

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 **Meeting** of the Parish Council held on **Tuesday 13th December 2022** At **7.25pm** in the Old School

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

In attendance: 1 member of the public, and Carol Hackett (Parish Clerk).

	AGENDA ITEM
22/23-160	Apologies for Absence Cllr Andrew had sent apologies due to personal commitments, which were accepted.
22/23-161	Declarations of Interest and Dispensations to Participate a) Cllr Osborn declared a pecuniary interest in item 22/23-169b as he had an interest in the financial matters of the Church Graveyard for which one payment due for approval related, so he took no part in the voting for this item. b) There were none.
22/23-162	Adjournment for Public Participation The meeting was adjourned and resumed at 7.27pm.
22/23-163	Minutes of Council meetings a) Meeting of the Parish Council held on the 15th November 2022. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Fraser, seconded Cllr Davis). b) Meeting of the HRAF Committee held on 22nd November 2022. The draft minutes were noted. There were no questions arising from the minutes. The following updates were provided: i. Footpath MLAV3 – The Clerk reported that the Landowner would check the stile step, and had confirmed the position regarding the bull in the field. Cllr Davis noted that he had some wood suitable for repairing the stile, and offered the services of the Parish Steward and himself to carry out the repair – ACTIONS – Clerk to liaise with landowner. ii. Position of benches at Broadwell – The Clerk reported that an objection had been received regarding the positioning of one of the benches, and she was still awaiting a response from the WC Conservation Officer regarding the position of the other bench. c) Meeting of the OS Committee held on 29 th November 2022. The draft minutes were noted. There were no questions arising from the minutes. The following update was provided: i. Library Lease for use of the Old School – The Clerk noted that the process for requesting any changes to the lease could start any time after June 2022. The following matter was considered further: ii. Outstanding hiring charge of £370.30 from a Regular User Group – It was recognised that the group was now being run by a different person with a supportive team of helpers. The new Group had changed its name, and were actively promoting and advertising the weekly session, but they were effectively starting from scratch financially. Councillors recognised the important service that the group provided for parents and carers etc. with young families in the village and surrounding area, and it was therefore proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to write off the outstanding debt from the previous User Group. d) Meeting of the Finance & Management Committee (M&F) held on 6 th December 2022. The draft minutes were noted. There were no questions arising from the minutes. The following matters were considered for approval:

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

	<ul style="list-style-type: none"> i. Budget and precept requirement for 2023/24 – It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to approve the budget for 2023/24 – Total payments £73,436.35 Total receipts £73,436.58, with included the precept requirement of £68,523. £68,523 divided by 769.23 (tax base) = £89.08 band ‘D’ charge (an increase of £2.09 / 2.4% from 2022/23) i. Other matters and recommendations as detailed in the M&F minutes – The Clerk reported that the Old School boiler engineer had recommended use of either the British Gas Hive or Google Nest options for controlling the heating remotely for the Old School. As yet the quotes for supply and fitting of a device had not yet been received. It was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to allow the Clerk to authorise the quote from the boiler engineer when received up to a maximum of £250, and arrange to get the device fitted. ii. Priorities and aspirations for the Parish Council for the next few years, as detailed in the M&F Committee minutes – It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved that the Parish Council would focus on and investigate further the following projects and priorities: <ul style="list-style-type: none"> • 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. Riverbank reinforcement (part grant funded) • Possible outdoor gym equipment and skateboard ramps and new sports / recreation facilities as identified by the ‘Sports Facilities Working Group’ (grant funded if possible) • Set aside money for future re-surfacing of Broadwell carpark • New Speed Indicator Device Church Street (NAL socket application to LHFIG) • Full review of footpaths and stiles (upgrading stiles if possible) • Old School – set money aside for possible new boiler and improving energy efficiency iii. Governance, Finance & Management Risk Register – It was proposed by Cllr Fraser, seconded by Cllr Osborn, and resolved to approve the Risk Register unamended.
22/23-164	<p>Monthly Reports</p> <ul style="list-style-type: none"> a) Chairman’s Report – <ul style="list-style-type: none"> i. Quarterly report from Chairman’s Charity Account – The Clerk referred to the 2023 Event Finance Spreadsheet circulated prior to the meeting which provided an overview of the receipts and payments made up to 3/12/22. ii. Shelter on Community Hall Site – There had been no further progress with this. One complaint had been received, which had been forwarded to the Community Hall. iii. Community Minded Person of the Year Award – David Dyer from the Post Office had won the award this year. iv. Other matters to report – The Chairman briefed councillors on the activities he had undertaken during the month. b) Wiltshire Councillor Report – Cllr Muns had given his apologies. c) Community Hall Trust – Cllr Earley noted that there had not been a Trust meeting since the last Parish Council meeting. d) Remember COVID19 Project / Community Park & Canada Woods Project <ul style="list-style-type: none"> i. Quotes received for felling and removing trees in Canada Woods as part of Woodland Management Programme – Cllr Fraser provided an overview of the type of quotes received to date, noting that one further quote was awaited. It was therefore agreed to defer final consideration of the quotes until the January Parish Council meeting. ii. Other updates – Cllr Fraser noted that the FRAP for the riverbank reinforcement work had now been applied for by the bio-engineering company. e) Sports Facilities Working Group – Noting to report. f) Youth Council / Youth Engagement – Nothing to report.

