

# MARKET LAVINGTON PARISH COUNCIL

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

	<b>AGENDA ITEM</b>
17/18-408	<b>Apologies for Absence</b> 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	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-410	<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 20th March 2018 (proposed Cllr Myhill, seconded Cllr Padfield).
17/18-411	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> 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) – <b>ACTIONS</b> – Cllr Myhill to prepare Parish Council submission.
17/18-412	<b>Police Report</b> Officers from the Neighbourhood Policing Team had given their apologies and provided a report on the 6 <sup>th</sup> of April which had been circulated to Councillors.
17/18-413	<b>Wiltshire Councillor Report</b> 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	<b>Chairman's Report</b> The Acting Chairman noted that he had no additional matters to report.
17/18-415	<b>Market Lavington Neighbourhood Plan</b> 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 28<sup>th</sup> of April. The Regulation 14 Consultation period which started on the 26<sup>th</sup> of March, will finish on the 13<sup>th</sup> 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><b>Community Hall Trust Report</b></p> <p>a) To appoint new Parish Council representative on the Trust Committee – Cllr Davis agreed to take on this role – <b>ACTIONS</b> – 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><b>Committee meetings</b></p> <p>a) <b>Old School Hall Committee (OSH)</b> - The draft minutes from the committee meeting held on 3/4/18 were noted and no questions asked.</p> <p>b) <b>Highways, Recreation, Amenity &amp; Footpaths Committee (HRAF)</b> – 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><b>Old School Restoration Project</b></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 29<sup>th</sup> 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: 4<sup>th</sup> April and 4<sup>th</sup> 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 30<sup>th</sup> 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><b>Highways / Maintenance issues in the village</b></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 – <b>ACTIONS</b> – 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 – <b>ACTIONS</b> – 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 – <b>ACTIONS</b> – 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 – <b>ACTIONS</b> – Clerk to write letter to property owner bringing matter to their attention.</p>
17/18-420	<p><b>Market Lavington Vintage Meet – Saturday 14<sup>th</sup> / Sunday 15<sup>th</sup> July</b></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 – <b>ACTIONS</b> – Clerk to obtain necessary quotes and submit application if eligible.</p>
17/18-421	<p><b>Annual Parish Meeting</b> Agreed date <b>Tuesday 8<sup>th</sup> May</b>. Focus of meeting to be the Vintage Meet, Old School Restoration and Neighbourhood Plan – <b>ACTIONS</b> – Clerk to send out invites and liaise with Chairman of Steering Group and Vintage Meet Advisory Committee.</p>
17/18-422	<p><b>Correspondence Received</b></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><b>Planning applications and decisions</b></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:</p> <p>i. 18/02660/LBC Manor House, Wick Lane, Littleton Panell. Installation of 2 No. Fire Doors &amp; 1 No. Fire Screen. No objections</p> <p>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><b>Finance</b></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 &amp; 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 – <b>ACTIONS</b> – 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) – <b>ACTIONS</b> – Clerk to action accordingly.</p>
17/18-425	<p><b>General Parish Matters</b></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 – <b>ACTIONS</b> – Clerk to advise local resident accordingly.</p>
17/18-426	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.09pm.</p>
17/18-427	<p><b>Dates of next Meetings</b></p> <p>Planning Committee meeting – Tuesday 24<sup>th</sup> April (starting at 6.45pm)</p> <p>M&amp;F Committee meeting – Tuesday 24<sup>th</sup> 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><b>Closure of meeting</b></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	
	<b>24,722.06</b>	

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

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

<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	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.

<b>April 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>
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 <sup>st</sup> 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).

	<b>AGENDA ITEM</b>
18/19-34	<b>Apologies for Absence</b> 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	<b>Declaration of acceptance of office</b> The Clerk confirmed that Bob Gordon had signed his Declaration of Acceptance of Office form before the start of the meeting.
18/19-36	<b>Declarations of Interest and Dispensations to Participate</b> 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	<b>Planning application Site off The Clays, Market Lavington 17/07414/FUL &amp; 18/01196/FUL</b> 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	<b>Minutes of Council meetings</b> 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 <sup>rd</sup> May 2017 – Proposed Cllr Davis seconded Cllr Osborn.
18/19-39	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned at 7.41pm and resumed at 7.47pm.
18/19-40	<b>Police Report</b> Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 13 <sup>th</sup> of June (amended version received 18 <sup>th</sup> June) which had been circulated to Councillors.

