

# MARKET LAVINGTON PARISH COUNCIL

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

## **Draft** Minutes of the **Meeting** of the Parish Council **held on Tuesday 21st November 2017** **at 7.15pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr Earley, Cllr Davis, Cllr White and Cllr Padfield.

**In attendance:** Wiltshire Cllr Richard Gamble (left at 7.55pm), 2 members of the public (both left at 9.11pm), Carol Part (Chairman of the Neighbourhood Planning Steering Group – arrived at 7.26pm and left at 7.55pm) and Carol Hackett (Parish Clerk).

	<b>AGENDA ITEM</b>
17/18-257	<b>Apologies for Absence</b> Cllr Steele had sent apologies due to personal commitments, which were accepted. Cllr Whitehorn had sent apologies due to work commitments, which were accepted.
17/18-258	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-259	<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 (1 abstention, Cllr Davis – who had not been present at the meeting): a) Extraordinary Parish Council meeting 31st October 2017 (proposed Cllr White, seconded Cllr Myhill).
17/18-260	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.16pm.
17/18-261	<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 November which had been circulated to Councillors.
17/18-262	<b>Wiltshire Councillor Report</b> Wiltshire Cllr Gamble referred to the parking consultation being undertaken by Wiltshire Council and encouraged Councillors to submit a response, and also the consultation on the proposed scope of the Wiltshire Core Strategy (Local Plan) review. He noted that the next Area Board meeting scheduled for the 22 <sup>nd</sup> of January would be held at Lavington School, with a 'youth' theme. He then answered questions posed by Councillors.
17/18-263	<b>Chairman's Report</b> The Chairman reported a recent exchange of emails between himself, Cllr Gamble and a local resident who was concerned about the speed of traffic on the corner of White Street / Lavington Hill, and correspondence with a local resident regarding the pot holes along The Clays. He also referred to a leaflet that had been posted through his door from an unlicensed scrap metal dealer, which had been subsequently reported to the Wiltshire Council enforcement team, and local Police.
17/18-264	<b>Market Lavington Neighbourhood Plan</b> a) Report from Chairman of the Steering Group – The Chairman noted her frustration that although the Steering Group had been ready to start the Regulation 14 public consultation in October, with Wiltshire Council having given their confirmation that a Strategic Environmental Assessment (SEA) was not required for the Plan, a late submission from Historic England raising a number of concerns, had meant that this consultation had now been put on hold. Following a considerable delay, Wiltshire Council have now provided some guidance on what additional work will be required in order to respond to the concerns raised by Historic England, and the Steering Groups own

