

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 18th April 2023** At **7.15pm** in the **Old School**

Councillors Present: Cllr Osborn (Chairman), Cllr Andrew, Cllr Fraser, Cllr Boaden (left at 8.20pm), Cllr Turner-Scott, Cllr Earley, Cllr Stevens (left at 8.30pm), Cllr Vine, and Cllr Taylor.

In attendance: 3 members of the public, Wiltshire Cllr Dominic Muns (left at 8.44pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
22/23-254	Apologies for Absence Cllr Davis and Cllr Steele had sent apologies due to personal commitments, which were accepted.
22/23-255	Declarations of Interest and Dispensations to Participate a) Cllr Fraser declared a pecuniary interest in item 22/23-262d as one of the payments was payable to herself, so she took no part in the voting for this item. Cllr Boaden noted that one of the correspondence items had been sent from someone closely known to him. b) There were none.
22/23-256	Adjournment for Public Participation The meeting was adjourned and resumed at 7.16pm.
22/23-257	Minutes of Council meeting Meeting of the Parish Council held on the 21st March 2023. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Vine, seconded Cllr Turner-Scott). Cllr Stevens abstained from the vote having not been present at the last meeting.
22/23-258	Monthly Reports a) Chairman's Report – i. Chairman's Charity Account – Independent examination of accounts as at financial year end 31 st December 2022 – The Clerk referred to the report which had been circulated prior to the meeting, and had concluded that the financial statements all appeared to be in order, and no concerns had been reported. Councillors accepted the report. ii. New Community Hall Youth Shelter – The Chairman referred to the financial contribution of £500 towards the cost of the shelter, which had been agreed by the Parish Council in September 2022. He noted that the cost of the project had now increased, and briefed members on the various reasons for this. Following further discussion, it was agreed not to increase the level of the Parish Council contribution – ACTIONS – Chairman to advise Community Hall Trust accordingly. iii. Other updates - The Chairman briefed councillors on the activities he had undertaken during the month. b) Wiltshire Councillor Report – Cllr Muns referred to Blackdog Crossroads, noting the three project elements – improved junction alignment, improved sightlines, and a reduction in the speed limit. He noted that the Police and Community Speedwatch were now in agreement with Atkins (Wiltshire Council Highways Consultants) that a reduction in the speed limit on the A360 was inappropriate. A proposal was therefore being presented to neighbouring Parish Council's to drop the speed limit reduction element of the project for the time being, in order to proceed with the other two elements, with a request that the speed limit be reviewed again after improvements are carried out. Following a full discussion, concerns were raised regarding the effectiveness of proposals if the speed limit reduction was not included in the project, and it was

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	<p>therefore agreed that Market Lavington Parish Council could not support this alternative proposal. Cllr Muns then referred to the LHFIG meeting, and the two applications discussed for Market Lavington – 1) NAL socket for Speed Indicator Device at end of Church Street – until Community SpeedWatch Team operating again LHFIG would not consider request – ACTIONS – Attempts being made to recruit more CSW volunteers, and in the meantime, Clerk will try to ascertain ownership of land where proposed NAL socket could be sited. 2) Feasibility of widening sections of pavement at either end of the village - LHFIG agreed to investigate the feasibility of improving the pinch point at the Stobberts Road end of the village, with the view to a possible bid for funding from the Substantive Highways Scheme. It was hoped that if contributions could be received from the Parish Council (approx. £2,000 / £3,000) and the WC Air Quality & Sustainable Transport Group, it might be possible to progress with the feasibility study in the 2023/24 financial year.</p> <p>c) Community Hall Trust – Cllr Earley noted that the Trust had not met since the last Parish Council meeting.</p> <p>d) Youth Council – Cllr Taylor noted that the next meeting was scheduled for 20th of April, and a ‘litter pick’ was planned for the 8th of May, as part of the Coronation Village events.</p> <p>e) Additional Sports Facilities Working Group – Cllr Stevens noted that the next meeting was scheduled for a weeks’ time. The group had taken on board concerns raised regarding possible skateboard facilities at the Elisha Field, but were still keen to investigate alternative activities for the older ‘young people’ of the village. With this in mind a site visit had taken place with a play equipment provider, to consider some ‘ninja’ style equipment. Plans would be drawn up and presented at the Annual Parish Meeting in May. Funding from different sources would need to be sought for any future projects, and was currently being investigated.</p> <p>f) Canada Woods</p> <p>i. Final costings for riverbank reinforcement work – Cllr Fraser referred to the final quotes received from the approved contractor - £8,890 + VAT. She noted that there would also need to be a separate contingency element of 1-day in place just in case of inclement weather of £1,498 + VAT, which it was hoped would not be needed. It was proposed by Cllr Turner-Scott, seconded by Cllr Vine, and resolved to approve both the quotes. Cllr Fraser reported that the work was scheduled to take place during the week commencing 5th of June – ACTIONS – Clerk and Cllr Fraser to liaise with contractor.</p> <p>ii. Other updates – Cllr Fraser referred to the tree management felling works, which was scheduled to take place on the 21st of August, and would take approx. two weeks to complete. The Horse loggers would then be on site from the 4th of September to remove the timber from the woods ready to be sold. She also referred to an increase in damming activities along the river in Canada Woods which she had been removing, as if left in place, could effect the ecology of the river.</p> <p>g) Lavingtons Warm Spaces Initiative ‘Friendly Fridays’ – Cllr Fraser noted that the group was ticking along nicely, and was continuing as a morning session from 10am to 1pm.</p> <p>h) Vintage Meet 15th & 16th July 2023 – Cllr Turner-Scott reported that planning for this year’s event was going well. The Army Cadet Corp of Drums would be participating and helping out on both days. The committee would be hosting a stand at the ‘Volunteer Morning’ scheduled for Monday 8th May, as part of the village Coronation events.</p> <p>i) Coronation village events – Cllr Taylor reminded members of the plans for Sunday the 7th of May – A morning (Ted’s) walk ending at the Community Hall, bring your own lunch, with Ceilidh at the Community Hall in the evening from 7-10pm. Monday 8th May - ‘Volunteering Speed Dating’ at the Old School 10.30 to 11.30am, open to groups who may be looking for more volunteers or to raise awareness for new members, followed by community litter pick.</p>
22/23-259	<p>Highways / Maintenance issues in the village</p> <p>a) Oak in the Market Place – Cllr Fraser reported that the oak was too big for her personal</p>