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18/19-41	<p><b>Wiltshire Councillor Report</b>  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 3<sup>rd</sup> of July. The next Area Board meeting was scheduled for the 16<sup>th</sup> 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><b>Chairman's Report</b>  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><b>Market Lavington Neighbourhood Plan</b>  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"> <li>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 24<sup>th</sup> 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.</li> <li>b) To receive an update from the Steering Group meeting held on 5th June 2018 – There were no further updates.</li> <li>c) To discuss matters highlighted for the attention of the Parish Council – To include: <ul style="list-style-type: none"> <li>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) – <b>ACTIONS</b> – Clerk to advise Steering Group Planning Consultant accordingly.</li> </ul> </li> </ul>
18/19-44	<p><b>Community Hall Trust Report</b>  Cllr Davis noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
18/19-45	<p><b>Old School Restoration Project</b>  a) To receive the following updates:</p>

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	<ul style="list-style-type: none"> <li>i. Report from the on-site meeting with Project Manager, lighting designer and Snape M&amp;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).</li> <li>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.</li> <li>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.</li> <li>iv. Development of Old School website – Cllr Osborn to carry out research for consideration at next meeting.</li> <li>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.</li> </ul> <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"> <li>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"> <li>• 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 – <b>ACTIONS</b> – Clerk to advise Project Manager accordingly.</li> <li>• Any other matters – There were no other matters.</li> </ul> </li> <li>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.</li> </ul>
18/19-46	<p><b>Highways / Maintenance issues in the village</b></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) – <b>ACTIONS</b> – Clerk to action accordingly.</p> <ul style="list-style-type: none"> <li>a) Update on matters previously reported – <ul style="list-style-type: none"> <li>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 – <b>ACTIONS</b> – Cllr Davis to follow-up.</li> </ul> </li> <li>b) New matters reported – Broadwell grass area – <b>ACTIONS</b> – Cllr Davis agreed to carry out extra cuts in addition to those already carried out by the contractor.</li> </ul>
18/19-47	<p><b>Market Lavington Vintage Meet – Saturday 14<sup>th</sup> / Sunday 15<sup>th</sup> July</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>



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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 &amp; 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 – <b>ACTIONS</b> – Clerk to advise Organising Committee accordingly.</p>
18/19-48	<p><b>The General Data Protection Regulation (GDPR)</b></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 &amp; 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 – <b>ACTIONS</b> – 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><b>Correspondence Received</b></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 – <b>ACTIONS</b> – 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 – <b>ACTIONS</b> – 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><b>Planning applications and decisions</b></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"> <li>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.</li> <li>ii. 18/04869/LBC Manor House, Market Lavington. Installation of shower within existing second floor store – no objections.</li> <li>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.</li> </ul> <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"> <li>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.</li> <li>ii. 18/02989/FUL 7 Lavington Hill, Market Lavington. First Floor extension, single storey extension, loft conversion and thatched garden shed – Approve with conditions.</li> </ul>
18/19-51	<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 May 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date.</li> <li>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).</li> <li>c) Quarterly check of Parish Council accounts by Chairman of Management &amp; 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.</li> <li>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.</li> </ul>
18/19-52	<p><b>General Parish Matters</b></p> <p>Reference was made to vegetation overgrowing onto the pavement from an Aster owned property in Hamilton Drive – <b>ACTIONS</b> – 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 trim verges – <b>ACTIONS</b> – 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 – <b>ACTIONS</b> – Clerk to advise Gardening Club accordingly.</p>
18/19-53	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.53pm.</p>
18/19-54	<p><b>Dates of next Meetings</b></p> <p>Meeting of the Parish Council – Tuesday 17th July 2018</p>

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18/19-55	<b>Closure of meeting</b> 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	
	<b>202,917.44</b>	

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	<b>202,917.44</b>

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

<b>June 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	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 <sup>st</sup> 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