

MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: carol-hackett@hotmail.com

Draft Minutes of the **Meeting** of the Parish Council held on **Tuesday 19th September 2017** at **7.24pm in the Old School, Market Lavington**

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Steele, Cllr Whitehorn and Cllr Davis
Cllr White and Cllr Padfield.

In attendance: Wiltshire Cllr Richard Gamble (left at 8.15pm), Rowena Lansdown (Wiltshire Council Public Protection Officer – left at 8.05pm), PC Teresa Herbert (Community Policing Team Co-ordinator – left at 8.05pm) and Carol Hackett (Parish Clerk).

	AGENDA ITEM
17/18-148	Apologies for Absence Cllr Earley had sent apologies due to personal commitments, which were accepted.
17/18-149	Declaration of acceptance of office The Clerk confirmed that the last newly elected Parish Councillor, who had not yet signed their Declaration of Acceptance of Office form, had done so before the start of the meeting.
17/18-150	Declarations of Interest and Dispensations to Participate <ul style="list-style-type: none">a) Cllr Davis declared a personal interest in item 164b as one of the payments due for approval was payable to him (reimburse cost of drive belt for ride-on mower). He took no part in the voting for this item.b) There were none.
17/18-151	Minutes of Council meetings The minutes of the following meeting of the Parish Council, having been previously circulated to Councillors, were approved and signed as a correct record: <ul style="list-style-type: none">a) Extraordinary Parish Council meeting 1st August 2017 (proposed Cllr Steele, seconded Cllr Myhill).
17/18-152	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.25pm.
17/18-153	Police Report PC Herbert introduced herself and briefed members regarding the relatively 'new' Police organisational / operational 'model' which had now been in operation for some time. She provided details of the current reported crime statistics for the area, and the current Police priorities. She then answered questions posed by members. Rowena Lansdown then introduced herself to members and explained her role in co-ordinating partner agencies, when necessary, to tackle criminal and anti-social behaviour.
17/18-154	Wiltshire Councillor Report Wiltshire Cllr Gamble made reference to the recent Area Board meeting, and other meetings due to take place in the coming weeks which may be of interest to members: 26 th Sept – Engagement event meeting in Devizes to discuss financial challenges facing Wiltshire Council / 28 th Sept – Afternoon meeting chaired by MP Claire Perry to discuss broadband services / 28 th Sept – Evening meeting chaired by MP Claire Perry to discuss housing issues / 10 th Oct – Official opening of Wiltshire Council Devizes Hub. He also reminded members that the Household Recycling Centre in Devizes would be closed for a couple of weeks at the end of November for upgrading.
17/18-155	Chairman's Report The Chairman reported that he had resolved a complaint regarding the road markings at the top of Northbrook following the refreshing of the double-yellow lines in the village, and spent time with the Handyman Contractor cutting back the branches overhanging the stream at the end of The Muddle, and dealing with a large bough that had fallen from a beech tree in Beechwood. He then referred to a meeting he had attended in Devizes, organised by Wiltshire Council, to discuss planting of trees

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	<p>around the area in November 2018 to commemorate the centenary of the end of WW1. A similar activity had been organised as a commemoration of the start of WW1, and a number of saplings planted on the bank of the Community Hall car park. However, unfortunately only 5 of the saplings had survived. Since then he had been growing some saplings himself, and proposed to plant these to replace the previous failed saplings, as part of the commemorations in 2018 – ACTIONS – Clerk to advise Wiltshire Council accordingly.</p>
17/18-156	<p>Market Lavington Neighbourhood Plan</p> <ul style="list-style-type: none"> a) To receive a report from Chairman of the Steering Group – The Chairman had given her apologies prior to the meeting. b) The draft minutes from the Steering Group meeting held on 11/9/17 were noted and no questions asked. The following matter was then discussed: <ul style="list-style-type: none"> i. Wiltshire Council Briefing note 331 / Response received to 2nd Parish Council letter – The Clerk referred to the response received from Wiltshire Council, and the subsequent comments received from Parish Councillors, Steering Group members and the Neighbourhood Plan Consultant. Following further discussion it was proposed by Cllr Osborn seconded by Cllr Davis and resolved to send a further letter to Wiltshire Council based on the suggested text provided by the Consultant, along with any other comments to be received from Councillors in the next couple of days – ACTIONS – Clerk to action.
17/18-157	<p>Committee meetings</p> <ul style="list-style-type: none"> a) Old School Hall Committee (OSH) – The draft minutes from the committee meeting held on 25th July 2017 were noted and no questions asked. Updates were provided on the following matters: <ul style="list-style-type: none"> i. Tenders for ‘high level works’ – The Clerk reported that the tender for this contract had been re-advertised along with the ‘low level works’ contract (quotes out of date and needed to be split into the 2 phases of work). All the quotes received had now been forwarded to the Consultant for review, and his recommendation was awaited. ii. New hand rail on exterior of building by steps – The Clerk noted that she had had some discussion with the Consultant regarding this matter, however as there was also the suggestion to update the signage for the OSH, which could also need Listed Building Consent, she proposed to refer the matter back to the OSH committee for further consideration. b) Joint Liaison Committee (JLC) – The draft minutes from the committee meeting held on 5th September 2017 were noted and no questions asked. The following matters were considered further: <ul style="list-style-type: none"> i. Wooden retaining wall in top Community Hall car park – The Chairman reported that he would make some temporary repairs in the next couple of weeks. The HRAF committee could then look in more detail at the options available, ensuring sufficient funding was allocated in the budget for the next financial year to cover the cost of any further work required. ii. Membership of JLC – Appoint additional Parish Council representative for the JLC – Following a brief discussion it was proposed by Cllr Davis seconded by Cllr Steele and resolved to appoint Cllr Padfield as the replacement Parish Council representative on the JLC – ACTIONS – Clerk to advise JLC Community Hall Trust members accordingly. c) Highways, Recreation, Amenity and Footpaths Committee (HRAF) - The draft minutes from the committee meeting held on 12th September 2017 were noted and no questions asked. The following matters were considered further: <ul style="list-style-type: none"> i. Use of 20mph wheelie bin stickers – Following a full discussion it was proposed by Cllr Davis seconded by Cllr Steele and resolved to purchase 500 stickers at a cost of £220 from the HRAF budget. These would initially be given to households along the High Street, Church Street and White Street, with any remaining stickers being offered to

