

MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: marketlavpc@gmail.com

VAT Registration Number: 296 9715 35

Minutes of the Meeting of the Parish Council held on Tuesday 18th December 2018 At 7.15pm in the Old School, Church Street, Market Lavington

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Earley, Cllr Davis, Cllr Gordon, Cllr Steele (arrived at 8.42pm), Cllr White, Cllr Padfield and Cllr Turner-Scott.

In attendance: 1 member of the public and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-226	Apologies for Absence Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
18/19-227	Declarations of Interest and Dispensations to Participate <ul style="list-style-type: none">a) Cllrs Osborn and White declared a pecuniary interest in item 18/19-239b as payments due for approval were payable to them. They took no part in the voting for this item.b) There were none.
18/19-228	Council meetings <ul style="list-style-type: none">a) Meeting of the Parish Council meeting held on 20th November 2018 – Following a slight amendment to item 18/19-180 (to detail full name of the Church), the minutes of the meeting were approved and signed as a correct record. Proposed Cllr Davis seconded Cllr Earley.b) Meeting of the Highways, Recreation, Amenity and Footpaths Committee held on the 4th December 2018 – The draft minutes were noted and no questions asked.c) Meeting of the Old School Committee held on the 27th November 2018 and 10th December - The draft minutes were noted and no questions asked. The following matters arising from the minutes, were considered further, and updates provided:<ul style="list-style-type: none">i. Acoustic panels – Cllr Myhill noted that other suggestions had come forward to help improve the acoustics within the building, which would be discussed further at the next committee meeting.ii. Repairs to stonework of windows – As detailed in the committee meeting minutes (10/12/18 18/19-221) the Clerk referred to the quotes received from the contractor to carry out repairs to the interior of the stone surrounds, and from an external Stone Mason to carry out the exterior repairs. It was proposed by Cllr Padfield seconded by Cllr White and resolved to accept both quotes.iii. Replacement windows – It was suggested that a letter of complaint be sent to Snape about the window sub-contractors – to be considered further at next committee meeting.iv. CCTV – Cllr Myhill reported that he was obtaining 3 quotes which would be considered at the next committee meeting.v. Outside lights – Cllr Myhill referred to problems with the newly installed outside lights. Water getting into the lights had caused the electrics to fuse, and there were also problems with lights permanently staying on.
18/19-229	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.26pm and resumed at 7.31pm.
18/19-230	Police Report <ul style="list-style-type: none">a) To receive a report from Devizes Rural Neighbourhood Policing Team - Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A general report had been provided on the 3rd of December, as well as an additional report providing an update on a previously reported issue, both of which had been circulated to Councillors.

