

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 **Annual Meeting** of the Parish Council **held on Tuesday 16th May 2023** **At 7.15pm in the Old School**

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

In attendance: 3 members of the public (one left at 8.17pm) and Carol Hackett (Parish Clerk).

In the absence of Cllr Davis (out-going Vice-Chairman), the Clerk chaired the beginning of the meeting until the 'Election of Chairman' had been completed.

	AGENDA ITEM
23/24-1	Election of Chairman There being no other nominations, it was proposed by Cllr Stevens, seconded by Cllr Steele, and resolved to elect Cllr Osborn as Chairman of the Parish Council for the municipal year 2023/2024.
23/24-2	Declaration of acceptance of office The Chairman duly signed his Declaration of Acceptance of Office after the meeting.
23/24-3	Election of Vice-Chairman There being no other nominations, it was proposed by Cllr Boaden, seconded by Cllr Osborn, and resolved to elect Cllr Turner-Scott as Vice-Chairman of the Parish Council for the municipal year 2023/2024.
23/24-4	Declaration of acceptance of office The Vice-Chairman duly signed her Declaration of Acceptance of Office after the meeting.
23/24-5	Apologies for Absence Cllr Davis had sent apologies due to personal commitments, which were accepted.
23/24-6	Declarations of Interest and Dispensations to Participate a) Cllr Taylor declared an interest in item 23/24-14b as one of the payments for approval was payable to her. She took no part in the voting for this item. b) None.
23/24-7	Adjournment for Public Participation The meeting was adjourned and resumed at 7.18pm.
23/24-8	Minutes of Council meetings a) Meeting of the Parish Council held on the 18 th April 2023. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Fraser, seconded Cllr Vine). b) Meeting of the Management & Finance (M&F) Committee held on the 2nd May 2023. The draft minutes were noted, and no questions asked. The following matters were considered further: i. Year-end balances 2022/23 – It was proposed by Cllr Boaden, seconded by Cllr Fraser, and resolved to carry forward the following amount of unspent budget provision as at 31/3/23 into 'Earmarked Reserve': <ul style="list-style-type: none">• £1,000 Professional Fees ii. It was proposed by Cllr Boaden, seconded by Cllr Steele, and resolved to approve the amended Governance, Finance & Management Risk Register as recommended by the M&F committee. iii. It was proposed by Cllr Boaden, seconded by Cllr Turner-Scott, and resolved to approve the amended Parish Council Standing Orders as recommended by

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	<p>the M&F committee (Bi-annual full review).</p> <ul style="list-style-type: none"> iv. It was proposed by Cllr Boaden, seconded by Cllr Earley, and resolved to approve the amended Parish Council Financial Regulations as recommended by the M&F committee (Bi-annual full review). v. Following review of the most up-to-date electricity contract renewal prices for the Elisha Field Pavilion and Old School, it was proposed by Cllr Boaden, seconded by Cllr Steele, and resolved to approve transferring the contracts to 'British Gas Lite' on a 1-yr fixed rate contract – ACTIONS – Clerk to make necessary arrangements.
23/24-9	<p>Monthly Reports</p> <ul style="list-style-type: none"> a) Chairman's Report – Cllr Osborn reported that he had put weedkiller around the upper Community Hall carpark, and around the Old School and would continue with other areas. He had also repaired and re-installed the 'frog climbing board' in the Elisha Field Play Area. b) Wiltshire Councillor Report – Cllr Muns was not present at the meeting. c) Community Hall Trust – Cllr Earley reported that quotes were being obtained by the Trust from other suppliers for the youth shelter. d) Canada Woods – Cllr Fraser reported that work would be starting on the riverbank repairs on the 5th of June. Footpath MLAV2 will therefore be partially closed during the work (from Grove Road to the Bubbling Kettle). Beechwood residents had been sent a letter and posters about the work put up in the woods, and on social media etc. The tree management works were scheduled to start on the 21st of August, taking approximately one month to complete. During this time there would be no public access to the woods for safety reasons. Consideration will need to be given as to how best to fence off the entry points to the woods during the work. She was currently investigating the possibility of a 're-wilding' funding application. e) Youth Council – Cllr Taylor reported that a short meeting had been held on the 20th of April, and the members of the Youth Council had organised a litter pick on the 8th of May as part of the 'Coronation big-help out day'. The next scheduled meeting was on the 18th of May, with a focus on road safety (display to be made for the phone box). Youth Council members would also be present at the Annual Parish Meeting and the Vintage Meet. f) Additional Sports Facilities Working Group – Cllr Stevens referred to the notes from the Group's last meeting held on the 27th of April which had been circulated prior to the Parish Council meeting, and noted that she would be giving a presentation at the Annual Parish Meeting. g) Coronation weekend events – The Chairman reported that the weekend of events had been very successful, with those attending thoroughly enjoying themselves. Overall there was a deficit of £147 at the end of the weekend, with previous agreement being made with the Chairman that the 'Chairman's expenses' and 'Chairman's Charity Account' would cover if required – ACTIONS – Clerk to arrange reimbursement of money. Formal note of thanks to be sent to the event organiser. h) Vintage Meet 15th & 16th July 2023 – The Event Director reported that organisation for the event was going smoothly, with the number of exhibitors already at the same level as the total for last year's event. The Army Cadet Corp of Drums, gundog, and falconry displays were all planned as part of the arena events, as well as a dog show. i) Any other reports – There were none.
23/24-10	<p>Parish Council Committees / Meetings</p> <ul style="list-style-type: none"> a) Terms of Reference for existing Parish Council committees and working groups – The Clerk referred to the draft documents circulated with the agenda papers, annotated with her recommendations for any changes as was considered necessary. It was proposed by Cllr Fraser, seconded by Cllr Stevens, and resolved to adopt the documents, amended where necessary, as recommended by the Clerk. b) Membership of each Parish Council committee and working group – Councillors confirmed their agreement to remain on the same committees, and changes in working group membership had been confirmed under item 23/24-10a – ACTIONS – Clerk to

