

# MARKET LAVINGTON PARISH COUNCIL

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Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.  
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## Minutes of the Meeting of the Parish Council held on Tuesday 18<sup>th</sup> July 2017 at 7.32 pm in the Old School, Market Lavington

**Councillors Present:** Cllr Osborn (Chairman – arrived at 7.32pm), Cllr Earley, Cllr Myhill, Cllr Steele, and Cllr Padfield.

**In attendance:** Wiltshire Cllr Richard Gamble (arrived at 8.00pm and left at 9.15pm), Carol Part (Chairman of Neighbourhood Planning Steering Group (arrived at 7.25pm and left at 8.05pm), 1 member of the public (left at 9.30pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
17/18-76	<b>Apologies for Absence</b> Cllr White had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn and Cllr Davis had sent apologies due to work commitments, which were accepted.
17/18-77	<b>Declaration of acceptance of office</b> The Clerk confirmed that one of the remaining two newly elected Parish Councillors, who had not yet signed their Declaration of Acceptance of Office forms, had done so before the start of the meeting. It was agreed that the remaining Parish Councillor would sign their Declaration form at the next Parish Council meeting they attend.
17/18-78	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-79	<b>Minutes of Council meetings</b> 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 20 <sup>th</sup> June 2017 (proposed Cllr Padfield, seconded Cllr Myhill).
17/18-80	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned at 7.34pm and resumed at 7.41pm.
17/18-81	<b>Police Report</b> Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 6 <sup>th</sup> of July which had been circulated to Councillors.
17/18-82	<b>Chairman's Report</b> The Chairman had no matters to report.
17/18-83	<b>Market Lavington Neighbourhood Plan</b> a) To receive a report from Chairman of the Steering Group – Carol Part offered the thanks of the Steering Group to the three Councillors who had joined the Steering Group. She reported that the Consultant had incorporated as many of the Parish Council's '7 ideas and aspirations' as possible into the Neighbourhood Plan documents, and the draft Plan was expected to be received imminently. When received it would need to be reviewed by the Steering Group and Parish Council, and then submitted to Wiltshire Council for environmental screening. She also referred to the Wiltshire Council 'Wiltshire Housing DPD' and encouraged individuals to also submit a response to the consultation. She then thanked the Parish Council for its support, and the Parish Council Chairman thanked the Steering Group for all their work. b) The draft minutes from the Steering Group meeting held on 4/7/17 were noted and no questions asked. The following matters highlighted for the attention of the Parish Council were then discussed: i. Review Wiltshire Council proposals for Revised Settlement Boundaries for Market Lavington – members reviewed the proposals

	<p>in detail and made a number of amendments – <b>ACTIONS</b> – Clerk to forward details of amendments to Consultant for him to include in the DPD response he was preparing on behalf of the Parish Council.</p> <p>ii. Consider designation of any ‘Local Green Spaces’ in the Neighbourhood Plan – the Clerk referred to a brief report circulated to members at the start of the meeting which listed a number of possible areas in the village which might be suitable for such a designation. Following a full discussion the following 3 sites owned by the Parish Council were agreed for possible designation: The village Green, Broadwell Play Area and near-by grass area, Amenity land behind Ladywood and Park Road (including small football field adjacent to Beechwood). There were a further 3 sites also suggested, which were not owned by the Parish Council. It was agreed to seek the advice of the Consultant, and based on his response, and the response received from any landowner directly contacted by the Parish Council to determine if any of these further sites would be put forward for formal designation as well – Proposed by Cllr Earley seconded Cllr Padfield – Final approval of which sites would be designated as ‘Local Green Spaces’ in the Neighbourhood Plan would be sought at the Extraordinary Parish Council meeting to be held on the 1<sup>st</sup> of August - <b>ACTIONS</b> – Clerk to liaise with Consultant, and write to landowner as agreed, and act upon responses received.</p> <p>iii. Review suggested Neighbourhood Plan policies, Vision Statement and objectives, and items to be included in ‘Developer Contributions Policy’ - members reviewed the above matters and agreed what items should be included in the ‘Developer Contributions Policy’ – <b>ACTIONS</b> – Clerk to forward details of items to be included in policy to Consultant.</p>
17/18-84	<p><b>Wiltshire Councillor Report</b> Wiltshire Cllr Gamble referred to the recent Area Board meeting during which a ‘Public Space Protection Order’ covering the centre of Devizes had been discussed. The order would provide Police with more powers to deal with any anti-social behaviour issues. It had been questioned whether it might be appropriate to include an order to cover villages as well. Councillors recognised that this might be a good idea for Market Lavington and asked that the Parish Council be included in any further discussions – <b>ACTIONS</b> – Cllr Gamble to liaise with Wiltshire Council on behalf of the Parish Council. He also referred to a meeting to be chaired by Claire Perry MP on the topic of ‘future housing need’ on the 28<sup>th</sup> of September, to which representatives from the Parish Council would be invited. He then answered questions posed by Councillors.</p>
17/18-85	<p><b>Parish Council Standing Orders</b> Following a brief discussion it was proposed by Cllr Steele seconded by Cllr Earley and resolved to amend the wording of paragraph 1f of the Standing Orders to read as follows (text in ‘red’ added): If an amendment to the original motion is carried, the original motion <b>ceases, and the amended motion</b> becomes the substantive motion upon which further amendment(s) may be moved.</p>
17/18-86	<p><b>Community Hall Trust Report</b> Cllr Padfield noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
17/18-87	<p><b>Old School Restoration Project</b></p> <p>a) To receive any update from the Parish Clerk - The Clerk reported that formal approval had been received today for the ‘borrowing approval application’. The contract for the ‘high level’ works had been put out to tender and posted on the ‘Contract Finder’ website, with a closing date of the 29<sup>th</sup> of July, and it was hoped that the ‘Plain Action’ grant application could be submitted soon.</p>

