

## MINUTES

Of the Meeting of the Parish Council, held on Tuesday 18<sup>th</sup> April 2017, in the Old School.

1. Open the meeting  
The meeting commenced at 7.18pm.
2. In attendance  
Cllr Osborn (Chairman), Cllr Davis, Cllr Mrs Earley, Cllr Mrs Davis, Cllr Mrs Steele (arrived at 7.23pm), Cllr Whitehorn, Cllr Poole, Cllr Myhill, Cllr Russell, 3 members of the public (one member of the public left at 8.34pm), Wiltshire Cllr Richard Gamble (left at 7.55pm) and Mrs Carol Hackett – Clerk.  
Apologies  
Cllr Cara Constable (leave of absence agreed at January Parish Council meeting).
3. Disclosure of interests  
None.
4. Adjournment for Public Discussion on agenda items  
The meeting was adjourned and resumed at 7.20pm.
5. Consider any applications received for the existing Parish Councillor vacancies  
The Clerk reported that no formal applications had been received.
6. Police Report  
Officers from the Neighbourhood Policing Team had been unable to attend the meeting, and no update had been provided.
7. Wiltshire Councillor Report  
Wiltshire Cllr Richard Gamble reported that plans were in place for Wiltshire Council to refresh the existing ‘slow’ and ‘white lines’, along with an additional edge of carriageway white line to be painted outside number 33 White Street, to improve driver awareness approaching the bend. He also referred to the imminent road closure on Spin Hill /Broadway, and noted that the 20mph speed limit signs should be erected within the next few months. He then answered questions posed by councillors – Continued request to Wiltshire Council to refresh the ‘double yellow lines’ on White Street at the entrance to The Clays (Cllr Osborn noted that two of the sets of cones provided by Wiltshire Council for marking the position of the lines had already been stolen).
8. Chairman’s Report  
Cllr Osborn referred to complaints he had received regarding overhanging hedges on Ledge/Spin Hill, noting that all the hedges along this stretch of road had now recently been flailed. He confirmed that recent applications submitted to the Environment Agency requesting permission to spray weed-killer around Broadwell had been approved – **ACTIONS** – Clerk to arrange for nettle and brambles to be cut back on bank in preparation for the spraying.
9. Approval of minutes of the meeting of the Parish Council held on 21st March 2017  
The minutes of the Parish Council meeting having been previously circulated to Councillors, were unanimously approved and signed as a correct record – Proposed Cllr Davis seconded Cllr Whitehorn.
10. Resurrection of Steam Rally at the Elisha Field – To consider suggestion made during the ‘adjournment for public discussion’ item at the last Parish Council meeting  
The general consensus amongst Councillors was very positive, and following a brief discussion it was agreed that in the first instance an informal meeting should be arranged with the organisers who had originally approached the Parish Council, and other volunteers from the Parish Council and the village, with a view to hosting the event in the summer of 2018 – **ACTIONS** – Clerk to make the necessary arrangements. Request for volunteers to be made at the Annual Parish Meeting.
11. Neighbourhood Planning – Report from Steering Group, to include:
  - 11.1 Report from Steering Group – The Clerk noted that there had not been a formal Steering Group meeting since the last Parish Council meeting. However, a Skype meeting had been held with the new Consultant, attended by several Exec. Sub group members from the Steering Group, and Cllr Poole.
  - 11.2 Review ‘Strategic Vision’ statements prepared by Cllr Poole. Review the neighbourhood plan progress, and consider the goals the Parish Council seeks to achieve - Cllr Poole referred to the statements circulated with the agenda papers, and briefed members on his desire to encourage the local community to consider more adventurous ambitions for the future of the village. Following a full discussion it was agreed that this would be included as a focus

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topic at the Annual Parish Meeting in May, and Cllr Poole would discuss the matter with Steering Group members at the Neighbourhood Planning Meeting scheduled for next week – **ACTIONS** – Cllr Poole to prepare a suitable paper outlining some initial ideas and aspirations, to encourage discussions at the Annual Parish Meeting, to be published in the magazine and used as the basis for posters to advertise the event.

11.3 Provision of affordable homes / overview of all the Parish Council assets – Cllr Poole briefly referred to his ‘casual paper’ circulated with the agenda papers outlining how the Parish Council could be directly involved in the supply of Affordable Housing in the village. With limited time available, it was agreed to defer further discussion of this matter until a future date.

12. Management & Finance Committee meeting 28/3/17 - To note the unapproved minutes, ask any questions arising from the minutes, and consider approval of recommendations as detailed in the minutes

Cllr Poole provided a brief overview of the meeting. The unapproved minutes were noted, and questions raised by a number of Councillors regarding the reason for the proposed Joint Liaison Committee (JLC) meeting scheduled for early May. Cllrs Davis and Poole noted that the Community Hall Trust was interested in having the opportunity to discuss the ‘additional comments’ made by a few of the respondents to the recent OSH community questionnaire, for a possible extension to the Community Hall, as an alternative to restoring the Old School. It was recognised that the questionnaire had indicated an overwhelming desire from the local community for the retention of the Old School for community use, and the proposed comprehensive improvement of the building. However, it was noted that all the ‘additional comments’ made in response to the questionnaire would need to be fully considered as part of the full questionnaire results analysis, and that the proposed JLC meeting to consider the practicalities/feasibility etc. of this particular suggestion was regarded as being part of that analysis process. The following recommendations put forward by the Management & Finance Committee were then considered:

12.1 Maintenance work and actions identified following Safety Inspection carried out by Wicksteed – It was proposed by Cllr Russell, seconded by Cllr Whitehorn and resolved to:

- **Elisha Field Play Area** - To replace the damaged safety grass matting under the rotating see-saw / Consider relocation of the goal post and include in maintenance schedule for painting frame / Instruct Handyman contractor to rake ‘loose fill’ material back under swing seats / Repair damaged tile surface at top of grass embankment slide – **ACTIONS** – Clerk to make the necessary arrangements.
- **Broadwell Play Area** – General painting of play equipment to be included in maintenance schedule / Monitor condition of both swing seats for further deterioration / Investigate options for replacing platform on Multi-play unit - **ACTIONS** – Clerk to make the necessary arrangements.

12.2 VAT implications of the Restoration project / voluntary registration - It was proposed by Cllr Mrs Davis, seconded by Cllr Mrs Steele and resolved to:

- To use the services of the Accountancy Firm to deal with the voluntary registration of the Parish Council for VAT purposes, as detailed in the Management & Finance committee minutes, in the event that the Restoration Project were to proceed.

12.3 Use of internet banking for the Parish Council - It was proposed by Cllr Mrs Davis, seconded by Cllr Mrs Steele and resolved to:

- To setup internet banking on the Parish Councils bank account, allowing the Clerk to have ‘Delegate User Access’ with full access to all the Parish Council Lloyds bank accounts. This would enable the Clerk to make payments directly from the Parish Councils bank account using BACS whenever appropriate, and print off statements etc. It is recognised that amendments will need to be made to the Parish Council’s ‘Financial Regulations’ as a result of this action – **ACTIONS** – Clerk to make the necessary arrangements.

13. Old School Hall Restoration Project – Receive any updates

The Clerk confirmed that following on from the last meeting, confirmation had now been received from WALC that it was their belief that the level of community consultation carried out to date by the Parish Council was sufficient to meet the requirements of the Borrowing Approval application criteria, which could then enable the Parish Council to apply for a new Public Works Loan Board (PWLB) Loan. It was noted that the Planning and Listed Building Consent applications had now been submitted to Wiltshire Council, and the specifications for the roofing/high level works contract (phase 1) had been prepared by the Consultant as previously agreed.

14. Annual Parish Meeting, Tuesday 23<sup>rd</sup> May – Further discussion on ideas and format

Meeting to focus on a number of topics, including – future ideas and aspirations for the village / The Old School Restoration Project / Resurrection of the ‘Steam Rally’ at the Elisha Field – **ACTIONS** – Clerk to liaise with members to agree final details.

15. Maintenance issues in the village – Update from Cllr Poole and Clerk on matters previously reported, and consider any new matters to report.

The Clerk referred to the overgrown leylandii trees at the end of the Muddle and recent correspondence regarding the matter. Further clarification was being sought to determine ownership of the land that the trees were located on – **ACTIONS** – Cllr Mrs Earley to make enquiries within the locality to try and establish who had originally planted the trees.

The following new matters were reported:

- Cllr Osborn noted that there was a willow tree overhanging the footpath downstream from Broadwell – **ACTIONS** – Tree to be pruned back.
- Cllr Myhill reported that several wooden posts on the field side of the footpath leading from the top of Canada Rise to Spin Hill were rotten – **ACTIONS** – Clerk to notify land owner.
- Cllr Mrs Davis reported that roots were pulling up the tarmac on the footpath from the High Street to The Clays (opposite the Co-op) – **ACTIONS** – Cllr Osborn to investigate.

16. Correspondence Received

16.1 From **CPRE** – Countryside Voice magazine – Available to view at meeting.

16.2 From **Claire Perry MP** – Invitation to Superfast Broadband ‘Advice Surgery’ on Friday 12 May – Email circulated to Councillors.

16.3 From **Wiltshire Council** – Details of temporary closure of C20 (Part) Broadway / Ledge Hill / Spin Hill / Parsonage Lane / Grove Road, Market Lavington, to enable Wiltshire Council to carry out carriageway reconstruction work, surface dressing, road marking and associated. 21<sup>st</sup> April to 25<sup>th</sup> April – Notice circulated to Councillors, and placed on notice board.

16.4 From **Wiltshire Council** – Highways & Transport Newsletter April 2017, and details of highway evening 24/5/17 – Email circulated to Councillors – Cllr Poole hoped to attend.

16.5 From **Victim Support** – Letter of thanks for donation from Parish Council of £50 – Noted.

Correspondence received before the meeting, but after the agenda had gone to print which was included in an appendix to the agenda and discussed/noted at the meeting

No further correspondence received.

17. Planning

17.1 The following applications received were considered

17.1.1 17/02073/FUL 33 High Street, Market Lavington, Wiltshire. SN10 4AG. Refurbish and update existing garage and workshop over. - Following a full discussion Councillors unanimously resolved to respond as follows – The Parish Council has concerns that 2 of the windows which have only recently been installed by the applicant, for which planning permission has not been obtained, have an unacceptable adverse impact on the privacy of the occupiers of the adjoining property – one window is quite close and faces directly into the neighbouring property’s bathroom, and the other window opens directly overlooking their back garden. The Parish Council would like to request that if the Planning Officer were to be minded to approve the application that consideration might be given to including a condition in the permission which would restrict the use of the building, to a garage and workshop, as detailed in the application proposal - Proposed Cllr Mrs Davis seconded Cllr Poole.

17.1.2 17/03204/TCA 11 White Street, Market Lavington, Wiltshire. SN10 4DP. Various tree works.

17.2 The following recent planning decision was noted

17.2.1 17/00423/FUL Easterton Corner, Kings Road, Easterton Sands. Proposed shipping container (re-siting of existing) sited next to stable block and screened by timber cladding, onduline roofing and hedging (resubmission of 16/09734/FUL) – Approve with conditions.

18. Finance

18.1 Bills and Bank balance

The Clerk noted that the Parish Council accounts for the year ending 31/3/17 had just been returned from the internal auditor, and the accompanying report would be considered at the next Management & Finance committee meeting.