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	<p>circulate updated list to members.</p> <p>c) Election of Chairman of 'Management & Finance' Committee - It was proposed by Cllr Stevens, seconded by Cllr Turner-Scott, and resolved, to elect Cllr Fraser as Chairman of the 'Management & Finance' Committee for the municipal year.</p> <p>d) Representatives for external committees – The following appointments were agreed:</p> <ul style="list-style-type: none"> ➤ LHFIFG – Cllr Davis (Cllr Osborn if unavailable) ➤ JLC – Cllr Osborn and Cllr Turner-Scott ➤ MLCHT – Cllr Earley
23/24-11	<p>Highways / Maintenance issues in the village</p> <p>a) Oak in the Market Place – Cllr Fraser reported that a tree surgeon had advised against reducing the canopy size of the tree, as it would put the tree under unnecessary stress. The existing line which goes through the tree to hold the Christmas lights would need to be repositioned in due course.</p> <p>b) Elisha Field Pavilion vandalism – Following a full discussion, it was proposed by Cllr Osborn, seconded by Cllr Vine, and resolved to permanently board up the right-hand side rear store – ACTIONS – Chairman to measure up and help Handyman Contractor carry out the work.</p> <p>c) Speeding traffic on Spin Hill – Members reviewed the recent statistics from the SID and ASW devices. The Clerk noted that the weekly SID statistics were copied to the Police Speed Enforcement Officer directly, and the ASW speeding information was submitted directly to the Police using their online reporting system, who then in turn forwarded them to the Speed Enforcement Officer – ACTIONS – Clerk to include details of excessive speeds identified by the SID when submitting the ASW reports to the Police. SID to be rotated around so as facing in the other direction.</p> <p>d) Footpath MLAV2 Russell Mill Lane to Dauntsey Manor House driveway – ACTIONS - The Chairman agreed to investigate, take some photos, and share them with Councillors and West Lavington Parish Council.</p> <p>e) Play Area maintenance – Hamilton Play area – It was noted that the Parish Council use the land under licence from Aster. Aster cut the grass and carry out annual safety inspections on the equipment, with the Parish Council owning and being responsible for the maintenance of the play equipment and surrounding fencing – ACTIONS – Clerk to request copies of Annual Safety inspections from Aster, Chairman to measure up wood required to replace missing top fencing rails. Broadwell Play area – It was noted that the new piece of fencing at the entrance was not at all effective, but rather encouraged children to move towards the road when exiting the play area. With this in mind, it was resolved to remove the piece of fence, keeping it for use somewhere else in the future – ACTIONS – Chairman to organise. When fencing removed Wessex Water will return to finish tarmacking the broken areas.</p> <p>f) Any other updates – There were none.</p> <p>g) New matters to report for Handyman contractor / Parish Steward (next visit 27th & 28th June) / Footpath, Amenity Land contractor / Wiltshire Council – MLAV24 section which joins White Street, is very muddy / MLAV13 Spin Hill, stile rail is too high – ACTIONS – Chairman to investigate and report back. MLAV1a top of Northbrook, brambles growing over from neighbouring land – ACTIONS – Member of public present to try and ascertain land ownership and provide information to Clerk, so a letter can be written to landowner. Right-hand side of Drove lane from bottom to just opposite the graveyard, vegetation growing over and reducing road width for vehicles – ACTIONS – Clerk to report to Wiltshire Council for action.</p>
23/24-12	<p>Correspondence Received</p> <p>a) Email from Cllr Tim Andrew tendering resignation from the Parish Council – The Clerk confirmed that Electoral Service at Wiltshire Council had been advised, and the Statutory Notice of Cllr Vacancy was currently being displayed on the notice board in the Market Place.</p> <p>b) Email from Lavington Hill resident raising concerns of speeding up and down the hill – Councillors recognised that whilst this was a problem, it was difficult to influence motorists driving habits – ACTIONS – Request to be made to Parish Steward to clear</p>