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	<p>other households within the new 20mph limit – ACTIONS – Clerk to purchase stickers.</p> <p>ii. Erection of ‘white plastic gateways’ on highways verges at three main entrances to the Village (Spin Hill, The Spring, and High Street – Easterton end) – The Clerk referred to information she had received from Wiltshire Council. Following further discussion it was agreed to review possible locations for the ‘gateways’ at the next Parish Council meeting.</p>
17/18-158	<p>Community Hall Trust Report</p> <p>Cllr Davis noted that there had not been a Trust meeting since the last Parish Council meeting.</p>
17/18-159	<p>Old School Restoration Project</p> <p>a) To receive any update from the Parish Clerk – Update provided under item 17/18-157a.</p> <p>b) To consider requirement to comply with ‘The Construction, Design & Management Regulations 2015’, and the associated fee quote cost – Following consideration of the information provided by the Clerk regarding the regulations, it was agreed to investigate the possibility of preparing the necessary documentation which would be required to comply with the regulations internally, rather than employ an external consultant – ACTIONS – Clerk to forward information to Cllr White for further investigation. Matter to be considered further at next OSH committee meeting.</p> <p>c) To consider approval of quote received from Consultant for re-tendering the Restoration Work omitting the High Level Work – It was proposed by Cllr Davis seconded by Cllr Whitehorn and resolved to approve the quote of £637.50 + VAT – ACTIONS – Clerk to advise Consultant accordingly.</p>
17/18-160	<p>Highways / Maintenance issues in the village</p> <p>a) Update on matters previously reported – Problems with cars parking on double-yellow lines outside Co-op and preventing buses for being able to stop at the new bus stop which had recently been moved to this location – Matter considered at last CATG meeting and decision made to encourage enforcement of the yellow lines to see if this resolves the issue in the first instance, before giving consideration to painting a ‘bus stop’ box at the location.</p> <p>b) New matters reported – <i>Wiltshire Council</i>: Potholes on The Spring by Lavington School, Doctors Surgery, near the Library – ACTIONS – Cllr Davis to report.</p> <p>c) Speed Indicator Device (SID’s) – Cllr Myhill reported that he had attended a recent meeting of Erlestoke Parish Council, who are co-ordinating the group of parishes interested in using the device. He noted that there were a number of quite restrictive conditions and requirements for using the device, one of which was that the device could only be erected by someone who held a ‘street works contractor’ qualification (cost of which was £690). Following further discussion it was agreed to maintain contact with Erlestoke Parish Council to see how the sharing of the device evolved, and consider in the future possibly purchasing a more modern solar-powered device – ACTIONS – Clerk to contact Wiltshire Council to ascertain if the Parish Steward held the necessary qualification.</p> <p>d) Consider suggestions for suitable projects to be submitted for the ‘Substantive Highways Scheme Fund’ bid process – Councillors suggested a couple of projects – widening of road on the corner by the Doctor’s surgery, and traffic management idea for the narrow section of the High Street by Stobberts Road – ACTIONS – Cllr Davis to complete the bid application form and submit to Wiltshire Council before the deadline of 29th September.</p>
17/18-161	<p>Christmas 2017</p> <p>Following a full discussion, the Chairman agreed to contact the vicar co-ordinating the ‘Beer & Carol’s’ at the Green Dragon, to see if the ‘Community Minded Person of the Year’ shield could be awarded at the event. Chairman to also investigate the cost of</p>

