

MINUTES

Of the Meeting of the Parish Council, held on Tuesday 21st March 2017, in the Old School.

1. Open the meeting
The meeting commenced at 7.17pm.
2. In attendance
Cllr Osborn (Chairman), Cllr Davis, Cllr Mrs Earley, Cllr Mrs Davis, Cllr Mrs Steele, Cllr Whitehorn, Cllr Poole, Cllr Myhill, Cllr Russell, 3 members of the public (two members of the public left at 8.37pm, and the other at 8.43pm) and Mrs Carol Hackett – Clerk.
Apologies
Cllr Cara Constable.
3. Disclosure of interests
Cllr Poole noted a ‘personal interest’ - one of the cheques due for payment was payable to his company for materials for the new information board. Cllr Osborn noted a ‘prejudicial interest’ - one of the planning applications due to be discussed during the meeting (25 The Spring) was located opposite his home address. Cllr Osborn took no part in the discussion of this application or the subsequent vote.
4. Adjournment for Public Discussion on agenda items
The meeting was adjourned and resumed at 7.18pm.
5. Consider any applications received for the existing Parish Councillor vacancies (Due to the confidential nature of this matter, members of the public were asked to leave the room during the discussion of this item)
The Clerk reported that two formal applications had been received, and she then read the introduction statement received from both applicants. Following a brief discussion, it was proposed by Cllr Mrs Davis seconded by Cllr Mrs Steele and resolved to co-opt Mr Ian Myhill as a member of the Parish Council, and proposed by Cllr Mrs Earley seconded by Cllr Whitehorn and resolved to co-opt Mr Michael Russell as a member of the Parish Council (members of the public returned to the meeting). Both applicants signed their ‘Declaration of Acceptance of Office’ forms in the presence of the Clerk and joined in with the remainder of the meeting – **ACTIONS** – Clerk to advise Electoral Services accordingly.
6. Police Report
Officers from the Neighbourhood Policing Team had been unable to attend the meeting, but had provided an update report which had been circulated to members prior to the meeting.
7. Wiltshire Councillor Report
Wiltshire Cllr Richard Gamble had given his apologies prior to the meeting, and had provided a brief report which the Clerk read to members. Cllr Poole noted that he had been advised by Wiltshire Council that the sight-line improvements for Blackdog crossroads were due to be considered at the next Area Board Meeting under the CATG agenda item.
8. Chairman’s Report
Cllr Osborn noted that he had received a supply of yellow no waiting cones from Wiltshire Council, which would be placed on White Street at the entrance to The Clays as an interim measure, until such times that Wiltshire Council were able to re-instate the double yellow lines.
9. Approval of minutes of the meeting of the Parish Council held on 21st February 2017
The minutes of the Parish Council meeting having been previously circulated to Councillors, were unanimously approved and signed as a correct record – Proposed Cllr Davis seconded Cllr Mrs Steele.
10. Report from Community Hall Trust
Cllr Davis noted that the Trust had not met since the last Parish Council meeting.
11. Neighbourhood Planning – Report from Steering Group, to include:
 - 11.1 ‘Housing Needs Survey’ report – Review report and consider comments received from Steering Group – Cllr Mrs Davis referred to the report which had been circulated to members with the agenda papers. Councillors shared the disappointment of Steering Group members that the report only really focused on the affordable housing need in the village, rather than the whole picture. Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Poole and resolved on the limited basis of the results to approve the report– **ACTIONS** – Clerk to send a letter to Wiltshire Council noting the approval and detailing the Councillors comments.

11.2 Update on refund request made to AECOM – The Clerk confirmed that AECOM had agreed to a refund of £934.95 which had yet to be received. Cllr Poole referred to the recent Conference he had attended and in particular the Neighbourhood Planning workshop he had taken part in.

11.3 Consider designation of ‘Local Green Space’ within the Neighbourhood Plan – Following a brief discussion it was agreed to defer discussion of this matter until a later date.

12. Old School Hall Restoration Project:

12.1 ‘Pop-up Pop-in’ sessions 2/3/17 – Review – Cllr Davis reported that both sessions had been well supported.

12.2 Questionnaire Results – Review summary of responses, and agree way forward – Cllr Davis referred to the summary sheet summarising the responses received, which had been circulated to Councillors prior to the meeting (65 responses, with a further 10 responses which had yet to be included on the summary document). All the responses, including the ‘additional comments’ made, to be considered in more detail at the next Old School Hall (OSH) Committee meeting. Cllr Poole referred to some initial costings he had calculated with regards to a number of suggestions made to consider extending the Community Hall. Following further discussion the following actions were agreed – **ACTIONS** – Clerk to contact WALC to determine if Old School consultation was sufficient evidence to meet the requirements of the Borrowing Approval application criteria, which would then enable the Parish Council to apply for a new Public Works Loan Board (PWLB) Loan. Clerk to arrange Old School committee meeting before next Parish Council meeting to review questionnaire results in full and decide on a way forward.