Balance at Lloyds Bank 31.3.17	37,627.27	Current, and instant access Accounts
Less outstanding cheques – total	( 3,386.00 )	
	34,241.27	
Balance b/fwd	42,921.79	
Add receipts	21.60	
Less cheques & D/D’s draw	( 8,702.12 )	
	34,241.27	

# MARKET LAVINGTON PARISH COUNCIL

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Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.17 = £3,274.88 (interest of £23.46 applied 16/3/17)

## Receipts since last meeting

Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.60
S Binge – Hire OSH	140	<u>20.00</u>
		21.60

## Cheques & D/D's drawn since last meeting

H Sainsbury – Cleaner OSH wages	330	79.00	2910
C Hackett – Clerk wages and reimburse exps.	310/various	700.70	2911 *
Small Jobs – materials for new information board	250	388.81	2912
DALC – Cllr attendance at SW Regional conference	300	72.00	2913 VAT £12.00
Protect Fire Equipment Ltd – Annual service OSH & EF	350/370	176.76	2914 VAT £29.46
Victim Support – S137 grant donation	380	50.00	2915
David King – Neighbourhood Plan Consultant	250	3,214.00	2916 **
Community First Trading – Annual insurance premium	various	1,597.20	2917
R Hale - Handyman contractor	320	220.00	2918
Michael Sworder – 10 X wooden posts	360	50.00	2919
Bristol Wessex Water - Water OSH	350	20.50	DD
Bristol Wessex Water - Water E/F Pavilion	370	5.50	DD
Southern Electric – Electric E/F Pavilion	370	18.24	DD
Southern Electric – Electric OSH	350	36.00	DD
PWLB – Loan repayment	390	<u>2,073.41</u>	DD
		8,702.12	

\* Clerk wages £628.69 + reimburse cost of postages 16/3/16 to 1/3/17 £56.53 + reimburse cost of computer printer paper X3 £7.50 + reimburse cost of toilet rolls OSH X2 £7.98 = TOTAL £700.70

\*\* As per the grant criteria from Locality, this cheque will not be sent to the Consultant until the 1<sup>st</sup> of April

## Cheques to be paid April

H Sainsbury – Cleaner OSH wages	330	79.00	2941
C Hackett – Clerk wages and reimburse exps.	310/various	638.38	2942 ^ VAT £1.61
AlphaPrint.me – Parish Council and Neighbourhood Plan printing	various	328.18	2943
West Lavington Youth Club – 1 <sup>st</sup> qtr S137 grant donation	380	750.00	2944
R Hale - Handyman contractor + exps.	320/360	241.94	2945 ^^ VAT ?
Mark Goddard & Sons – 1 of 7 payment for footpath/amenity land contract	360	536.92	2946 VAT £89.49
Cannings Estates Ltd – OSH planning and LBC planning applications	200/350	7,740.00	2947 VAT £1,290.00

^ Clerk wages £628.69 + reimburse cost of dustpan & brush OSH £2.00 + reimburse cost of dividers for finance file £2.69 + reimburse cost of computer printer paper X2 £5.00 = TOTAL £638.38

^^ Handyman contractor 4 weeks £220.00 + reimburse cost of bin bags £11.94 + reimburse cost of petrol for strimmer £10.00 = TOTAL £241.94

It was proposed by Cllr Poole seconded by Cllr Davis and resolved to authorise payment of the above list of cheques.

## 19. General Parish Matters

Cllr Earley referred to a request she had received asking if the litter bin currently attached to the railings at the front of the Old School could possibly be re-sited – **ACTIONS** – Clerk to include on next Old School committee meeting agenda for further consideration. A request from a local resident for re-painting double-yellow lines along the High Street was also raised, however it was noted that Wiltshire Council currently had no budget available for this work. Cllr Poole reported that he had finished the information board and hoped to install it very shortly. The Clerk noted that St Mary's Church was investigating the possibility of holding a Church fete on the 10<sup>th</sup> of June.

## 20. Adjournment for public discussion

The meeting was adjourned and resumed at 8.53pm.

## 21. Date of next meeting

Tuesday 16th May 2017 – Annual Meeting of the Parish Council.

## 22. Closure of meeting

The meeting was closed at 8.55pm.

# MARKET LAVINGTON PARISH COUNCIL 1

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Minutes of the **Annual Meeting** of the Parish Council held on **Tuesday 16<sup>th</sup> May 2017 at 7.15 pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr White, Cllr Poole, Cllr Steele (arrived at 7.18pm) and Cllr Padfield.

**In attendance:** Wiltshire Cllr Gamble (left at 7.50pm), Carol Hackett (Parish Clerk), Mrs Carol Part (Chairman of the Neighbourhood Planning Steering Group – arrived at 7.28pm and left at 7.50pm), and 1 member of the public.

	<b>AGENDA ITEM</b>
17/18-1	<b>Election of Chairman</b> There being no other nominations, it was proposed by Cllr Poole, seconded by Cllr White and resolved to elect Cllr Osborn as Chairman of the Parish Council for the municipal year 2017/2018.
17/18-2	<b>Declaration of acceptance of office</b> The Chairman duly signed his Declaration of Acceptance of Office.
17/18-3	<b>Apologies for Absence</b> Cllr Earley, Cllr C Davis, Cllr F Davis, Cllr Whitehorn and Cllr Russell had sent apologies due to personal commitments, which were accepted.
17/18-4	<b>Election of Vice-Chairman</b> There being no other nominations, it was proposed by Cllr Osborn, seconded by Cllr Poole and resolved to elect Cllr F Davis as Vice-Chairman of the Parish Council for the municipal year 2017/2018.
17/18-5	<b>Declaration of acceptance of office</b> In the absence of the newly elected Vice-Chairman, it was agreed that he would sign his Declaration of Acceptance of Office at the next Parish Council meeting.
17/18-6	<b>Declaration of acceptance of office</b> The Clerk confirmed that all the newly elected Parish Councillors present at the meeting had signed their Declaration of Acceptance of Office forms before the start of the meeting. It was agreed that the remaining Parish Councillors would sign their Declaration form at the next Parish Council meeting they attend.
17/18-7	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-8	<b>Minutes of Council meetings</b> The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: a) Parish Council meeting 18 <sup>th</sup> April 2017 (proposed Cllr Steele, seconded Cllr Myhill).
17/18-9	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.19pm.
17/18-10	<b>Parish Council Committees</b> a) Review Terms of Reference for Parish Council committees – The Clerk referred to the draft documents circulated with the agenda papers, noting the proposed amendments as detailed on the reverse, and one further minor amendment to the Terms of Reference for the Management & Finance Committee. It was resolved to adopt the amended documents – proposed Cllr Steele, seconded Cllr Poole. b) Appoint membership of each committee – Councillors present at the meeting agreed which committee/s they would like to attend – <b>ACTIONS</b> – Clerk to

	<p>contact remaining Councillors to ascertain their preferences, and then circulate copy of the updated 'Committee membership' document to all Councillors.</p> <p>c) Elect Chairman of 'Management &amp; Finance' Committee for the coming year - It was proposed by Cllr Steele, seconded by Cllr Osborn and resolved to elect Cllr Poole as Chairman of the 'Management &amp; Finance' Committee for the coming year.</p>
17/18-11	<p><b>Police Report</b></p> <p>Officers from the Neighbourhood Policing Team had been unable to attend the meeting, and no update had been provided. Cllr Steele provided details of a recent incident in the village.</p>
17/18-12	<p><b>Wiltshire Councillor Report</b></p> <p>Wiltshire Cllr Gamble offered his congratulations to Councillors on their election. He referred to an apology he had received from a senior Wiltshire Council officer, regarding the length of time it was taking to paint the white lines / re-paint the double yellow lines as agreed, and noted that the bus stop opposite the old Kings Arms was being re-located to the Market Place, where there was better visibility and less parked cars. It was hoped that the signage for the 20mph speed limit in the village would be installed in June, and the next Area Board meeting would be held on the 5<sup>th</sup> of June, next CATG meeting 14<sup>th</sup> June. It was expected that Wiltshire Council's 'Housing Development Planning Document' would be published in early June. He then answered questions posed by Councillors.</p>
17/18-13	<p><b>Chairman's Report</b></p> <p>The Chairman noted that he would be weed spraying the banks of Broadwell in the next couple of weeks, along with any of the roads which have not been sprayed by the Parish Steward.</p>
17/18-14	<p><b>Neighbourhood Planning Steering Group Report</b></p> <p>a) Carol Part, Chairman of the Steering Group, introduced herself, and referred to the draft minutes of the last Steering Group meeting which had been circulated to Councillors with the agenda papers. She noted that a new Consultant had been appointed to support the Steering Group, who was proving very helpful. He had already prepared a draft 'Scoping Report' and 'Consultation Statement', which were due to be considered by Steering Group members at the next meeting, and had started work on the draft 'Neighbourhood Plan' itself. She reminded Councillors of the need to ensure that any communication with the Consultant was only made through the Parish Clerk, in order to ensure that no additional unnecessary fees were incurred. She then referred to the concerns raised at the last Parish Council meeting, and noted the upset felt by members at the inference from the Parish Council that the Steering Group were not doing their job properly. She provided copies of the 'Terms of Reference and Statement of Purpose' for the Steering Group, which had been approved by the Parish Council back in 2014, and included the vision, objectives and responsibilities, which had guided the work of the Steering Group through-out the process to-date. She then referred to the presentation planned for the Annual Parish Meeting (APM), at which the Parish Council would be putting forward some 'future ideas and aspirations' for the Village, and urged Councillors to ensure that they consulted more widely with the local community, rather than relying just on the meeting to gauge public support for the proposals. The Steering Group Chairman then answered questions posed by Councillors.</p> <p>b) The draft minutes from the Steering Group meeting held on 25/4/17 were noted and no questions asked. Councillors welcomed the offer from the Steering Group for either the Chairman or Vice-Chairman to attend the Parish Council meeting in person to provide a verbal report – <b>ACTIONS</b> – Clerk to write to Steering Group Chairman confirming the Parish Council's support for the continued work of the Steering Group, and accepting the offer of attendance. Cllr Poole to send Steering Group Chairman copy of APM presentation.</p>

17/18-15	<p><b>Community Hall Trust Report</b> In the absence of Cllr F Davis item deferred until next meeting.</p>
17/18-16	<p><b>Joint Liaison Committee (JLC)</b> The draft minutes from the JLC meeting held on 2/5/17 were noted and no questions asked.</p>
17/18-17	<p><b>Old School Restoration Project</b></p> <ol style="list-style-type: none"> <li>a) Councillors received and considered the report prepared by Cllr Osborn, which outlined various options available for continuing to provide suitable accommodation for vital local organisations. Following a full discussion it was resolved to progress with the Old School Restoration Project, which had received overwhelming support from the Local Community during the recent village questionnaire exercise – Proposed Cllr Poole seconded Cllr Myhill.</li> <li>b) Cllr Poole provided a brief overview of the research and actions undertaken to date with regards to the Old School Restoration, including reference to the two main funding sources which could be jointly used to finance the project – a new Public Works Loan Board (PWLB) loan, and a grant application to ‘Plain Action’ (subject to approval). Following a brief discussion it was agreed that a formal proposal would be presented at the next Parish Council detailing how the project could be financed, for the Council to consider for approval – <b>ACTIONS</b> – Clerk and Chairman of the Management &amp; Finance committee to prepare proposal.</li> </ol>
17/18-18	<p><b>Annual Parish Meeting (APM), Tuesday 23<sup>rd</sup> May</b> Cllr Poole provided an overview of his presentation to Councillors, and the Chairman referred to the Annual Report that he would be presenting. It was also agreed that a copy of the Parish Council’s accounts summary for the y/e 31/3/17 would also be included on a display board, alongside information about the revival of the Steam Rally at the Elisha Field. APM to start at 7.00pm.</p>
17/18-19	<p><b>Highways / Maintenance issues in the village</b></p> <ol style="list-style-type: none"> <li>a) Cllr Poole reported that the Parish Steward had concentrated on weed spraying around the village during his last visit, and noted that any new jobs would need to be notified to him by the end of the month.</li> <li>b) New matters reported – Lack of signpost for ‘Townsend’ – <b>ACTIONS</b> – Clerk to refer matter to Wiltshire Council. Jobs for - <i>Footpath, Amenity Land contractor</i>: FP24 (section from bottom of Fiddington Hill towards Easterton).</li> </ol>
17/18-20	<p><b>Correspondence Received</b> None received at time of issue <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> <ol style="list-style-type: none"> <li>a) From Tuesday Club member – Enquiry regarding Old School booking form, and the reference to only ‘Guide Dogs’ being permitted in the Old School – Councillors recognised the need for the Parish Council to be more flexible in its approach to allowing dogs into the OSH, and therefore resolved to amend the current wording in the booking form accordingly (exact wording to be agreed at the next OSH committee meeting) – proposed Cllr Poole seconded Cllr Steele – <b>ACTIONS</b> – Clerk to advise Tuesday Club.</li> <li>b) From West Lavington Parish Council – Invitation to attend their Annual Parish Meeting 26/5/17 – No members were available to attend the meeting.</li> </ol>
17/18-21	<p><b>Planning applications and decisions</b></p> <ol style="list-style-type: none"> <li>a) The Parish Council resolved to make comments on planning applications received as listed below: <ul style="list-style-type: none"> <li>• 17/02714/FUL Weathertop, Parham Lane, Market Lavington. Construction of manege/riding area – No Objection, Proposed Cllr Poole, seconded Cllr Steele.</li> <li>• 17/03790/TCA 11 High Street, Market Lavington. Work to trees in a Conservation Area - No Objection, Proposed Cllr Steele seconded,</li> </ul> </li> </ol>