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	<p>equipment, so a contractor would need to be sourced to carry out the work. Following further discussion, it was agreed that quotes and advice from tree surgeons would be obtained, for consideration at the next meeting. A planning application would then be submitted to Wiltshire Council for the agreed work – ACTIONS - Cllr Fraser to follow-up.</p> <p>b) Information Board bottom of Ladywood – Cllr Fraser briefed members on the condition of the board, and referred to a picture of the original information sheet, an electronic copy of which had now been sourced. Following further discussion, it was agreed to wait until after the two current projects in Canada Woods had been completed, before a decision is made as to whether to update the content of the information sheet.</p> <p>c) Any other updates – The Chairman confirmed that there were no further updates with regards to footpath MLAV3. Broadwell - The Clerk reported that Wessex Water would be planting up the new flower bed in the next couple of weeks. The kiosk was on order, and the fencing company had confirmed that the additional piece of fencing for the entrance of the play area was due to be received shortly. It was therefore hoped that work would be completed soon. Unfortunately, work scheduled by Wiltshire Council for 7th – 9th March to deal with the uneven footpath along 'chip shop alley', had had to be postponed due to adverse weather, and could not be re-scheduled until after the changeover of contractors had been completed, and outstanding workloads reassessed etc.</p> <p>d) LHFIG meeting 18th April – Covered under Wiltshire Cllr report (minute no. 22/23-258b).</p> <p>e) New matters to report for Handyman contractor / Parish Steward (next visit 26th & 27th April) / Footpath, Amenity Land contractor / Wiltshire Council - Footpath MLAV1 (top of Northbrook) report of adjacent landowners fence falling over onto the path – ACTIONS – Chairman to investigate further.</p>
22/23-260	<p>Correspondence Received</p> <p>a) Email from Rural Market Towns Group offering one-year free trial membership of new Villages Bulletin more suited to Parish Councils – It was agreed to take up the offer of the free membership – ACTIONS – Clerk to advise accordingly.</p> <p>b) Follow-up email from local resident regarding request for resident parking in top Community Hall carpark – Reference was made to the email which had been circulated with the agenda papers, and Councillors reaffirmed their comments made at the March meeting (minute number 22/23-235e) – ACTIONS – Clerk to respond to resident 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>c) Email from local resident regarding Blackdog Crossroads – Circulated to Councillors, noted.</p> <p>d) Email from Parish Council Solicitor regarding the Scout 'Agreement for Lease' with request for review and completion of outstanding responses for CPSE7 document – The Chairman noted that the Clerk and himself had reviewed and responded to the missing information, and returned the required documents back to the Solicitor.</p> <p>e) Email from local resident regarding condition of Village footpaths – Email already circulated to Councillors. Content of email to be reviewed in detail at next HRAF committee meeting.</p>
22/23-261	<p>Planning applications, decisions, and any other planning issues</p> <p>a) The following planning application received which has been considered at a Planning Committee meeting was noted:</p> <p>i. PL/2023/01749 Land Adj. 29 Spin Hill, Market Lavington. Change of use from agriculture to domestic use, retention of two shipping containers and construction of access – No Objections.</p> <p>b) The following planning applications received, which have not been considered at a Planning Committee meeting were noted:</p> <p>i. PL/2023/01107 22 The Beeches, Park Road, Market Lavington. Existing bungalow is built on a slope which drops away to the rear. Create new first floor in the rear half of the bungalow by adding a dormer which will sit on existing masonry wall. New split level ground floor at the rear to use existing rear basement space. Chimney to be</p>

