

# MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: [marketlavpc@gmail.com](mailto:marketlavpc@gmail.com)

VAT Registration Number: 296 9715 35

## Minutes of the Meeting of the Parish Council held on Wednesday 24th April 2019 At 7.15pm in the Old School, Church Street, Market Lavington

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Davis, Cllr Gordon, Cllr Padfield, Cllr Turner-Scott and Cllr Stevens.

**In attendance:** Wiltshire Councillor Richard Gamble (left at 7.50pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
18/19-384	<b>Apologies for Absence</b> Cllr Earley, Cllr White and Cllr Steele had sent apologies due to personal commitments, which were accepted.
18/19-385	<b>Declarations of Interest and Dispensations to Participate</b> a) Cllr Myhill declared an interest in item 18/19-399b as one of the payments due for approval was payable to him. He took no part in the voting which followed discussion of this item. Cllr Gordon declared an interest in item 18/19-398ci due to a family connection. He provided some additional information at the request of Councillors, but took no part in the voting which followed discussion of this item. b) Dispensations to Participate - There were none.
18/19-386	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.18pm.
18/19-387	<b>Police Report</b> Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A general report had been provided during the month which had been circulated to Councillors.
18/19-388	<b>Wiltshire Councillor Report</b> Wiltshire Cllr Gamble referred to the Wiltshire Council, Wiltshire Housing Site Allocations Plan (WHSAP) examination additional hearing on the 16 <sup>th</sup> of April, and the presentation put forward by the Parish Council. It was hoped that some sort of guidance would be received from the examiner by the end of May, as to the outcome of the hearing. He confirmed that Enforcement Officers were pursuing enquiries following 3 incidents of burning of rubbish on land at the top of Ledge/ Spin Hill. Work had started on the Old Drummer Boy building, with Enforcement Officers visiting the site to discuss traffic management issues following problems with vehicles parking and blocking the road. He had also requested that parking enforcement carry out visits to White Street. He then reminded Councillors about a 'Health & Wellbeing' day being organised in Devizes on the 15 <sup>th</sup> of June.
18/19-389	<b>Parish Councillor vacancies (Due to the confidential nature of this matter, members of the public were asked to leave the room during the discussion of this item)</b> The Clerk reported that one formal application had been received, and she then read the introduction statement received from the applicant. Following a brief discussion, it was proposed by Cllr Osborn seconded by Cllr Myhill and resolved to co-opt Mrs Chloe Stevens as a member of the Parish Council (members of the public returned to the meeting). The newly co-opted Councillor signed her 'Declaration of Acceptance of Office' form in the presence of the Clerk and joined in with the remainder of the meeting – <b>ACTIONS</b> – Clerk to advise Electoral Services accordingly.
18/19-390	<b>Council meetings</b> a) Meeting of the Parish Council held on 19th March 2019 – the minutes of the meeting were approved and signed as a correct record. Proposed Cllr Padfield seconded Cllr Myhill.

