

MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: carol-hackett@hotmail.com

Meeting of the Council to be held on

Tuesday 19th April 2016, at 7.15pm in the Old School.

Carol Hackett

Parish Clerk

A G E N D A

1. Open the Meeting.
2. To receive the 'declaration of acceptance of office' from the newly co-opted Parish Council Member, Colin Osborn.
3. In Attendance & Apologies.
4. Disclosure of Interests.
5. Approval of minutes of the meeting of the Parish Council held on 15th March 2016.
6. Consider any applications received for the existing Parish Councillor vacancies (members of the public will be asked to leave the room during the discussion of this item).
7. Adjournment for Public Discussion on agenda items (maximum 5 minutes).
8. Police Report.
9. Wiltshire Councillor Report.
10. Chairman's Report
11. Neighbourhood Planning - Report from Steering Group.
12. Report from Community Hall Trust.
13. Annual Parish Meeting 12/4/16 – Review / Approval of minutes of Annual Parish Meeting held on 12th May 2015.
14. Old School Hall (OSH) Committee meetings 22/3/16, 4/4/16 and 14/4/16 - To note the unapproved minutes, ask any questions arising from the minutes, and discuss the following matters.
 - 14.1 Brief report from OSH committee Chairman
 - 14.2 Consider and agree scope of OSH renovation project, and amount of available Parish Council funding
 - 14.3 Agree date for Spring Clean weekend
15. Twinning proposal with Montegabbione, Italy – Update on enquiries made.
16. Consider idea to develop a 'Village Directory / Welcome Pack' for people moving into the Village.
17. Maintenance issues in the village –
 - 17.1 *Update from Cllr Davis and Clerk on matters previously reported.*
 - 17.2 *Consider any new matters to report.*
 - 17.3 *Consider jobs for Handyman contractor.*
18. Correspondence Received.
 - 18.1 From **Victim Support** – Letter of thanks for S137 grant donation of £50 – To note.
 - 18.2 From **Lavington School** – Request for double yellow lines or zig-zag lines along The Spring directly outside the school (including completed Waiting restriction request form WR1 – Wiltshire

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Council form) – Request forwarded to Wiltshire Council with the Parish Council’s support, and advised the school – To note at meeting.

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.

19. Planning
 - 19.1 To note recent decisions
 - 19.1.1 16/00857/FUL 1 Stobberts Place, Market Lavington. Demolish existing block of 4 garages, erect 3 new 1 bedroom bungalows, including all other associated works – Approve with conditions.
 - 19.1.2 16/01248/TCA 6 New Street, Market Lavington. T1 Maple tree, fell / T2 Cherry tree, fell – No objection.
20. Finance.
 - 20.1 Bills and Bank Balance.
 - 20.2 Handyman Contractor – Consider reply received from Contractor to Parish Council response to original request for increase in hourly rate.
21. General Parish Matters.
22. Adjournment for public discussion (maximum 5 minutes).
23. Date of next meeting (Annual Meeting of the Parish Council) – Tuesday 17th May 2016.
24. Closure of meeting.

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The Annual Meeting of the Parish Council to be held on

Tuesday 17th May 2016, at 7.15 pm in the Old School.

Carol Hackett

Parish Clerk

A G E N D A

1. Open the Meeting.
2. In Attendance & Apologies.
3. To elect the Chairman for the ensuing year.
4. To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received.
5. To elect the Vice-Chairman for the ensuing year.
6. To receive the Vice-Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received.
7. Disclosure of Interests.
8. Adjournment for Public Discussion on agenda items (maximum 5 minutes).
9. Consider any applications received for the existing Parish Councillor vacancies (members of the public will be asked to leave the room during the discussion of this item).
10. Review Terms of Reference for Parish Council 'committees', appoint membership of each committee, and Chairman of 'Management & Finance' Committee for the ensuing year.
11. Police Report.
12. Wiltshire Councillor Report.
13. Chairman's Report – To include: arrangements for monitoring Footpaths / Village Event on the 12th of June / Any other matters.
14. Approval of minutes of the meeting of the Parish Council held on 19th April 2016.
15. Neighbourhood Planning - Report from Steering Group.
16. Report from Community Hall Trust – to include report from Joint Liaison Committee meeting held 26/4/16.
17. Highways, Recreation, Amenity & Footpaths (HRAF) Committee meeting 10/5/16 - To note the unapproved minutes, ask any questions arising from the minutes, and discuss the following matters.
17.1 Wiltshire Council request for contribution towards implementation of 20mph speed limit through village
18. Old School Hall (OSH) Renovation Project – Update on enquiries made / Review current position / Consider further investment of funds to cover cost of 'Measured Survey and preparation of Survey Drawings', preparation of 'Outline Specifications' for budgeting purposes, and 'Boiler Condition Survey' / Discuss advertising of 'Spring Clean' weekend 25th & 26th June.
19. Twinning proposal with Montegabbione, Italy – Update on enquiries made.

