

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.
Tel: 01225 760372 or Email: marketlavpc@gmail.com

Minutes of the **Meeting** of the Parish Council held on **Tuesday 17th April 2018**
At 7.15pm in the Old School, Market Lavington

Councillors Present: Cllr Davis (Vice-Chairman and Acting Chair for this meeting), Cllr Steele, Cllr Padfield, Cllr Myhill and Cllr White.

In attendance: 4 members of the public (three arrived for start of meeting, one arrived at 7.48pm / two left at 7.45pm), Wiltshire Cllr Gamble (arrived at 7.34pm and left at 8.00pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
17/18-408	Apologies for Absence Cllr Osborn and Cllr Earley had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
17/18-409	Declarations of Interest and Dispensations to Participate There were none.
17/18-410	Minutes of Council meetings 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 20th March 2018 (proposed Cllr Myhill, seconded Cllr Padfield).
17/18-411	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.23pm and resumed at 7.28pm. The Acting Chairman brought forward the following agenda item for discussion. 17/18-422i Correspondence - From Wiltshire Council – Details of Road Traffic Regulation Order 2018 – Cllr Davis noted that the Parish Council had been asked by Wiltshire Council in June 2017 to review the existing parking restrictions in the village. This review had considered the safety aspects of the current parking restrictions i.e. parking at junctions etc. whilst also trying to address the balance of parking requirement with ensuring safe traffic flow through the centre of the village. Following a full discussion, during which feedback from local residents was also considered, it was recognised that the second proposal to implement a 'No Waiting at any time' restriction on the High Street (north west side from boundary between 29 and 31 High Street for 54 metres in a NW direction) was not perceived to be satisfactory. It was therefore proposed by Cllr Davis seconded by Cllr Myhill and resolved, to respond to the consultation requesting that a shorter length of road be covered by the proposal and that the existing time restriction remain unchanged (No Waiting Monday to Friday 9am-6pm) – ACTIONS – Cllr Myhill to prepare Parish Council submission.
17/18-412	Police Report Officers from the Neighbourhood Policing Team had given their apologies and provided a report on the 6 th of April which had been circulated to Councillors.
17/18-413	Wiltshire Councillor Report Wiltshire Cllr Gamble referred to problems with youths congregating along the footpath by the railway bridge off Broadway, which he agreed to follow up. He also made reference to the Vintage Event, reminding the Parish Council that funds for capital items could be available from the Area Board via the Community Grant scheme.
17/18-414	Chairman's Report The Acting Chairman noted that he had no additional matters to report.
17/18-415	Market Lavington Neighbourhood Plan a) Report from Chairman of the Steering Group – The Chairman was unable to attend the meeting; the Clerk therefore updated members in her absence. The

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	<p>Four 'Pop-Up Pop-In' sessions already held had been well attended, with one further session scheduled for the 28th of April. The Regulation 14 Consultation period which started on the 26th of March, will finish on the 13th of May.</p> <p>b) There were no further updates or matters highlighted for the attention of the Parish Council.</p>
17/18-416	<p>Community Hall Trust Report</p> <p>a) To appoint new Parish Council representative on the Trust Committee – Cllr Davis agreed to take on this role – ACTIONS – Clerk to advise Trust Secretary accordingly.</p> <p>b) To receive a report from Cllr Padfield (Community Hall Trust Committee member) – Cllr Padfield reported that the Trust were happy to progress with the proposals for the tall light bollards and defibrillator as discussed at the JLC meeting.</p>
17/18-417	<p>Committee meetings</p> <p>a) Old School Hall Committee (OSH) - The draft minutes from the committee meeting held on 3/4/18 were noted and no questions asked.</p> <p>b) Highways, Recreation, Amenity & Footpaths Committee (HRAF) – Cllr Steele provided a brief update from the committee meeting, which had taken place immediately before the main Parish Council meeting (minutes to be circulated in due course).</p>
17/18-418	<p>Old School Restoration Project</p> <p>a) To receive and consider any updates:</p> <p>i. Submission of PWLB application – The Clerk reported that the PWLB application had been submitted on the 29th of March under advice from the named Councillors as agreed at the Parish Council meeting on the 20/3/18 (minute number 17/18-375). Principle amount: £161,000 repayable by half yearly annuity / Date of advance: 4/4/18 / Fee paid: £56.35 (deducted from amount received) / Period for repayment: 25 years / Annual rate of interest: 2.62% / Amount of half-yearly annuity: £4,409.17 / Days in each year for payment: 4th April and 4th October. As previously agreed, the repayment for the new loan did not exceed the repayments of the previous loan (£4,454.74) the last payment for which would be on the 30th of April 2018.</p> <p>ii. Investigative work – It was noted that no major problems with the timbers had been identified by the contractor during their investigation of the Old School roof space.</p>
17/18-419	<p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported – Cllr Davis noted that the Parish Steward programme had been altered in recent weeks to enable road repairs to be carried out following the bad weather.</p> <p>i. Lighting on paths leading to the Church and Community Hall – Cllr Davis referred to the estimate provided by Wiltshire Council Highways Department to install a suitable pole at an agreed point along the footpath (£1,500), who had also suggested that part funding for the project could possibly be obtained from the CATG committee – ACTIONS – Cllr Davis to log matter as a 'Community Issue' with Wiltshire Council with the request that the matter be considered by the CATG committee.</p> <p>b) New matters reported – <i>Wiltshire Council</i>: Number of footpath signs around the village damaged or missing – ACTIONS – Cllr Padfield to provide photographs and details of exact locations to Clerk, for onward submission to Wiltshire Council. <i>Other</i>: Overhanging tree from property on Park Road causing damage to street light – ACTIONS – Clerk to write letter asking for tree to be pruned.</p>

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	<p>c) Drummer Boy Building Condition – It was noted that the wooden porch from the building had recently broken off and there were a number of loose tiles on the roof which had slipped and could fall at any time – ACTIONS – Clerk to write letter to property owner bringing matter to their attention.</p>
17/18-420	<p>Market Lavington Vintage Meet – Saturday 14th / Sunday 15th July</p> <p>a) To receive and consider any updates – Cllrs White and Myhill provided a brief update on preparations for the event.</p> <p>b) To consider application for Area Board Community Grant to cover some of the event expenses - Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr Davis and resolved to submit a grant application to the Area Board (if eligible) towards the cost of improving the access to the Elisha Field for the larger vehicles expected to attend the event, and providing additional internal and external electricity points for the Pavilion – ACTIONS – Clerk to obtain necessary quotes and submit application if eligible.</p>
17/18-421	<p>Annual Parish Meeting Agreed date Tuesday 8th May. Focus of meeting to be the Vintage Meet, Old School Restoration and Neighbourhood Plan – ACTIONS – Clerk to send out invites and liaise with Chairman of Steering Group and Vintage Meet Advisory Committee.</p>
17/18-422	<p>Correspondence Received</p> <p>i. From Wiltshire Council – Details of Road Traffic Regulation Order 2018 – Review proposals – Discussed under minute number 17/18-411.</p> <p>ii. From WW1 Commemorative Group – A representative from the Group briefed members on the design for the toposcope and asked if the Parish Council would consider giving its permission. Members fully supported the project, and following a brief discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to approve the design and siting of the toposcope, which it was understood had already been agreed with the MOD on whose land it would be sited.</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>There were none.</p>
17/18-423	<p>Planning applications and decisions</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 planning applications received which had not been considered at a Planning Committee meeting were noted: i. 18/02660/LBC Manor House, Wick Lane, Littleton Panell. Installation of 2 No. Fire Doors & 1 No. Fire Screen. No objections ii. 18/01717/LBC 10 Church Street, Market Lavington. Replacement o canopy over front door on front of the house. No objections</p> <p>c) There were no applications 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>).</p> <p>d) Recent planning application decisions made by Wiltshire Council were noted: There were none.</p>
17/18-424	<p>Finance</p> <p>a) Councillors received and approved the financial reports - income and expenditure details for March 2018, 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 April 2018 as per schedule (see appendix at end of minutes) – proposed Cllr</p>