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18/19-391	<p><b>Chairman's Report</b></p> <p>The Chairman reported that he had attended the recent WHSAP hearing with Cllr Myhill and made a representation on behalf of the Parish Council / Steering Group. He had helped with clearing the Elisha Field Pavilion, started weed spraying around the village, and been involved with liaising with the Police regarding the rubbish fires at the top of Ledge / Spin Hill.</p>
18/19-393	<p><b>Annual Parish Meeting Tuesday 7<sup>th</sup> of May at 7.00pm</b></p> <p>The Clerk confirmed that a representative from SSEN had agreed to attend the meeting, to make a presentation on how they could support vulnerable customers of all ages, during periods of prolonged power cuts. Dr Helen Osborn had also agreed to attend to make a presentation on the proposed NHS restructuring. A PCSO would also be in attendance to answer any questions.</p>
18/19-393	<p><b>Market Lavington Neighbourhood Plan / Wiltshire Housing Site Allocations Plan (WHSAP) examination</b></p> <p>The Clerk updated members on progress with the Neighbourhood Plan, reporting that AECOM's consultation with the 3 Statutory Consultees on the Strategic Environment Assessment (SEA) Scoping Report had now finished, with no adverse comments being received. There had been on-going dialogue to agree the 'Reasonable Alternatives' which should be used to assess the Scoping Report against, which had culminated in a formal meeting with representatives from AECOM, the Steering Group and the Parish Council. These had now been agreed, and AECOM were working on the draft Environmental report part of the SEA. Cllr Myhill and the Chairman provided further information about the WHSAP examination hearing.</p>
18/19-394	<p><b>Community Hall Trust Report</b></p> <ul style="list-style-type: none"> <li>a) Cllr Davis noted that the Trust had not met since the last Parish Council meeting.</li> <li>b) Reference was made to the response received from the Solicitor regarding various matters connected with the lease agreement between the Parish Council and the Community Hall Trust. In particular, it was noted that the Parish Council representative on the Joint Liaison Committee (JLC), should not be involved in the Trust of the Community Hall. With this in mind, it was therefore agreed that Cllr Padfield would step down from attending the next JLC meeting scheduled for the 14<sup>th</sup> of May. Representatives and members of all the Committees would be considered as part of the agenda for the Annual Meeting of the Parish Council in May, when this matter would be discussed further. Cllr Turner-Scott offered to attend the JLC meeting in place of Cllr Padfield. With regards to questions raised regarding the representative of the Parish Council sitting on the Committee of Management of the Community Hall. The Solicitor had confirmed that in his opinion, this did not involve a conflict of interest, and that the PC representative was entitled to be on the Committee, to take part in discussions and to vote. Other agenda items for the JLC meeting were then discussed and agreed – <b>ACTIONS</b> – Clerk to liaise with the Community Hall Trust JLC representatives, and make the necessary arrangements for the next meeting.</li> </ul>
18/19-395	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Update from Cllr Davis and Clerk on matters previously reported – Cllr Davis referred to the recent CATG meeting at which the following actions had been agreed: <b>Village Gateways</b> – approval given by Wiltshire Council to part-fund installation of 4 gateways – <b>ACTIONS</b> – Cllr Davis to send a location map to Wiltshire Council showing positions for the gateways, and seek clarification of the exact amount that Wiltshire Council were prepared to contribute to the cost. <b>Blackdog Crossroads</b> – Response received by Wiltshire Council from the landowner, meant that the suggestion for fence re-aligning was not possible. <b>Additional bollards, High Street</b> – approval given by Wiltshire Council to cover cost of installing 1 or 2 bollards if the Parish Council agree to purchase them - <b>ACTIONS</b> – Cllr Davis to agree positions for bollards and</li> </ul>

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	<p>liaise with Wiltshire Council. <b>Lighting of Footpath</b> – approval given by Wiltshire Council to fund installation of the lamp-post, with the Parish Council agreeing to fund the SSE installation and any on-going maintenance and electricity costs – <b>ACTIONS</b> – Cllr Davis to contact SSE and Wiltshire Council to make necessary arrangements</p> <p>b) Consider any new matters to report – <b>Parish Steward</b> – clear around 20mph speed signs / overgrown hedging on corner of roundabout off The Spring and Grove Road / cut back evergreen hedge bordering the highway at No2 Spin Hill / cut back overgrown hedge last 20/30 yards top of Northbrook towards football field.</p> <p>c) To receive a report from the ‘The Great British Spring Clean 2019’ litter picking event held on 20/4/19 – Cllr Myhill reported that the event was fairly well supported with 15 bags of rubbish being collected.</p> <p>d) Consider advice received regarding operation of top Community Hall car park – Initial advice from Solicitor noted, advice from Wiltshire Council yet to be received.</p> <p>e) Ride-on mower – Consider if still required – Following a full discussion it was agreed that the mower was no longer required by the Parish Council. It was therefore proposed by Cllr Myhill, seconded by Cllr Gordon, and resolved to ‘gift’ the mower to Cllr Fred Davis (mower was originally donated to the Parish Council). Cllr Davis kindly offered to cut any Parish Council owned areas if required – <b>ACTIONS</b> – Mower to be moved in June. Clerk to remove from Insurance schedule at renewal.</p> <p>f) Consider request for additional litter bin at entrance to grass area from car park at Elisha Field – Following a brief discussion, it was proposed by Cllr Myhill seconded by Cllr Davis and resolved to install another litter bin at the Elisha Field – <b>ACTIONS</b> – Clerk to arrange purchase.</p>
18/19-396	<p><b>Market Lavington Vintage Meet 2019 event</b> Cllr Myhill reported that all the categories were now full and had been closed. The suppliers had all been sorted, and work was underway to update the Event Management Plan. It was noted that currently, sufficient income had been received to cover the expenditure to date, however it may be necessary to make a request to draw upon the £1,000 loan available from the Parish Council at some time before the event.</p>
18/19-397	<p><b>Correspondence Received</b></p> <p>a) From Salvation Army – Request to site a Salvation Army clothing recycling bank on Parish Council land – Following a brief discussion, it was agreed that there was no suitable place to locate a clothing recycling bank in the centre of the village, and that it could adversely affect local charities who organise regular sales in the village – <b>ACTIONS</b> – Clerk to advise accordingly.</p> <p><i>Any other correspondence received before the meeting, but after the agenda has gone to print will be included in an appendix and discussed/noted at the meeting</i> There was none.</p>
18/19-398	<p><b>Planning applications and decisions</b></p> <p>a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted. There were none.</p> <p>b) Receipt of the following other planning applications received which had not been considered at a Planning Committee meeting were noted.</p> <p>i. 19/02538/TCA 6 High Street, Market Lavington, SN10 4AF. Beech tree – reduce by 15% &amp; shape – No objection</p> <p>ii. 19/02297/FUL 4 Fiddington Clay, Market Lavington, SN10 4BS. Remove existing conservatory and build a two storey side extension with parking for three cars – No objection</p> <p>iii. 19/02579/LBC Dauntseys School, High Street, West Lavington, Sn11 4HE. Installation of solid oak door into existing opening on</p>