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20. Maintenance issues in the village –
 - 20.1 *Update from Cllr Davis and Clerk on matters previously raised.*
 - 20.2 *Consider any new matters to report.*
 - 20.3 *Consider jobs for Handyman contractor.*

21. Correspondence Received.
 - 21.1 From **Bobby Van Trust** – Copy of 2015 Bobby Van News – Available to view at meeting.

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.

22. Planning
 - 22.1 To note recent Planning applications received
 - 22.1.1 16/00777/FUL 92 High Street, Market Lavington. Resubmission of planning application 15/08473/FUL (revised plans)
 - 22.1.2 16/04017/TCA 79 High Street, Market Lavington – Work to trees in a Conservation Area – T1 & T2 – two Robina trees – fell.
 - 22.2 To note recent decisions
 - 22.2.1 16/01943/FUL Weathertop, Parham Lane, Market Lavington. Retrospective application for construction of replacement stabling. Approve with conditions.
 - 22.2.2 16/01562/FUL 1 Drove Lane, Market Lavington. Demolish existing single storey extension and erection of two storey and single storey extensions – Approve with conditions.
 - 22.2.3 16/02098/TPO – 10 Parsonage Lane, Market Lavington. Lime tree – reduce height by approx. 3m and cut back branches overhanging No 8 and drive of No 10 – Approve with conditions.

23. Finance.
 - 23.1 Bills and Bank Balance

24. General Parish Matters

25. Adjournment for public discussion (maximum 5 minutes).

26. Date of next meeting – Tuesday 21st June 2016.
(Dates of meetings for ensuing year - 19.7.16 / 20.9.16 / 18.10.16 / 15.11.16 / 20.12.16 / 17.1.17 / 21.2.17 / 21.3.2017 / 18.4.17)

27. Closure of meeting.

MINUTES

Of the Highways, Recreation, Amenity & Footpaths Committee
Held on Tuesday 10th May 2016, in the Old School Hall

1. Open the meeting
The meeting commenced at 7.15pm.
2. In attendance
Cllr Mrs Steele (Chairman), Cllr Whitehorn, Cllr Poole, Cllr Fletcher, Cllr Constable and Mrs Carol Hackett – Clerk.
Absent
Cllr Mrs Davis, Cllr Davis, Cllr Scott.
3. Disclosure of interests
Cllr Whitehorn declared a personal interest during discussion of item 7, when he provided further details on his proposal to hire the Elisha Field for Archery lessons, and ‘mini tots’ football. Cllr Constable declared a personal interest during discussion of item 8, when she enquired about progress with the painting of the ‘walking pavement’ on part of White Street.
4. Village Music Festival (summer 2017) – Briefing on proposal from event organiser
The Clerk reported that the event organiser had recently advised her that they had now decided to hold a smaller event at a smaller venue, with less risk. As there was no longer any requirement to consider use of the Elisha Field, they would therefore not be attending the meeting, but thanked the Parish Council.
5. Approval of minutes of meeting held on 10th November 2015
The minutes having been previously circulated to members of the committee, were unanimously approved and signed as a correct record - Proposed Cllr Whitehorn, seconded Cllr Poole.
6. Marking of parking spaces in Market Place – Update by Cllr Poole
Cllr Poole reported that all the preparations had been made ready to carry out the painting of the spaces, which would hopefully be done during the next spell of dry weather.
7. Possible use of Elisha Field by a Cricket Club – Update by Cllr Whitehorn on enquiries made
Cllr Whitehorn reported that he had spoken with Potterne Cricket Club and discussed with them the facilities available at the Elisha Field. Following a brief discussion Cllr Poole agreed to make some further enquiries and report back to the Committee – **ACTIONS** – Cllr Poole to action as detailed.