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	<p>Davis seconded Cllr Myhill.</p> <p>c) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Padfield reported that no issues had been identified.</p> <p>d) Consider request received from West Lavington Youth Club to support some Friday night sessions in West Lavington during closure of Old School for Restoration Works – It was agreed to defer discussion of this matter until the next Parish Council meeting to enable further enquiries to be made with the Youth Club – ACTIONS – Clerk to contact Youth Club.</p> <p>e) Clerk Salary – Consider recommendation of The National Joint Council for Local Government Services (NJC) for new pay scales for 2017-2018 to be implemented from 1 April 2017 – Following a brief discussion it was proposed by Cllr Padfield seconded by Cllr Steele and resolved to approve the recommendation of the NJC (SCP21 to increase from £10,363 ph. to £10,467 ph. – to be backdated to 1/4/17) – ACTIONS – Clerk to action accordingly.</p>
17/18-425	<p>General Parish Matters</p> <p>The Clerk referred to an enquiry she had received from a local resident looking for approval to host an 'Ellacycle' recycling box at the Old School. Following a brief discussion it was agreed that the Parish Council were happy host the recycling box but someone would need to be responsible for administering the scheme. It would also not be possible to start the scheme until after the Restoration work had been completed – ACTIONS – Clerk to advise local resident accordingly.</p>
17/18-426	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.09pm.</p>
17/18-427	<p>Dates of next Meetings</p> <p>Planning Committee meeting – Tuesday 24th April (starting at 6.45pm)</p> <p>M&F Committee meeting – Tuesday 24th April</p> <p>Annual Parish Meeting – Tuesday 8th May</p> <p>Annual Meeting of the Parish Council – Tuesday 15th May 2018</p>
17/18-428	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.10pm</p>

Appendix.

Balance at Lloyds Bank 31.3.18	24,772.06	Current, and instant access Accounts
Less outstanding cheques – total	50.00	
	24,722.06	

Balance b/fwd	27,696.06
Add receipts	855.80
Less cheques & D/D's draw	3,829.80
Balance c/fwd	24,722.06

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.18 = £3,280.01

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	0.80
R Mann – Trade stand Vintage Meet	135	20.00
K Thorn Fitness – Hire OSH	140	60.00
G K White – 'Sponsor a bin' Vintage Meet	135	50.00
Ridiculously Rich – Trade stand Vintage Meet	135	20.00
Reeds - 'Sponsor a bin' Vintage Meet	135	50.00
A Greenaway – Trade stand Vintage Meet	135	20.00
Sparrow Cottage Plants - Trade stand Vintage Meet	135	20.00
Gemini - 'Sponsor a bin' Vintage Meet	135	50.00
E Harding – Hire OSH	140	30.00

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Virgin Care Services – Payment rec'd in error	150	505.00
SW Wildlife Trust – Payment rec'd in error	150	30.00

Cheques / Bill Payments & D/D's drawn since last meeting				
Details	Cost Centre	Amount	Ref	VAT
Water2Business - Water OSH	350	18.00	DD	
Water2Business - Water E/F Pavilion	370	7.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
C Hackett – Clerk wages + expenses *	310/various	1189.17	BP	5.94
H Sainsbury – Cleaner OSH wages	330	81.40	BP	
R Hale - Handyman contractor	320	220.00	BP	
Clr RA Fred Davis – Spray paint X2 for dog poo	360	19.13	BP	3.19
Certas Energy – Oil OSH	350	586.95	BP	27.95
AlphaPrint.Me – Neighbourhood Plan printing	400	1621.65	BP	
Mums & Chums – S137 grant donation	380	50.00	BP	

* Clerk wages £628.69 + reimburse cost of 2 pavilion padlock keys £6.00 + reimburse cost of 5 pavilion keys £29.64 + reimburse cost of postages 24/3/17 to 15/3/18 £39.84 + Secretarial Support Neighbourhood Planning Steering Group 25/10/15 to 9/3/18 £485.00 = TOTAL £1,189.17

£4,000 transferred from Lloyds Bank savings account into the current account 19/3/18 to cover above payments to be made.

April payments to be paid by Cheque / on-line Bill Payment				
Details	Cost Centre	Amount	Ref	VAT
WALC ^	300	904.74	BP	150.79
H Sainsbury – Cleaner OSH wages	330	81.40	BP	
C Hackett – Clerk wages	310	628.69	BP	
R Hale - Handyman contractor	320	220.00	BP	
AlphaPrint.Me – Vintage Meet printing	375	119.00	BP	
Market Lavington Community Hall – deposit for meeting room hire	300	10.00	BP	
Mark Goddard – 1 of 7 payments footpaths/amenity land	360	536.92	BP	89.49
West Lavington YC – 1 st qtr S137 grant donation	380	750.00	BP	
Wilts Wildlife Trust – Refund payment rec'd twice	400	30.00	BP	
Virgin Care – Refund payment rec'd in error	400	505.00	BP	
Fast Hygiene – Paper towels OSH	350	39.00	BP	6.50
Cardiac Science – New battery defibrillator	250	210.00	BP	35.00
Community First – Annual Insurance Premium	Various	1676.92	3001	
SSE – Electricity for Christmas lights	360	9.27	3002	0.44

^ 2 X delegates to GDPR Briefing £84.00 + Annual Subscription £820.74 = TOTAL £904.74

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Minutes of the Meeting of the Parish Council held on Tuesday 19th June 2018 At 7.15pm in the Community Hall meeting room, Market Lavington

Councillors Present: Cllr Osborn (Chairman – left the meeting at 9.05pm and returned at 9.25pm), Cllr Earley, Cllr Davis (Vice-Chairman and Acting Chair for part of this meeting as detailed above), Cllr Steele, Cllr Padfield, Cllr Gordon and Cllr White.

In attendance: 10 members of the public (arrived and left at various times during the meeting), Wiltshire Cllr Gamble (left at 8.32pm), Carol Part (Chairman of Neighbourhood Planning Steering Group – arrived at 7.28pm left at 8.02pm), Paul Oakley (Planning Agent – left at 7.40pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-34	Apologies for Absence Cllr Myhill had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted. The Clerk referred to an email received from Cllr Whitehorn noting that he hoped to be able to attend meetings from September (last meeting attended December 2017). If this was not possible, it was his intention to resign from the Parish Council from October. Members resolved to accept this proposed arrangement – proposed Cllr Davis seconded Cllr Steele.
18/19-35	Declaration of acceptance of office The Clerk confirmed that Bob Gordon had signed his Declaration of Acceptance of Office form before the start of the meeting.
18/19-36	Declarations of Interest and Dispensations to Participate a) Cllrs Osborn, Davis and White declared a pecuniary interest in item 18/19-51b, as three of the payments due for approval were payable to either them or a family member. They took no part in the voting for this item. b) There were none.
18/19-37	Planning application Site off The Clays, Market Lavington 17/07414/FUL & 18/01196/FUL Presentation from Agent representing the applicant, to seek views on an alternative proposal for a single house on the site – The Agent provided a brief planning history for the site and then invited questions and comments. It was made clear by Cllr Davis that the purpose of this discussion was purely an opportunity for comments. Any formal decision regarding any alternative proposal for the site would only be made by the Parish Council during the normal consultation process, following the submission of a formal planning application. The Parish Council Chairman offered the opportunity for comments to be made by Councillors first, and then by members of the public. There then followed a time of open discussion.
18/19-38	Minutes of Council meetings The minutes of the following meetings 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 held on the 23rd May 2018 – Proposed Cllr Padfield seconded Cllr Davis. b) Annual Parish Meeting 23 rd May 2017 – Proposed Cllr Davis seconded Cllr Osborn.
18/19-39	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.41pm and resumed at 7.47pm.
18/19-40	Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 13 th of June (amended version received 18 th June) which had been circulated to Councillors.