	<p>Cllr Osborn.</p> <p>b) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> <li>• 17/03204/TCA Land to rear of 11 White Street, Market Lavington. Work to trees in a Conservation Area – No objection.</li> <li>• 17/00732/OUT Allotment's at Spin Hill, Market Lavington. Change of use from domestic allotment to residential (Outline application with all matters reserved) – Refuse.</li> <li>• 17/00352/FUL 21 Northbrook, Market Lavington. Demolish existing single storey side extension structures and erect new single storey extension and erect first floor rear extension – Approve with conditions.</li> <li>• 17/01098/FUL 25 The Spring, Market Lavington. Single Storey extension to side with link to main house and addition of a dormer extension on the first floor, internal remodelling of property – Approve with conditions.</li> </ul>
<p>17/18-22</p>	<p><b>Management &amp; Finance Committee (M&amp;F) meeting 9/5/17</b></p> <p>The unapproved minutes were noted and no questions asked. The following recommendations were then considered:</p> <p>a) Parish Council Standing Orders – It was proposed by Cllr Steele, seconded by Cllr Poole and resolved to</p> <ul style="list-style-type: none"> <li>• To adopt the second option for paragraph 15bi of the new draft Standing Orders (to serve the Parish Council meeting agendas and papers by email). It was agreed that the Parish Clerk would provide hard copies of the agenda at every Parish Council meeting.</li> <li>• Formally adopt the new 'Standing Orders' for the Parish Council.</li> </ul> <p>b) Parish Council accounts for the year ending 31/3/2017 – Internal Audit Report – It was proposed by Cllr White, seconded by Cllr Steele and resolved to</p> <ul style="list-style-type: none"> <li>• Note and accept receipt of the Internal Auditors report.</li> <li>• Approve the actions to be taken in response to the Internal Auditors recommendations.</li> <li>• Formally adopt the new 'Governance, Finance and Management Risk Register' document for the Parish Council.</li> </ul> <p>c) Initial procedures regarding the use of internet banking by the Clerk – It was proposed by Cllr Steele, seconded by Cllr Padfield and resolved to</p> <ul style="list-style-type: none"> <li>• Approve the initial procedures regarding the use of internet banking by the Clerk, as detailed in the M&amp;F committee minutes.</li> </ul> <p>d) Parish Council responsibilities in relation to the functions of the Joint Liaison Committee – It was proposed by Cllr Steele, seconded by Cllr Myhill and resolved to</p> <ul style="list-style-type: none"> <li>• Approve the procedure for fulfilling the Parish Council responsibilities listed in the 'fourth schedule' of the Community Hall Lease, as detailed in the M&amp;F minutes.</li> </ul>
<p>17/18-23</p>	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for April 2017, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date.</p> <p>b) It was resolved to approve the payment of 'cheques / Faster Payments' for May 2017 as per schedule (see appendix at end of minutes) – proposed Cllr Poole, seconded Cllr Steele.</p> <p>c) It was resolved to approve the use of variable direct debits to pay Water, and Electric utilities for the Old School and Elisha Field Pavilion (as per fin. Regs. Para. 6.7 – approve bi-annually) - proposed by Cllr Steele Seconded by Cllr Poole.</p> <p>d) It was resolved to approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor for the year ending 31/3/18 - proposed by Cllr</p>

# MARKET LAVINGTON PARISH COUNCIL

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	White, seconded by Cllr Poole.
17/18-24	<p><b>Parish Council Accounts year ending 31<sup>st</sup> March 2017</b></p> <p>a) It was resolved to approve and sign section 1 of the Annual Return (Annual Governance Statement) – proposed Cllr Poole, seconded Cllr Steele.</p> <p>b) It was resolved to approve and sign section 2 of the Annual Return (Accounting Statements) – proposed Cllr White, seconded Cllr Poole.</p> <p>c) It was resolved to approve the asset register – proposed Cllr Poole, seconded Cllr Myhill.</p> <p>d) It was resolved to approve the schedule of Earmarked / Restricted Reserves – proposed Cllr Poole, seconded Cllr Myhill.</p>
17/18-25	<p><b>General Parish Matters</b></p> <p>Cllr Myhill questioned whether there had been any further correspondence regarding the trees at the end of the Muddle – The Clerk updated Councillors on the current situation.</p>
17/18-26	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned at 9.27pm and resumed at 9.28pm</p>
17/18-27	<p><b>Dates of next Meeting/s</b></p> <p>Annual Parish meeting – Tuesday 23<sup>rd</sup> May 2017 HRAF Committee meeting - Tuesday 13<sup>th</sup> June 2017 Parish Council meeting – Tuesday 20<sup>th</sup> June 2017 OSH Committee meeting - Tuesday 27<sup>th</sup> June 2017</p> <p>(Dates of Parish Council meetings for whole year - 18.7.17 / 19.9.17 / 17.10.17 / 21.11.17 / 19.12.17 / 16.1.18 / 20.2.18 / 20.3.18 / 17.4.18 / 15.5.18)</p>
17/18-28	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.29pm</p>

## Appendix

Balance at Lloyds Bank 30.4.17	53,338.67	Current, and instant access Accounts
Less outstanding cheques – total	( 800.00)	
	52,538.67	

Balance b/fwd	34,241.27
Add receipts	28,673.82
Less cheques & D/D's draw	( 10,376.42)
	52,538.67

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.17 = £3,274.88  
(interest of £23.46 applied 16/3/17)

### Receipts since last meeting

Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.76
Wiltshire Council – Hire OSH	140	15.00
F Turner – Hire OSH	140	40.00
HMRC – Refund VAT 2 <sup>nd</sup> claim 16/17	105	1,262.06
Groundwork UK – Neighbourhood Plan Grant	102	3,214.00
Wiltshire Council – half year precept	120	<u>24,141.00</u>
		28,673.82

### Cheques & D/D's drawn since last meeting

H Sainsbury – Cleaner OSH wages	330	79.00	2941
C Hackett – Clerk wages and reimburse exps.	310/various	638.38	2942 ^ VAT 1.61
AlphaPrint.me – Parish Council and Neighbourhood Plan printing	various	328.18	2943

# MARKET LAVINGTON PARISH COUNCIL 6

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West Lavington Youth Club – 1 <sup>st</sup> qtr S137 grant donation	380	750.00	2944
R Hale - Handyman contractor + exps.	320/360	241.94	2945 ^^ VAT £3.66
Mark Goddard – 1 of 7 payment for footpath/amenity land contract	360	536.92	2946 VAT £89.49
Cannings Estates Ltd – OSH planning/LBC applications	200/350	7,740.00	2947 VAT £1,290.00
Water2Business - Water OSH	350	20.50	DD
Water2Business - Water E/F Pavilion	370	5.50	DD
Southern Electric – Electric OSH	350	36.00	DD
		10,376.42	

^ Clerk wages £628.69 + reimburse cost of dustpan & brush OSH £2.00 + reimburse cost of dividers for finance file £2.69 + reimburse cost of computer printer paper X2 £5.00 = TOTAL £638.38

^^ Handyman contractor 4 weeks £220.00 + reimburse cost of bin bags £11.94 + reimburse cost of petrol for strimmer £10.00 = TOTAL £241.94

### May payments to be paid by Cheque

H Sainsbury – Cleaner OSH wages	330	81.40	2948
Bratton Baptist Church – Refund OSH hiring payment	140	36.00	2949
Fast Hygiene Ltd – Paper hand towels OSH	350	117.00	2950 VAT £19.50
St Mary's PCC – S137 grant Churchyard Maintenance	380	475.00	2951
Auditing Solutions Ltd – Internal audit 16/17	300	180.00	2952 VAT £30.00
WALC – Annual subs	300	799.61	2953 VAT £133.27
Mark Goddard – 2 of 7 payment for footpath/amenity land contract	360	536.92	2954 VAT £89.49

### May payments to be paid on-line by Faster Payment

Small Jobs – Information Board Canada Woods	360	95.04	
C Hackett – Clerk wages and reimburse exps.	310/various	784.96	* VAT £2.47
R Hale - Handyman contractor + exps.	320/360	225.73	** VAT £0.96

\* Clerk wages £628.69 + reimburse cost of green bin charge £44.00 + reimburse cost of cleaning materials OSH £7.59 + reimburse cost of address labels £7.18 + reimburse cost of Wiltshire Council Planning Application fee £97.50 = TOTAL £784.96

\*\* Handyman contractor 4 weeks £220.00 + reimburse cost of bin bags £5.73 = TOTAL £225.73

# MARKET LAVINGTON PARISH COUNCIL 7

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Minutes of the **Extraordinary Meeting** of the Parish Council held on **Tuesday 13<sup>th</sup> June 2017**  
**at 7.15 pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr F Davis, Cllr White, Cllr Russell, Cllr Poole (arrived at 7.22pm), Cllr Steele and Cllr Padfield.