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	<p>any obscuring vegetation from around 20mph signs. <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> There was none.</p>
23/24-13	<p>Planning applications, decisions, and any other planning issues</p> <p>a) The following planning application received which had been considered at a Planning Committee meeting was noted: There were none.</p> <p>b) The following planning applications received, which had not been considered at a Planning Committee meeting were noted:</p> <ul style="list-style-type: none"> i. PL/2023/02414 Nursing & Residential Home, 39 High Street. Tree work consent under Tree Preservation Order – No Objection ii. PL/2023/01909 South Lawn, Kings Road. Extension to dwelling, attic conversion with new dormer window and balcony to rear, new parking area – No Objection iii. PL/2023/02016 5 Ladywood. Replacement of conservatory with single storey lean too extension to enlarge kitchen / dining area and conversion of part of garage to form utility room (2 parking spaces remain on driveway) – No Objection iv. PL/2023/00506 (amended plans / additional information) Sands Bungalow, Northbrook. Construction of single storey front extension. White render to all elevations of the dwelling. Erection of detached garage, clad in larch – No Objection v. PL/2023/02261 Black Dog Farm, Lavington Road, Freith. Installation of ground mounted solar array – No Objection vi. PL/2023/02105 8 High Street. 3 replacement windows (retrospective) - 1 x ground floor kitchen window to the side, 1 x first floor bedroom window to the side and 1 x first floor bedroom window to the rear – No Objection vii. PL/2023/02150 39 High Street. Tree works in a conservation area – 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 decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> i. PL/2022/08221 The Barn, Spin Hill. Proposed dog grooming business (Four Paws Grooming) from a static site cabin on existing hard standing - Approve with Conditions ii. PL/2022/08220 The Barn, Spin Hill. Construct a single storey timber stable block on a concrete base, and a manure clamp. Change of use to mixed agricultural and equestrian - Approve with Conditions iii. PL/2023/01749 Land Adj. 29 Spin Hill. Change of use from agriculture to domestic use, retention of two shipping containers and construction of access - Refuse iv. PL/2023/02261 Black Dog Farm, Lavington Road, Freith. Installation Of Ground Mounted Solar Array - Approve with Conditions v. PL/2023/02016 5 Ladywood. Replacement of conservatory with single storey lean-to extension - Approve with Conditions vi. PL/2023/02105 - Works to a Listed Building, 8 High Street. 3 Replacement Windows (Retrospective) - 1 x ground floor kitchen window to the side, 1 x first floor bedroom window to the side and 1 x first floor bedroom window to the rear - Approve with Conditions <p>e) The following Planning Appeal made to the Planning Inspectorate was considered:</p> <ul style="list-style-type: none"> i. Inspectorate Ref: APP/Y3940/W/22/3313169. Planning application number: PL/2022/03161. Stobberts Agricultural Buildings, Stobberts Road. Prior notification for the proposed change of use of agricultural building to 1 no. dwellinghouse (class