17/18-88	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Update on matters previously reported – Problems with newly laid road surface on Broadway which had melted and lifted up during the recent spell of hot weather, reported to Wiltshire Council – Matter was being referred to Wiltshire Council’s Consultants by the Highways Engineer.</li> <li>b) New matters reported – Jobs for <i>Handyman Contractor</i>: Remove fallen branches from over Broadwell Stream – <b>ACTIONS</b> – Clerk to liaise with contractor. <i>Parish Steward</i>: Lavington School sign sprayed with black paint – <b>ACTIONS</b> – Clerk to report to Cllr Davis for inclusion on next ‘priority job sheet’. Problems with cars parking on double-yellow lines outside Co-op and preventing buses from being able to stop at the new bus stop which had recently been moved to this location. It had been suggested by the Wiltshire Council Bus Network Manager that a painted ‘bus stop’ box would be a good idea at this location – <b>ACTIONS</b> – Clerk to lodge a request with the Area Board.</li> </ul>
17/18-89	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a) From Wiltshire Council – Notice of intention to introduce Electronic Planning Consultations with effect 31/7/17 – Noted.</li> </ul> <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> <ul style="list-style-type: none"> <li>b) From Cllr Mike Russell – Letter of resignation from role as Parish Councillor – Letter circulated to members and Electoral Services notified – Noted.</li> <li>c) From Electoral Services, Wiltshire Council – Statutory notices advertising Councillor vacancies – Placed on notice board – Noted.</li> <li>d) From DCLG – Letter confirming ‘Borrowing Approval’ application has been approved for the part-funding of the Old School restoration. Parish Council may borrow an amount not exceeding £165,000 – Noted.</li> <li>e) From Wiltshire Council – Notification of consultation on the Pre-submission draft Wiltshire Housing Site Allocations Plan, which runs from 14/7/17 to 22/9/17, and public exhibition events – Noted.</li> <li>f) From Mike Bridgeman - Copy of his book entitled ‘Step by Careful Step’ – Noted – <b>ACTIONS</b> – Clerk to send note of thanks to Mike.</li> </ul>
17/18-90	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) Receipt of the following planning application received which had been considered by the Planning Committee was noted             <ul style="list-style-type: none"> <li>i. 17/05419/FUL 3 Shires Close, The Spring, Market Lavington. SN10 4FB – No Objection.</li> </ul> </li> <li>b) 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.</li> <li>c) The following recent planning application decisions made by Wiltshire Council were noted:             <ul style="list-style-type: none"> <li>i. 17/04513/FUL &amp; 17/05053/LBC The Rectory, 14 Church Street, Market Lavington. SN10 4DT. Demolish existing single &amp; two storey extensions, and replace with new single &amp; two storey extensions, including all other associated works – Approve with conditions</li> </ul> </li> <li>d) The recent correspondence from Enforcement Officer, Wiltshire Council regarding the allotment land adjacent to Spin Hill was noted.</li> </ul>
17/18-91	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) Councillors received and approved the financial reports - income and expenditure details for June 2017, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date</li> <li>b) The Clerk referred to the quote received from the Planning Consultant to draft on behalf of the Parish Council the response to Wiltshire Council’s Housing Site DPD, as suggested at the last Parish Council meeting. It was resolved to approve the quote for £450, and approve its payment, along with the payment</li> </ul>