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	<p>Consultant has advised that a specialist Heritage Consultant should be employed to carry out the work. Following a full discussion it was recognised that it was important that this issue was addressed as soon as possible to ensure that the Regulation 14 consultation can commence early in the New Year. It was therefore proposed by Cllr Myhill, seconded by Cllr Padfield and resolved to allocate up to a maximum of £2,500 from the 'Neighbourhood Plan' budget to employ a Heritage Consultant to carry out the required work –</p> <p><b>ACTIONS</b> – Clerk to liaise with Steering Group Chairman to source suitable Heritage Consultant.</p> <p>b) To receive any updates, and discuss matters highlighted for the attention of the Parish Council – All updates detailed in 17/18-264a</p>
17/18-265	<p><b>Committee meetings</b></p> <p>a) <b>Management &amp; Finance Committee (M&amp;F)</b> – The draft minutes from the committee meeting held on 14<sup>th</sup> November 2017 were noted and no questions asked. The following recommendations were then considered:</p> <p>i. <b>2018/19 Parish Council budget</b> - It was proposed by Cllr Padfield, seconded by Cllr Davis and resolved to</p> <ul style="list-style-type: none"> <li>• Approve the proposed draft budget for 2018/19 as amended at the M&amp;F committee meeting – Total expenditure £53,503.23 Total Income £53,503.25 (copy provided to all Councillors)</li> <li>• Approve the precept requirement for 2018/19 of £50,909.00. £50,909.00 divided by 762.91 (tax base) = £66.73 band 'D' charge (an increase of £1.94 / 2.99% from 2017/18)</li> <li>• Approve an increase in the OSH Cleaners hourly rate from £8.14 to £8.35 (2.5% / 21p per hour increase) with effect from hours worked from 1/4/18</li> </ul> <p>ii. <b>Model Publication Scheme</b> It was proposed by Cllr Padfield, seconded by Cllr Myhill and resolved to</p> <ul style="list-style-type: none"> <li>• To approve the Model Publication Scheme document as amended at the M&amp;F meeting (copy provided to all Councillors)</li> </ul> <p>b) Committee membership – Following a brief discussion a number of membership changes were agreed to the HRAF and OSH Committees –</p> <p><b>ACTIONS</b> – Clerk to update committee membership details and circulate updated document to Councillors.</p>
17/18-266	<p><b>Community Hall Trust Report</b></p> <p>Cllr Padfield reported that the same Officers had been re-elected at the recent Annual Trust meeting.</p>
17/18-267	<p><b>Old School Restoration Project</b></p> <p>a) To receive and consider any updates – The Clerk noted that the Plain Action grant application had now been submitted to Community First, and thanked Bob Gordon for all his help with its completion. A meeting was due to take place at the Old School on the 29<sup>th</sup> of November, with the Consultant / Project Manager, representatives from the Old School Hall (OSH) committee, and the approved contractor, to discuss various aspects of the restoration project. Reference was then made to the information received from the Consultant regarding the recommended CDM principle Designer, which had been circulated to Councillors prior to the meeting. Following further discussion it was agreed to ask the Consultant to call in the Reference supplied, providing the cost would be covered within his Project Manager Fee. The scope of work also provided, would be discussed further at the meeting next week to determine if any additional information was required. The Clerk then referred to the reply received from the Consultant responding to the request made by the Parish Council following the last OSH committee meeting, regarding payment of his fees. Following further discussion it was agreed to seek clarification from the Consultant as to the exact definition of 'tender action</p>