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	<p>C3) and associated operational development pursuant to class Q (b) of the GPDO 2015 – Written comments to be submitted by 7/6/23 – It was greed to amplify the comments previously made by the Parish Council to the application, and submit them to the Planning Inspectorate.</p>
23/24-14	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - receipts and payments details for April 2023 (including card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date. b) It was resolved to approve the payment of 'card / on-line Payments' for May 2023, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Stevens, seconded Cllr Fraser (Cllr Taylor abstained from the vote) (see appendix at end of minutes). c) Quotes for work to Old School chimney – The Clerk reported that no quotes had been received from the four contractors contacted – Item therefore deferred. d) Use of variable direct debits to pay utility bills and other payments as considered appropriate (as per fin. Regs. Para. 6.7) – It was proposed by Cllr Turner-Scott, seconded by Cllr Stevens, and resolved to approve the use of direct debits. e) Use of BACS as a method of payment (as per fin. Regs. Para. 6.9) – It was proposed by Cllr Fraser, seconded by Cllr Boaden, and resolved to approve the use of BACS. f) Appointment of the Internal Auditor for the year ending 31/3/24 - The Clerk noted that a family member continued to work for the Internal Auditing Company currently used by the Parish Council, but confirmed that they would not be responsible for auditing the Parish Council's accounts. It was proposed by Cllr Osborn, seconded by Cllr Vine, and resolved to approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor. g) Council's subscriptions to other bodies (SLCC, NALC/WALC, WHVA and ICO) – It was proposed by Cllr Osborn, seconded by Cllr Earley, and resolved to continue payment of the above subscriptions. h) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Fraser reported that she had carried out the quarterly review of the accounts as at 31/3/23, and all appeared to be in order. When the Canada Woods bank reinforcement and tree management work had been completed, a review of the finances could then be undertaken to prioritise any further projects for the year.
23/24-15	<p>Parish Council Accounts year ending 31st March 2023</p> <ul style="list-style-type: none"> a) Internal Audit Report – The Clerk referred to the report circulated to members with the agenda papers, which had also been reviewed by the M&F Committee, and in which no formal recommendations had been made. It was proposed by Cllr Steele, seconded by Cllr Taylor, and resolved to accept and approve the report. b) Section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2022/23) – It was proposed by Cllr Fraser, seconded by Cllr Earley, and resolved to approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement). c) Section 2 of the Annual Governance and Accountability Return (Accounting Statements 2022/23) – It was proposed by Cllr Vine, seconded by Cllr Stevens, and resolved to approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements).
23/24-16	<p>General Parish Matters</p> <p>Cllr Earley referred to the notification that the current partnership regarding the provision of a sixth form at Lavington School will end in August 2024, and suggested that the Parish Council should make known their support for an alternative provision – ACTIONS – Clerk to respond to school consultation accordingly.</p>
23/24-17	<p>Adjournment for Public Participation (maximum of 5 minutes)</p>

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	The meeting was adjourned and resumed at 9.10pm.
23/24-18	<p>Date of next Meeting/s Annual Parish Meeting – Tuesday 23rd May 2023 Parish Council Meeting – Tuesday 20th June 2023</p> <p>(Dates of Parish Council meetings for whole year – 18.7.23 / no meeting in August / 19.9.23 / 17.10.23 / 21.11.23 / 19.12.23 / 16.1.24 / 20.2.24 / 19.3.24 / 16.4.24 / 21.5.24)</p>
23/24-19	<p>Closure of meeting There being no further business the meeting was closed at 9.11pm.</p>

Appendix

Payments for approval at May Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	18/5/23	109.00	BP1
Handyman contractor monthly hours, and exps *	various	18/5/23	298.90	BP2
Clerk wages and exps **	various	18/5/23	928.47	BP3
Mark Goddard & Sons – 2 of 7 footpath/amenity land contract	4620	18/5/23	662.05	BP4
Devizes Fencing – Additional fence piece Broadwell Play Area entrance	4430	18/5/23	591.84	BP5
WALC – Annual subscription	4140	18/5/23	834.90	BP6
Auditing Solutions – Annual Internal audit fee	4120	18/5/23	264.00	BP7
Jane Taylor – Reimburse expenses	Various	18/5/23	11.22	BP8
Rialtas – Annual accounting software support / licence	4190	18/5/23	267.83	BP
TOTAL			3,968.21	
Payments made in between meetings				
Defibshop – new pads for Pavilion defibrillator	4480/130 to RR 326	19/4/23	91.74	card
Gov.uk Land Registry search	4160	10/5/23	6.00	card
Gov.uk Land Registry search	4160	10/5/23	6.00	card
Gov.uk Land Registry search	4160	10/5/23	6.00	card

* Handyman contractor monthly hours worked £270.00 + Petrol allowance £9 + reimburse cost of black bags £19.90 = TOTAL £298.90

** Clerk monthly wages £920.83 + reimburse cost of Cleaning materials OS £7.64 = TOTAL £928.47

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

Transfer from C/A to D/A 14/5/23 £20,000

Current list of Direct Debits paid as at 1/4/23

Company	Purpose	Frequency	Amount inc. VAT where applicable
Water2Business	Water supply Old School	Monthly	£17.50

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Water2Business	Water supply EF Pavilion	Monthly	£30.50 (£18.50 from 1/6/23)
Aegon Sipp	Employer pension contribution for Clerk	Monthly	£36.83
PWLB	Loan repayments	Half yearly Half yearly	£4,409.17 £2,073.41
XLN Telecom	Broadband Old School	Monthly	£76.86
Southern Electric	Electric supply Old School	Monthly	£50.00 likely to increase after new contract starts in July
Southern Electric	Electric supply EF Pavilion	Quarterly	Varies (approx. £30) likely to increase after new contract starts in July
1 & 1 Internet	Old School Website hosting fee	Monthly	£4.20
ICO	Annual subscription	Yearly	£35.00