Cllr Whitehorn declared a personal interest at this point, and took the opportunity to update members on his proposal mentioned briefly at the last Parish Council meeting, for starting up Archery lessons at the Elisha Field. He noted that everything was nearly in place (including insurance, and risk assessments) ready to start a few beginners lessons in June, and some free sessions for the Youth Club. He had been liaising closely with Lavington Juniors Football Club regarding times and dates of sessions etc. and was also hoping to start a ‘mini tots’ football session in July. There followed a brief discussion to determine what the likely possible usage of the facilities might be, and consideration of what type of payment proposal might be appropriate – **ACTIONS** – Cllr Whitehorn to prepare a brief report for members to consider at the full Parish Council meeting on the 17th of May outlining his proposal. During this discussion Cllr Whitehorn will be available to answer any questions, but will then be asked to leave the room to allow members to consider an appropriate fee proposal for hire of the Elisha Field.

8. ‘Traffic Management Proposals’ for the village – Updates – 20 mph request through village / ‘Keep Clear’ hatched road marking at junction of Northbrook, Market Place with the High Street, and junction of Parsonage Lane with the High Street / Parish Council consultation on proposal for moving parking restrictions to other side of the road
The Clerk referred to the minutes of the recent Wiltshire Council CATG meeting which provided updates on the following issues relating to Market Lavington –
 - 20 mph speed limit assessment and road marking – Assessment has been completed. Initial estimate to implement the scheme is £10,000. Parish Council to be forwarded copy of assessment and requested to contribute £2,500 towards scheme costs. Proposal for the road marking alterations have been ordered and are due to be completed by 31/3.

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- Spin Hill / Ledge Hill, request for new signage – Scheme has been included in 2016/17 programme. Costs are estimated at £500 - Area Board approves the expenditure.

Cllr Poole noted that he hoped to prepare the information in the coming weeks, ready for the community consultation on the proposal to move the parking restrictions through parts of the High Street / Church Street to the other side of the road.

Cllr Constable declared a personal interest, and asked if any progress had been made regarding the request made to Wiltshire Council to paint a 'walking pavement' on the road surface along part of White Street. It was noted that this matter had already been 'logged' with Wiltshire Council by Cllr Davis, and Wiltshire Cllr Gamble had also agreed to liaise with Highways on behalf of the Parish Council – **ACTIONS** – Update to be requested at main Parish Council meeting on 17th May. Cllr Poole agreed to raise at next Area Board meeting.

Cllr Fletcher asked what progress had been made with regards to the request for re-marking of the double yellow lines along White Street. It was noted that this matter had also already been 'logged' with Wiltshire Council by Cllr Davis, and Wiltshire Cllr Gamble had also agreed to liaise with Highways on behalf of the Parish Council – **ACTIONS** – Update to be requested at main Parish Council meeting on 17th May.

9. Information Board – Update by Cllr Poole

Cllr Poole reported that he had contacted Wiltshire Wildlife Trust for help with providing the information to be included on the board. A joint meeting would to be arranged during May to carry out a survey, and identify the native plants and wildlife in the woods and surrounding area. Cllr Constable offered to attend the meeting as well.

10. Review 2015 Carol Singing event, and consider proposal for joint 'light switch on / Carol singing' event for 2016

Following a full discussion members were very supportive of the idea for a joint event to be held in the Market Place for 2016. Ideas suggested included – Inviting the Community Band and Community Choir / investigating possibility of erecting a Christmas tree in the Market Place / asking Green Dragon if they would like to be involved (possibly providing refreshments) – **ACTIONS** - Cllr Constable to make enquiries regarding Christmas tree, ideas to be discussed at full Parish Council meeting on 17th of May.