**In attendance:** Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
17/18-29	<b>Apologies for Absence</b> Cllr Earley had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn was absent from the meeting. The Chairman noted that Cllr C Davis had advised of her resignation from the Parish Council with immediate effect – <b>ACTIONS</b> – Clerk to notify Electoral Services and write letter of thanks to Cllr Davis on behalf of the Parish Council.
17/18-30	<b>Declaration of acceptance of office for Vice-Chairman</b> The Clerk confirmed that Cllr F Davis had signed his Declaration of Acceptance of Office form before the start of the meeting.
17/18-31	<b>Declaration of acceptance of office</b> The Clerk confirmed that two of the remaining four newly elected Parish Councillors, who had not yet signed their Declaration of Acceptance of Office forms, had done so before the start of the meeting. It was agreed that the remaining two Parish Councillors would sign their Declaration form at the next Parish Council meeting they attend.
17/18-32	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-33	<b>Minutes of Council meetings</b> The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: a) Annual Meeting of the Parish Council meeting 16 <sup>th</sup> May 2017 (proposed Cllr Steele, seconded Cllr White).
17/18-34	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.19pm.
17/18-35	<b>Neighbourhood Plan</b> a) To consider any communication received from the Steering Group – The Clerk reported that no communication had been received. b) To consider advice received from the Steering Group Consultant with regards to the '7 ideas and aspirations' put forward by the Parish Council at the Annual Parish Meeting – The Chairman, Cllr Davis and the Clerk briefed members on the advice received from the Consultant during a joint Skype meeting held with representatives from the Neighbourhood Planning Steering Group the previous evening. It was recognised by the Consultant that there were some excellent ideas being brought forward, many of which, in part, could be incorporated into the existing Neighbourhood Plan. With the 'Regulation 14' consultation to follow in due course, initial community feedback could then be received on these ideas. However, with regards to the idea of 'significant housing growth in return for significant infrastructure' the Consultant warned that there could be a strong backlash from the community if this specific idea was pursued i.e. it would effectively be a betrayal of the community wishes which were very clear in stating that no more than 100 homes would be acceptable. He advised that it was not possible for highways matters to be included in the formal policies of a Neighbourhood Plan i.e. the 'development road' being suggested as part of the proposed large development. He did however suggest that it would be possible to include in the Neighbourhood

	<p>Plan an 'aspirational' policy which outlined, that if growth were to happen in the future, there would be a need to consider improvements to the road network. He noted that included within the Neighbourhood Plan would be details of the on-going monitoring procedure for the document, which would need to be undertaken following its adoption. The Plan would be looked at periodically to review its effectiveness, and if necessary further ideas put forward and consulted on etc.</p> <p>c) To consider the way forward / action plan – Following a full discussion Councillors resolved by a majority vote (1 abstention) to accept the advice of the Consultant and continue with the existing Plan, incorporating as much information from the '7 ideas and aspirations' as he considered appropriate, commensurate with no undue delay to the process (proposed Cllr Steele seconded Cllr Davis) – <b>ACTIONS</b> – Clerk to advise Consultant accordingly.</p> <p>d) To consider and approve application for grant funding to pay next tranche of Consultants fees – It was resolved by a majority vote (1 abstention) to approve submission of an application to Locality to cover the next tranche of the Consultants fees (£5,150) – proposed Cllr Steele seconded Cllr Osborn – <b>ACTIONS</b> – Clerk to submit grant application accordingly.</p>
17/18-36	<p><b>General Parish Matters</b> Cllr Davis questioned what the implications might be to the Parish Council's insurance, when his trailer was being used to move the ride-on-mower around to different sites. Following a brief discussion it was considered that the best way to deal with this matter, would be to put a formal lease arrangement in place between the Parish Council and Cllr Davis, agreeing to the lease of the trailer to the Parish Council for a set period of time, for a peppercorn amount – <b>ACTIONS</b> – Clerk and Cllr Davis to investigate further, and prepare an appropriate lease for consideration by the Management &amp; Finance Committee.</p>
17/18-37	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.59pm</p>
17/18-38	<p><b>Dates of next Meeting/s</b> Planning Committee meeting - Tuesday 20<sup>th</sup> June 2017 (starting at 6.45pm) Parish Council meeting – Tuesday 20th June 2017</p>
17/18-39	<p><b>Closure of meeting</b> There being no further business the meeting was closed at 8.00pm</p>

# MARKET LAVINGTON PARISH COUNCIL

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## Minutes of the **Meeting** of the Parish Council **held on Tuesday 20<sup>th</sup> June 2017** **at 7.15 pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Davis, Cllr White, and Cllr Padfield.

**In attendance:** Wiltshire Cllr Richard Gamble (left at 8.18pm), Carol Part (Chairman of Neighbourhood Planning Steering Group (arrived at 7.20pm and left at 8.18pm), 1 member of the public (left at 8.35pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
17/18-48	<b>Apologies for Absence</b> Cllr Earley and Cllr Russell had sent apologies due to personal commitments, which were accepted. Cllr Steele had sent apologies due to illness, which were accepted. Cllr Whitehorn was absent from the meeting.
17/18-49	<b>Declaration of acceptance of office</b> Neither of the two remaining Parish Councillors who had yet to sign their Declaration of Acceptance of Office forms was present at the meeting. It was therefore agreed that they would sign their Declaration form at the next Parish Council meeting they attend.
17/18-50	<b>Declarations of Interest and Dispensations to Participate</b> <ul style="list-style-type: none"><li>a) Declarations of interest: Cllr Osborn noted that one of the amounts due for payment this month related to his '6 month Chairs Allowance'. He took no part in the vote for approval of payments under agenda item 17/18-62b.</li><li>b) There were no Dispensation requests received.</li></ul>
17/18-51	<b>Minutes of Council meetings</b> The minutes of the following meetings of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: <ul style="list-style-type: none"><li>a) Extraordinary Parish Council meeting 13<sup>th</sup> June 2017 (proposed Cllr Padfield, seconded Cllr White).</li><li>b) Annual Parish Meeting 12<sup>th</sup> April 2016 (proposed Cllr Padfield, seconded Cllr White).</li></ul>
17/18-52	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.24pm.
17/18-53	<b>Police Report</b> Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 13 <sup>th</sup> of June and circulated to Councillors.
17/18-54	<b>Wiltshire Councillor Report</b> Wiltshire Cllr Gamble reported that the implementation of the 20mph speed limit in the village was imminent, with the signs due to be erected over the coming week. It was anticipated that the 'white lining' renewal work would be carried out by Wiltshire Council sometime between July and September (the 'yellow line' renewal work was on a different schedule and no date had yet been provided for this work). He then referred to the recent 'change of use application' which had been submitted for the redundant farm buildings at the end of Stobberts Road, and the 'Wiltshire Housing DPD' which had been put before cabinet, and would be formally consulted on from 14 <sup>th</sup> July (for 10 weeks).
17/18-55	<b>Chairman's Report</b> The Chairman briefed members on the research he had carried out connected to the Neighbourhood Plan, and his recent visit to a local steam rally. He noted that based on this visit it appeared that it would be feasible to have a small rally on the Elisha Field site as previously discussed – <b>ACTIONS</b> – Clerk to make contact with rally co-organiser to arrange a meeting.

<p>17/18-56</p>	<p><b>Market Lavington Neighbourhood Plan</b></p> <p>a) To receive a report from Chairman of the Steering Group – Carol Part reported that it had been an eventful couple of days following the publication of the ‘Wiltshire Housing DPD’. It appeared that Wiltshire Council had ignored the previous response made by the Parish Council back in 2015 during the initial consultation stage. She noted that there was some discrepancy with the sites being put forward in the DPD, and those that were being proposed as part of the Neighbourhood Plan. With this in mind, it was important that a formal response was submitted to the consultation, putting forward the recommendations of the Neighbourhood Plan, which had been derived from extensive community consultation and professional assessment. She referred to an offer received from the Planning Consultant, being used by the Steering Group, to prepare this submission on behalf of the Parish Council to ensure that all the relevant facts and substantiating evidence were included (estimated cost £400). Councillors recognised the importance of ensuring that the consultation response was detailed and robust, and agreed to formally consider this proposed expenditure at the next Parish Council meeting – <b>ACTIONS</b> – Clerk to include as an agenda item for the next meeting.</p> <p>b) To consider any updates received since the Extraordinary Parish Council meeting on the 13<sup>th</sup> of June – The Clerk referred to the email that she had recently circulated to all members noting that there were now no Parish Council representatives on the Steering Group committee. Following a brief discussion the following members agreed to join the Steering Group: Cllr Myhill, Cllr Padfield and Cllr Earley (response from email) – <b>ACTIONS</b> – Clerk to notify Steering Group Chairman accordingly.</p>
<p>17/18-57</p>	<p><b>Community Hall Trust Report</b></p> <p>Cllr Davis reported that the Trust was celebrating their 10 year anniversary this year and an event was being planned in the autumn. He referred to a recent question which had arisen with regards to the financial functions of the Joint Liaison Committee (JLC) as detailed in the lease, and suggested that this should be discussed further at a future Parish Council Meeting – <b>ACTIONS</b> – Clerk to include as an agenda item for the September meeting.</p>
<p>17/18-58</p>	<p><b>Old School Restoration Project</b></p> <p>a) To receive a report on the Old School Restoration Project – The Clerk referred to the document circulated to Councillors with the agenda papers, summarising the content, and inviting questions. No questions were asked.</p> <p>b) Borrowing Approval</p> <p>i. Consider and approve the amount of proposed borrowing to be sought for the Old School Restoration Project (as per Statutory Authority Local Government Act 2003, Schedule 1, para 2 / Local Government Act 1972, s.133 / Local Government (Miscellaneous Provisions) Act 1976 s.19) – Following a full discussion it was recognised by Councillors that it would be prudent to seek borrowing approval for a higher amount than previously suggested, to provide the flexibility as detailed in the report (option 3), with the proviso that the annual repayments for any subsequent loan/s would not exceed £8,909.48 the amount currently paid on the Public Works Loan Board (PWLB) loan to be repaid. It was proposed by Cllr Myhill seconded by Cllr Davis and resolved to seek borrowing approval for £165,000.</p> <p>ii. Consider approval to seek the Secretary of State’s approval for the proposed borrowing when Planning and LBC obtained - It was proposed by Cllr Myhill seconded by Cllr Davis and resolved to seek the Secretary of State’s approval for the proposed borrowing of £165,000.</p> <p>iii. Note the other actions to be taken now / in the near future (already approved), as detailed in the Old School Restoration Project report – The Clerk summarised the other actions, as detailed in the summary section at the end of the report, which were duly noted by Councillors.</p>

17/18-59	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Cllr Davis offered to take on the role of Parish Steward Liaison, previously held by Cllr Poole – <b>ACTIONS</b> – Clerk to advise Wiltshire Council. He also noted his intention to circulate to members details of how to access the spreadsheet to report footpaths which needed attention. The Clerk referred to a previous complaint she had received regarding an overgrown hedge on Parham Lane, questioning whether an emergency vehicle would be able to pass if required. The Fire Service had confirmed that they were unable to assist, and a request had therefore been made that the Parish Council write to the landowner and ask that the hedge be cut back. Councillors approved this request – <b>ACTIONS</b> – Clerk to write to landowner. The Clerk also referred to recent correspondence received from the company would had overseen the environmental clear-up of the fire-damaged property on the Clays, detailing their proposal for repairing the damage caused to the Clays bridleway when the contaminated soil was removed from the site. Following a full discussion Councillors unanimously approved the proposal – <b>ACTIONS</b> – Clerk to make necessary arrangements for work to be carried out.</p> <p>b) New matters reported – Jobs for <i>Footpath, Amenity Land contractor</i>: Footpath 31 uphill from Fiddington Nursery / Stinging nettles along the Clays. It was noted that some of the new tar had already lifted from the section of road on Broadway between the bridge and Black Dog crossroads, which had only recently been ‘surface dressed’ – <b>ACTIONS</b> – Clerk to report to Wiltshire Council. Cllr Osborn noted that he would be spraying the weeds along Townsend, and on the footpaths by the Chinese and Green Dragon. Reference was also made to a footpath which crossed a farmer’s field, which was currently inaccessible – <b>ACTIONS</b> – Clerk to investigate and contact land owner.</p> <p>c) To consider need for any additional parking restrictions in the village, in response to review currently being undertaken by Wiltshire Council – Councillors suggested a number of places through the centre of the village where additional double-yellow lines would be appropriate – <b>ACTIONS</b> – Clerk to annotate positions on a map and forward to Wiltshire Council for their consideration.</p>
17/18-60	<p><b>Correspondence Received</b></p> <p>a) From Wiltshire Council – Notice of Traffic Regulation Orders to implement 20mph speed limit in the village on the 23<sup>rd</sup> June 2017 – Copy circulated to Councillors and placed on notice board – <b>ACTIONS</b> – Cllr Davis to look into cost of ‘speed reminder stickers’ for placing on refuse bins.</p> <p>b) From Village website webmaster – Consider request to include a list of Parish Council committees on the website – Councillors approved the request – <b>ACTIONS</b> – Clerk to forward list of Parish Council committees and the membership details to the website webmaster.</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) From Cllr Duncan Poole – letter of resignation from the Parish Council – Noted – <b>ACTIONS</b> - Clerk to notify Electoral Services, and write letter of thanks to Cllr Poole on behalf of the Parish Council.</p> <p>d) From Wiltshire Council – Report of dog being exercised in the enclosed play area at Hamilton Drive – The Chairman noted that he had already put up a laminated sign noting that dogs were not allowed in the Play Area. If necessary in the future, more permanent signs would be obtained for all 3 of the Parish Council Play Areas.</p>
17/18-61	<p><b>Planning applications and decisions</b></p> <p>a) Receipt of the following planning applications received which had not been considered by the Planning Committee were noted</p> <p>i. 17/04130/FUL Hill View, 31 Spin Hill, Market Lavington, SN10 4NR. Amendment to approved single storey side extension in place of existing conservatory, rear flat roof dormer window roof extension with front roof lights, new porch, and conversion of garage to utility room and store to allow for a change in external materials form brickwork to</p>