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18/19-41	<p>Wiltshire Councillor Report Wiltshire Cllr Gamble referred to the discussions at Wiltshire Council regarding the Housing Site Allocations Plan (HSAP), noting that it would be presented to cabinet again on the 3rd of July. The next Area Board meeting was scheduled for the 16th of July. Advance notice was given that Wessex Water would be carrying out repairs to loose manhole covers on the A360 by the Church in West Lavington.</p>
18/19-42	<p>Chairman's Report The Chairman reported that he had been keeping up with paperwork for the Vintage Meet and continuing with weed-killing spraying around the village. Work to stabilize gardens at the back of Canada Rise had now been completed to a high standard. The immediate area at the top of Canada Woods had been tidied up and re-seeded.</p>
18/19-43	<p>Market Lavington Neighbourhood Plan Before discussion of this item the Chairman brought forward item 18/19-49iii – Councillors noted the contents of the letter and following a brief discussion, agreed that it should be dealt by the Steering Group through the same process as all the other Reg. 14 responses that had been received.</p> <ul style="list-style-type: none"> a) Report from Chairman of the Steering Group – The Chairman briefed members regarding the extension to the Reg. 14 consultation period, which was due to end on the 24th of June. All the responses submitted would then be analysed by the Planning Consultant and amendments made to the draft Plan as necessary. Matters had been further complicated by the Wiltshire Council draft HSAP document, which conflicted in part, with the sites being put forward in the draft Neighbourhood Plan. Following representations made at the Cabinet meeting in May, where the document was due to be recommended for approval, the decision was made to defer the decision to give Cabinet members further time to consider the extensive document, and provide the opportunity for further representations to be made. Since this time, the Steering Group have joined forces with the North Bradley Group (as advised by our Planning Consultant who also supports North Bradley), who were experiencing similar difficulties, and have submitted a joint response, as well as having attended a joint meeting with Officers and members from Wiltshire Council to highlight the conflicts and note the general concern that Wiltshire Council do not currently take any notice of Neighbourhood Plans until they reach Reg. 16 stage of the process. Carol then made reference to the recommendation of the Planning Consultant supporting the Steering Group, that a Highways Consultant be employed to prepare a report assessing the suitability of access for the sites being put forward in the Neighbourhood Plan. b) To receive an update from the Steering Group meeting held on 5th June 2018 – There were no further updates. c) To discuss matters highlighted for the attention of the Parish Council – To include: <ul style="list-style-type: none"> i. Elisha Field – discuss decision previously made not to designate as a Local Green Space – The Clerk referred to the decision made in July 2017 not to allocate the Elisha Field. Following a full discussion it was proposed by Cllr Davis seconded by Cllr Gordon and resolved to designate the main field area as a Local Green Space i.e. from beyond the following point - the back of the car-park, extending across in a straight line, to the boundary with the adjacent property (Sandfield) – ACTIONS – Clerk to advise Steering Group Planning Consultant accordingly.
18/19-44	<p>Community Hall Trust Report Cllr Davis noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
18/19-45	<p>Old School Restoration Project a) To receive the following updates:</p>

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	<ul style="list-style-type: none"> i. Report from the on-site meeting with Project Manager, lighting designer and Snape M&E Manager held on 30/5/18 – The Clerk reported that the meeting had gone well, with agreement being reached for the lighting design (quote for work yet to be received). ii. Report from on-site meeting with photographer 1/6/18 – The Clerk reported that the Chairman of a local Photography Club had very kindly agreed to take a series of photos of the restoration work being undertaken. He had already taken some initial photos before the work started, and would be making regular visits to site throughout the project. iii. Replacement tables and chairs – Cllr Osborn reported that the Courtyard Doctor's Surgery was replacing their chairs and had kindly gift aided 30 of them to the Tuesday Club. iv. Development of Old School website – Cllr Osborn to carry out research for consideration at next meeting. v. Any other updates – Cllr Davis reported that he was just waiting for authorisation for the 'sponsor a tile' page from 'just giving', after which the page would be activated. <p>b) Monthly contractor meetings organised by Project Manager (representatives from Parish Council, Snape Contracting Ltd and Project Manager):</p> <ul style="list-style-type: none"> i. Minutes from meeting held 13/6/18 – (minutes to be circulated when received). Consider further any matters as necessary. To include: <ul style="list-style-type: none"> • Agree colour of paint for internal walls – Proposed by Cllr Padfield seconded by Cllr Davis and resolved to use 'Poached Peach' (Dulux) for the internal wall – ACTIONS – Clerk to advise Project Manager accordingly. • Any other matters – There were no other matters. c) Fire Risk Assessment – The Clerk reported that a preliminary Fire Risk Assessment had been carried out to identify any items what would need to be implemented during the electrical works. The report had been received and forwarded to the Project Manager. The contractor would return after the restoration work had been completed to carry out a full Fire Risk Assessment.
18/19-46	<p>Highways / Maintenance issues in the village</p> <p>Before consideration of this item, the Acting Chairman referred back to the Neighbourhood Planning report (item 18/19-43a) recommending that a Highways Consultant be employed. Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Earley and resolved to approve appointment of D Mason Engineering Consultants Ltd to carry out this work (£600 + VAT) – ACTIONS – Clerk to action accordingly.</p> <ul style="list-style-type: none"> a) Update on matters previously reported – <ul style="list-style-type: none"> i. Lighting on paths leading to the Church and Community Hall – Cllr Davis noted that he was still waiting to hear back from Wiltshire Council highways regarding their element of the quote – ACTIONS – Cllr Davis to follow-up. b) New matters reported – Broadwell grass area – ACTIONS – Cllr Davis agreed to carry out extra cuts in addition to those already carried out by the contractor.
18/19-47	<p>Market Lavington Vintage Meet – Saturday 14th / Sunday 15th July</p> <ul style="list-style-type: none"> a) To receive and consider any updates – Cllr White reported that planning for the event was going very well, with the organising committee now concentrating on the final details. It was noted that in next few weeks, in the immediate build up to the event, there would be a number of payments needed to be made, before the next Parish Council meeting (which was scheduled for after the event). It was therefore requested whether a temporary arrangement could be put in place to reimburse expenses incurred during this time. Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Steele and resolved to authorise the Clerk to reimburse any expenses