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	<p>stage', and to request that the matter be discussed further at the meeting next week – <b>ACTIONS</b> – Clerk to liaise with Consultant regarding both the above matters.</p>
17/18-268	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Update on matters previously reported – It was noted that the large conifer trees at the end of The Muddle had now been felled – <b>ACTIONS</b> – Clerk to send letter of thanks to the landowner.</li> <li>b) New matters reported – <i>Parish Steward (next visit 12/13 December):</i> Lavington School sign defaced / one of new 20mph signs defaced. <i>Wiltshire Council:</i> 'T' junction warning sign for Stobberts Road missing – <b>ACTIONS</b> – Cllr Davis to report issues.</li> <li>c) Village Gateways - Councillors considered possible locations for erection of the Gateways and the advice received from Wiltshire Council. It was proposed by Cllr Davis, seconded by Cllr Myhill and resolved to make a request via the 'community issues' reporting system, for the Area Board to consider erecting gateways at the four main entrances to the village – <b>ACTIONS</b> – Clerk to log the request via Wiltshire Council's on-line system.</li> <li>d) Paths Improvement Grant Scheme (PIGS) – Councillors considered two possible projects for the scheme – <b>Pot holes on the Clays:</b> Although it was accepted that the pot holes along the bridleway needed attention, Councillors recognised that it was important to remember that this was a bridleway, and as such, the surface should not be improved to an extent that it encouraged any additional vehicular use. With this in mind it was agreed in the first instance to make enquiries about sourcing some road planings, hiring a roller, and possibly borrowing a tele-loader – <b>ACTIONS</b> – Cllr Davis to follow up. <b>Steps at the bottom of the path from Northbrook to Bouverie Drive:</b> Following further discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to make a PIGS grant application to repair the steps – <b>ACTIONS</b> – Clerk to obtain a quote from local contractor for the work, and then submit application to the Area Board.</li> <li>e) Wiltshire Council waiting and parking request 2018-2019 – Following a full discussion it was proposed by Cllr Padfield seconded by Cllr Earley and resolved to include a request for double-yellow lines along White Street (in addition to the previous requests made for additional parking restrictions along the High Street, and adjacent to Lavington School) – <b>ACTIONS</b> – Cllr Padfield to supply Clerk with a map suggesting the position for the yellow-lines for Wiltshire Council to consider.</li> </ul> <p>Cllr Myhill referred to the Speed Indicator Device (SID) currently being used by Erlestoke Parish Council, re-affirming his previous comments that the cost of meeting the regulations for fixing it to poles on the highway was prohibitive. It was however suggested that it might be possible if the resident of White Street had a suitable pole on their property, and they were prepared to attach it, and keep it charged, that the Parish Council might be able to borrow it – <b>ACTIONS</b> – Chairman to respond to resident accordingly. Cllr Myhill also noted that he would research the costs of alternative SID's, for future consideration by the Parish Council.</p>
17/18-269	<p><b>Christmas 2017</b></p> <p>The Chairman reported that the Methodist minister co-ordinating the 'Beer &amp; Carol's' at the Green Dragon was happy for the Parish Council to award the 'Community Minded Person of the Year' shield during the event (Wednesday 13<sup>th</sup> December 7.30pm). It was noted that the new Christmas decorations were due to be received within the next few days, and Cllr Davis offered to erect them (other Councillors to help if available). The Chairman referred to a request received for a real Christmas tree in the Market Place. It was recognised that it was too late for this request to be fully considered this year, a note would therefore be made for June 2018 to consider it further then – <b>ACTIONS</b> – Clerk to diarise.</p>
17/18-270	<p><b>Steam Rally 2018 – Saturday 14<sup>th</sup> / Sunday 15<sup>th</sup> July</b></p> <p>The Chairman confirmed that information about the event had been sent off to various magazines and a notice also placed in the December edition of the 'Community News'.</p>

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	<p>A dedicated email had also been set up for the event, for responses to be received. Meeting to be arranged in January for people interested in being involved with the event – date to be agreed at December Parish Council meeting.</p>
17/18-271	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>a) From Wiltshire Council – Wiltshire Local Plan Review, consultation paper setting out the proposed scope of the Review, comments to be submitted by 19/12/17 – Cllrs Myhill and White provided a brief report from the meeting they had attended at Wiltshire Council. Following further discussion it was agreed that a response would be submitted by the Parish Council highlighting the need for consideration of the wider infrastructure requirements as part of the proposed scope of the review – <b>ACTIONS</b> – Clerk to prepare draft response for consideration by Cllrs Myhill and White before submission.</li> <li>b) From Local Resident – Email to Wiltshire Councillor reporting that 20mph and extra white lines on White Street have had no effect – Discussed under item 17/18-263 &amp; 268.</li> <li>c) From Citizens Advice – Letter of thanks for grant donation – Noted.</li> <li>d) From WW1 Commemoration group – Letter regarding Toposcope Project, including request for financial contribution (<i>copy attached</i>) – The Chairman invited Mike Bridgeman to address the Council. Mike provided an overview of the project and the progress made to date. Request for financial support to be discussed further at the December Parish Council meeting during consideration of the '3<sup>rd</sup> quarters S137 grant allocations'.</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>e) From West Lavington Youth Club – Report from youth club leader regarding the Friday night sessions run in the Old School – Noted and accepted.</li> <li>f) From Smaller Authorities Audit Appointments Ltd (SAAA) – Notification of external auditor appointments from 2017/18 financial year – Noted.</li> </ul>
17/18-272	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) Receipt of the following planning applications received which had been considered by the Planning Committee were noted:             <ul style="list-style-type: none"> <li>i. 17/10686/TCA &amp; 17/10931/TCA Bupa Nursing and Residential Home, 39 High Street, Market Lavington - Various tree works – No Objection</li> <li>ii. 17/11086/TCA 8 Parsonage Lane, Market Lavington – fell T1 conifer – No objection</li> <li>iii. 17/10656/FUL 1 Lynchet Close, Market Lavington – Side extension over existing garage &amp; kitchen – No objection</li> </ul> </li> <li>b) The following application was 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>) 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. 17/06814/FUL &amp; 17/07375/LBC Wolseley House, 79 High Street, Market Lavington. Various works – Approve with conditions</li> <li>ii. 17/07414/FUL Land to the rear of 11 White Street, Market Lavington. Demolition of existing garages and erection of two houses with garages – Refuse</li> <li>iii. 17/07258/FUL Homeleas, Lavington Road, Freith. Single storey side extension (side entrance porch) – Approve with conditions</li> <li>iv. 17/09068/FUL 24 Stirling Road, Market Lavington. Two storey side extension – Approve with conditions</li> <li>v. 17/08104/VAR 1A Fiddington Clay, Market Lavington. Variation of Condition 2 of 14/12143/FUL in relation to materials – Approve with conditions</li> <li>vi. 17/07109/FUL Radlett, 8 Park Road, Market Lavington. Two storey side extension – Approve with conditions</li> <li>vii. 17/07264/FUL Fiddington Farm, Easterton Sands. Relocation of office</li> </ul> </li> </ul>