11. Wicksteed Safety Risk Inspection report for Broadwell and Elisha Field Play Areas – Review and consider recommendations

The Clerk referred to the report circulated to members prior to the meeting. The report identified several recommendations which were given full consideration – it was noted that arrangements were already in place to carry out the necessary repairs to the multi-play unit at Broadwell. Following a full discussion the following actions were agreed – **ACTIONS** – Clerk to arrange for repairs to be carried out to Broadwell Play Area gate / Clerk to obtain paint, and prepare a list of equipment that needed painting, to be given to the Handyman Contractor to try and allocate time to paint over the coming months (it was accepted that additional hours may need to be paid for to carry out this work) / Cllr Whitehorn to liaise with Lavington Juniors football club regarding the possibility of re-positioning the permanent football goal at Elisha Field, before possibly submitting a grant application to replace it with a new one.

12. To review year-end balances 2015/16 and consider proposals for carrying forward any unspent provisions into 'Earmarked Reserve'

The Clerk referred to the document circulated to Councillors prior to the meeting which showed the actual income and expenditure for 'Play Areas, footpaths & Woods' and 'the Elisha Field/Pavilion' for the year ending 31/3/16. She noted that the figures had been adjusted to take into account receipts and payments which related to the previous year. The 2015/16 budget for which the HRAF committee was responsible for was **£3,345.38 under-spent** ('Play areas, footpaths & Woods' expenditure budget £2,980.02 under-spent / 'Elisha Field & Pavilion' expenditure budget £350.93 under-spent / 'Elisha Field' income budget £14.43 more received than expected).

In previous years funding totalling **£1,892** had been allocated to 'earmarked reserves', which it was noted had not yet been spent (£625 50% contribution to PIG's grant / £1,267 to cover amount not yet invoiced from 2013/14 for grass cutting). It was recognised that it was very unlikely that the PIGs Grant application would now come to fruition, and that the unrepresented invoice had been outstanding since 2014 (attempts had been made previously by the Clerk to remind Balfour Beatty about the outstanding payment).

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It was also noted that there were several amounts allocated for specific projects in 'restricted reserves' for which the HRAF committee were responsible (£42.50 improvements to Market Place / £236.45 Christmas lights fund (donations received) / £400 Community Grid award (information board).

The Clerk also referred to recent enquiries that had been made with regards to the ownership of the large trees at the end of The Muddle, following concerns raised by local residents, and the subsequent suggestion made for how to deal with the matter. Following a brief discussion it was agreed to defer the matter for further discussion at the main Parish Council meeting on the 17th of May.

Following a full discussion it was unanimously agreed that the following proposal would be presented to the Management & Finance committee – Proposed Cllr Whitehorn seconded Cllr Constable.

- **£3,345.38 under-spend** - £2,500 be earmarked to pay the 25% Parish Council contribution towards cost of implementing the 20 mph speed limit scheme through the village / £400 to be earmarked to pay for electrical connection on lamppost to enable Christmas decoration to be erected, with any remaining amount going towards cost of additional Christmas light decoration / £445.38 remaining amount to be allocated as considered appropriate by the Management & Finance committee
- **£1,892 earmarked reserve** - to be re-allocated to 'Play Area Fund' to build up a reserve to replace play equipment at Broadwell Play Area

13. General Highways, Recreation, Amenity & Footpaths matters

The following matters were raised –

- Cllr Constable asked if any progress had been made with regards to improving the road surface at the bottom of Drove Lane, and Spin Hill – **ACTIONS** – Update to be requested from Wiltshire Cllr Gamble at main Parish Council meeting on 17th of May.
- Cllr Fletcher noted that a lot of weeds were growing on pavements and outside property frontages – **ACTIONS** – Reminder to be placed in magazine, and Parish Steward to be requested to spray weeds when role commences in October.
- Cllr Fletcher referred to the enquiry she had received from the Co-op as to whether anything could be done to stop people placing bags of dog faeces in the litter bin immediately outside the shop – **ACTIONS** – Clerk to order an appropriate sticker to be placed on the bin.

14. Closure of Meeting

The meeting was closed at 8.36pm.