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	<p>b) Collision at Spin Hill / Ledge Hill – The Chairman referred to recent correspondence received from the Investigating Police Officer. Following a full discussion, members agreed that it would be appropriate to submit comments for consideration by the Police and the Coroner – ACTIONS – Clerk to send copies of redacted resident’s letters to the Investigating Officer, accompanied by a letter of support from the Parish Council. Letter to include request for ‘Pedestrians in Road’, and ‘Sharp Bend’ signs in both directions. Also an extension of the 30mph speed limit around the corner down to West Park Farm (Cllr Gordon was against this proposal and requested this be noted in the minutes).</p>
18/19-231	<p>Wiltshire Councillor Report Wiltshire Cllr Gamble had given his apologies prior to the meeting, and provided an emailed report which had been forwarded to members. Reference had been made in the report to the recent Briefing Note about asset transfers received from Wiltshire Council, and Cllr Gamble had provided a map detailing the Wiltshire Council owned assets in Market Lavington. It was agreed that this matter would be considered further at a future Parish Council meeting.</p>
18/19-232	<p>Chairman’s Report Cllr Osborn reported that with the help of other Councillors, the Christmas decorations in the Market Place had been put up. Repairs had needed to be carried out to some of the equipment. In his absence, Cllr Gordon had presented the Community Minded Person of the Year award to this year’s winner at the Trinity Church Carol Singing evening.</p>
18/19-233	<p>Market Lavington Neighbourhood Plan</p> <p>a) The Clerk reported that the analysis of the 2nd Reg.14 Consultation responses carried out by the Planning Consultant had now been considered by the Steering Group. A ‘proof-read’ of the three main Plan documents had been undertaken by Steering Group members, updated maps received from Wiltshire Council, and the transport/sustainability report for site 2 received from the Highways Consultant. The Neighbourhood Plan Consultant was currently preparing everything in preparation for submission of the Plan to Wiltshire Council – ACTIONS – Clerk to circulate copy of transport/sustainability report for site 2 to members.</p> <p>b) To consider approval for submission of Neighbourhood Plan to Wiltshire Council for Regulation 15 and 16 stages – It was proposed by Cllr Davis seconded by Cllr Myhill and resolved to approve submission of the Neighbourhood Plan to Wiltshire Council for Regulation 15 and 16 stages – ACTIONS – Clerk to action as necessary.</p>
18/19-234	<p>Community Hall Trust Report</p> <p>a) Cllr Davis noted that he had been unable to attend the last Trust meeting. Cllr Padfield provided a brief overview of the current position regarding finance, and bookings. Following on from the last Parish Council meeting, Cllr Gordon referred to the review he had carried out of the lease document, and raised some concerns regarding the role and responsibilities of the Joint Liaison Committee (JLC), and its constitution – ACTIONS – Matter to be discussed further at the next JLC meeting. The status of the Parish Council Representative on the Trust’s committee was also questioned, as it could be perceived that there might be a ‘conflict of interest’. Following further discussion, members agreed – ACTIONS – Cllr Davis to write to the Trust requesting this position be as a ‘silent observer’ rather than a formal ‘trustee’. Cllr Gordon also questioned whether it might be necessary for the Parish Council to be named as an ‘interested party’ on the Community Hall Insurance policy – ACTIONS – Cllr Gordon to investigate further and report back at next Parish Council meeting.</p>

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18/19-235	<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 reported that he had regained communications with Wiltshire Council, and hoped to receive a quote for their aspect of the work in January. The Clerk referred to recent correspondence from Wiltshire Council detailing the requirement for a ‘waste carrier licence’ for carrying out bin emptying activities – ACTIONS – Clerk to investigate further. b) Consider any new matters to report – Very deep pothole on road from West Lavington, and one on Parsonage Lane near the Post Office. Ivy encroaching over footpath between The Muddle and Broadwell – ACTIONS – Cllr Davis to review issues and deal with a necessary. c) Wiltshire Council Waiting & Parking restriction requests for 2019/20, deadline for receipt 31/1/19 – Following a full discussion it was unanimously agreed not to put forward any restriction requests. d) Review posters designed by pupils from St Barnabas School highlighting the problem with dog faeces in the Village – Members reviewed all the posters and were very impressed with the number, and standard of entries. Four posters were chosen, with one overall winner identified. It was proposed by Cllr Turner-Scott seconded by Cllr White and resolved to obtain a £20 Amazon voucher to present to the winner – ACTIONS – Clerk to write to school and purchase voucher.
18/19-236	<p>Market Lavington Vintage Meet</p> <ul style="list-style-type: none"> a) 2019 event – Cllr Myhill reported that 50 entries had been received to date, including children’s entertainment. The event had been advertised by the Wessex Stationery Club in their magazine.
18/19-237	<p>Correspondence Received</p> <p>There were none</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>
18/19-238	<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 other planning application received which has not been considered at a Planning Committee meeting was noted. <ul style="list-style-type: none"> i. 18/10487/FUL 5 Park Road, Market Lavington. Two storey side extension – No objection c) To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>) There were none. d) The following recent planning application decisions made by Wiltshire Council were noted. <ul style="list-style-type: none"> i. 18/09774/TCA 7 Parsonage Lane, Market Lavington. Fell group of Western Red Cedars (T1) – No objection ii. 18/09627/FUL Windsmere Farm, Windsmere Cottage, Cheverell Road, Worton. Construction of attached ancillary annexe – Approve with conditions