# MARKET LAVINGTON PARISH COUNCIL

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	<p>render and timber cladding.</p> <p>ii. 17/03633/FUL &amp; 17/04229/LBC Old School Hall, Church Street, Market Lavington, SN10 4DG. Alteration to the roof of storage building to the rear of the Old School, works for the repair and restoration of the Old School.</p> <p>b) 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>c) The following recent planning application decisions made by Wiltshire Council were noted:</p> <p>i. 17/02073/FUL 33 High Street, Market Lavington, SN10 4AG. Refurbish and update existing garage and workshop over – Approve with conditions.</p> <p>ii. 17/02714/FUL Weathertop, Parham Lane, Market Lavington, SN10 4AQ. Construction of ménage/riding area – Approve with conditions.</p> <p>iii. 17/03790/TCA 11 High Street, Market Lavington, SN10 4AF. Work to trees in a Cons Area – No objection.</p>
17/18-62	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for May 2017, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date</p> <p>b) It was resolved to approve the payment of 'cheques / Bill Payments' for June 2017 as per schedule (see appendix at end of minutes) – proposed Cllr Davis seconded Cllr Padfield (1 abstention, as detailed in minute number 50).</p> <p>c) Councillors considered the two requests received for Grant Funding in the 1<sup>st</sup> quarter of 2017/18 (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 must be commensurate with the expenditure incurred). It was proposed by Cllr Davis seconded by Cllr White and resolved to approve the following payments: The Wiltshire Bobby Van Trust £62.50 and EMLU Link Scheme £62.50.</p> <p>d) Councillors reviewed and approved the following subscriptions currently paid to other bodies by the Parish Council: CPRE, WALC/NALC, and SLCC – Proposed Cllr Davis seconded Cllr Padfield.</p>
17/18-63	<p><b>General Parish Matters</b></p> <p>Cllr Padfield referred to a white van that had been parking on a patch of grass at the top of White Street – To be kept under observation.</p>
17/18-64	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.27pm</p>
17/18-65	<p><b>Dates of next Meeting/s</b></p> <p>OSH Committee meeting - Tuesday 11<sup>th</sup> July 2017 Parish Council meeting – Tuesday 18th July 2017</p>
17/18-66	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.28pm</p>

## Appendix.

Balance at Lloyds Bank 31.5.17	46,690.40	Current, and instant access Accounts
Less outstanding cheques – total	( 216.00 )	
	46,474.40	

# MARKET LAVINGTON PARISH COUNCIL

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Balance b/fwd	52,538.67
Add receipts	1,784.13
Less cheques & D/D's draw	( 7,848.40)
	46,474.40

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.17 = £3,274.88  
(interest of £23.46 applied 16/3/17)

## Receipts since last meeting

Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.69
Tuesday Club – Hire OSH	140	240.00
Mums & Chums – Hire OSH	140	132.00
Bratton Baptist Church – Hire OSH	140	36.00
Manhattan Nights – Hire OSH	140	1 10.00
JAM Club – Hire OSH	140	22.50
Claire Lilley Fitness – Hire OSH	140	120.00
AECOM – Refund for work not carried out	105/150	<u>1,121.94</u>
		1,784.13

## Cheques / Bill Payments & D/D's drawn since last meeting

H Sainsbury – Cleaner OSH wages	330	81.40	2948
Bratton Baptist Church – Refund OSH hiring payment	140	36.00	2949
Fast Hygiene Ltd – Paper hand towels OSH	350	117.00	2950 VAT £19.50
St Mary's PCC – S137 grant Churchyard Maintenance	380	475.00	2951
Auditing Solutions Ltd – Internal audit 16/17	300	180.00	2952 VAT £30.00
WALC – Annual subs	300	799.61	2953 VAT £133.27
Mark Goddard – 2 of 7 payment for footpath/amenity land contract	360	536.92	2954 VAT £89.49
Small Jobs – Information Board Canada Woods	360	95.04	BP
C Hackett – Clerk wages and reimburse exps.	310/various	784.96	BP * VAT £2.47
R Hale - Handyman contractor + exps.	320/360	225.73	BP ** VAT £0.96
Water2Business - Water OSH	350	20.50	DD
Water2Business - Water E/F Pavilion	370	5.50	DD
Southern Electric – Electric OSH	350	36.00	DD
PWLB – Loan repayment	390	<u>4,454.74</u>	DD
		7,848.40	

\* Clerk wages £628.69 + reimburse cost of green bin charge £44.00 + reimburse cost of cleaning materials OSH £7.59 + reimburse cost of address labels £7.18 + reimburse cost of Wiltshire Council Planning Application fee £97.50 = TOTAL £784.96

\*\* Handyman contractor 4 weeks £220.00 + reimburse cost of bin bags £5.73 = TOTAL £225.73

## June payments to be paid by Cheque

None.

## June payments to be paid on-line by Bill Payment

Mark Goddard – 3 of 7 payment for footpath/amenity land contract	360	536.92	BP	VAT £89.49
C Osborn – Chair 6 month allowance	300	125.00	BP	
WALC – Cllr Training	300/400	429.72	BP	VAT £71.62
MLCHT – Hire Hall for Skype meeting	300	13.00	BP	
H Sainsbury – Cleaner OSH wages	330	101.75	BP	
C Hackett – Clerk wages and reimburse exps.	310/various	877.16	BP ^	VAT £6.76
R Hale - Handyman contractor + exps.	320/360	293.97	BP ^^	VAT £1.27
D L King – Neighbourhood Plan Consultant	250	1,900.00	BP ^^	

^ Clerk wages £628.69 + reimburse cost of new broom OSH £3.00 + reimburse cost of Extension cable reel OSH £12.99 + reimburse cost of colour printing £7.99 + reimburse cost of Computer printer paper X4 £10.00 + reimburse cost of laser printer cartridges X2 £14.49 + 6 month Clerk allowance £200.00 = TOTAL £877.16

# MARKET LAVINGTON PARISH COUNCIL

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^^ Handyman contractor 5 weeks £275.00 + reimburse cost of bin bags £7.56 + reimburse cost of petrol £11.41 = TOTAL £293.97

^^^ Payment for £1,900.00 to D L King, will not be made until grant application to Locality has been approved

# MARKET LAVINGTON PARISH COUNCIL

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## Minutes of the Meeting of the Parish Council held on Tuesday 18<sup>th</sup> July 2017 at 7.32 pm in the Old School, Market Lavington

**Councillors Present:** Cllr Osborn (Chairman – arrived at 7.32pm), Cllr Earley, Cllr Myhill, Cllr Steele, and Cllr Padfield.

**In attendance:** Wiltshire Cllr Richard Gamble (arrived at 8.00pm and left at 9.15pm), Carol Part (Chairman of Neighbourhood Planning Steering Group (arrived at 7.25pm and left at 8.05pm), 1 member of the public (left at 9.30pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
17/18-76	<b>Apologies for Absence</b> Cllr White had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn and Cllr Davis had sent apologies due to work commitments, which were accepted.
17/18-77	<b>Declaration of acceptance of office</b> The Clerk confirmed that one of the remaining two newly elected Parish Councillors, who had not yet signed their Declaration of Acceptance of Office forms, had done so before the start of the meeting. It was agreed that the remaining Parish Councillor would sign their Declaration form at the next Parish Council meeting they attend.
17/18-78	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-79	<b>Minutes of Council meetings</b> The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: a) Parish Council meeting 20 <sup>th</sup> June 2017 (proposed Cllr Padfield, seconded Cllr Myhill).
17/18-80	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned at 7.34pm and resumed at 7.41pm.
17/18-81	<b>Police Report</b> Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 6 <sup>th</sup> of July which had been circulated to Councillors.
17/18-82	<b>Chairman's Report</b> The Chairman had no matters to report.
17/18-83	<b>Market Lavington Neighbourhood Plan</b> a) To receive a report from Chairman of the Steering Group – Carol Part offered the thanks of the Steering Group to the three Councillors who had joined the Steering Group. She reported that the Consultant had incorporated as many of the Parish Council's '7 ideas and aspirations' as possible into the Neighbourhood Plan documents, and the draft Plan was expected to be received imminently. When received it would need to be reviewed by the Steering Group and Parish Council, and then submitted to Wiltshire Council for environmental screening. She also referred to the Wiltshire Council 'Wiltshire Housing DPD' and encouraged individuals to also submit a response to the consultation. She then thanked the Parish Council for its support, and the Parish Council Chairman thanked the Steering Group for all their work. b) The draft minutes from the Steering Group meeting held on 4/7/17 were noted and no questions asked. The following matters highlighted for the attention of the Parish Council were then discussed: i. Review Wiltshire Council proposals for Revised Settlement Boundaries for Market Lavington – members reviewed the proposals

	<p>in detail and made a number of amendments – <b>ACTIONS</b> – Clerk to forward details of amendments to Consultant for him to include in the DPD response he was preparing on behalf of the Parish Council.</p> <p>ii. Consider designation of any 'Local Green Spaces' in the Neighbourhood Plan – the Clerk referred to a brief report circulated to members at the start of the meeting which listed a number of possible areas in the village which might be suitable for such a designation. Following a full discussion the following 3 sites owned by the Parish Council were agreed for possible designation: The village Green, Broadwell Play Area and near-by grass area, Amenity land behind Ladywood and Park Road (including small football field adjacent to Beechwood). There were a further 3 sites also suggested, which were not owned by the Parish Council. It was agreed to seek the advice of the Consultant, and based on his response, and the response received from any landowner directly contacted by the Parish Council to determine if any of these further sites would be put forward for formal designation as well – Proposed by Cllr Earley seconded Cllr Padfield – Final approval of which sites would be designated as 'Local Green Spaces' in the Neighbourhood Plan would be sought at the Extraordinary Parish Council meeting to be held on the 1<sup>st</sup> of August - <b>ACTIONS</b> – Clerk to liaise with Consultant, and write to landowner as agreed, and act upon responses received.</p> <p>iii. Review suggested Neighbourhood Plan policies, Vision Statement and objectives, and items to be included in 'Developer Contributions Policy' - members reviewed the above matters and agreed what items should be included in the 'Developer Contributions Policy' – <b>ACTIONS</b> – Clerk to forward details of items to be included in policy to Consultant.</p>
17/18-84	<p><b>Wiltshire Councillor Report</b> Wiltshire Cllr Gamble referred to the recent Area Board meeting during which a 'Public Space Protection Order' covering the centre of Devizes had been discussed. The order would provide Police with more powers to deal with any anti-social behaviour issues. It had been questioned whether it might be appropriate to include an order to cover villages as well. Councillors recognised that this might be a good idea for Market Lavington and asked that the Parish Council be included in any further discussions – <b>ACTIONS</b> – Cllr Gamble to liaise with Wiltshire Council on behalf of the Parish Council. He also referred to a meeting to be chaired by Claire Perry MP on the topic of 'future housing need' on the 28<sup>th</sup> of September, to which representatives from the Parish Council would be invited. He then answered questions posed by Councillors.</p>
17/18-85	<p><b>Parish Council Standing Orders</b> Following a brief discussion it was proposed by Cllr Steele seconded by Cllr Earley and resolved to amend the wording of paragraph 1f of the Standing Orders to read as follows (text in 'red' added): If an amendment to the original motion is carried, the original motion <b>ceases, and the amended motion</b> becomes the substantive motion upon which further amendment(s) may be moved.</p>
17/18-86	<p><b>Community Hall Trust Report</b> Cllr Padfield noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
17/18-87	<p><b>Old School Restoration Project</b></p> <p>a) To receive any update from the Parish Clerk - The Clerk reported that formal approval had been received today for the 'borrowing approval application'. The contract for the 'high level' works had been put out to tender and posted on the 'Contract Finder' website, with a closing date of the 29<sup>th</sup> of July, and it was hoped that the 'Plain Action' grant application could be submitted soon.</p>