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MINUTES

Of the Management & Finance committee meeting
Held on Tuesday 14th June 2016, in the Old School.

1. Open the meeting

The meeting commenced at 7.16pm.

2. In attendance

Cllr Poole (Committee Chairman), Cllr Osborn (Parish Council Chairman), Cllr Davis (Parish Council Vice Chairman), Cllr Mrs Steele (Highways, Recreation, Amenity & Footpaths HRAF committee Chairman), Cllr Whitehorn (OSH committee Chairman) and Mrs Carol Hackett – Clerk.

3. Disclosure of interests

None.

4. Approval of minutes of Management & Finance committee meeting held on 12th January 2016

The minutes having been previously circulated to members of the committee, were unanimously approved and signed as a correct record – Proposed Cllr Davis seconded Cllr Whitehorn.

5. To review year-end balances 2015/16 and consider proposals for carrying forward any unspent revenue budget into 'Earmarked Reserve'

Cllr Poole noted that he had given some thought as to how he envisaged the Management & Finance (M&F) committee should work in the future when considering the annual precept requirement. He suggested that the Old School Hall (OSH) & Highways, Recreation, Amenity & Footpaths (HRAF) committees should be invited to formulate their own business plan, including anticipated general expenditure, as well as any proposed projects etc. This bid would then be presented to the M&F committee for their consideration. He also suggested that authorisation should be given to the committees to allow movement of expenditure from one area of their budget to another within a set limit i.e. 5% or 10%, with any movement greater than this needing to be referred back to the M&F committee. Following a full discussion Councillors agreed that this was a good idea, and would encourage forward planning by the committees. It was unanimously agreed to seek approval from Full Council for the following recommendations –

- **To approve new arrangements for setting annual precept requirement (would be prudent to update Parish Council Standing Orders and Financial Regulations to reflect these changes)**
- **To approve new authorisation for committees to move expenditure from one area of budget to another, within a set limit (limit needs to be agreed) without the need to refer back to the M&F committee (would be prudent to update Parish Council Standing Orders and Financial Regulations to reflect these changes)**

Cllr Poole then referred to the document circulated to Councillors with their agenda papers which detailed the year-end balances for each of the cost centres as at 31/3/16, the recommendations put forward by the OSH & HRAF committees, and other suggestions for allocating some of the remaining underspent amount.

Following a full discussion it was unanimously agreed to seek approval from Full Council for the following recommendations –

- **That the Revenue Budget 'Actual under-spend' for 15/16 of £9,706.18 be carried forward to 2016/17 and allocated to 'Earmarked Reserve' for the following purposes -**
- **OSH contingency** £ 4,134.51 (**£3,528.08 OSH underspend + £606.43**)
- **Neighbourhood Plan** £ 1,023.29
- **Christmas lights** £ 400.00
- **Contribution to implementation of 20mph speed limit** £ 2,500.00
- **Elisha Field Pavilion contingency** £ 445.38 (**to paint exterior of building**)
- **Youth Facilities** £ 600.00 (**15/16 expenditure not yet invoiced**)
- **S137 payment St Barnabas Pre-school** £ 225.00 (**15/16 expenditure delayed**)
- **Admin to cover cost of Training Course X2** £ 170.00 (**15/16 expenditure not yet invoiced**)
- **Handyman Contractor** £ 208.00 (**to cover increase in hourly rate**)

(As agreed previously, appropriate expenditure for 2016/17 would be debited from the 'Earmarked Reserve' account in the first instance, before the main budget cost centre)

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It was noted that the HRAF committee had also requested that consideration be given to re-allocating two of the existing amounts in 'Earmarked Reserve' (Balfour Beatty £1,267 / Parish Council contribution to PIG's grant £625) to a new 'Play Area Fund' – to build up a reserve for replacing the play equipment at the Broadwell Play Area. Following a full discussion it was unanimously agreed to seek approval from Full Council for the following recommendation –

- **To approve the re-allocation of the two existing amounts in 'Earmarked Reserve' totalling £1,892 (as detailed above) into new 'Play Area Fund' reserve**

Consideration was then given to two other matters:

A) Parish Council are no longer required to pay a quarterly contribution to the Church & Community Magazine – an amount of £528 had already been allocated for this purpose in the 2016/17 budget – Following a full discussion it was unanimously agreed to seek approval from Full Council for the following recommendation –

- **To approve the re-allocation of £528 to cover the cost of increasing the Handyman's Contract by an additional 1hr per week, with effect the 1/7/16 (1hr X £11 X approx. 39 weeks = £429) plus contingency for further hours required for any additional specific jobs**

B) How to allocate cheque received from the 'Church & Community Magazine', who had made the request that the money be used to support local worthy causes (£1,250). Following a full discussion it was unanimously agreed to seek approval from Full Council for the following recommendations –

- **To approve allocation of £250 into general 'S137 grant donations', and £1,000 into 'OSH Contingency' (for possible extra support for the 'pavement' project if required)**

6. To review interest rate changes on Santander Bank Account (Parish Council reserves £13,251.42)

The Clerk reported that the interest rate payable on this account was being reduced to 0.30% from July 2016. She then referred to the current interest rates payable on other savings accounts at both Santander and Lloyds Bank. Following a full discussion it was unanimously agreed to seek approval from Full Council for the following recommendation –

- **To approve transfer of £10,000 from Santander savings account, to new '6 month Fixed Term Deposit' account with Lloyds Bank – currently paying 0.90%**

7. To consider appointment of internal auditor

The Clerk reported that Mr Andrew Hodgkinson, who had carried out the audit of the Parish Council's accounts for several years, had indicated that he would be retiring and would no longer be available to audit the accounts. She had made some initial enquires with the Clerk of West Lavington Parish Council to determine who they used to carry out their internal audit, but had yet to hear back. Councillors recognised that it would be prudent to use someone who already had experience in auditing Parish Council's accounts, and therefore agreed to defer any decision until a reply had been received from the West Lavington Clerk.

8. Local Government Transparency Code – Discuss recommendations

Cllr Poole referred to the supporting document circulated with the agenda papers detailing the data which the Parish Council was expected to publish under the code. It was noted that although there was no legal requirement to publish this information, the Parish Council should be as open and transparent as possible. Many of the items on the list were already being published within the normal business of the Parish Council; however there were a few items that were not. In order to comply with the publication of these outstanding items, it was unanimously agreed to seek approval from Full Council for the following recommendations –

- **To approve publishing on the Village Website details of 'the land and building assets held by the authority' and copies of 'the authority's constitution' (Standing Orders and Financial Regulations)**
- **To approve publishing in the Church & Community Magazine details of 'grants to voluntary, community and social enterprise organisations' (S137 grant donations)**

9. Any other Management & Finance matters

9.1 The Clerk reported that due to a bank error, two cheques recently issued by the Parish Council had been wrongly returned 'unpaid' by Lloyds. Following a discussion with Lloyds Bank, agreement had been reached for them to pay a compensation payment of £165, however they had requested that the Parish Council consider increasing the level of the 'Sweep' facility on the account to try and prevent a similar error occurring in the future. Following a full discussion it was unanimously agreed to seek approval from Full Council for the following recommendation –

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- **To approve an increase in the level of the ‘Sweep’ facility on the Parish Council’s Lloyds Bank current account to £250.**

9.2 The Clerk referred to the enquiries she had made to Wiltshire Council following the last Parish Council meeting, regarding the overgrown conifer trees at the end of The Muddle. Although Wiltshire Council can provide a service to carry out an assessment of hedges/trees, and issue the owner with a remedial works notice if appropriate, there was a cost for this service of £350, and further criteria needed to be met in order for the Local Authority to act. Following further discussion it was therefore agreed that the Clerk would contact the local residents and advise them of this information.

9.3 The Clerk referred to a complaint received by the Parish Council and Youth Club regarding the Friday night sessions. Cllr Osborn briefed members on the recent email correspondence between a local resident and one of the Youth Club Trustees. Following a brief discussion it was suggested that it might be appropriate for the Parish Council to consider siting a litter bin somewhere within the Village Green Area – HRAF committee to consider this further at their next meeting.