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	and flat building approved under 16/10667/FUL – Approve with conditions
17/18-273	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for September / October 2017, 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 October / November 2017 as per schedule (see appendix at end of minutes) – proposed Cllr White seconded Cllr Myhill.</p> <p>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 31/10/17, and all appeared to be in order.</p>
17/18-274	<p><b>General Parish Matters</b></p> <p>Cllr Earley noted her concerns regarding the low number of Councillors on the Parish Council (currently 5 vacancies). It was recognised that on a number of occasions there had been problems ensuring that meetings were quorate. Various ideas were suggested for encouraging new members to come forward. The Clerk referred to the '20mph bin stickers' that had now been received – <b>ACTIONS</b> – Cllr Davis to print some flyers to be supplied with the stickers when they are distributed to properties within the 20mph limit. Councillors and other volunteers to distribute – <b>ACTIONS</b> – Clerk to bundle up stickers ready for distribution.</p>
17/18-275	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned and resumed at 9.31pm</p>
17/18-276	<p><b>Dates of next Meeting/s</b></p> <p>Parish Council meeting – Tuesday 19th December (then to Green Dragon after the meeting)</p>
17/18-277	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.32pm</p>

## Appendix.

Balance at Lloyds Bank 31.10.17	49,648.87	Current, and instant access Accounts
Less outstanding cheques – total	62.50	
	<b>49,586.37</b>	

Balance at Lloyds Bank 31.10.17	49,648.87	Current, and instant access Accounts
Less outstanding cheques – total	62.50	
	<b>49,586.37</b>	

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

<b>Receipts since last ordinary Parish Council meeting (September)</b>		
<b>Details</b>	<b>Cost Centre</b>	<b>Amount</b>
Lloyds Bank - Interest	110	1.48
Tuesday Club – Hire OSH	140	408.00
Claire Lilley Fitness – Hire OSH	140	171.00
Mums & Chums – Hire OSH	140	132.00
JAM Club – Hire OSH	140	45.00
Manhattan Nights – Hire OSH	140	132.00
Aim on The Plain – Hire E/F Pavilion	130	120.95
Lavington Juniors – Hire E/F Pavilion	130	350.00
K Thorn Fitness – Hire OSH	140	50.00
Wiltshire Council – 2 <sup>nd</sup> half precept	120	24,141.00

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Receipts since last ordinary Parish Council meeting (October)		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.06
Wiltshire Council – Hire OSH	140	15.00
S Cady – Hire OSH (half of fee)	140	20.00
Cubs – Hire OSH for parents meeting	140	6.00
K Thorn Fitness – Hire OSH	140	100.00