17/18-88	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Update on matters previously reported – Problems with newly laid road surface on Broadway which had melted and lifted up during the recent spell of hot weather, reported to Wiltshire Council – Matter was being referred to Wiltshire Council’s Consultants by the Highways Engineer.</li> <li>b) New matters reported – Jobs for <i>Handyman Contractor</i>: Remove fallen branches from over Broadwell Stream – <b>ACTIONS</b> – Clerk to liaise with contractor. <i>Parish Steward</i>: Lavington School sign sprayed with black paint – <b>ACTIONS</b> – Clerk to report to Cllr Davis for inclusion on next ‘priority job sheet’. Problems with cars parking on double-yellow lines outside Co-op and preventing buses from being able to stop at the new bus stop which had recently been moved to this location. It had been suggested by the Wiltshire Council Bus Network Manager that a painted ‘bus stop’ box would be a good idea at this location – <b>ACTIONS</b> – Clerk to lodge a request with the Area Board.</li> </ul>
17/18-89	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a) From Wiltshire Council – Notice of intention to introduce Electronic Planning Consultations with effect 31/7/17 – Noted.</li> </ul> <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"> <li>b) From Cllr Mike Russell – Letter of resignation from role as Parish Councillor – Letter circulated to members and Electoral Services notified – Noted.</li> <li>c) From Electoral Services, Wiltshire Council – Statutory notices advertising Councillor vacancies – Placed on notice board – Noted.</li> <li>d) From DCLG – Letter confirming ‘Borrowing Approval’ application has been approved for the part-funding of the Old School restoration. Parish Council may borrow an amount not exceeding £165,000 – Noted.</li> <li>e) From Wiltshire Council – Notification of consultation on the Pre-submission draft Wiltshire Housing Site Allocations Plan, which runs from 14/7/17 to 22/9/17, and public exhibition events – Noted.</li> <li>f) From Mike Bridgeman - Copy of his book entitled ‘Step by Careful Step’ – Noted – <b>ACTIONS</b> – Clerk to send note of thanks to Mike.</li> </ul>
17/18-90	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) Receipt of the following planning application received which had been considered by the Planning Committee was noted             <ul style="list-style-type: none"> <li>i. 17/05419/FUL 3 Shires Close, The Spring, Market Lavington. SN10 4FB – No Objection.</li> </ul> </li> <li>b) 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.</li> <li>c) The following recent planning application decisions made by Wiltshire Council were noted:             <ul style="list-style-type: none"> <li>i. 17/04513/FUL &amp; 17/05053/LBC The Rectory, 14 Church Street, Market Lavington. SN10 4DT. Demolish existing single &amp; two storey extensions, and replace with new single &amp; two storey extensions, including all other associated works – Approve with conditions</li> </ul> </li> <li>d) The recent correspondence from Enforcement Officer, Wiltshire Council regarding the allotment land adjacent to Spin Hill was noted.</li> </ul>
17/18-91	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) Councillors received and approved the financial reports - income and expenditure details for June 2017, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date</li> <li>b) The Clerk referred to the quote received from the Planning Consultant to draft on behalf of the Parish Council the response to Wiltshire Council’s Housing Site DPD, as suggested at the last Parish Council meeting. It was resolved to approve the quote for £450, and approve its payment, along with the payment</li> </ul>

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	<p>of other 'cheques / Bill Payments' for July 2017 as detailed on the schedule (see appendix at end of minutes) – proposed Cllr Padfield seconded Cllr Myhill.</p> <p>c) To Elect Chairman of the Management &amp; Finance committee - There being no other nominations Cllr Padfield agreed to take on the role of Management &amp; Finance Committee Chairman – Proposed Cllr Osborn seconded Cllr Steele and unanimously approved</p> <p>d) To review the current signatories on the Parish Council Lloyds Bank and Santander accounts and amend as necessary – The Clerk reported that due to recent resignations there were now insufficient signatories on the Parish Council's two accounts. Following a brief discussion it was proposed by Cllr Osborn seconded Cllr Steele and resolved to add Cllr Padfield and Cllr Earley as signatories – <b>ACTIONS</b> – Clerk to make the necessary arrangements.</p> <p>e) To review the effectiveness of the 'sweep' facility on the Parish Council's Lloyds Bank account and amend as necessary – The Clerk explained the difficulties that were being encountered with the 'sweep' facility when she was trying to use internet banking to make on-line payments. Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr Padfield and resolved to cancel the 'sweep' facility on the account with immediate effect – <b>ACTIONS</b> – Clerk to action accordingly.</p> <p>f) To consider purchase of colour printer for use by Parish Clerk – Following a brief discussion it was agreed in principle to purchase a colour printer for use by the Parish Clerk – <b>ACTIONS</b> – Clerk to investigate costs for consideration at next meeting.</p>
17/18-92	<p><b>General Parish Matters</b> Cllr Earley asked if there was any update regarding the large conifer trees at the end of The Muddle - <b>ACTIONS</b> – Clerk to contact owner of trees and request an update.</p>
17/18-93	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 9.47pm</p>
17/18-94	<p><b>Dates of next Meeting/s</b> OSH Committee meeting - Tuesday 25<sup>th</sup> July 2017 (re-scheduled) Extraordinary Parish Council meeting – Tuesday 1st August 2017</p>
17/18-95	<p><b>Closure of meeting</b> There being no further business the meeting was closed at 9.48pm</p>

## Appendix.

Balance at Lloyds Bank 30.6.17	44,520.86	Current, and instant access Accounts
Less outstanding cheques – total	00	
	<b>44,520.86</b>	

Balance b/fwd	46,474.40
Add receipts	514.25
Less cheques & D/D's draw	2,467.79
Balance c/fwd	<b>44,520.86</b>

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.17 = £3,274.88

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	2.02
HMRC – 'till receipts' VAT claim 2014/17	105	85.91
Kate Thorn Fitness – Hire OSH	140	99.00
Guides – Hire OSH	140	120.00
Heytesbury PC – Contribution to Cllr Training	150	51.16
Urchfont PC – Contribution to Cllr training	150	51.16

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Lloyds Bank – Compensation payments	150	105.00
<b>TOTAL</b>		<b>514.25</b>

<b>Cheques / Bill Payments &amp; D/D's drawn since last meeting</b>				
<b>Details</b>	<b>Cost Centre</b>	<b>Amount</b>	<b>Ref</b>	<b>VAT</b>
Water2Business - Water OSH	350	20.50	DD	
Water2Business - Water E/F Pavilion	370	5.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
Southern Electric – Electric EF Pavilion	370	28.27	DD	
Mark Goddard – 3 of 7 payment for footpath/amenity land contract	360	536.92	BP	89.49
C Osborn – Chair 6 month allowance	300	125.00	BP	
WALC – Cllr Training	300/400	429.72	BP	71.62
MLCHT – Hire Hall for Skype meeting	300	13.00	BP	
H Sainsbury – Cleaner OSH wages	330	101.75	BP	
C Hackett – Clerk wages and reimburse exps ^	310/various	877.16	BP	6.76
R Hale - Handyman contractor + exps ^^	320/360	293.97	BP	??
<b>TOTAL</b>		<b>2,467.79</b>		

^ Clerk wages £628.69 + reimburse cost of new broom OSH £3.00 + reimburse cost of Extension cable reel OSH £12.99 + reimburse cost of colour printing £7.99 + reimburse cost of Computer printer paper X4 £10.00 + reimburse cost of laser printer cartridges X2 £14.49 + 6 month Clerk allowance £200.00 = TOTAL £877.16

^^ Handyman contractor 5 weeks £275.00 + reimburse cost of bin bags £7.56 + reimburse cost of petrol £11.41 = TOTAL £293.97

Payment for £1,900.00 to D L King authorised at June meeting but not paid until 6/7/17 when grant application to Locality had been approved

<b>July payments to be paid by Cheque / on-line Bill Payment</b>				
<b>Details</b>	<b>Cost Centre</b>	<b>Amount</b>	<b>Ref</b>	<b>VAT</b>
H Sainsbury – Cleaner OSH wages	330	81.40	BP	
C Hackett – Clerk wages and reimburse exps *	Various	634.44	BP	0.96
R Hale - Handyman contractor	320	220.00	BP	
Mark Goddard – 4 of 7 payment for footpath/amenity land contract	360	536.92	BP	89.49
AlphaPrint.me – Copying Parish Council & Neighbourhood Plan	200/300	72.21	BP	
D L King – Consultant support for WC DPD response	300	450.00	BP	
EMLU Link Scheme – S137 grant donation	380	62.50	2955	
Bobby Van Trust – S137 grant donation	380	62.50	2956	
CPRE – Annual Subscription	200	36.00	2957	
West Lavington Youth Club – 2 <sup>nd</sup> qtr S137 grant donation	380	750.00	2958	

\* Clerk wages £628.69 + reimburse cost of Computer printer paper X1 £2.75 + reimburse cost of spare key for notice board £3.00 = TOTAL £634.44

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Minutes of the **Extraordinary Meeting** of the Parish Council **held on Tuesday 1st August 2017**  
**At 8.30 pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Earley, Cllr Myhill, Cllr Steele, Cllr White, Cllr Davis and Cllr Padfield.

**In attendance:** Carol Part (Chairman of Neighbourhood Planning Steering Group - left at 8.50pm), 1 member of the public (left at 8.50pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
17/18-108	<b>Apologies for Absence</b> Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
17/18-109	<b>Declaration of acceptance of office</b> The Clerk noted that the one remaining newly elected Parish Councillor, who had not yet signed his Declaration of Acceptance of Office form, had given his apologies for absence for this meeting. It was agreed that the remaining Parish Councillor would sign his Declaration form at the next Parish Council meeting he attends.
17/18-110	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-111	<b>Minutes of Council meetings</b> The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: a) Parish Council meeting 18 <sup>th</sup> July 2017 (proposed Cllr Steele, seconded Cllr Earley).
17/18-112	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 8.31pm.
17/18-113	<b>Market Lavington Neighbourhood Plan</b> a) To receive a report from Chairman of the Steering Group – Carol Part thanked Councillors for attending the Steering Group meeting which had taken place prior to the main Parish Council meeting, during which the draft 'Neighbourhood Plan' had been reviewed. b) Draft Neighbourhood Plan document received from the consultant: i. Give final approval for the areas to be designated in the Neighbourhood Plan as 'Local Green Spaces' – Following a full discussion it was proposed by Cllr Padfield seconded by Cllr Davis and resolved to designate the following 4 areas: 1) The Village Green. 2) Broadwell Play Area and near-by grass area. 3) Football field behind Beechwood. 4) Hamilton Drive Play Area. ii. Review draft Neighbourhood Plan and consider approval for submission to Wiltshire Council for environmental screening - Subject to correction of the various amendments agreed at the preceding Steering Group meeting, and a final proof read of the document, it was proposed by Cllr White seconded by Cllr Davis and resolved to submit the draft Neighbourhood Plan to Wiltshire Council – <b>ACTIONS</b> – Clerk to liaise with consultant regarding required amendments and then submit document for screening.
17/18-114	<b>Wiltshire Council 'Wiltshire Housing Site Allocations DPD' consultation</b> To review and consider for approval response prepared by the Neighbourhood Plan Consultant to the above consultation on behalf of the Parish Council - Subject to correction of amendments identified, and a final proof read of the document, it was proposed by Cllr Osborn seconded by Cllr Steele and resolved to approve the DPD consultation response – <b>ACTIONS</b> - Clerk to liaise with consultant regarding required amendments and then submit response to Wiltshire Council.