9.4 The Clerk provided details of a recent incident which had occurred whilst strimming work was being carried out in the vicinity of the Village Green.

9.5 The Clerk reported that the ‘Mums & Chums’ group had very kindly planted up the stone planters at the side of the OSH during one of their weekly sessions – Clerk to send letter of thanks to the group.

10. Closure of meeting

The meeting was closed at 8.36pm.

Carol Hackett, Parish Clerk.

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Meeting of the Parish Council to be held on

Tuesday 19th July 2016, at 7.15 pm in the Old School.

Carol Hackett

Parish Clerk

A G E N D A

1. Open the Meeting.
2. In Attendance & Apologies.
3. Disclosure of Interests.
4. Adjournment for Public Discussion on agenda items (maximum 5 minutes).
5. Consider any applications received for the existing Parish Councillor vacancies (members of the public will be asked to leave the room during the discussion of this item).
6. Police Report.
7. Wiltshire Councillor Report.
8. Chairman's Report.
9. Approval of minutes of the meeting of the Parish Council held on 21st June 2016.
10. Neighbourhood Planning - Report from Steering Group.
11. Report from Community Hall Trust
12. Old School Hall (OSH) Committee meetings 27/6/16 and 12/7/16 - To note the unapproved minutes, ask any questions arising from the minutes, and receive an update on the Renovation Project
13. 'Principles for assessing potential further development of the village' (document originally developed in 2010 as part of the Parish Council's response to the Wiltshire Core Strategy consultation) – Reassess and update as necessary.
14. Maintenance issues in the village –
 - 14.1 *Update from Cllr Davis and Clerk on matters previously raised (to include)*
 - 14.2 *Consider any new matters to report.*
 - 14.3 *Consider jobs for Handyman contractor*
15. Correspondence Received.
 - 15.1 From **Clerks & Councils Direct** – July 2016 magazine – Available to view at meeting.
 - 15.2 From **Tuesday Club** – Church path update – To note at meeting.

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.

16. Planning
 - 16.1 To note recent Planning application received
 - 16.1.1 16/04659/FUL Kyrle House, 59 High Street, Market Lavington. Demolition of dilapidated outhouse and garage and erection of replacement garage.

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16.2 To note recent decision

16.2.1 16/04350/FUL Wits End, 15 Park Road, Market Lavington. Enlargement of proposed garage (amendment to planning permission 15/05086/FUL). Approve with conditions.

17. Finance.

17.1 Bills and Bank Balance

17.2 Internal Auditor – Consider appointment of new auditor

17.3 2016-2018 National Salary Award for Clerks – Consider approval of the recommendation of the National Joint Council for Local Government Services (NJC)

18. General Parish Matters

19. Adjournment for public discussion (maximum 5 minutes).

20. Date of next meeting – Tuesday 20th September 2016 (no meeting in August)

21. Closure of meeting.

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Tuesday 20th September 2016, at 7.15 pm in the Old School.

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A G E N D A

1. Open the Meeting.
2. In Attendance & Apologies.
3. Disclosure of Interests.
4. Adjournment for Public Discussion on agenda items (maximum 5 minutes).
5. Consider any applications received for the existing Parish Councillor vacancies (members of the public will be asked to leave the room during the discussion of this item).
6. Police Report.
7. Wiltshire Councillor Report.
8. Chairman's Report.
9. Approval of minutes of the meeting of the Parish Council held on 19th July 2016.
10. Neighbourhood Planning - Report from Steering Group, to include:
 - 10.1 Rural Housing Needs Survey – Approve request from Steering Group for Parish Council to initiate arrangements with Wiltshire Council to prepare survey documents
11. Report from Community Hall Trust
12. Old School Hall (OSH) Committee meeting 26/7/16 - To note the unapproved minutes, ask any questions arising from the minutes, and receive an update on the Renovation Project
13. 'Principles for assessing potential further development of the village' – Review and approve updated document.
14. Maintenance issues in the village –
 - 14.1 *Update from Cllr Davis and Clerk on matters previously raised (to include)*
 - 14.2 *Consider any new matters to report.*
 - 14.3 *Consider jobs for Handyman contractor*
 - 14.4 *Consider jobs for Parish Steward*
 - 14.5. Lavington School Double yellow lines request – update from Wiltshire Council
 - 14.6 Traffic calming measures Hamilton Drive – Consider request received by Area Board
15. Correspondence Received.
 - 15.1 From **Plain Action** – confirmation that outline application has been chosen to go to the next stage (full application to be submitted by 7th October) – To note.
 - 15.2 From **Area Board** – Notice of request received for traffic calming measures in Hamilton Drive – To consider if request is to receive Parish Council support at meeting.
 - 15.3 From **HMP Erlestoke Independent Monitoring Board** – Copy of Annual Report to 31/3/16 – Available to view at meeting.
 - 15.4 From **SANDS** – Note of thanks for grant donation – To note.
 - 15.5 From **Bobby Van Trust** - Note of thanks for grant donation – To note.

