numbers following Covid, and cancelled sessions due to lack of volunteers etc., had all led to reduced numbers attending the group, and income on occasions not covering the hiring cost. It was noted that from September 2022 the Group had been taken over by a new leader, who along with a proactive committee were actively trying to advertise and promote the Group. Numbers attending the group had increased, however, with no money left from before this date, the group was effectively starting again, and was not in a position to pay-back the outstanding amount. Following a full discussion it was recognised that the group provided a valuable service for families in the village and surrounding area, and reconised the efforts of the new team running it. It was therefore

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	<p>proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to make the following recommendation to Full Council:</p> <ul style="list-style-type: none"> ➤ That the outstanding debt of £370.30 from the Regular User Group be written off.
22/23-138	<p>Old School Energy Performance Certificate (EPC)</p> <p>Councillors reviewed the EPC report which had been circulated with the agenda papers, and considered the recommendations. The Clerk referred to advice received from the Boiler Engineer regarding the boiler – it was still 85.1% efficient and a new version of the existing boiler would only be approx. 5% more efficient. New condensing boilers were not much more efficient if fuelled by oil. Approx. cost of new boiler including fitting £3,500. Estimated that the current boiler had approx. 5 years life left, and recommended that it not be replaced until such times that it went wrong and was economically not worth repairing. Cllr Fraser noted that the rules for EPC's were changing shortly, and improvements would have to be made to the building before the current EPC expired in March 2032, in order to raise the current 'E' rating to the new minimum level. With this in mind it was agreed to investigate and put in place the following actions to prepare for this – ACTIONS – Cllr Davis and Cllr Andrew to check insulation levels in roof void. Money to be set aside in the budget each year in anticipation of work needing to be carried out / boiler replaced etc. and transferred into EMR. Cllr Andrew to research any appropriate sources of grant funding.</p>
22/23-139	<p>Old School General Matters</p> <ol style="list-style-type: none"> a) Use of letter box in front door by Library – Cllr Fraser noted that as the Old School is a shared building and the letter box isn't secure, the Library had confirmed that they did not want books posted through it. Wiltshire Council have now updated the facilities information for the library on their website to indicate that it does not include a letterbox. b) Purchase of additional notice board for interior of Old School – There was not a suitable place identified to put a notice board, and it was considered that the current practice of allowing groups/events to attach posters to the glass on the sliding doors was the most effective and visible place for them. c) Review condition of tarmac areas around the exterior of Old School – It was agreed to defer this item until the spring when the surface was clear of leaves etc. d) Maintenance matters that need to be dealt with – Cllr Andrew referred to the area of damp behind the sliding doors, which had now improved following bleaching/washing of the wall – ACTIONS – Doors to be closed slightly on occasions to allow air to get behind doors, and walls washed again as considered necessary. Cllr Andrew noted that Jackdaws had been seen on occasions during the spring/summer months entering the metal vents on the gable end, one of which was now completely missing – ACTIONS – Cllr Davis and Cllr Andrew to investigate and take any remedial action as considered necessary. e) Other Old School business – Cllr Davis reported that the middle outside shed was rather untidy, with a Regular User Group's equipment spilling across to the Parish Council side – ACTIONS – Clerk to check and tidy up as much as possible. Cllr Andrew who lived adjacent to the Old School noted that he was due have some repair work carried out on his kitchen roof, and sought permission from the Parish Council to erect scaffolding partly in the Old School exterior space – ACTIONS – Cllr Andrew was asked to write a formal letter of request to the Parish Council which would then be considered at the December Parish Council meeting.
22/23-140	<p>Old School Committee Budget</p> <ol style="list-style-type: none"> 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

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	<p>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> <ul style="list-style-type: none"> i. Review of hiring charges for Old School – It was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to increase the hiring charges from 1/4/23 as follows: Rate 1 £1.30ph increase / Rate 2 £1.25ph increase / Rate 3 £1.60ph increase / 4 hr ‘Party Rate’ village residents £3.50 increase / 4 hr ‘Party Rate’ non-village residents £5 increase. ii. Review utility usage and supply - The Clerk confirmed that the current electricity contract ran until the end of June 2023. Details were provided of the fixed rate quotes received from Brokers, along with some other general information. Following a full discussion it was agreed to wait until February 2023 when comparison quotes could be obtained from the current electricity supplier SSE. iii. OS Cleaner – Following a full discussion it was proposed by Cllr Davis, seconded by Cllr Andrew, and resolved to approve a £1 increase to the Cleaner’s hourly rate from 1/4/23. iv. Library usage – Councillors acknowledged the valuable service that the library provided for the local community. During this first year in its new home in the Old School, Wiltshire Council had covered the set-up costs of the Library, and the Parish Council had covered most of the other costs i.e. EPC, improving access, and cost of heating and electricity etc. With only minimal costs now being incurred by Wiltshire Council, it was questioned whether they should be approached with a request to contribute to the cost of heating and electricity, lost hiring revenue etc. – ACTIONS – Clerk to check date when any requests for changes to the lease can be initiated, and start preparing spreadsheet of additional costs incurred for discussions with Wiltshire Council. <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 and other suggested amendments. Following a full discussion, it was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved, to present the revised draft budget to the Management & Finance Committee / Full Council for their consideration (Total budgeted income 2023/24 £3,411.58, total budgeted expenditure £11,958).</p> <p>a) Business plan for next financial year - On-going commitment to maximise usage of the Old School as a community facility. Focus on organising and encouraging one-off events, and family parties.</p>
22/23-141	<p>Wiltshire Council ‘Warm Space’ initiative</p> <p>Cllr Fraser referred to the notes from the meeting with St Arbucks, Trinity Church and herself circulated prior to the meeting, which outlined proposals for how the initiative would work in the Village. It would be a collaboration between St Arbucks, The Green Dragon, and the Parish Council (use of Old School), with sessions being held at each venue, from the 9th of December. The initiative would be trialled for a month and then reviewed. A further meeting was to be held tomorrow to finalise requirements i.e. Risk Assessments, DBS checks for volunteers etc. – ACTIONS – Clerk to circulate tomorrow’s meeting notes to all Councillors for their information, and advise Parish Council insurers sending a copy of the Risk Assessment when completed.</p>
22/23-142	<p>Date of next Committee Meeting</p> <p>To be agreed.</p>

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22/23-143	Closure of meeting There being no further business the meeting was closed at 9.30pm.
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