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	<p>presented for payment to her from members of the Organising Committee (up to a total of £1,500) without the need to seek any additional authorisation (reimbursement payments to be made by BACS). Details of any payments reimbursed, accompanied by supporting receipts would be provided at the July Parish Council meeting.</p> <p>b) To review and consider for approval the event Health & Safety Risk Assessment document – Cllr Davis referred to the document and accompanying appendices which had been circulated with the agenda papers. It was proposed by Cllr Davis seconded by Cllr Padfield and resolved to approve the document for adoption – ACTIONS – Clerk to advise Organising Committee accordingly.</p>
18/19-48	<p>The General Data Protection Regulation (GDPR)</p> <p>a) Data Audit / Register of Processing Activities – The Clerk reported that she had completed the Data Audit questionnaire with the support of Cllr Padfield. There were a number of matters that required further consideration, and these would be discussed at the next Management & Finance Committee meeting. With regards to the Register of Processing Activities, this was something that was likely to take some time to complete, the Clerk would therefore continue work on this as and when time permitted.</p> <p>b) To review and consider for approval draft Privacy Notice – It was proposed by Cllr Padfield seconded by Cllr Davis and resolved to approve for adoption the two draft Privacy Notices (General / Staff, Councillors and Role Holders).</p> <p>c) To review and consider for approval draft Consent Form - It was proposed by Cllr Padfield seconded by Cllr Davis and resolved to approve for adoption the draft Consent Form.</p> <p>d) Consider where and how to publish and advertise these documents – It was agreed to publish the General Privacy notice on the Parish Council page of the Village Website, and circulate the Staff, Councillors and Role Holders notice as necessary. Details of how to obtain or view copies of the notices would be included at the bottom of any emails sent from the Parish Council email address – ACTIONS – Clerk to action accordingly.</p> <p>It was questioned whether a Privacy Notice had been prepared specifically for the Vintage Meet Event – Cllr White to investigate and prepare a notice if required.</p>
18/19-49	<p>Correspondence Received</p> <p>i. From Wiltshire Council – Notification of Regulation 16 public consultation for the West Lavington Neighbourhood Plan, deadline for submissions 24/7/18 – Following a brief discussion it was agreed to respond supporting the site proposed for development – ACTIONS – Clerk to submit response.</p> <p>ii. From Local Resident – Enquiry about Community Speedwatch Scheme – Consider which roads should be included in initial speed count request to Wiltshire Council – The following locations were agreed – between Community Hall roundabout and Church Cottage / by the Library / between Fiddington Clay roundabout and doctors surgery – ACTIONS – Clerk to log requests.</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>iii. From Local resident – Response to Neighbourhood Plan Regulation 14 Consultation, which included request to be presented to Parish Council at its next meeting (response circulated to Councillors by email prior to meeting) – Considered under item 18/19-43.</p> <p>iv. From HMRC – Confirmation that VAT registration successful and attaching VAT Certificate – Noted.</p>
18/19-50	<p>Planning applications and decisions</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>

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	<p>b) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted:</p> <ul style="list-style-type: none"> i. 18/03978/LBC Broadwell House, 14 White Street, Market Lavington. Insertion of 2 No Velux windows. Replacement of rotted wooden windows. Replacement of stairs. Installation of shower room – no objections. ii. 18/04869/LBC Manor House, Market Lavington. Installation of shower within existing second floor store – no objections. iii. 18/04451/FUL 11 White Street, Market Lavington. Erect part-single/part-double extension and insert conservation-approved roof lights in to rear roof – Concerns raised. <p>c) There were no applications 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>).</p> <p>d) Recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> i. 18/02850/FUL Southcliffe Road, Market Lavington Erection of a two storey dwelling with integral garage and associated external works including the provision of a new access onto South Cliffe Road – Approve with conditions. ii. 18/02989/FUL 7 Lavington Hill, Market Lavington. First Floor extension, single storey extension, loft conversion and thatched garden shed – Approve with conditions.
18/19-51	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for May 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date. b) It was resolved to approve the payment of 'cheques / on-line Payments' for June 2018 as per schedule (see appendix at end of minutes) – proposed Cllr Padfield seconded Cllr Early (3 abstentions as detailed in 18/19-36a). c) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Padfield confirmed that he had carried out the quarterly check of the accounts as at 31/3/18 and all appeared to be in order. d) Councillors considered the one request received for Grant Funding in the 1st quarter of 2018/19 (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: £50 to Carer Support Wiltshire.
18/19-52	<p>General Parish Matters</p> <p>Reference was made to vegetation overgrowing onto the pavement from an Aster owned property in Hamilton Drive – ACTIONS – Clerk to refer matter to Aster.</p> <p>Reference was made to nettles along The Clays – Cllr Osborn to spray with weed-killer, contractor and local resident to be asked to strim verges – ACTIONS – Clerk to action. The Clerk referred to an enquiry she had received from the local Gardening Club asking if the Parish Council would be happy for them to look into the possibility of taking over one of the raised beds in the Market Place – Members welcomed the offer – ACTIONS – Clerk to advise Gardening Club accordingly.</p>
18/19-53	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.53pm.</p>
18/19-54	<p>Dates of next Meetings</p> <p>Meeting of the Parish Council – Tuesday 17th July 2018</p>

MARKET LAVINGTON PARISH COUNCIL

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18/19-55	Closure of meeting There being no further business the meeting was closed at 9.54pm
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Appendix.

Balance at Lloyds Bank 31.5.18	202,917.44	Current, and instant access Accounts
Less outstanding cheques – total	0	
	202,917.44	

Balance b/fwd	201,902.84
Add receipts	1,036.58
Add balance of Santander A/C closed 25/5/18 £3,280.01 + £1.91 interest - transferred to Lloyds	3,281.92
Less cheques & D/D's draw	3,303.90
Balance c/fwd	202,917.44

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	5.58
Vintage Meet – programme advertising/trade stand fees/sponsor a bin fees (20 items)	135	770.00
K Thorn Fitness – Hire OSH	140	30.00
Aim on the Plain – Hire EF	130	21.00
J O'Donovan – sale meeting room furniture	140	180.00
P Sysum – hire of OSH 24/2/18	140	30.00

Cheques / Bill Payments & D/D's drawn since last meeting				
Details	Cost Centre	Amount	Ref	VAT
Water2Business - Water OSH	350	18.00	DD	
Water2Business - Water E/F Pavilion	370	7.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
H Sainsbury – Cleaner OSH wages	330	104.38	BP	
C Hackett – Clerk wages & reimburse expenses *	310/300/200	740.67	BP	5.17
R Hale - Handyman contractor	320	220.00	BP	
Mark Goddard – 2 of 7 payments footpaths/amenity land	360	536.92	BP	89.49
West Lavington YC – Friday night staffing	200	360.00	BP	
Ian Myhill – Reimburse expenses **	300/375	30.39	BP	
Auditing Solutions – Internal audit fee	300	186.00	BP	31.00
St Mary's PCC – S137 grant donation	380	475.00	3003	
Garbutt's – Storage container deposit	200	130.00	BP	21.67
Carol Part – Reimburse cost of notice in Gazette & Herald	400/200	278.40	BP	46.40
MKV Property Maint – repairs to Pavilion stop cock	370	65.34	BP	
John Moorehouse – Reimburse expenses ***	370 / 375	30.97	BP	4.00
Ian Myhill – Reimburse expenses ****	375 / 400	84.33	BP	8.01

Clerk wages £709.67 (includes £75.71 back-dated pay) + reimburse cost of colour printer ink cartridges £31.00 = TOTAL £740.67

** Reimburse mileage expenses for attending GDPR briefing in Swindon £23.40 + reimburse cost of bunting for Vintage Meet £6.99 = TOTAL £30.39

*** Reimburse cost of 2 new door locks for Pavilion £23.98 + Reimburse cost of line marking spray paint £6.99 = TOTAL £30.97

**** Reimburse cost of printer ink £25.79 + Reimburse cost of barrier tape £29.25 + Reimburse cost of line marking spray £5.75 + Reimburse cost of ream of paper £3.25 + Reimburse cost of cable ties for

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banner erection £6.00 + Reimburse cost of Postage of sponsor letters £1.34 + Reimburse cost of Postage of sponsor letters £2.68 + Reimburse cost of postage and DL window envelopes £3.02 + Reimburse cost of longer cable ties for banners £7.25 = TOTAL £84.33

June payments to be paid by Cheque / on-line Bill Payment				
Details	Cost Centre	Amount	Ref	VAT
H Sainsbury – Cleaner OSH wages	330	83.50	BP1	
C Hackett – Clerk wages & reimburse expenses ^	various	1154.12	BP2	8.46
R Hale - Handyman contractor & reimburse expenses ^^	320/360	306.20	BP3	5.20
Mark Goddard – 3 of 7 payments footpaths/amenity land	360	536.92	BP4	89.49
GK White Property Services – Work to Elisha Field Gates	250/200	1707.40	BP5	
CP Fire Consultants – Preliminary fire risk assessment OSH	200	193.50	BP6	32.25
Hospitality Services – Hire cold cabinet for Vintage Meet	375	72.00	BP7	12.00
HMRC – 1 st qtr Employers NI contributions	310	2.24	BP8	
Colin Osborn – 6 month Chairman’s allowance	300	125.00	BP9	
Fred Davis – Reimburse cost of cutter disk and tool	200	41.81	BP10	6.97
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP11	21.67
MLCHT – deposit for hire of meeting room 14/8/18	300	4.00	BP12	