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18/19-239	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for November 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 December 2018 as per schedule, including the payment of invoice to Status AV a day early, on the 19/12/18 (see appendix at end of minutes) – proposed Cllr Myhill seconded Cllr Davis (Cllrs Osborn and White took no part in the vote). c) Friday Night Youth Club Sessions – Report from meetings with Youth Club representatives, and review financing arrangements for 2019/20 – The Clerk briefed members on the discussions from the two meetings held. Following further discussion, it was proposed by Cllr Myhill seconded by Cllr White and resolved that the Friday night sessions would remain in West Lavington and the Parish Council would continue to cover the cost of staffing for the sessions – ACTIONS – Clerk to advise Youth Club accordingly. d) WALC Councillor Finance Training Course 26/2/19 – Cllrs Padfield and Gordon agreed to attend the training – ACTIONS – Clerk to make necessary arrangements. e) 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 31/10/18, and all appeared to be in order. f) Councillors considered the one request received for Grant Funding in the 3rd 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 White seconded by Cllr Steele and resolved to approve the following payment: HELP Counselling Services £50.
18/19-240	<p>General Parish Matters</p> <p>The Clerk referred to recent correspondence with the Tax consultant asking if the Parish Council would be interested in testing an accounting software package that they would be trialling in the new year. There would be no cost to the Parish Council and the consultant would set-up, and carry out the testing. Members had no objections – ACTIONS – Clerk to advise Tax consultant accordingly.</p>
18/19-241	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.08pm.</p>
18/19-242	<p>Dates of next Meetings</p> <p>Old School Committee Meeting – Thursday 3rd January 2019 Management & Finance Committee meeting – Tuesday 8th January 2019 Meeting of the Parish Council – Tuesday 15th January 2019</p>
18/19-243	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.10pm</p>

Appendix.

Balance at Lloyds Bank 30.11.18	8,629.61	Current, and instant access Accounts
Less outstanding cheques – total	525.00	
	8,104.61	

Balance b/fwd	76,492.30
Add receipts	33,079.24
Less cheques & D/D's draw	101,466.93
Balance c/fwd	8,104.61

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Income received in November			
Details	Cost Centre	Amount	Ref
Lloyds Bank - Interest	110	2.20	
Vintage Meet 2019 – caterers/traders deposits (1 item)	138	50.00	
Rural Payments Agency - Plain Action grant claim	102	30,223.88	
Just Giving Page proceeds	102	421.81	
Locality grant for Neighbourhood Plan	102	1,578.00	
Wiltshire Council – CIL receipt re Stobberts Place 16/00857/FUL	145	661.35	
Garbutts – refund part of storage container fee	140 + VAT	90.00	
N Mortimer – Hire of Old School	140 + VAT	28.00	
St Mary's PCC – Hire of Old School	140 + VAT	24.00	
	TOTAL	33,079.24	

Cheques / Bill Payments & D/D's drawn in November			
Details	Cost Centre	Amount	Ref
Water2Business - Water OSH	350	21.00	DD
Water2Business - Water E/F Pavilion	370	13.50	DD
HMRC – VAT claim to 30/6/18	280	28.63	DD
Southern Electric – Electric OSH	350 + VAT	36.00	DD
David King (PlanningStreet) - Neighbourhood Plan Consultants fees	250/400	2,250.00	Oct BP9
H Sainsbury – Cleaner OSH wages	330	104.38	BP1
R Hale - Handyman contractor	320	275.00	BP2
C Hackett – Clerk wages & reimburse expenses ^	various	1157.00	BP3
Certas Energy – Oil OSH	350 + VAT	730.82	BP4
R Gordon – Reimburse cost of tables and chairs for Old School	200/350 + VAT	2,801.47	BP5
DC CDM Ltd – Principle Designer services balancing payment	350	435.00	BP6
WALC – 2 X Councillor training sessions	300 + VAT	84.00	BP7
DCK Accounting Solutions – VAT consultancy fee	300 + VAT	360.00	BP9
Tuesday Club – Grant donation towards tables and chairs	380	600.00	BP10
Cardiac Science – Replacement pads defibrillator by Butchers	250 + VAT	91.14	BP11
Ian Myhill – Reimburse expenses ^^	Various	989.66	BP12
Snape Contracting Services – Restoration of Old School	250 + VAT	91,489.33	BP13
	TOTAL	101,466.93	