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	<p>the first floor – No objection</p> <p>iv. 19/02243/LBC Manor House, Wick Lane, Littleton Panell, SN10 4HE. Conversion of sewing room, recreation room and WCs into staff flat – No objection</p> <p>v. 19/02796/FUL 17 Fiddington Clay, Market Lavington, SN10 4BT. Proposed detached dwelling and garage, additional garage for existing dwelling – No objection, but request clarification regarding proposed parking provision</p> <p>c) To receive and consider the following planning application</p> <p>i. 19/02844/FUL Land adjoining Farm View, Ledge Hill, Market Lavington, SN10 4NW. Erection of farm workers dwelling and associated works – No Objections – Proposed Cllr Davis seconded Cllr Myhill and unanimously resolved (Cllr Gordon took no part in the vote).</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted.</p> <p>i. 19/01169/FUL 54 The Spring, Market Lavington SN10 4EB. Single storey side extension - Approve with conditions</p> <p>ii. 19/02538/TCA 6 High Street, Market Lavington SN10 4AF. Beech tree – reduce by 15% &amp; shape – No objection</p>
18/19-399	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for March 2019, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date</p> <p>b) The Clerk noted that due to the Parish Council meeting being delayed for a week to ensure it would be quorate, it had been necessary to gain approval for some of the scheduled payments using the authority in para 6.6 of the Financial Regulations. It was resolved to approve the payment of 'cheques / Bill Payments' for April 2019 as per schedule – 9 payments made 18/4/19 and 1 payment to be made 25/4/19 (see appendix at end of minutes) – proposed Cllr Padfield seconded Cllr Davis (Cllr Myhill took no part in the vote)</p> <p>c) To consider submission of grant application to the SSEN Resilient Communities Fund (deadline for submission of applications 23/5/19) – Councillors were unable to identify any possible eligible items for which an application could be made. It was therefore agreed not to submit an application this year. It was however agreed that it would be appropriate to submit an application for an Area Board Community Grant to part-fund the installation of CCTV around the Old School – Proposed Cllr Myhill seconded by Cllr Gordon and unanimously agreed – <b>ACTIONS</b> – Clerk to submit application.</p>
18/19-400	<p><b>Other Matters</b></p> <p>a) Consider if appropriate for Parish Council to have its own Facebook page – Following a brief discussion it was agreed that there were sufficient methods available to advertise Parish Council activities and notices without the need to have a separate Facebook page.</p>
18/19-380	<p><b>General Parish Matters</b></p> <p>There were none.</p>
18/19-401	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.39pm.</p>
18/19-402	<p><b>Date of next Meeting</b></p> <p>Annual Parish Meeting – Tuesday 7<sup>th</sup> May 2019 at 7.00pm</p> <p>Annual Meeting of the Parish Council – Tuesday 21<sup>st</sup> May 2019 at 7.15pm</p>

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18/19-403	<b>Closure of meeting</b> There being no further business the meeting was closed at 9.40pm
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## Appendix.