Clerk wages £660.36 (includes £12.68 back-dated pay) + 6 month Clerk allowance £200.00 + reimburse cost of light bulbs for Pavilion £12.00 + reimburse cost of folder and dividers £4.00 + reimburse cost of green bin charge £48.00 + reimburse cost of blackboard paint for Pavilion £8.00 + reimburse cost of floor paint and door locks for Pavilion £26.76 + reimburse hours worked providing secretarial support for Neighbourhood Plan £195.00 = TOTAL £1,154.12

^^ Handyman hours worked £275 + reimburse cost of black bags £23.88 + reimburse cost of fuel £7.32 = TOTAL £306.20

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Minutes of the Meeting of the Parish Council held on Tuesday 17th July 2018 At 7.15pm in the Community Hall meeting room, Market Lavington

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

In attendance: 2 members of the public, Wiltshire Cllr Gamble (left at 7.49pm), Carol Part (Chairman of Neighbourhood Planning Steering Group – arrived at 7.40pm left at 7.49pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-56	Apologies for Absence Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
18/19-57	Declarations of Interest and Dispensations to Participate a) Cllrs Myhill and White declared a pecuniary interest in item 18/19-71b, as they had payments payable to themselves due for approval. They took no part in the voting for this item. b) There were none.
18/19-58	Minutes of Council meetings 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) Meeting of the Parish Council meeting held on the 19th June 2018 – Proposed Cllr Davis seconded Cllr Earley.
18/19-59	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.18pm and resumed at 7.26pm.
18/19-60	Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 16 th of July which had been circulated to Councillors. The Clerk referred to an email received from the Neighbourhood Policing Team, asking if there were any areas in the village where they should be focusing their patrols. Following a brief discussion, several areas were identified – ACTIONS – Clerk to advise Police accordingly.
18/19-61	Wiltshire Councillor Report Wiltshire Cllr Gamble congratulated all the organisers for the success of the Vintage Meet weekend. He noted that from the 23 rd of July road works would be taking place on Windsor Drive / London Road Devizes to install new traffic lights. There were also road closures scheduled from Brickley Lane at the same time. A four week micro-consultation was currently underway for the A303 tunnel. He then referred to the 'Substantive Highways Scheme Fund', suggesting that perhaps Black Dog Crossroads could be a possible project for consideration next year. He noted that since the last Parish Council meeting, Wiltshire Council Cabinet had agreed to take the Market Lavington housing proposals out of the Housing Site Allocations Plan DPD before it went to the Inspector.
18/19-62	Chairman's Report The Chairman reported that he had been busy this month supporting the organising of the Vintage Meet.
18/19-63	Market Lavington Neighbourhood Plan The Steering Group Chairman re-iterated the decision made by Wiltshire Council and formally thanked Cllr Gamble for his invaluable support liaising with Wiltshire Council Officers and Members. She noted that the comments submitted during the Reg. 14 Consultation had now been analysed by the Steering Group's Planning Consultant and were due to be considered by the Steering Group next week. A Highways Report,

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	<p>commissioned as a result of feedback received during the Reg. 14 Consultation, had now also been received. The Neighbourhood Plan will therefore shortly go forward to the next stage in the process (2nd SEA/HRA Screening), and would be putting forward proposed development sites based on the analysis of the Reg. 14 Consultation, and the subsequent Highways Report.</p>
18/19-64	<p>Community Hall Trust Report Cllr Davis noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
18/19-65	<p>Old School Restoration Project</p> <ul style="list-style-type: none"> a) To receive the following updates: <ul style="list-style-type: none"> i. Replacement tables – Item deferred to next meeting. ii. Development of Old School website – Cllr Osborn to circulate information to Councillors when received. iii. Asbestos Survey – It was noted that only trace elements of asbestos had been found in the building which were of no danger (in small piece of external downpipe / within toilet floor tiles – common in tiles of this age). Although work had been temporarily suspended whilst the results of the survey were awaited, the Contractor was still hopeful that they would be able to complete the project within the previous schedule. iv. Any other updates – Cllr Davis reported that donations via the ‘Just Giving’ page now totalled just under £400 – ACTIONS – ‘Just Giving’ page to be publicised in the Village Magazine and local Facebook pages. It was noted that the rear section of roof had now been stripped, and work on the electrics was due to start internally. b) Contractor meetings organised by Project Manager (representatives from Parish Council, Snape Contracting Ltd and Project Manager): <ul style="list-style-type: none"> i. Minutes from meeting held 27/6/18 & 11/7/18 (<i>copy to be circulated when received</i>) – The minutes were noted. There were no questions asked or further matters for the Parish Council to consider.
18/19-66	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none"> a) Update on matters previously reported – <ul style="list-style-type: none"> i. Lighting on paths leading to the Church and Community Hall – Cllr Davis noted that Wiltshire Council at Hopton were still aware that the issue was on-going, however they are no closer to confirming a price for the work. He had therefore updated SSE with the position – ACTIONS – Cllr Davis to keep matter under review. b) New matters to report – Footpath, Amenity Land contractor – FP6, FP1a, FP10 / Wiltshire Council – Speed sign by Doctor’s Surgery turned around. c) Wiltshire Council ‘Substantive Highways Scheme Fund’ bid application process for 2018/19 – Following Cllr Gamble’s suggestion that Black Dog Crossroads could be a possible project for consideration next year, it was agreed to follow this up – ACTIONS – Chairman to contact neighbouring Parishes. Cllr Davis to attend CATG meeting on 19th July, during which the problem with visibility at the junction is due to be discussed.
18/19-67	<p>Market Lavington Vintage Meet – Saturday 14th / Sunday 15th July Cllrs Myhill and White reported that the event had been very well attended. A lot of positive and constructive feedback had already been received, and a de-brief meeting for the Organising Committee was due to be held shortly. This would then be followed by an ‘open forum’ to which volunteers would be invited to express their thoughts on the event, and how it could be improved in future years etc. Feedback received from exhibitors and traders had already been compiled and circulated, and would be analysed in due course. It was noted that some of the left-over food from the Parish Council cold catering stall had been given to St. Arbucks, which meant that very little food had been thrown away – ACTIONS – Cllr Osborn to prepare an article for the Village Magazine, which he would circulate prior to submission.</p>

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18/19-68	<p>Market Lavington Post Office Cllr Myhill referred to correspondence received from the current operators of the Village Post Office, asking if the Parish Council would consider registering an interest regarding the Post Office, on-line. Following a full discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to register an interest as requested, in order to obtain more information — ACTIONS – Clerk to action accordingly.</p>
18/19-69	<p>Correspondence Received</p> <ul style="list-style-type: none"> i. From Wiltshire Council – Consultation on proposed closure of Everleigh household recycling centre (submissions by 3/9/18) – It was resolved not to submit a comment to the consultation. ii. From WW1 Commemorative – Update regarding signboards – Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to approve the positioning of a signboard adjacent to the commemorative stone on the Village Green (design to be approved) – ACTIONS – Clerk to advise accordingly. The Chairman referred to the request made by the member of the public during minute item 18/19-59. Following a brief discussion, it was proposed by Cllr Davis seconded by Cllr Gordon and resolved that the Parish Council would act as the ‘licence holder’ for the Lavington Toposcope – ACTIONS – MOD contact to be advised accordingly. <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 were none.</p>
18/19-70	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted: There were none. b) Receipt of the following planning applications received which had not been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> i. 18/04939/FUL 13 Saxon Close, Market Lavington. Proposed rear single storey extension to replace existing conservatory – No Objections ii. 18/05013/FUL 30 the Spring, Market Lavington. Removal of existing conservatories to rear and erection of single storey rear extension – No Objections iii. 18/06258/TCA 74 High Street, Market Lavington. Cherry Tree, fell – No Objections c) There were no applications 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>). d) Recent planning application decision made by Wiltshire Council was noted: <ul style="list-style-type: none"> i. 18/03974/FUL The Hollies, Kings Road, Market Lavington. Conversion and extension to outbuilding forming swimming pool and games room – Approve with conditions.
18/19-71	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for June 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date. Following a request received from one of the Councillors it was agreed that in the future the Clerk would provide a copy of the ‘budget position’ document with the agenda papers. b) It was resolved to approve the payment of ‘cheques / on-line Payments’ for July 2018 as per schedule (see appendix at end of minutes) – proposed Cllr