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17/18-115	<b>Public Spaces Protection Order</b> To consider any information provided by Wiltshire Council if received in time for meeting – No information received.
17/18-116	<b>Finance</b> a) To consider costs obtained by Parish Clerk for purchase of colour printer – following on from the last meeting, the Clerk provided details of the costs for three different printer options. It was proposed by Cllr Davis seconded by Cllr Padfield and resolved to approve the purchase of an 'all-in-one 3630 HP colour printer' at a cost of £29 – <b>ACTIONS</b> – Clerk to make necessary purchase.
17/18-117	<b>General Parish Matters</b> Cllr Myhill reported recent activity at the 'allotment site' at the top of Ledge Hill, where the Water Board were installing a new water supply, and noted that the Clerk had reported the matter to the Enforcement Officer. He also referred to recent communication he had had with Erlestoke Parish Council regarding the 'Speed Indicator Device' (SID's). Erlestoke had already obtained new batteries for the device, and would be discussing its usage at their next Parish Council meeting, to which he had been invited to attend. Cllr Davis noted that the condition of the wooden retaining wall in the top Community Hall car park had been mentioned at the last Trust meeting - <b>ACTIONS</b> – Cllr Davis to investigate further and report back. The Clerk referred to an email she had received from Lavington Juniors football club regarding the possible shared use of the Elisha Field, to which Councillors raised a number of questions and comments – <b>ACTIONS</b> – Clerk to liaise with football club and report back. The Clerk noted that the repairs to The Clays bridleway had now been carried out following the damage caused by lorries accessing the fire-damaged property. She also referred to an invite received from the Devizes Area Board for a Parish Council representative to participate in a working group meeting on 30 <sup>th</sup> August, to help shape a tree-planting project being proposed as part of the WW1 centenary commemorations in Wiltshire. Cllr Osborn agreed to attend on behalf of the Parish Council – <b>ACTIONS</b> – Clerk to respond accordingly. An invite had also been received from the Community Hall Trust to attend their anniversary celebrations. Cllr Osborn to attend – <b>ACTIONS</b> – Clerk to respond accordingly.
17/18-118	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 9.04pm
17/18-119	<b>Dates of next Meeting/s</b> HRAF Committee meeting – Tuesday 12 <sup>th</sup> September 2017 Parish Council meeting – Tuesday 19 <sup>th</sup> September 2017
17/18-120	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.05pm

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## Minutes of the **Meeting** of the Parish Council **held on Tuesday 19<sup>th</sup> September 2017** **at 7.24pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Steele, Cllr Whitehorn and Cllr Davis  
Cllr White and Cllr Padfield.

**In attendance:** Wiltshire Cllr Richard Gamble (left at 8.15pm), Rowena Lansdown (Wiltshire Council Public Protection Officer – left at 8.05pm), PC Teresa Herbert (Community Policing Team Co-ordinator – left at 8.05pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
17/18-148	<b>Apologies for Absence</b> Cllr Earley had sent apologies due to personal commitments, which were accepted.
17/18-149	<b>Declaration of acceptance of office</b> The Clerk confirmed that the last newly elected Parish Councillor, who had not yet signed their Declaration of Acceptance of Office form, had done so before the start of the meeting.
17/18-150	<b>Declarations of Interest and Dispensations to Participate</b> <ul style="list-style-type: none"><li>a) Cllr Davis declared a personal interest in item 164b as one of the payments due for approval was payable to him (reimburse cost of drive belt for ride-on mower). He took no part in the voting for this item.</li><li>b) There were none.</li></ul>
17/18-151	<b>Minutes of Council meetings</b> The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: <ul style="list-style-type: none"><li>a) Extraordinary Parish Council meeting 1st August 2017 (proposed Cllr Steele, seconded Cllr Myhill).</li></ul>
17/18-152	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.25pm.
17/18-153	<b>Police Report</b> PC Herbert introduced herself and briefed members regarding the relatively 'new' Police organisational / operational 'model' which had now been in operation for some time. She provided details of the current reported crime statistics for the area, and the current Police priorities. She then answered questions posed by members. Rowena Lansdown then introduced herself to members and explained her role in co-ordinating partner agencies, when necessary, to tackle criminal and anti-social behaviour.
17/18-154	<b>Wiltshire Councillor Report</b> Wiltshire Cllr Gamble made reference to the recent Area Board meeting, and other meetings due to take place in the coming weeks which may be of interest to members: 26 <sup>th</sup> Sept – Engagement event meeting in Devizes to discuss financial challenges facing Wiltshire Council / 28 <sup>th</sup> Sept – Afternoon meeting chaired by MP Claire Perry to discuss broadband services / 28 <sup>th</sup> Sept – Evening meeting chaired by MP Claire Perry to discuss housing issues / 10 <sup>th</sup> Oct – Official opening of Wiltshire Council Devizes Hub. He also reminded members that the Household Recycling Centre in Devizes would be closed for a couple of weeks at the end of November for upgrading.
17/18-155	<b>Chairman's Report</b> The Chairman reported that he had resolved a complaint regarding the road markings at the top of Northbrook following the refreshing of the double-yellow lines in the village, and spent time with the Handyman Contractor cutting back the branches overhanging the stream at the end of The Muddle, and dealing with a large bough that had fallen from a beech tree in Beechwood. He then referred to a meeting he had attended in Devizes, organised by Wiltshire Council, to discuss planting of trees

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	<p>around the area in November 2018 to commemorate the centenary of the end of WW1. A similar activity had been organised as a commemoration of the start of WW1, and a number of saplings planted on the bank of the Community Hall car park. However, unfortunately only 5 of the saplings had survived. Since then he had been growing some saplings himself, and proposed to plant these to replace the previous failed saplings, as part of the commemorations in 2018 – <b>ACTIONS</b> – Clerk to advise Wiltshire Council accordingly.</p>
17/18-156	<p><b>Market Lavington Neighbourhood Plan</b></p> <ul style="list-style-type: none"> <li>a) To receive a report from Chairman of the Steering Group – The Chairman had given her apologies prior to the meeting.</li> <li>b) The draft minutes from the Steering Group meeting held on 11/9/17 were noted and no questions asked. The following matter was then discussed:             <ul style="list-style-type: none"> <li>i. Wiltshire Council Briefing note 331 / Response received to 2<sup>nd</sup> Parish Council letter – The Clerk referred to the response received from Wiltshire Council, and the subsequent comments received from Parish Councillors, Steering Group members and the Neighbourhood Plan Consultant. Following further discussion it was proposed by Cllr Osborn seconded by Cllr Davis and resolved to send a further letter to Wiltshire Council based on the suggested text provided by the Consultant, along with any other comments to be received from Councillors in the next couple of days – <b>ACTIONS</b> – Clerk to action.</li> </ul> </li> </ul>
17/18-157	<p><b>Committee meetings</b></p> <ul style="list-style-type: none"> <li>a) <b>Old School Hall Committee (OSH)</b> – The draft minutes from the committee meeting held on 25<sup>th</sup> July 2017 were noted and no questions asked. Updates were provided on the following matters:             <ul style="list-style-type: none"> <li>i. Tenders for ‘high level works’ – The Clerk reported that the tender for this contract had been re-advertised along with the ‘low level works’ contract (quotes out of date and needed to be split into the 2 phases of work). All the quotes received had now been forwarded to the Consultant for review, and his recommendation was awaited.</li> <li>ii. New hand rail on exterior of building by steps – The Clerk noted that she had had some discussion with the Consultant regarding this matter, however as there was also the suggestion to update the signage for the OSH, which could also need Listed Building Consent, she proposed to refer the matter back to the OSH committee for further consideration.</li> </ul> </li> <li>b) <b>Joint Liaison Committee (JLC)</b> – The draft minutes from the committee meeting held on 5<sup>th</sup> September 2017 were noted and no questions asked. The following matters were considered further:             <ul style="list-style-type: none"> <li>i. Wooden retaining wall in top Community Hall car park – The Chairman reported that he would make some temporary repairs in the next couple of weeks. The HRAF committee could then look in more detail at the options available, ensuring sufficient funding was allocated in the budget for the next financial year to cover the cost of any further work required.</li> <li>ii. Membership of JLC – Appoint additional Parish Council representative for the JLC – Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Steele and resolved to appoint Cllr Padfield as the replacement Parish Council representative on the JLC – <b>ACTIONS</b> – Clerk to advise JLC Community Hall Trust members accordingly.</li> </ul> </li> <li>c) <b>Highways, Recreation, Amenity and Footpaths Committee (HRAF)</b> - The draft minutes from the committee meeting held on 12<sup>th</sup> September 2017 were noted and no questions asked. The following matters were considered further:             <ul style="list-style-type: none"> <li>i. Use of 20mph wheelie bin stickers – Following a full discussion it was proposed by Cllr Davis seconded by Cllr Steele and resolved to purchase 500 stickers at a cost of £220 from the HRAF budget. These would initially be given to households along the High Street, Church Street and White Street, with any remaining stickers being offered to</li> </ul> </li> </ul>

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	<p>other households within the new 20mph limit – <b>ACTIONS</b> – Clerk to purchase stickers.</p> <p>ii. Erection of ‘white plastic gateways’ on highways verges at three main entrances to the Village (Spin Hill, The Spring, and High Street – Easterton end) – The Clerk referred to information she had received from Wiltshire Council. Following further discussion it was agreed to review possible locations for the ‘gateways’ at the next Parish Council meeting.</p>
17/18-158	<p><b>Community Hall Trust Report</b> Cllr Davis noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
17/18-159	<p><b>Old School Restoration Project</b></p> <p>a) To receive any update from the Parish Clerk – Update provided under item 17/18-157a.</p> <p>b) To consider requirement to comply with ‘The Construction, Design &amp; Management Regulations 2015’, and the associated fee quote cost – Following consideration of the information provided by the Clerk regarding the regulations, it was agreed to investigate the possibility of preparing the necessary documentation which would be required to comply with the regulations internally, rather than employ an external consultant – <b>ACTIONS</b> – Clerk to forward information to Cllr White for further investigation. Matter to be considered further at next OSH committee meeting.</p> <p>c) To consider approval of quote received from Consultant for re-tendering the Restoration Work omitting the High Level Work – It was proposed by Cllr Davis seconded by Cllr Whitehorn and resolved to approve the quote of £637.50 + VAT – <b>ACTIONS</b> – Clerk to advise Consultant accordingly.</p>
17/18-160	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) Update on matters previously reported – Problems with cars parking on double-yellow lines outside Co-op and preventing buses for being able to stop at the new bus stop which had recently been moved to this location – Matter considered at last CATG meeting and decision made to encourage enforcement of the yellow lines to see if this resolves the issue in the first instance, before giving consideration to painting a ‘bus stop’ box at the location.</p> <p>b) New matters reported – <i>Wiltshire Council</i>: Potholes on The Spring by Lavington School, Doctors Surgery, near the Library – <b>ACTIONS</b> – Cllr Davis to report.</p> <p>c) Speed Indicator Device (SID’s) – Cllr Myhill reported that he had attended a recent meeting of Erlestoke Parish Council, who are co-ordinating the group of parishes interested in using the device. He noted that there were a number of quite restrictive conditions and requirements for using the device, one of which was that the device could only be erected by someone who held a ‘street works contractor’ qualification (cost of which was £690). Following further discussion it was agreed to maintain contact with Erlestoke Parish Council to see how the sharing of the device evolved, and consider in the future possibly purchasing a more modern solar-powered device – <b>ACTIONS</b> – Clerk to contact Wiltshire Council to ascertain if the Parish Steward held the necessary qualification.</p> <p>d) Consider suggestions for suitable projects to be submitted for the ‘Substantive Highways Scheme Fund’ bid process – Councillors suggested a couple of projects – widening of road on the corner by the Doctor’s surgery, and traffic management idea for the narrow section of the High Street by Stobberts Road – <b>ACTIONS</b> – Cllr Davis to complete the bid application form and submit to Wiltshire Council before the deadline of 29<sup>th</sup> September.</p>
17/18-161	<p><b>Christmas 2017</b> Following a full discussion, the Chairman agreed to contact the vicar co-ordinating the ‘Beer &amp; Carol’s’ at the Green Dragon, to see if the ‘Community Minded Person of the Year’ shield could be awarded at the event. Chairman to also investigate the cost of</p>

