

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 20th June 2023 At 7.15pm in the Old School

Councillors Present: Cllr Turner-Scott (Acting Chairman), Cllr Steele, Cllr Earley, Cllr Fraser, and Cllr Taylor.

In attendance: 4 members of the public, Wiltshire Cllr Muns, and Carol Hackett (Parish Clerk).

	AGENDA ITEM
23/24-33	Apologies for Absence Cllr Davis, Cllr Osborn, and Cllr Vine had sent apologies due to personal commitments, which were accepted. Cllr Boaden and Cllr Stevens had sent apologies due to work commitments, which were accepted.
23/24-34	Declarations of Interest and Dispensations to Participate a) Cllr Taylor declared an interest in item 23/24-42b as one of the payments for approval was payable to her. She took no part in the voting for this item. b) None.
23/24-35	Parish Councillor vacancies (Due to the confidential nature of this matter, members of the public were asked to leave the room during the discussion of this item) The Clerk reported that one formal application had been received, a copy of which had been circulated with the agenda papers. Following a brief discussion, it was proposed by Cllr Fraser, seconded by Cllr Taylor, and resolved to co-opt Mr Jay Roberts as a member of the Parish Council (members of the public returned to the meeting) – ACTIONS – Clerk to prepare the necessary paperwork for signing at the next meeting.
23/24-36	Adjournment for Public Participation The meeting was adjourned at 7.18pm and resumed at 7.46pm.
23/24-37	Minutes of Council meetings a) Annual Meeting of the Parish Council held on the 16 th May 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 Taylor). b) Annual Parish Meeting held on 23 rd of May 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 Earley). c) Meeting of the Old School (OS) Committee held on the 6th June 2023. The draft minutes were noted, and one question asked relating to the financial cost directly attributable to the Library usage. The Clerk answered the question, and provided an update regarding the additional financial information obtained. Following further discussion it was agreed to formally give written notice to Wiltshire Council that the Parish Council were considering the Option to Break the lease, and request that the parties enter into discussions with a view to reaching agreement on the financial basis on which the term of the lease may continue. The Clerk also noted that the reference response had now been received for the proposed new cleaner, and she would therefore be starting work the week commencing 26/6/23. The following matters were considered further: i. Consider quotes obtained for alternative vinyl lettering for OS sign – In the absence of Cllr Davis, matter deferred until July Parish Council meeting. ii. Consider quotes obtained for metal grill caps for sections of guttering - In the absence of Cllr Davis, matter deferred until July Parish Council meeting. iii. Consider quotes obtained for scaffolding to access chimney to carry out inspection and repairs – The Clerk referred to the 2 quotes obtained. It was proposed by Cllr Fraser, seconded by Cllr Earley, and resolved to approve the quote from Iscaff for £850 + VAT – ACTIONS – Clerk to liaise with