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

22/23-165	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none">a) Market Place re-surfacing (week commencing 5th December) – The Clerk reported that the re-surfacing and white lining had now been completed, and they would be returning to do the yellow line markings.b) Broadwell Play Area fencing – Cllr Vine reported that the new piece of fencing was now in place.c) AutoSpeedwatch (ASW) device for Spin Hill – The Clerk reported that the device was now active, however there appeared to be an issue with the Speed Indicator Device (SID) pointing in the same direction as the ASW and interfering with its signals. Following further discussion it was agreed to temporarily turn off the SID to see if this improved the signal – ACTIONS – Clerk to liaise with volunteers to turn off SID.d) Drop-down bollard The Clays – Cllr Stevens reported that the bollard was now installed, and had been well received by the Clays residents. Comments had appeared on Facebook and questions raised by the local community, which would be responded to in a magazine article to be printed in the next edition of the magazine.e) Any other updates – Cllr Fraser reported that she had met with Wessex Water at Broadwell to discuss the planting of the new bed that had been created. There was some discussion regarding possible suitable plants for the bed, after which Cllr Fraser agreed to prepare a ‘planting plan’ to be sent to Wessex Water. Cllr Earley noted that Wiltshire Council had come out to look at the culvert under the Muddle and agreed to flush it through to try and clear the blockage.f) New matters to report for Handyman contractor / Parish Steward (next visit 28th & 29th December) / Footpath, Amenity Land contractor / Wiltshire Council – There were none.g) Next LHFIG meeting 17th January 2023 – Following on from the three submissions agreed at the November Parish Council meeting, it was agreed to try and get some supporting statistics from the Primary and Secondary schools regarding direction of travel to school for students. If received in time, this information will be included in the application request to install traffic lights to manage traffic flows at the pinch points at both ends of the village.
22/23-166	<p>The Lavingtons Warm Spaces initiative</p> <ul style="list-style-type: none">i. Cllr Fraser reported that 7 volunteers had come forward to help with the ‘Friendly Friday Warm Space’ in the Old School, all of which will have enhanced DBS checks. The first session had been held on Friday the 9th of December, with the sessions for all the participating venues being widely advertised on social media and in the magazine etc.ii. ‘Lavingtons Warm Spaces’ Risk Assessment – Cllr Fraser referred to the document circulated to Councillors prior to the meeting. It was proposed by Cllr Stevens, seconded by Cllr Turner-Scott, and resolved to approve the Risk Assessment document unamended.iii. ‘Lavingtons Warm Spaces’ Lone Volunteer / Worker Policy - Cllr Fraser referred to the document circulated to Councillors prior to the meeting. It was proposed by Cllr Turner-Scott, seconded by Cllr Steele, and resolved to approve the Policy document unamended.
22/23-167	<p>Correspondence Received</p> <ul style="list-style-type: none">a) Email from neighbouring resident seeking permission to possibly erect scaffolding over wall into exterior of Old School – Councillors approved this request – ACTIONS – Clerk to advise resident accordingly. <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> <ul style="list-style-type: none">a) Email from 1st Lavington Sea Scouts providing update following discussions with Solicitor regarding putting in place legal documents – As discussed at a previous meeting, Councillors recognised the importance of formalising the arrangements that had been agreed in principle between the two parties. With this in mind, it was proposed by Cllr Turner-Scott, seconded by Cllr Vine, and agreed, that the Scouts Solicitor would prepare a draft proposal for ‘An Agreement for a Lease’ which could then be considered by the Parish Council Solicitor – ACTIONS – Clerk to liaise with Sea Scout Secretary.