^ Clerk wages £647.68 + reimburse cost of 3 storage boxes for Old School crockery £16.50 + reimburse cost of bin for Old School kitchen £17.77 + reimburse cost of toilet door signs, mirror, mop and bucket for Old School £52.81 + reimburse cost of wall tiles, adhesive and spreader (for splashbacks in Old School toilets £11.81 + reimburse cost of paint for Broadwell play area equipment £34.94 + reimburse cost of chain link and shackles for Broadwell play area £19.95 + reimburse cost of floor sweeper and spare pad for Old School £46.20 + reimburse cost of playground paint for Broadwell play area £13.85 + reimburse cost of large mat for rear entrance of Old School £51.96 + reimburse cost of graffiti remover X3 £57.04 + reimburse cost of Music Licence for Old School £121.20 + reimburse cost of indoor and outdoor sweeping brushes for Old School £9.56 + reimburse cost of Cleaning Materials for Old School £6.23 + reimburse cost of computer paper X2 and lever arch file £7.50 + reimburse cost of cleaning materials for Old School £42.00 = TOTAL £1,157.00

^^ Reimburse cost of battens etc. required to install notice board in Old School £14.22 + Reimburse cost of 2 security lights for exterior of Old School £69.09 + Reimburse cost of additional keys for Old School outbuildings £36.00 + Reimburse cost of marquee for Vintage Meet £629.99 + Reimburse cost of 3 X fire extinguisher stands £108.00 + Reimburse cost of safety stickers and 10 person first aid kit/point £132.36 = TOTAL £989.66

£50,000 Transferred from Savings account 20/11/18.

Cheques / on-line Payments to be paid in December			
Details	Cost Centre	Amount	Ref
H Sainsbury – Cleaner OSH wages	330	83.50	BP1
R Hale - Handyman contractor	320	220.00	BP2
C Hackett – Clerk wages & reimburse expenses *	various	1,023.05	BP3
DCK Accounting Solutions – VAT advice re Vintage Meet	300	48.00	BP4

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Sharan White – Reimburse cost of Toner Cartridge Vintage Meet expense	378	51.48	BP5
Colin Osborn – Chairman 6 month allowance	300	125.00	BP6
SLCC – Annual subscription	300	122.00	BP7
West Lavington Youth Club – 3 rd qtr grant donation	380	750.00	BP8
Adam Lee – Tree works at Elisha Field	200	500.00	BP9
CP Fire Consultants Ltd – Fire Risk Assessment OS	350	258.00	BP10
Kevin McGuinness – OS website design and creation	350	500.00	BP11
Jim Forrester – Annual OS boiler service	350	75.00	BP12
Status AV – Projector installation OS **	250	3708.00	BP13
DC Mortimer Electrical Services – Repairs to Christmas lights	360	118.78	BP14
	TOTAL	7,592.76	

* Clerk wages £647.68 + 6 month Clerk allowance £200 + reimburse cost of low level step ladder for cleaner £16.99 + reimburse cost of leaflet dispensers and poster holders £37.09 + reimburse cost of baubles and lights for OS Christmas tree £20.00 + reimburse cost of bin bags for OS £1.29 + reimburse cost of premises licence variation fee for OS £100.00 = TOTAL £1,023.05

** Payment scheduled to be processed on the 19/12/18 to ensure payment confirmation can be sent to Plain Action Programme Manager ASAP