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	Padfield seconded Cllr Gordon (2 abstentions as detailed in 18/19-57a). The Clerk referred to the procedures that had been followed to obtain the 'Float' for the Vintage Meet, which had been agreed via email correspondence in-between the June/July meetings. She provided copies of bank statements and paying-in slips to provide a clear audit trail of the transactions made. It was agreed that more suitable procedures would be formally put in place for the event, should it go ahead next year.
18/19-72	General Parish Matters Cllr Myhill referred to correspondence received from a local resident who had provided a significant amount of support with the Vintage Meet site preparation. Following a full discussion it was proposed by Cllr Myhill seconded by Cllr Gordon and resolved by a majority decision (1 abstention) to re-imburse the out-of-pocket expenses incurred by the resident – ACTIONS – Clerk to raise payment at next meeting.
18/19-73	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 9.04pm.
18/19-74	Dates of next Meetings Meeting of the Parish Council – Tuesday 14th August 2018
18/19-75	Closure of meeting There being no further business the meeting was closed at 9.06pm

Appendix.

Balance at Lloyds Bank 30.6.18	200,863.62	Current, and instant access Accounts
Less outstanding cheques – total	0	
	200,863.62	

Balance b/fwd	202,917.44
Add receipts	2,394.87
Less cheques & D/D's draw	4,448.69
Balance c/fwd	200,863.62

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	7.50
Vintage Meet – programme advertising/trade stand fees/sponsor a bin fees (13 items)	135	301.00
Tuesday Club – Hire OSH	140	432.00
Sale of 2 cupboards from Old School	140	40.00
Sale of scrap metal from Old School sheds	140	60.00
Mums & Chums – Hire OSH	140	216.00
JAM Club – Hire OSH	140	45.00
Claire Lilley Fitness – Hire OSH	140	153.00
Wiltshire Council – Area Board Grant	102	1128.90
SSE – Wayleave payment	150	11.47

Cheques / Bill Payments & D/D's drawn since last meeting				
Details	Cost Centre	Amount	Ref	VAT
Water2Business - Water OSH	350	18.00	DD	
Water2Business - Water E/F Pavilion	370	7.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
Southern Electric – Electric E/F Pavilion	370	30.50	DD	
H Sainsbury – Cleaner OSH wages	330	83.50	BP1	
C Hackett – Clerk wages & reimburse expenses ^	various	1154.12	BP2	8.46

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R Hale - Handyman contractor & reimburse expenses ^^	320/360	306.20	BP3	5.20
Mark Goddard – 3 of 7 payments footpaths/amenity land	360	536.92	BP4	89.49
GK White Property Services – Work to Elisha Field Gates	250/200	1707.40	BP5	
CP Fire Consultants – Preliminary fire risk assessment OSH	200	193.50	BP6	32.25
Hospitality Services – Hire cold cabinet for Vintage Meet	375	72.00	BP7	12.00
HMRC – 1 st qtr Employers NI contributions	310	2.24	BP8	
Colin Osborn – 6 month Chairman's allowance	300	125.00	BP9	
Fred Davis – Reimburse cost of cutter disk and tool	200	41.81	BP10	6.97
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP11	21.67
MLCHT – deposit for hire of meeting room 14/8/18	300	4.00	BP12	

^ Clerk wages £660.36 (includes £12.68 back-dated pay) + 6 month Clerk allowance £200.00 + reimburse cost of light bulbs for Pavilion £12.00 + reimburse cost of folder and dividers £4.00 + reimburse cost of green bin charge £48.00 + reimburse cost of blackboard paint for Pavilion £8.00 + reimburse cost of floor paint and door locks for Pavilion £26.76 + reimburse hours worked providing secretarial support for Neighbourhood Plan £195.00 = TOTAL £1,154.12

^^ Handyman hours worked £275 + reimburse cost of black bags £23.88 + reimburse cost of fuel £7.32 = TOTAL £306.20

Payments made in between meetings as agreed at PC meeting 19/6/18 minute no. 18/19-47				
Details	Cost Centre	Amount	Ref	VAT
John Moorehouse – Reimburse Vintage Meet expenses	375	26.50	BP1	4.42
Sharan White – Reimburse Vintage Meet expenses	375	317.42	BP2	48.77
Community First – Vintage Meet insurance	375	280.69	BP1	
Sharan White – Reimburse Vintage Meet expenses	375	278.00	BP1	13.24
July payments to be paid by Cheque / on-line Bill Payment				
Details	Cost Centre	Amount	Ref	VAT
H Sainsbury – Cleaner OSH wages	330	83.50	BP1	
C Hackett – Clerk wages & reimburse expenses *	various	942.64	BP2	4.43
R Hale - Handyman contractor	320	220.00	BP3	
Mark Goddard – 4 of 7 payments footpaths/amenity land	360	536.92	BP4	89.49
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP5	21.67
Sharan White – Reimburse Vintage Meet expenses	375	387.16	BP6	
John Moorehouse - Reimburse Vintage Meet expenses	375	38.90	BP7	
Ian Myhill - Reimburse Vintage Meet expenses	375	135.87	BP8	
PJM Security Services – Security Vintage Meet	375	1,391.60	BP9	
AlphaPrint.Me – Vintage Meet printing / signs	375	887.59	BP10	21.84
West Lavington Youth Club – 2 nd qtr S137 grant	380	750.00	BP11	
Snape Contracting – 1 st invoice for Restoration work	various	19,055.67	BP12	3175.95
Fast Hygiene – paper hand towels OSH	350	39.00	BP13	6.50
Moxom Electrical Ltd – Electric improvements Pavilion	250/200	1,006.80	BP14	167.80
Cardiac Science - Defibrillator	250	978.00	BP15	163.00
JBW Services – Toilet facilities Vintage Meet	375	720.00	3004	
Carer Support Wiltshire – S137 grant donation	380	50.00	3005	
DM Mason – Highways report Neighbourhood Plan	400	720.00	3006	120.00

* Clerk wages £647.68 + reimburse cost of 6 2nd class stamps Vintage Meet £3.36 + reimburse cost of printer cartridges X2 £21.60 + reimburse cost of fee for Morris Dancers Vintage Meet £100.00 + reimburse cost of fee for Announcer Vintage Meet £40.00 + reimburse cost of fee for Evening Entertainment Vintage Meet £125.00 + reimburse cost of printer paper X2 £5.00 = TOTAL £942.64

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Minutes of the Meeting of the Parish Council held on Tuesday 18th September 2018 At 7.15pm in the Community Hall meeting room, Market Lavington