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

22/23-168	<p>Planning applications and decisions</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">i. PL/2022/08221 29 Spin Hill, Market Lavington. Proposed dog grooming business (Four Paws Grooming) from a static site cabin on existing hard standing – Objection.ii. PL/2022/08220 The Barn, Spin Hill, Market Lavington. Construct a single storey timber stable block on a concrete base, and a manure clamp. Change of use to mixed agricultural and equestrian – Objection. <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <ol style="list-style-type: none">i. PL/2022/08210 2 Drove Lane, Market Lavington. Single storey rear extension – No objection.ii. PL/2022/08281 21 Church Street, Market Lavington. Replacement single storey rear extension – No objection.iii. PL/2022/08818 Tree works in a conservation area 6 New Street, Market Lavington. Various tree works – No objection.iv. PL/2022/08904 Tree works in a conservation area Palm House, 48 High street, Market Lavington. Lime tree fell – No objection. <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 decision made by Wiltshire Council was noted:</p> <ol style="list-style-type: none">i. PL/2022/08027 - Proposed Works to Trees in a Conservation Area. 29 White Street, Market Lavington, SN10 4DP. Sycamore that has grown out of control and causes excessive shading and failure risk to only access/exit to dwelling. Remove down to 6’ stump in line with existing fencing that delineates property and public footpath. Tree will be taken out by experienced climbing tree surgeon and removed from site - No Objection
22/23-169	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for November 2022 (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 2022, 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 Stevens (Cllr Osborn abstained from the vote) – it was agreed that the payment to Valletta would be delayed, if necessary, until the yellow-lining work had been completed (see appendix at end of minutes).</p> <p>c) Requests received for Grant Funding in the 3rd quarter of 2022/23 (as per Local Government Act 1972 Section 137 – The Clerk reported that no requests had been received during this quarter.</p> <p>d) Elisha Field Boundary Fencing – The Clerk referred to the quote received for repair of broken section of fencing. It was proposed by Cllr Boaden, seconded by Cllr Davis, and resolved to approve the quote from Devizes Fencing of ££830 + VAT – ACTIONS – Clerk to advise contractor accordingly.</p> <p>e) Broadwell Play Area entrance – Consider quote received for installing additional piece of fencing – Matter deferred until January meeting.</p>
22/23-170	<p>General Parish Matters</p> <p>Cllr Vine referred to the other questions and issues raised during the Planning Committee meeting regarding the Barn site on Spin Hill – ACTIONS – Clerk to raise issues with the Wiltshire Council Enforcement Officer. Cllr Fraser reported that 2 of the high level streetlights on the top</p>

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

	road leading down to the Community Hall were not working – ACTIONS – Clerk and Chairman to check after meeting and action as necessary. Cllr Osborn noted that the wooded area at the bottom of Hamilton Drive belonged to Aster, and was managed by Wiltshire Wildlife. The Clerk reported that the Neighbourhood Plan Consultant would be attending the January Parish Council meeting to give advice on a possible review of the Market Lavington Neighbourhood Plan. A local resident who had located some interesting finds in Canada Woods would also be attending the January meeting.
22/23-171	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 8.35pm.
22/23-172	Date of next Meeting Meeting of the Parish Council – Tuesday 17 th January 2023.
22/23-173	Closure of meeting There being no further business the meeting was closed at 8.36pm.

Appendix

Payments for approval at December Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	15/12/22	99.00	BP1
Handyman contractor monthly hours, and Petrol allowance	various	15/12/22	311.25	BP2
Clerk wages and exps *	various	15/12/22	1,549.70	BP3
Mark Goddard – extra work along the Muddle and Elisha Field boundary fence	4620	15/12/22	225.60	BP4
HMRC – 3 rd qtr PAYE & Ni Contributions	4030	15/12/22	212.82	BP5
Valletta surfacing – Market Place carpark resurfacing	4440/130	15/12/22	16,536.00	BP6
Wicksteed – 2 X Play Area inspections	4600	15/12/22	288.00	BP7
SLCC – Annual subscription	4140	15/12/22	177.00	BP8
Fine Signs – 6 X Market Place carpark closure signs / Metal sign for EF carpark / 'Bin Full' stickers	4430	15/12/22	106.80	BP9
St Mary's PCC – Churchyard Maintenance Grant	4200	15/12/22	500.00	BP10
TOTAL			20,006.17	
Payments made in between meetings				
Jim Forrester – Service OS boiler	4430/120	16/11/22	80.00	BP1
Optoma – Repair OS projector	4430/120	16/11/22	321.00	BP2
Woodland & Countryside Management – Assist with marking trees of removal in Canada Woods	4640/130 (EMR 337)	16/11/22	144.00	BP3
P T Archer & Co – Christmas tree Market Place	4640/130	23/11/22	630.00	BP
James Swell – Installing bollard on the Clays	4440/130 (EMR 330 part)	27/11/22	194.20	BP
Devizes Fencing – Broadwell Play Area fencing	4430/130	30/11/22	3,623.45	BP
Melba Products – Dog waste bin Spin Hill	4440/130	18/11/22	168.31	Card
SSP Direct – Additional brackets for new signs	4430/130	30/11/22	22.86	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

VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

* Clerk monthly wages £1,441.70 (includes annual pay increase and back-dated pay to April 2022) + 6 months 'working from home allowance' £108 (£18 X 6) = TOTAL £1,549.70

Transfer of £20,000 from D/A to C/A 30/11/22

Transfer of £10,000 from D/A to C/A 12/12/22