12.3 Consider response received from Longford Estates – The Clerk read out the letter for the benefit of new Councillors (letter already circulated to other members). Letter to be considered further at next OSH committee meeting.

12.4 Any other updates since last meeting – Cllr Poole noted that the consultant was currently working on the documents for submission of the Listed Building and Planning Consent applications, and the revised documents for the roofing/high level works contract.

13. Annual Parish Meeting – Agree date and format

Date agreed for **Tuesday 23rd of May** – Meeting would focus on a number of topics, including – future ideas and aspirations for the village / The Old School Restoration Project / Resurrection of the ‘Steam Rally’ at the Elisha Field.

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

Cllr Poole noted that he had met with the Parish Steward on his last visit to the village, and arrangements were now in place for them to meet to discuss the priority works at each future visit. He confirmed that the Parish Steward was trained to carry out weed spraying, and asked Councillors to contact him if they became aware of any maintenance work that needed carrying out. Cllr Mrs Davis asked if any progress had been made to determine ownership of the man-hole cover outside the florists – Cllr Poole confirmed that enquiries had established that the land was privately owned, and was the responsibility of Rochelle Court. Cllr Davis reported that the Handyman Contractor and he had made repairs to the fence along footpath 16, replacing 10 rotten wooden posts. He also referred to footpath/bridleway 9 which continued to be affected by a large number of badger sets, noting that he would erect some suitable signage to warn users of the danger. The Clerk noted that vehicles continued to use the Clays bridleway to access the fire damaged property on the Clays. The Rights of Way warden had made arrangements with a local contractor for storage of ‘road planings’ when they become available, some of which could then be used to repair the damage to the bridleway surface.

The following new matters were reported:

- Cllr Mrs Steele reported that re-instatement of the tarmac following recent work by Wessex Water on the pavement of Drove Lane was of a very poor standard, and had caused a trip hazard – **ACTIONS** – Cllr Mrs Steele to forward photos to Cllr Poole for him to refer to Wiltshire Council.

15. Correspondence Received

15.1 From **Clerks & Councils Direct** – March 2017 magazine – Available to view at meeting.

15.2 From **Wiltshire Council** – Notice of Election for the Parish /Town/City council elections, and the unitary election on 4th May – Notices placed on notice board.

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

No further correspondence received.

16. Adjournment for public discussion (agenda item moved forward at Chairman’s request)

The meeting was adjourned at 8.10 and resumed at 8.35pm.

17. Planning

- 17.1 The following applications received were considered
- 17.1.1 17/01098/FUL 25 The Spring, Market Lavington. SN10 4EB. Single storey extension to side with link to main house and addition of a dormer extension on the first floor, internal remodelling of property - Following a full discussion Councillors unanimously resolved to respond as follows - No Objection - Proposed Cllr Mrs Davis seconded Cllr Poole.
- 17.1.2 17/00732/OUT Allotment's at Spin Hill, Market Lavington. SN10 4NW. Change of use from domestic allotment to residential (Outline application with all matters reserved) - Following a full discussion Councillors unanimously resolved to respond as follows - Objection – The development site lies outside of the development/settlement boundary of Market Lavington, where new residential development is strictly controlled and only permitted where there is a special justification. The applicant has provided no such justification. A residential property sited at this location would be totally inappropriate and completely destroy the visual amenity value of the site - Proposed Cllr Mrs Davis seconded Cllr Mrs Earley.
- 17.2 The following recent planning decisions were noted
- 17.2.1 16/10667/FUL Fiddington Farm, Easterton Sands. SN10 4PY. Construction of new equestrian facilities – stables, open barn, office, grooms' flat, horse walker and outdoor arena – Approve with conditions
- 17.2.2 16/12142/FUL Hill View, 6 Spin Hill, Market Lavington. SN10 4NR. Replacement of existing front enclosed porch with larger single storey front elevation and replacement of side window with new door – Approve with conditions
- 17.3 Land and Garages at Stobberts Place, Market Lavington – Update – The Clerk referred to correspondence received from Wiltshire Council which confirmed that efforts to find an alternative solution for the site had not been successful, and that Wiltshire Council would not be formally opposing the disposal on the HCA application form that Aster would now be submitting.
- 17.4 33 High Street, Market Lavington – Update regarding unauthorised building work – Cllr Poole referred to recent correspondence he had received from a neighbouring resident. The Clerk reported that the Enforcement Officer at Wiltshire Council had confirmed that a Planning Application had now been received and was awaiting registration.