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

In attendance: 2 members of the public (1 left at 7.41pm, other arrived at 7.52pm, left at 9.28pm), Wiltshire Cllr Richard Gamble (left at 8.05pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-98	Apologies for Absence Cllr Earley, Cllr Steele, Cllr White and Cllr Padfield, had sent apologies due to personal commitments, which were accepted.
18/19-99	Declarations of Interest and Dispensations to Participate a) Cllr Myhill declared a pecuniary interest in item 18/19-113b as one of the payments due for approval was payable to him (Vintage Meet Expenses). He took no part in the voting for this item. Cllr Davis noted that one of the Wiltshire Council planning decisions, noted on the agenda related to property that he had an interest in. b) There were none.
18/19-100	Minutes of Council meetings 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) Meeting of the Parish Council meeting held on the 14th August 2018 – Proposed Cllr Davis seconded Cllr Turner-Scott.
18/19-101	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.18pm and resumed at 7.40pm.
18/19-102	Parish Council Committees Cllr Turner-Scott agreed to become a member of the Planning Committee.
18/19-103	Police Report Officers from the Neighbourhood Policing Team had given their apologies. A report had been provided on the 3rd of September which had been circulated to Councillors.
18/19-104	Wiltshire Councillor Report Cllr Gamble referred to the Electoral Review which was currently being undertaken by the Local Government Boundary Commission and encouraged the Parish Council to submit comments. Following on from the discussion during agenda item 18/19-101, Cllr Gamble agreed to follow-up the issue of lack of parking enforcement in the Village, with Wiltshire Council Officers.
18/19-105	Chairman's Report The Chairman noted that he had carried out a lot of research in response to issues raised on the Village Facebook page and directly with him. He had contacted the Police Crime Commissioner regarding the lack of speed enforcement in the Village, and received assurance that the community teams would be tasked to follow this up.
18/19-106	Market Lavington Neighbourhood Plan a) In the absence of the Steering Group Chairman the Parish Clerk provided an update – The 2 nd Reg.14 Consultation would start tomorrow and last for 6 weeks, ending on the 30 th of October. It was understood that Wiltshire Council were planning to consult on the 'Modifications' document which had accompanied the Housing Site Allocation Plan (HSAP), as recommended by the inspector (dates yet to be advised). b) There were no further updates or matters highlighted for the attention of the

MARKET LAVINGTON PARISH COUNCIL

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	Parish Council.
18/19-107	<p>Community Hall Trust Report</p> <ul style="list-style-type: none"> a) To receive a report from Cllr Davis (Parish Council representative on the Trust Committee) – No meeting since the last Parish Council meeting. b) Joint Liaison Committee – It was noted that the recent meeting scheduled for the 4th of September had been postponed. A new date had yet to be agreed. Following a brief discussion it was agreed that Cllr Osborn and Cllr Padfield would remain as the Parish Council representatives on the JLC Committee.
18/19-108	<p>Old School Restoration Project</p> <ul style="list-style-type: none"> a) To receive the following updates: <ul style="list-style-type: none"> i. Replacement tables & chairs – Matter deferred for discussion at Old School Committee meeting 25/9/18. ii. Development of Old School website – Following a full discussion it was agreed to consider some other options for development of the website, including using it to promote use of the Elisha Field & Pavilion as well – ACTIONS – Cllr Myhill to discuss with local IT expert and report back to Old School Committee meeting 25/9/18. iii. Just Giving Page – Cllr Davis reported that approx. £500 had been donated to date. He planned to put some additional photos on the site shortly. iv. VAT Registration – The Clerk noted that there had been a delay in the ‘Option to tax’ registration, partly due to a backlog in assessing applications by HMRC and partly due to continued dialogue with HMRC regarding the future estimated income for the Old School. The Agent acting for the Parish Council had recently written to HMRC hoping to resolve the matter. If approved, the registration would be effective from 19th of June (not 1st of June as previously understood). v. Any other updates – The Chairman invited the member of the public present to address the council. Discussions with the photographer recording the progress of the restoration project had indicated that it could also be possible to produce a DVD for the Parish Council. Following a brief discussion it was agreed to discuss the matter further with the photographer and report back to Old School Committee meeting 25/9/18. b) Contractor meetings organised by Project Manager (representatives from Parish Council, Snape Contracting Ltd and Project Manager): Minutes from meeting held 22/8/18 & 5/9/18 – The minutes were noted and no questions asked. The Clerk reminded Cllrs that the project completion date had been officially extended until the 22nd of September. The Contractor had advised at the last Contractor meeting that it was likely that some snagging and final roof work would continue for an additional few days. c) New matters for discussion: <ul style="list-style-type: none"> i. Re-opening Launch Event – It was agreed that the launch event would be held before Christmas. Some initial ideas were suggested, which would be considered further at the Old School Committee meeting 25/9/18. ii. Any other matters – Cllr Davis referred to the other hiring venues in the Village, wondering whether there might be any merit in having a joint booking system – ACTIONS – Clerk to include matter on agenda for discussion at next JLC meeting. Re-opening of Old School for public use – Following a brief discussion it was agreed that pending the Contractor meeting scheduled for tomorrow, user groups would be invited back to the Old School from Monday 1st of October.
18/19-109	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none"> a) Update from Cllr Davis and Clerk on matters previously reported – to include <ul style="list-style-type: none"> i. Lighting on paths leading to the Church and Community Hall – Cllr Davis to chase with Wiltshire Council before next Parish Council meeting. b) Consider any new matters to report – Parish Steward – cutting back

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	<p>vegetation near speed signs. Wiltshire Council – faded signage i.e. No cycling signs, hedge on right of Community Hall roundabout obscuring visibility (request to also be submitted for pedestrian sign).</p> <p>c) Dog fouling – Following a full discussion it was agreed to run a competition with local primary schools to design a suitable poster highlighting the dangers of dog fouling. The winning poster will then be used around the village – ACTIONS – Clerk to liaise with local schools and make necessary arrangements.</p> <p>d) Speeding and speed limit enforcement - Following on from the discussion during agenda item 18/19-101 further actions were agreed: a list of local volunteers offering to take part in the Community Speedwatch Scheme would be compiled by the Clerk. Consideration of 'Speed Indicator Devices' would be re-visited by Cllr Myhill. Enquiries to be made to the Police Community Speedwatch Scheme co-ordinator by the Clerk.</p>
18/19-110	<p>Market Lavington Vintage Meet</p> <p>a) 2018 event – Consider possible Parish Council application for Village Project Grant Funding – It was understood that the Cadets would be submitting an application for equipment to use for community work – Parish Council application therefore not considered appropriate.</p> <p>b) 2019 event – Cllr Myhill reported that a new website was up and running. Thirty bookings (mixture of traders, crafter and exhibitors) had already been received, and a contact had offered the loan of various items of equipment for use during the event.</p>
18/19-111	<p>Correspondence Received</p> <p>a) From Local Government Boundary Commission – Electoral review of Wiltshire: Warding Arrangements Consultation, deadline for comments 5/11/18 – Clerk to submit response on behalf of Parish Council.</p> <p>b) From Post Office – Response to Parish Council enquiry – The Clerk referred to the response received. Following a brief discussion it was agreed to forward the response to the current owners of the Post Office for their information. Councillors reaffirmed their decision that the Old School was not considered to be a suitable location from which to run a Post Office.</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>There were none.</p>
18/19-112	<p>Planning applications and decisions</p> <p>a) Receipt of the following planning applications received which have been considered at a Planning Committee meeting were noted. There were none.</p> <p>b) Receipt of the following other planning applications received which have not been considered at a Planning Committee meeting were noted.</p> <ol style="list-style-type: none"> i. 18/08213/TCA 50 High Street, Market Lavington. Various tree works – No objection ii. 18/07780/TCA 19 White Street, Market Lavington. Tree work – No objection iii. 18/07498/TCA 11 Parsonage Lane, Market Lavington. Tree works – No objection iv. 18/06671/FUL Stream Cottage, Northbrook, Market Lavington. Extension and alterations – No objection v. 18/05856/FUL 5 Stobberts Road, Market Lavington. Demolish and replace existing garage with a new garage / workshop building – No objection <p>c) To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>)</p>