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	<p>removed and front door to be widened – No objection.</p> <p>ii. PL/2022/08221 The Barn, Spin Hill, Market Lavington. Proposed dog grooming business (Four Paws Grooming) from a static site cabin on existing hard standing AMENDED PLANS /ADDITIONAL INFORMATION) – No objection to inclusion of new rear door into rear of cabin, but still question whether a change of use application is required.</p> <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> <p>i. PL/2022/07643 Sandfield, Drove Lane, Market Lavington. Change of use and alterations to existing building to provide a residential annexe to the main dwelling - Approve with Conditions.</p> <p>ii. PL/2023/00221 (Works to a Listed Building) 1 High Street, Market Lavington. Internal alterations, installation of 4 conservation rooflights on rear roof slope and replacement of 1 external door - Approve with Conditions.</p>
22/23-262	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for March 2023 (including card payments, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.</p> <p>b) To consider quotes received for repairing gaps in fencing at side of Elisha Field Pavilion – The Clerk reported that despite prompts being sent, no further quotes had been received. Following further discussion, it was agreed not to proceed with the repairs at the current time.</p> <p>c) To consider quotes for replacement bollard for the Clays – The Clerk referred to quotes obtained for a replacement fold-down bollard. Following further discussion it was agreed that a fold-down bollard design could cause a trip hazard, and therefore would not be suitable. With the original telescopic bollard being prone to vandalism, other options would need to be considered. It was agreed to review the situation with regards to traffic use along the Clays in a couple of months, and in the meantime to investigate alternative bollard/barrier options.</p> <p>d) It was resolved to approve the payment of 'on-line Payments' for April 2023, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Turner-Scott, seconded Cllr Vine – Cllr Fraser abstained from the vote.</p>
22/23-263	<p>General Parish Matters</p> <p>Cllr Fraser noted that the missing plaque from one of the trees at the top of the Village Green was now back in situ. Questions were then raised about compliance of Parish Council meetings with regards to supporting anyone with hearing loss etc. – ACTIONS – To be considered further at next OS committee meeting. Cllr Osborn to provide a portable 'hearing loop system' at the Annual Parish Meeting, to trial its effectiveness. The Clerk noted that she had received a letter of resignation from the Old School Cleaner, offering to stay in post until a replacement could be appointed – ACTIONS – Advert for new cleaner to be put in Magazine, Social media, website, noticeboards etc.</p>
22/23-264	<p>Adjournment for Public Participation (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.16pm.</p>
22/23-265	<p>Date of next Meetings</p> <p>Management & Finance Committee Meeting – Tuesday 2nd May 2023 Annual Meeting of the Parish Council – Tuesday 16th May 2023 Annual Parish Meeting – Tuesday 23rd May 2023</p>

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22/23-266	Closure of meeting There being no further business the meeting was closed at 9.18pm.
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Appendix

Payments for approval at April Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	20/4/23	99.00	BP1
Handyman contractor monthly hours, and exps *	various	20/4/23	271.50	BP2
Clerk wages and exps **	various	20/4/23	938.33	BP3
Mark Goddard & Sons – 1 of 7 footpath/amenity land contract	4620	20/4/23	662.10	BP4
Di Fraser – Reimburse Warm Space expenses	RR 329	20/4/23	4.30	BP5
TEEC – Planning tracker function on website	4180	20/4/23	28.80	BP6
Community First – Annual insurance premium	4150	20/4/23	2191.71	BP7
Wiltshire Village Halls Association annual membership	4140	20/4/23	45.00	BP8
Fireline Ltd – Annual fire equipment inspections Old School and Elisha Field Pavilion	4480	20/4/23	211.62	BP9
TOTAL			1,528.72	
Payments made in between meetings				
Urbis Schreider Ltd – Replacement light head for high-level light Community Hall entrance road	4430	2/4/23	342.29	BP1
Certas Energy – Oil Old School	4400	2/4/23	1,062.97	BP2
James Swell – Remove Clays drop-down bollard	4430	6/4/23	60.00	BP

* Handyman contractor monthly hours worked £262.50 (1 week at 22/23 hourly rate / 3 weeks at 23/24 hourly rate) + Petrol allowance £9 = TOTAL £271.50

** Clerk monthly wages £920.83 + reimburse cost of Computer paper X2 £9.50 + reimburse cost of Land Registry SIM enquiries X2 £8 = TOTAL £938.33

Transfer made from D/A to C/A 17/4/23 £5,000