18. Finance

18.1 Parish Council Annual Insurance Renewal Documents – Report from Cllr Poole and Clerk – The Clerk referred to the renewal documents which she had forwarded to Cllr Poole (Chair of Management & Finance Committee). The documents included a new provision of 'Fair representation of Risk'. In light of the known poor condition of the Old School roof, this was duly reported to Community First, along with a minor correction request regarding the contents insurance for the Old School, and confirmation subsequently received that the condition had been noted on file. It was noted that the premium had increased by £41.33 from last year. It was proposed by Cllr Mrs Davis seconded by Cllr Osborn and resolved to approve the insurance premium for the coming year of £1,597.20.

18.2 Bills and Bank balance

Balance at Lloyds Bank 28.2.17	45,846.54	Current, and instant access Accounts
Less outstanding cheques – total	(2,924.75)	
	42,921.79	
Balance b/fwd	46,524.37	
Add receipts	743.85	
Less cheques & D/D's draw	(4,346.43)	
	42,921.79	

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.07.16 = £3,251.42

Receipts since last meeting

Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.57
Lloyds Bank – Interest maturing Fixed Term Deposit	110	32.95
Lavington Juniors – Hire E/F	130	350.00
Virgin Care Services – Hire OSH	140	56.00
Guides – Hire OSH	140	140.00

MARKET LAVINGTON PARISH COUNCIL

79

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MLCHT – Contribution towards light bollards	150		<u>163.33</u> 743.85
<u>Cheques & D/D's drawn since last meeting</u>			
H Sainsbury – Cleaner OSH wages	330	98.75	2897
C Hackett – Clerk wages	310	628.69	2898
West Lavington Youth Club – Friday night staffing	395	840.00	2899
M J Jordan – Flushing OSH heating system	350	196.00	2900
G&D Lunn – New sensor light front of OSH	350	150.00	2901
CS Electrical – 3 light bollards Community Hall car-park	360	588.00	2902 VAT £98.00
Wicksteed Leisure – 2 play area inspections & risk assess	360	216.00	2903 VAT £36.00
Broxap Ltd – New litter bin Hamilton Drive play area	360	216.00	2904 VAT £36.00
Mark Goddard & Sons – Tree works	360	300.00	2905 VAT £50.00
R Hale - Handyman contractor	320	275.00	2907
AlphaPrint.Me – Reimburse cost of hosting			
Neighbourhood Plan website	200	89.99	2908
David King – Neighbourhood Plan Consultant	200	686.00	2909
Bristol Wessex Water - Water OSH	350	20.50	DD
Bristol Wessex Water - Water E/F Pavilion	370	5.50	DD
Southern Electric – Electric OSH	350	<u>36.00</u>	DD
		4,346.43	

(Cheque 2906 VOID)

<u>Cheques to be paid March</u>			
H Sainsbury – Cleaner OSH wages	330	79.00	2910
C Hackett – Clerk wages and reimburse exps.	310/various	700.70	2911 *
Small Jobs – materials for new information board	250	388.81	2912
DALC – Cllr attendance at SW Regional conference	300	72.00	2913 VAT £12.00
Protect Fire Equipment Ltd – Annual service OSH & EF	350/370	176.76	2914 VAT £29.46
Victim Support – S137 grant donation	380	50.00	2915
David King – Neighbourhood Plan Consultant	250	3,214.00	2916 **
Community First Trading – Annual insurance premium	various	1,597.20	2917
R Hale - Handyman contractor	320	220.00	2918
Michael Sworder – 10 X wooden posts	360	50.00	2919

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

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

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

19. General Parish Matters

Cllr Davis referred to the complaint he had received regarding the footpath from Spin Hill across to the top of Northbrook, across which it appeared 'horse dung' had been thrown between the paddocks on either side, resulting in much of it dropping onto the footpath itself. Following further investigation it appeared that the issue had now resolved itself – No further action therefore necessary at the current time. The Clerk offered Councillors 'nomination packs' for the forthcoming Local Elections, reminding them the applications needed to be returned to Wiltshire Council by hand no later than 4.00pm on the 4th of April.

21. Date of next meeting

Tuesday 18th April 2017.

22. Closure of meeting

The meeting was closed at 9.05pm.