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	<p>of other 'cheques / Bill Payments' for July 2017 as detailed on the schedule (see appendix at end of minutes) – proposed Cllr Padfield seconded Cllr Myhill.</p> <p>c) To Elect Chairman of the Management &amp; Finance committee - There being no other nominations Cllr Padfield agreed to take on the role of Management &amp; Finance Committee Chairman – Proposed Cllr Osborn seconded Cllr Steele and unanimously approved</p> <p>d) To review the current signatories on the Parish Council Lloyds Bank and Santander accounts and amend as necessary – The Clerk reported that due to recent resignations there were now insufficient signatories on the Parish Council's two accounts. Following a brief discussion it was proposed by Cllr Osborn seconded Cllr Steele and resolved to add Cllr Padfield and Cllr Earley as signatories – <b>ACTIONS</b> – Clerk to make the necessary arrangements.</p> <p>e) To review the effectiveness of the 'sweep' facility on the Parish Council's Lloyds Bank account and amend as necessary – The Clerk explained the difficulties that were being encountered with the 'sweep' facility when she was trying to use internet banking to make on-line payments. Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr Padfield and resolved to cancel the 'sweep' facility on the account with immediate effect – <b>ACTIONS</b> – Clerk to action accordingly.</p> <p>f) To consider purchase of colour printer for use by Parish Clerk – Following a brief discussion it was agreed in principle to purchase a colour printer for use by the Parish Clerk – <b>ACTIONS</b> – Clerk to investigate costs for consideration at next meeting.</p>
17/18-92	<p><b>General Parish Matters</b> Cllr Earley asked if there was any update regarding the large conifer trees at the end of The Muddle - <b>ACTIONS</b> – Clerk to contact owner of trees and request an update.</p>
17/18-93	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 9.47pm</p>
17/18-94	<p><b>Dates of next Meeting/s</b> OSH Committee meeting - Tuesday 25<sup>th</sup> July 2017 (re-scheduled) Extraordinary Parish Council meeting – Tuesday 1st August 2017</p>
17/18-95	<p><b>Closure of meeting</b> There being no further business the meeting was closed at 9.48pm</p>

## Appendix.

Balance at Lloyds Bank 30.6.17	44,520.86	Current, and instant access Accounts
Less outstanding cheques – total	00	
	<b>44,520.86</b>	

Balance b/fwd	46,474.40
Add receipts	514.25
Less cheques & D/D's draw	2,467.79
Balance c/fwd	<b>44,520.86</b>

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.17 = £3,274.88

Receipts since last meeting		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	2.02
HMRC – 'till receipts' VAT claim 2014/17	105	85.91
Kate Thorn Fitness – Hire OSH	140	99.00
Guides – Hire OSH	140	120.00
Heytesbury PC – Contribution to Cllr Training	150	51.16
Urchfont PC – Contribution to Cllr training	150	51.16

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Lloyds Bank – Compensation payments	150	105.00
<b>TOTAL</b>		<b>514.25</b>

<b>Cheques / Bill Payments &amp; D/D's drawn since last meeting</b>				
<b>Details</b>	<b>Cost Centre</b>	<b>Amount</b>	<b>Ref</b>	<b>VAT</b>
Water2Business - Water OSH	350	20.50	DD	
Water2Business - Water E/F Pavilion	370	5.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
Southern Electric – Electric EF Pavilion	370	28.27	DD	
Mark Goddard – 3 of 7 payment for footpath/amenity land contract	360	536.92	BP	89.49
C Osborn – Chair 6 month allowance	300	125.00	BP	
WALC – Cllr Training	300/400	429.72	BP	71.62
MLCHT – Hire Hall for Skype meeting	300	13.00	BP	
H Sainsbury – Cleaner OSH wages	330	101.75	BP	
C Hackett – Clerk wages and reimburse exps ^	310/various	877.16	BP	6.76
R Hale - Handyman contractor + exps ^^	320/360	293.97	BP	??
<b>TOTAL</b>		<b>2,467.79</b>		

^ Clerk wages £628.69 + reimburse cost of new broom OSH £3.00 + reimburse cost of Extension cable reel OSH £12.99 + reimburse cost of colour printing £7.99 + reimburse cost of Computer printer paper X4 £10.00 + reimburse cost of laser printer cartridges X2 £14.49 + 6 month Clerk allowance £200.00 = TOTAL £877.16

^^ Handyman contractor 5 weeks £275.00 + reimburse cost of bin bags £7.56 + reimburse cost of petrol £11.41 = TOTAL £293.97

Payment for £1,900.00 to D L King authorised at June meeting but not paid until 6/7/17 when grant application to Locality had been approved

<b>July payments to be paid by Cheque / on-line Bill Payment</b>				
<b>Details</b>	<b>Cost Centre</b>	<b>Amount</b>	<b>Ref</b>	<b>VAT</b>
H Sainsbury – Cleaner OSH wages	330	81.40	BP	
C Hackett – Clerk wages and reimburse exps *	Various	634.44	BP	0.96
R Hale - Handyman contractor	320	220.00	BP	
Mark Goddard – 4 of 7 payment for footpath/amenity land contract	360	536.92	BP	89.49
AlphaPrint.me – Copying Parish Council & Neighbourhood Plan	200/300	72.21	BP	
D L King – Consultant support for WC DPD response	300	450.00	BP	
EMLU Link Scheme – S137 grant donation	380	62.50	2955	
Bobby Van Trust – S137 grant donation	380	62.50	2956	
CPRE – Annual Subscription	200	36.00	2957	
West Lavington Youth Club – 2 <sup>nd</sup> qtr S137 grant donation	380	750.00	2958	

\* Clerk wages £628.69 + reimburse cost of Computer printer paper X1 £2.75 + reimburse cost of spare key for notice board £3.00 = TOTAL £634.44