Cheques / Bill Payments & D/D's drawn since last ordinary Parish Council meeting (September)					
Details	Cost Centre	Amount	Ref	VAT	
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 E/F Pavilion	370	31.10	DD		
H Sainsbury – Cleaner OSH wages	330	81.40	BP		
C Hackett – Clerk wages + expenses *	310/300/250/ 350	733.88	BP	17.53	
R Hale - Handyman contractor + expenses **	320/360	286.14	BP	1.86	
Certas Energy – Heating oil OSH	350	546.00	BP	26.00	
Grant Thornton – External audit fee y/e 31/3/17	300	360.00	BP	60.00	
Mark Goddard – 6 of 7 payment for footpath/amenity land contract	360	536.91	BP	89.48	
ClIr RA Fred Davis – Reimburse cost of drive belt for ride on mower	360	21.26	BP	3.54	
Cannings Estates – Tender documents for high level works OSH	350	945.00	BP	157.50	

Clerk wages £628.69 + reimburse cost of Colour printer £29.00 + reimburse cost of file dividers £2.00 + reimburse cost of laminating pouches X100 £10.00 + reimburse cost of computer printer paper X2 £5.00 + reimburse cost of defibrillator pads £49.19 + reimburse cost of mould remover X2 £10.00 = TOTAL £733.88

\*\* Handyman contractor 5 weeks £275.00 + reimburse cost of bin bags £11.14 = TOTAL £286.14

£5,500.00 transferred from Lloyds Bank savings account into the current account to cover expected monthly payments.

Cheques / Bill Payments & D/D's drawn since last ordinary Parish Council meeting (October)					
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		
PWLB – loan repayment	390	2073.41	DD		
PWLB – loan repayment	390	4454.74	DD		
H Sainsbury – Cleaner OSH wages	330	81.40	BP		
C Hackett – Clerk wages + expenses ^	310	872.07	BP	0.95	
R Hale - Handyman contractor	320	220.00	BP		
Mark Goddard – 7 of 7 payment for footpath/amenity land contract	360	536.90	BP	89.48	
Cannings Estates – Tender documents for high level works OSH	350	765.00	BP	127.50	
West Lavington Youth Club – 3 <sup>rd</sup> qtr S137 grant donation	380	750.00	2960		
Earl Haig Fund (Remembrance Day wreath) - S137 grant donation	380	62.50	2961		
Citizens Advice - S137 grant donation	380	62.50	2962		

^ Clerk wages £628.69 + reimburse cost of ink cartridges for Colour printer £17.69 + reimburse cost of wheelie bin 20mph stickers £220.00 + reimburse cost of cleaning materials OSH £5.69 = TOTAL £872.07

£20,000 transferred from Lloyds Bank current account into the savings account in October (2<sup>nd</sup> half of precept now received).

November payments to be paid by Cheque / on-line Bill Payment				
Details	Cost Centre	Amount	Ref	VAT
C Hackett – Clerk wages + expenses “	310/300/360/350	804.92	BP	23.54
H Sainsbury – Cleaner OSH wages	330	101.75	BP	

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R Hale - Handyman contractor ""	320/360	307.98	BP	3.67
Idverde Ltd – half cost grass cutting Elisha Field	370	487.20	BP	81.20
West Lavington Youth Club – Grant payment O/S from 2016/17	200	750.00	BP	
Festive Lighting – Christmas decorations Market Place	200/360	604.98	BP	100.83

“ Clerk wages £628.69 + reimburse cost of ICO registration fee £35.00 + reimburse cost of concrete bollard £128.60 + reimburse cost of cleaning materials OSH £2.63 + reimburse cost of computer paper X4 £10.00 = TOTAL £804.92

"" Handyman contractor 5 weeks £275.00 + reimburse cost of bin bags £7.96 + reimburse cost of petrol £14.02 + reimburse cost of extra hour worked £11.00 = TOTAL £307.98

£3,000 transferred from Lloyds Bank savings account into the current account 20/11/17 to cover above payments to be made.