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	<p>additional Christmas decorations for the Market Place, for consideration at the next Parish Council meeting – <b>ACTIONS</b> – Clerk to send Chairman details of company previously used to supply Christmas decorations.</p>
17/18-162	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a) From Lloyds Bank – Confirmation regarding changes made to bank account signatories – Noted</li> <li>b) From Wiltshire Council – Notification that no request received for an election following the resignations of Cllr Mike Russell, Cllr Caroline Davis, and Cllr Duncan Poole. Vacancies can therefore be filled by co-option – Noted</li> <li>c) From Bobby Van Trust – Letter of thanks for S137 grant donation of £62.50 – Noted</li> <li>d) From Independent Monitoring Board, HMP Erlestoke – Copy of annual report – Available to view at meeting</li> </ul> <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>There were none.</p>
17/18-163	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) Receipt of the following planning applications received which had been considered by the Planning Committee were noted <ul style="list-style-type: none"> <li>i. 17/06814/FUL &amp; 17/07375/LBC 79 High Street, Market Lavington. Demolition of 20th century garage and kitchen additions and replacement with two storey side extension and single storey conservatory/garden room. Refurbishment/repair of existing facing brickwork, roof and chimneys (including replacement of pebble dash dormer cheeks with new render); Alterations to boundary walls. Erection of detached garage/workshop within garden. refurbishment /modernisation of existing services and internal finishes (including levelling of floors and ceilings where possible) and other associated works. Alternations to boundary walls – Support subject to conditions: (see Planning Committee minutes for full details of response)</li> <li>ii. 17/07109/FUL Radlett, 8 Park Road, Market Lavington. Two storey side extension – No objection</li> <li>iii. 17/07258/FUL Homeleas, Lavington Road, Freith. Single storey side extension (side entrance porch) – No objection</li> <li>iv. 17/07241/FUL West View, 8 The Clays, Market Lavington. Single storey pitched roof sun room extension to rear of property – No objection</li> <li>v. 17/07257/TCA The Mead, 11 New Street, Market Lavington. Work to trees in a conservation area – No objection, support</li> <li>vi. 17/07092/TCA Market Lavington Nursing and Residential Home – Work to trees in a conservation area – No objection</li> <li>vii. 17/06451/FUL 14 Spin Hill, Market Lavington. Single storey kitchen extension – No objection</li> <li>viii. 17/07414/FUL Land to the rear of 11 White Street, Market Lavington. Demolition of existing garages and erection of two houses with garages – Objection (see Planning Committee minutes for full details of response)</li> <li>ix. 17/07264/FUL Fiddington Farm, Easterton Sands, Easterton. Relocation of office and flat building approved under 16/10667/FUL – No objection</li> </ul> </li> <li>b) The following application was received and considered by the Planning Committee after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>) <ul style="list-style-type: none"> <li>i. 17/08104/VAR 1A Fiddington Clay, Market Lavington. SN10 4BS. Variation of Condition 2 of 14/12143/FUL in relation to materials – No objection</li> </ul> </li> <li>c) The following recent planning application decisions made by Wiltshire Council were noted: <ul style="list-style-type: none"> <li>i. 17/06451/FUL 14 Spin Hill, Market Lavington. Single storey kitchen extension – Approve with conditions</li> <li>ii. 17/05419/FUL 3 Shires Close, The Spring, Market Lavington. Rear</li> </ul> </li> </ul>

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	<p>dormer extension with inward opening window and safety rail – Approve with conditions</p> <p>iii. 17/07092/TCA Market Lavington Nursing and Residential Home, High Street, Market Lavington. Works to trees in a conservation area – No Objection</p> <p>iv. 17/07257/TCA The Mead, 11 New Street, Market Lavington. Work to trees in a conservation area – No Objection</p> <p>v. 17/04130/FUL 31 Spin Hill, Market Lavington. Proposed single storey side extension in place of existing conservatory, rear flat roof dormer window roof extension with front roof lights, new porch and conversion of garage to utility room and store. Proposed change in external materials from brickwork to render, with timber cladding. Decking proposed – Approve with conditions</p> <p>vi. 17/07241/FUL WestView, 8 The Clays, Market Lavington. Single storey pitched roof sun room extension to rear of property – Approve with conditions</p>
17/18-164	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for July/August 2017, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date</p> <p>b) It was resolved to approve the payment of 'cheques / on-line Payments' for August/September 2017 as per schedule (see appendix at end of minutes) – proposed Cllr Padfield seconded Cllr White (1 abstention, as detailed in minute number 150a).</p> <p>c) Councillors considered the two requests received for Grant Funding in the 2<sup>nd</sup> quarter of 2017/18 (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 must be commensurate with the expenditure incurred). It was proposed by Cllr Davis seconded by Cllr Steele and resolved to approve the following payments: Remembrance Day Wreath (Earl Haig Fund) £62.50 and Citizens Advice £62.50.</p> <p>d) External Auditors Report - The Clerk reported that the 2016/17 accounts had been signed off by Grant Thornton. She provided details of two administration matters which they wished to bring to the attention of the Parish Council which did not affect their overall opinion. She confirmed that the statutory notice advertising the conclusion of the audit had been placed on the website along with copies of sections 1, 2 and 3 of the Annual Return.</p>
17/18-165	<p><b>General Parish Matters</b></p> <p>Cllr Myhill reminded Councillors about the Old School 'Spruce Up Saturday' event which would run from 9.00am to 1.00pm this coming Saturday. Cllr Davis noted that he intended to erect a barrier at the top of the blocked-off steps to prevent access, as part of the planned maintenance event.</p>
17/18-166	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.27pm</p>
17/18-167	<p><b>Dates of next Meeting/s</b></p> <p>HRAF Committee meeting – Monday 2<sup>nd</sup> October</p> <p>OSH Committee meeting – Monday 9<sup>th</sup> October</p> <p>Management &amp; Finance Committee meeting – Tuesday 10<sup>th</sup> October</p> <p>Planning Committee meeting – Tuesday 17<sup>th</sup> October (starting at 6.45pm)</p> <p>Parish Council meeting – Tuesday 17<sup>th</sup> October</p>
17/18-168	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.30pm</p>

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## Appendix.

Balance at Lloyds Bank 31.8.17	37,436.59	Current, and instant access Accounts
Less outstanding cheques – total	0.0	
	<b>37,436.59</b>	

Balance b/fwd	44,520.86
Add receipts	5,296.34
Less cheques & D/D's draw	12,380.61
Balance c/fwd	<b>37,436.59</b>

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.17 = £3,274.88

Receipts since last meeting - July		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.91
SSE – Wayleave payment	150	11.47
Potterne PC – Contribution to Cllr training	150	68.21
Groundwork – Neighbourhood Plan grant	102	5150.00
West Lavington PC – Contribution to Cllr training	150	17.05
S Binge – Hire OSH	140	12.00

Receipts since last meeting - August		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.60
Little Cheverell PC – Contribution to Cllr training	150	34.10
<b>TOTAL JULY &amp; AUGUST</b>		<b>5296.34</b>

Cheques / On-line Payments & D/D's drawn since last meeting - July				
Details	Cost Centre	Amount	Ref	VAT
Water2Business - Water OSH	350	20.50	DD	
Water2Business - Water E/F Pavilion	370	5.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
H Sainsbury – Cleaner OSH wages	330	81.40	BP	
C Hackett – Clerk wages and reimburse exps *	Various	634.44	BP	0.96
R Hale - Handyman contractor	320	220.00	BP	
Mark Goddard – 4 of 7 payment for footpath/amenity land contract	360	536.92	BP	89.49
AlphaPrint.me – Copying Parish Council & Neighbourhood Plan	200/300	72.21	BP	
D L King – Consultant support for WC DPD response	300	450.00	BP	
EMLU Link Scheme – S137 grant donation	380	62.50	2955	
Bobby Van Trust – S137 grant donation	380	62.50	2956	
CPRE – Annual Subscription	200	36.00	2957	
West Lavington Youth Club – 2 <sup>nd</sup> qtr S137 grant donation	380	750.00	2958	
D L King – Neighbourhood Plan Consultant	250	1900.00	BP	

Cheques / On-line Payments & D/D's drawn since last meeting - August				
Details	Cost Centre	Amount	Ref	VAT
West Lavington Youth Club – Staffing Friday sessions 6/1/17-21/7/17	395	1,500.00	2959	
H Sainsbury – Cleaner OSH wages	330	101.75	BP	
C Hackett – Clerk wages	310	628.69	BP	
R Hale - Handyman contractor + expenses ^	320/360	246.09	BP	4.35
Idverde – half cost of grass cutting Elisha Field	370	487.20	BP	81.20
Mark Goddard – 5 of 7 payment for footpath/amenity land contract	360	536.91	BP	89.48
D L King – Neighbourhood Plan consultant ^^	250	3950.00	BP	
Water2Business - Water OSH	350	20.50	DD	
Water2Business - Water E/F Pavilion	370	5.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
<b>TOTAL JULY &amp; AUGUST</b>		<b>12,380.61</b>		

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\* Clerk wages £628.69 + reimburse cost of Computer printer paper X1 £2.75 + reimburse cost of spare key for notice board £3.00 = TOTAL £634.44

^ Handyman contractor 4 weeks £220.00 + reimburse cost of bin bags £7.96 + reimburse cost of petrol for strimmer £18.13 = TOTAL £246.09

^^ Locality grant application submitted used original quote from Consultant for his next tranche of work (£3,250). Following decision to incorporate elements of the 'ideas & aspirations' document the cost of this element of work increased to £3,950.

<b>September payments to be paid by Cheque / on-line Payment</b>				
<b>Details</b>	<b>Cost Centre</b>	<b>Amount</b>	<b>Ref</b>	<b>VAT</b>
H Sainsbury – Cleaner OSH wages	330	81.40	BP	
C Hackett – Clerk wages + expenses *	310/300/250/350	733.88	BP	17.53
R Hale - Handyman contractor + expenses **	320/360	286.14	BP	1.86
Certas Energy – Heating oil OSH	350	546.00	BP	26.00
Grant Thornton – External audit fee y/e 31/3/17	300	360.00	BP	60.00
Mark Goddard – 6 of 7 payment for footpath/amenity land contract	360	536.91	BP	89.48
Cllr RA Fred Davis – Reimburse cost of drive belt for ride on mower	360	21.26	BP	3.54
Cannings Estates – Tender documents for high level works OSH	350	945.00	BP	157.50

\* Clerk wages £628.69 + reimburse cost of Colour printer £29.00 + reimburse cost of file dividers £2.00 + reimburse cost of laminating pouches X100 £10.00 + reimburse cost of computer printer paper X2 £5.00 + reimburse cost of defibrillator pads £49.19 + reimburse cost of mould remover X2 £10.00 = TOTAL £733.88

\*\* Handyman contractor 5 weeks £275.00 + reimburse cost of bin bags £11.14 = TOTAL £286.14

£5,500.00 to be transferred from Lloyds Bank savings account into the current account to cover expected monthly payments.