Balance at Lloyds Bank 31.3.19	34,709.14	Current, and instant access Account
Less outstanding cheques – total	0.00	
	<b>34,709.14</b>	

Balance b/fwd	39,056.43
Add receipts	74.82
Less cheques & D/D's draw	4,422.11
Balance c/fwd	<b>34,709.14</b>

Income received in March			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Lloyds Bank - Interest	110	0.07	
Inv. 18/57 Hire of Old School	140	48.00	
Inv. 18/58 Hire of Old School	140	60.00	
Inv. 18/56 Hire of Old School	140	36.00	
Inv. 18/59 Hire of Old School	140	32.00	
Inv. 18/52 Hire of Elisha Field and Pavilion half year charge	130	358.75	
To transfer 2019 Vintage Meet receipts to 'Chairman's Charity Account'	138	-460.00	transfer
	<b>TOTAL</b>	<b>74.82</b>	

Expenditure - Cheques / Bill Payments & D/D's drawn in March			
Details	Cost Centre	Amount (Inc. any VAT)	Ref
Water2Business - Water OSH	350	21.00	DD
Water2Business - Water E/F Pavilion	370	13.50	DD
Southern Electric – Electric OSH	350	36.00	DD
Southern Electric – Electric E/F Pavilion	370	38.04	DD
1&1Internet Ltd – OS website hosting	350	1.19	DD
Cleaner OSH wages	330	83.50	BP1
Handyman contractor ^	320/360	229.95	BP2
Clerk wages & reimburse expenses ^^	310/310	687.52	BP3
Ransome Blinds – Blinds for Old School	250/350	3,300.00	BP4
SSE – Electricity cost for Christmas lights in Market Place	360	26.44	3020
DC Mortimer Ltd – Additional light switch Old School	350	276.00	BP
WH Smith – File dividers	300	3.29	card
To transfer 2019 Vintage Meet payments to 'Chairman's Charity Account'	378	-294.32	transfer
	<b>TOTAL</b>	<b>4,422.11</b>	

^ Handyman Contractor (4 weeks @ £55) £220.00 + reimburse cost of black bags £9.95 = TOTAL £229.95

^^ Clerk wages £647.68 + reimburse cost of postage expenses 16/3/18 to 2/3/19 £39.84 = TOTAL £687.52

Cheques / on-line Payments to be paid in April – payments made 18/4/19			
Details	Cost Centre	Amount	Ref
Cleaner OSH wages	330	83.50	BP1
Handyman contractor	320	220.00	BP2
Clerk wages	310	647.68	BP3
M Goddard – 1 of 7 instalments for Footpath/amenity land contract	360	464.90	BP4

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Community First – Annual insurance premium	Various	1,467.39	BP5
West Lavington Youth Club – 1 <sup>st</sup> qtr grant donation	380	750.00	BP6
Cllr – Expenses claim	350/300	76.26	BP7
Taylor's Plumbing – Work at Elisha Field Pavilion	370	799.65	BP8
Green Farm Tree Care – Tree works at Elisha Field	200	80.00	BP9
	<b>TOTAL</b>	<b>4,589.38</b>	
<b>Payment to be made 25/4/19</b>			
G A Rogers – Stone repairs to exterior windows and door	<b>350</b>	<b>2920.00</b>	N/A

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## MINUTES

Of the Annual Parish Meeting, held on Tuesday 7th May 2019, at 7.00pm, in the Old School.

Light refreshments were available before the start of the meeting, and there were three information stands for Parishioners to view – 1) Summary of Parish Council accounts for the year ending 31/3/19. 2) Information encouraging parishioners to join the Parish Council and fill some of the existing Parish Councillor vacancies. 3) Old School hiring information.

1. In attendance (20 present in total) – names of those attending

Cllr Osborn (Chairman of the Parish Council), Mr Dunnett, Mrs Dunnett, Cllr Sharan White, Cllr Ian Myhill, Cllr Laura Turner-Scott, Sue Allen, Barb Donovan, Mike Bridgeman, Cllr Tim Padfield, Lucy Padfield, Peter Wheatley, Margaret Farnon, Richa Banther, Dr Helen Osborn, Lindsay Clough, Derek White, Melanie Grace (SSEN) Helen (SSEN) and Carol Hackett (Parish Clerk).

Apologies received

From Nitza Pauleau, and Cllr Teresa Steele.

2. Presentation from Scottish & Southern Electricity Networks (SSEN) – Information

about help available for residents who need extra support during prolonged power cuts, followed by time of questions.

3. Presentation from Dr Helen Osborn – General Practice Networking and what it means  
to patients, followed by time of questions.

4. Chairman's Annual Report

The Chairman presented his Annual Report, there were no questions asked by parishioners (copy of report attached).

5. Open session for questions and discussion - With PCSO from Devizes Rural  
Community Policing Team – Unfortunately a PCSO was unable to attend the meeting in person, an annual report was however provided by email (copy of report attached)

(The minutes from this meeting to be approved and signed at the Full Parish Council meeting on the 21st May 2019)