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	<p>roofing contractor and scaffolding company to enable work to be carried out as soon as possible.</p> <p>d) Joint Liaison Committee Meeting held on the 14th of June 2023. The draft minutes were noted, and no questions asked.</p>
23/24-38	<p>Monthly Reports</p> <p>a) Chairman's Report –</p> <p>i. Quarterly report from Chairman's Charity Account - The Clerk referred to the 2023 Event Finance Spreadsheet which had been circulated with the agenda papers, which provided an overview of the receipts and payments made up to 12/6/23.</p> <p>ii. The Clerk read out the report provided by Cllr Osborn.</p> <p>b) Wiltshire Councillor Report – Cllr Muns referred to Blackdog crossroads, and the persistence of local Parish Councils to stand firm with regards to the request for a reduction in the speed limit to 40mph as part of the junction improvements. He had met onsite with cabinet members and drove them through the junction to demonstrate the problems. A further meeting with Wiltshire Council Director for Highways, the PCC and Chief Constable, had resulted in agreement that Wiltshire Council would use three locations in Wiltshire with similar issues as test cases. These sites would be re-looked at, taking in the bigger picture of the surrounding area, and re-defining how they interpret and assess vehicle speeds (one of the sites being Blackdog crossroads). He noted that progress was also being made behind the scenes with regards to other aspects of the project proposal. He then asked a couple of questions regarding current issues in the village, and answered questions posed by Councillors and members of the public.</p> <p>c) Community Hall Trust – Cllr Earley noted that no meeting had been held since the last Parish Council meeting.</p> <p>d) Canada Woods – Riverbank reinforcement work - Cllr Fraser reported that the work had now been completed, and had been well received by the local community. Problems with the eroding footpath and the natural springs underneath, had meant that extra gravel had been required to shore up the bank and widen the footpath, and the additional agreed contingency day had therefore been required.</p> <p>e) Youth Council – Cllr Taylor provided a report from the meeting held on the 15th of June. Matters discussed included, litter, road safety, smoking in parks, attendance at the Vintage Meet, and a need for alternative play equipment to that at Broadwell as it was too young for them. Funding sources were also being investigated. The next meeting was scheduled for Thursday 13th July.</p> <p>f) Additional Sports Facilities Working Group – It was noted that no meeting had been held since the last Parish Council meeting.</p> <p>g) Vintage Meet 15th & 16th July 2023 – Cllr Turner-Scott reported that planning for the event was going well, and organisers were currently looking for volunteers to help before, during, and after the event. The raffle this year would be focusing on 'local produce'.</p> <p>h) Any other reports – There were none.</p>
23/24-39	<p>Highways / Maintenance issues in the village</p> <p>a) Broadwell Play Area fencing – Removing the section of fencing to the right of the entrance gate and re-positioning it on the other side was proving difficult, so other tools and/or contractor support was being investigated. A permanent solution to the gap at the rear of the play area to be discussed further at the HRAF committee meeting next week.</p> <p>b) Spraying from site on Spin Hill – Cllr Fraser noted that she had reported the matter to the major agencies including, Wiltshire Council, HSE, Environment Agency, Police, Defra, Wiltshire Wildlife Trust, and Natural England, and was having on-going dialogue with some of them regarding the matter. Reference was then made to the manure heap which had been created at the bottom of the site immediately above the bank of the public footpath, with concerns being raised – ACTIONS – Clerk to write to landowner. Reference was also made regarding the motocross track which had recently been built at the bottom of the site and questions were raised as to whether planning permission was required – ACTIONS – Clerk to refer to Wiltshire Council Enforcement Officer.</p> <p>c) Any other updates – There were none.</p>

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	<p>d) New matters to report for Handyman contractor / Parish Steward (next visit 21st & 22nd June) / Footpath, Amenity Land contractor / Wiltshire Council – Vegetation next to Broadwell overgrowing path – ACTIONS – Clerk to refer to Handyman contractor.</p>
23/24-40	<p>Correspondence Received</p> <p>a) Email from Wiltshire Council about Public Transport Services Survey – Circulated to members, Cllr Taylor agreed to complete the survey on behalf of the Parish Council – ACTIONS – Clerk to forward email to Cllr Taylor.</p> <p>b) Email from Wiltshire Council Electoral Services confirming no request received for an election following resignation of Tim Andrew, and that the vacancy can be filled by co-option – Noted.</p> <p>c) Email from Church Street resident highlighting increase and speed of traffic through the village – Councillors acknowledged the concerns raised, and reaffirmed their commitment to try and address the problems within the limited powers of the Parish Council.</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>d) Email from Police – Invitation to participate in Microsoft Teams meeting to explain the process for extracting data from the Speed Indicator Device to submit to Wiltshire Police – Noted. Clerk to join meeting.</p>
23/24-41	<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 application received, which had not been considered at a Planning Committee meeting was noted: i. PL/2023/03515 17 Canada Rise. Consent under Tree Preservation Order – Comments made.</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: i. PL/2023/00506 Sands Bungalow, Northbrook. Construction of single storey front extension. White render to all elevations of the dwelling. Erection of detached garage, to be clad in timber - Approve with Conditions</p>
23/24-42	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for May 2023 (including card payments, direct debits, 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 'card / on-line Payments' for June 2023, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Fraser, seconded Cllr Turner-Scott (Cllr Taylor abstained from the vote) (see appendix at end of minutes).</p> <p>c) Quotes for alternative bollard / barrier for the Clays – Item deferred until July Parish Council meeting.</p> <p>d) Councillors considered the two requests received for Grant Funding in the 1st quarter of 2023/24 (as per Local Government Act 1972 Section 137 – a local authority may incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants – benefit obtained</p>