MARKET LAVINGTON PARISH COUNCIL

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15.6 From **Electoral Services Wiltshire Council** – Confirmation that no election had been requested following the resignation of Cllr Sara Scott, and that the vacancy can be filled by co-option – To note.

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.

16. Planning

16.1 To note recent Planning applications received

- 16.1.1 16/06619/FUL 1 Melrose Close, Market Lavington. Demolition of garage. Erection of a two storey side extension.
- 16.1.2 16/07829/FUL 6 The Clays, Market Lavington. Demolition of existing rear extensions and construction of new single storey rear extension.
- 16.1.3 16/07173/FUL Lavington School, The Spring, Market Lavington. Detached modular classrooms.
- 16.1.4 16/06067/FUL Land at Easterton Corner, Kings Road. To provide alternative equestrian storage to two shipping containers. The development to consist of one open covered area and two closed units.
- 16.1.5 16/06781/TPO 17 Canada Rise, Market Lavington. T1 – Horse Chestnut tree – crown raise by removing approx. 5 branches and crown thin by approx. 10%.
- 16.1.6 16/06782/TPO 10 Canada Rise, Market Lavington – T1 – Beech tree – reduce crown by approx. 30%.

16.2 To note recent decisions

- 16.2.1 16/06067/FUL Land at Easterton Corner, Kings Road. Proposed extension to existing stable block. The development to consist of one open covered area and two closed units – Approve with conditions.
- 16.2.2 16/06456/CLP 64 High Street, Market Lavington. Certificate of Lawfulness for proposed demolition of section of rear wall and installation of new double gates for vehicular access – Refuse.
- 16.2.3 16/06781/TPO 17 Canada Rise, Market Lavington – Work to TPO trees – Approve with conditions.
- 16.2.4 16/06782/TPO – 10 Canada Rise, Market Lavington - Work to TPO trees – Approve with conditions.
- 16.2.5 16/04659/FUL Kyrle House, 59 High Street, Market Lavington – Demolition of dilapidated outhouse and garage and erection of replacement garage – Approve with conditions.
- 16.2.6 16/05568/FUL 7 High Street, Market Lavington. Change of use of the Ground Floor Shop (A1 Use) to Residential (C3 Use) – Approve with conditions.

16.3 To note recent Appeal decision

- 16.3.1 Appeal ref: APP/Y3940/W/16/3147852 The Drummer Boy, Church Street, Market Lavington. Change of use and conversion of existing public house to two 3 bed dwellings, and erection of one 2 bed dwelling to rear of site, with associated amenity space and parking (planning application ref: 15/12362/FUL) – Appeal allowed and planning permission granted.

17. Finance.

17.1 Bills and Bank Balance July / August

17.2 To consider any requests received for Grant Funding during the second quarter of 2016/17

17.3 To review signatories on Parish Council Bank Accounts held with Lloyds and Santander

17.4 Minor tree works on Parish Council owned land at Beechwood – Consider quote obtained

17.5 Parish Council Santander Bank Account – to note revised interest rate from 1/11/16 (from 0.30% to 0.10%)

18. General Parish Matters

19. Adjournment for public discussion (maximum 5 minutes).

20. Date of next meeting – Tuesday 18th October 2016

21. Closure of meeting.