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	<p>There were none.</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted.</p> <ul style="list-style-type: none"> i. 18/03978/LBC 14 White Street, Market Lavington. Insertion of 2 no velux windows. Replacement of rotted wooden windows. Replacement of stairs. Installation of shower room – Listed Building Consent ii. 18/04869/LBC Manor House, Market Lavington. Installation of shower within existing second floor store – Listed Building Consent iii. 18/05013/FUL 30 The Spring, Market Lavington. Removal of existing conservatories to rear and erection of single storey rear extension – Approve with conditions iv. 18/04939/FUL 13 Saxon Close, Market Lavington. Proposed rear single storey extension to replace existing conservatory – Approve with conditions v. 18/06258/TCA 74 High Street, Market Lavington. Cherry Tree, fell – No Objection vi. 18/05856/FUL 5 Stobberts Road, Market Lavington. Demolish and replace existing garage with a new garage / workshop building – Approve with conditions vii. 18/07498/TCA 11 Parsonage Lane, Market Lavington. Tree works – No objection
18/19-113	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for August 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date. b) It was resolved to approve the payment of 'cheques / on-line Payments' for September 2018 as per schedule (see appendix at end of minutes) – proposed Cllr Gordon seconded Cllr Davis (Cllr Myhill took no part in the vote). c) Councillors considered the three requests received for Grant Funding in the 2nd quarter of 2018/19 (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 Whitehorn and resolved to approve the following payments: Remembrance Day Wreath (Earl Haig Fund) £75, Link £60 and Citizens Advice £60. d) To note the External Auditors Report – The Clerk reported that the 2017/18 accounts had been signed off by PKF Littlejohn. She provided details of one administration error which had been highlighted, and confirmed that the statutory notice advertising the conclusion of the audit had been placed on the notice board in the Market Place and on the village website on the 12/9/18, along with copies of sections 1, 2 and 3 of the Annual Governance and Accountability Return. e) To consider approval for payment of Annual Data Protection fee by Direct Debit – The Clerk noted that a £5 reduction would be applied if the Annual renewal fee was made by Direct Debit (from £40 to £35). It was proposed by Cllr Osborn seconded by Cllr Davis and resolved to set-up a direct debit mandate for payment of this annual fee – ACTIONS – Clerk to make necessary arrangements.
18/19-114	<p>Christmas 2018</p> <p>Following a brief discussion it was agreed to continue with the same arrangements as last year. The Chairman referred to recent correspondence received from St. Arbucks, proposing that the existing 'Community Minded Person of the Year' award be complemented by an additional category of 'St Arbucks Young Person of the Year', which they would sponsor. This suggestion was welcomed by members – ACTIONS – Chairman to liaise with St Arbucks and Rev Gotham, and prepare notices for Village Magazine.</p>

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18/19-115	<p>General Parish Matters</p> <p>Cllr Myhill referred to recent discussion with a local resident reminding him of the offer she had made to conduct an AED (Automated External Defibrillator) course for up to 12 people for free. Members very much welcomed the offer, but it was noted that the Community Hall were due to offer a similar public training session within the next month or so. With this in mind, it was suggested that it might be appropriate to wait a while before offering a further course – ACTIONS – Cllr Myhill to discuss matter further with local resident. Cllr Myhill questioned whether it might be a good idea to organise a community 'litter-picking' day – ACTIONS – Matter to be discussed further. The Clerk referred to recent email correspondence from WALC providing details of a 'Councillor Training Event' and asked if any members would like to attend – Cllr Myhill and Cllr Turner-Scott agreed to attend – ACTIONS – Clerk to make necessary arrangements.</p>
18/19-116	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.45pm.</p>
18/19-117	<p>Dates of next Meetings</p> <p>Meeting of the Old School Committee – Tuesday 25th September 2018 Meeting of the Parish Council – Tuesday 16th October 2018</p>
18/19-118	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.46pm</p>

Appendix.

Balance at Lloyds Bank 31.8.18	126,942.31	Current, and instant access Accounts
Less outstanding cheques – total	50.00	
	126,892.31	

Balance b/fwd	180,139.80
Add receipts	6,977.67
Less cheques & D/D's draw	60,225.16
Balance c/fwd	126,892.31

Income received in August			
Details	Cost Centre	Amount	Ref
Lloyds Bank - Interest	110	7.04	
Vintage Meet – programme advertising/trade stand fees (3 items)	135	139.00	
Groundwork UK – Locality Neighbourhood grant	102	1,272.00	
Rural Payments Agency – 1 st Plain Action grant claim	102	5,559.63	
	TOTAL	6,977.67	

Cheques / Bill Payments & D/D's drawn in August			
Details	Cost Centre	Amount	Ref
Water2Business - Water OSH	350	18.00	DD
Water2Business - Water E/F Pavilion	370	7.50	DD
Southern Electric – Electric OSH	350	36.00	DD
H Sainsbury – Cleaner OSH wages	330	104.38	BP1
R Hale - Handyman contractor & reimburse expenses ^	320/360	238.60	BP2
C Hackett – Clerk wages & reimburse expenses ^^	various	974.79	BP3
Snape Contracting – 2nd invoice for Restoration work	250	54874.06	BP4
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP5
West Lavington Youth Club – staffing Friday night sessions	220/395	695.00	BP6
Idverde – half cost of Elisha Field grass cutting	370	499.31	BP7
St Johns Ambulance – medical cover Vintage Meet	375	441.60	BP8
Grist Environmental – waste facilities Vintage Meet	375	498.00	BP9

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Mark Goddard – 5 of 7 payments footpaths/amenity land ^^^	360/370	572.92	BP10
M & R Banther – reimburse Vintage Meet expenses	375	120.00	BP11
DC CDM Ltd – CDM services Restoration Project	200	1015.00	BP13
	TOTAL	60,225.16	

^ Handyman Contractor (4 weeks @ £55) £220.00 + reimburse cost of petrol £18.60 = TOTAL £238.60

^^ Clerk wages £647.68 + reimburse cost of safety matting for E/F play area £37.02 + reimburse cost of Baby changing unit for Old School £258.00 + reimburse cost of Graffiti remover solution £32.09 = TOTAL £974.79

^^^ M Goddard & Sons 5 of 7 payments footpaths/amenity land £536.92 + hedge cutting around Elisha Field car-park £36 = TOTAL £572.92

£62,000.00 - transferred from Savings account 14/8/18 to cover payments to be made.

Cheques / on-line Payments to be paid in September			
Details	Cost Centre	Amount	Ref
H Sainsbury – Cleaner OSH wages	330	83.50	BP1
R Hale - Handyman contractor & reimburse expenses ^	320/360	296.80	BP2
C Hackett – Clerk wages & reimburse expenses ^^	various	668.68	BP3
Snape Contracting – 3rd invoice for Restoration work	250	47,509.86	BP4
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP5
Mark Goddard – 6 of 7 payments footpaths/amenity land	360	536.92	BP6
Ian Myhill – Reimburse Vintage Meet 2019 expenses	378	199.85	BP7
Idverde – 2 nd half of annual grass cutting cost Elisha Field	270	499.31	BP8
Fast Hygiene – 4 towel dispensers Old School	200	62.16	BP9
Hospitality Services – Deposit for cold cabinet hire Vintage Meet 2019	378	18.00	BP10
CPRE – Annual Subscription	400	36.00	BP11
PKF Littlejohn – External audit fee Y/E 31/3/18	300	360.00	BP12
Wiltshire Air Ambulance – Donation from Vintage Meet 2018	375	1,100.00	BP13
	TOTAL	51,501.08	

^ Handyman Contractor (5 weeks @ £55) £275.00 + reimburse cost of petrol £7.87 + reimburse cost of black bags £13.93 = TOTAL £296.80

^^ Clerk wages £647.68 + reimburse cost of 3 toilet roll holders for Old School £21.00 = TOTAL £668.68

£52,000.00 - transferred from Savings account 17/9/18 to cover payments to be made.