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	must be commensurate with the expenditure incurred). It was proposed by Cllr Fraser seconded by Cllr Earley, and resolved to approve the following payments: Citizens Advice £62.50 and Market Lavington Baby & Toddler Group £62.50.
23/24-43	General Parish Matters Cllr Fraser made a request for some items to be included on the HRAF committee meeting agenda. The Clerk reported that the memorial bench kindly gifted to the village by the family of Pat and Eric Hale was due to be delivered fairly soon, and as previously agreed, would replace the existing bench in the Market Place (existing bench to be taken away, refurbished, and re-located elsewhere in the village).
23/24-44	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 9.03pm.
23/24-45	Date of next Meeting/s HRAF Committee Meeting – Tuesday 27 th June 2023 Parish Council Meeting – Tuesday 18 th July 2023
23/24-46	Closure of meeting There being no further business the meeting was closed at 9.05pm.

Appendix

Payments for approval at June Parish Council Meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
Cleaner OS wages	4000/120	22/6/23	136.25	BP1
Handyman contractor monthly hours, and exps *	various	22/6/23	348.75	BP2
Clerk wages and exps **	various	22/6/23	1,131.21	BP3
Mark Goddard & Sons – 3 of 7 footpath/amenity land contract	4620	22/6/23	662.05	BP4
Fast Hygiene – Hand towels OS	4450/120	22/6/23	108.00	BP5
Jane Taylor – Reimburse expenses	4430/130	22/6/23	38.00	BP6
HMRC – 1 st qtr PAYE & NI contributions	4030	22/6/23	67.41	BP7
Cain Bio-Engineering – Riverbank reinforcement Canada Woods	4440/130 EMR 340 £8,000	22/6/23	13,245.60	BP8
Idverde – 50% of grass cutting contract Elisha Field	4610/140	22/6/23	627.89	BP9
TOTAL			16,365.16	
Payments made in between meetings				
Cloud Next – Parish Council website gov.uk annual renewal	4180	2/5/23	59.98	Card – auto renewal
Jacqueline Clark – Coronation event exps	4090	17/5/23	147.00	BP
Wiltshire College – Cllr Davis pesticide course	4080	18/5/23	240.00	card
Microsoft – Annual Microsoft 365 subscription	4190	1/6/23	59.99	Card – auto renewal
Wiltshire Council – Green bin charge Old School	4430/130	10/6/23	66.00	card
B&M – OS cleaning materials	4450/120	14/6/23	6.19	card
B&Q – Hammerite paint for Elisha Field play equipment and bench	4430/130	14/6/23	46.00	card

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* Handyman contractor monthly hours worked £337.50 + Petrol allowance £11.25 = TOTAL £348.75

** Clerk monthly wages £920.83 + 6-month working from home allowance (£18 X 6) £108 + reimburse cost of Cleaning materials OS £8.94 + reimburse cost of refreshments APM £7.70 + reimburse cost of 1 pack computer paper £4.75 + reimburse cost of printer ink cartridge £14.99 + reimburse cost of green bin charge for The Muddle £66 = TOTAL £1,131.21