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	<p>additional Christmas decorations for the Market Place, for consideration at the next Parish Council meeting – ACTIONS – Clerk to send Chairman details of company previously used to supply Christmas decorations.</p>
17/18-162	<p>Correspondence Received</p> <ul style="list-style-type: none"> a) From Lloyds Bank – Confirmation regarding changes made to bank account signatories – Noted b) From Wiltshire Council – Notification that no request received for an election following the resignations of Cllr Mike Russell, Cllr Caroline Davis, and Cllr Duncan Poole. Vacancies can therefore be filled by co-option – Noted c) From Bobby Van Trust – Letter of thanks for S137 grant donation of £62.50 – Noted d) From Independent Monitoring Board, HMP Erlestoke – Copy of annual report – Available to view at meeting <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>
17/18-163	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) Receipt of the following planning applications received which had been considered by the Planning Committee were noted <ul style="list-style-type: none"> i. 17/06814/FUL & 17/07375/LBC 79 High Street, Market Lavington. Demolition of 20th century garage and kitchen additions and replacement with two storey side extension and single storey conservatory/garden room. Refurbishment/repair of existing facing brickwork, roof and chimneys (including replacement of pebble dash dormer cheeks with new render); Alterations to boundary walls. Erection of detached garage/workshop within garden. refurbishment /modernisation of existing services and internal finishes (including levelling of floors and ceilings where possible) and other associated works. Alternations to boundary walls – Support subject to conditions: (see Planning Committee minutes for full details of response) ii. 17/07109/FUL Radlett, 8 Park Road, Market Lavington. Two storey side extension – No objection iii. 17/07258/FUL Homeleas, Lavington Road, Freith. Single storey side extension (side entrance porch) – No objection iv. 17/07241/FUL West View, 8 The Clays, Market Lavington. Single storey pitched roof sun room extension to rear of property – No objection v. 17/07257/TCA The Mead, 11 New Street, Market Lavington. Work to trees in a conservation area – No objection, support vi. 17/07092/TCA Market Lavington Nursing and Residential Home – Work to trees in a conservation area – No objection vii. 17/06451/FUL 14 Spin Hill, Market Lavington. Single storey kitchen extension – No objection viii. 17/07414/FUL Land to the rear of 11 White Street, Market Lavington. Demolition of existing garages and erection of two houses with garages – Objection (see Planning Committee minutes for full details of response) ix. 17/07264/FUL Fiddington Farm, Easterton Sands, Easterton. Relocation of office and flat building approved under 16/10667/FUL – No objection 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>) <ul style="list-style-type: none"> i. 17/08104/VAR 1A Fiddington Clay, Market Lavington. SN10 4BS. Variation of Condition 2 of 14/12143/FUL in relation to materials – No objection c) The following recent planning application decisions made by Wiltshire Council were noted: <ul style="list-style-type: none"> i. 17/06451/FUL 14 Spin Hill, Market Lavington. Single storey kitchen extension – Approve with conditions ii. 17/05419/FUL 3 Shires Close, The Spring, Market Lavington. Rear

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	<p>dormer extension with inward opening window and safety rail – Approve with conditions</p> <p>iii. 17/07092/TCA Market Lavington Nursing and Residential Home, High Street, Market Lavington. Works to trees in a conservation area – No Objection</p> <p>iv. 17/07257/TCA The Mead, 11 New Street, Market Lavington. Work to trees in a conservation area – No Objection</p> <p>v. 17/04130/FUL 31 Spin Hill, Market Lavington. Proposed single storey side extension in place of existing conservatory, rear flat roof dormer window roof extension with front roof lights, new porch and conversion of garage to utility room and store. Proposed change in external materials from brickwork to render, with timber cladding. Decking proposed – Approve with conditions</p> <p>vi. 17/07241/FUL WestView, 8 The Clays, Market Lavington. Single storey pitched roof sun room extension to rear of property – Approve with conditions</p>
17/18-164	<p>Finance</p> <p>a) Councillors received and approved the financial reports - income and expenditure details for July/August 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 August/September 2017 as per schedule (see appendix at end of minutes) – proposed Cllr Padfield seconded Cllr White (1 abstention, as detailed in minute number 150a).</p> <p>c) Councillors considered the two requests received for Grant Funding in the 2nd quarter of 2017/18 (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: Remembrance Day Wreath (Earl Haig Fund) £62.50 and Citizens Advice £62.50.</p> <p>d) External Auditors Report - The Clerk reported that the 2016/17 accounts had been signed off by Grant Thornton. She provided details of two administration matters which they wished to bring to the attention of the Parish Council which did not affect their overall opinion. She confirmed that the statutory notice advertising the conclusion of the audit had been placed on the website along with copies of sections 1, 2 and 3 of the Annual Return.</p>
17/18-165	<p>General Parish Matters</p> <p>Cllr Myhill reminded Councillors about the Old School 'Spruce Up Saturday' event which would run from 9.00am to 1.00pm this coming Saturday. Cllr Davis noted that he intended to erect a barrier at the top of the blocked-off steps to prevent access, as part of the planned maintenance event.</p>
17/18-166	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.27pm</p>
17/18-167	<p>Dates of next Meeting/s</p> <p>HRAF Committee meeting – Monday 2nd October</p> <p>OSH Committee meeting – Monday 9th October</p> <p>Management & Finance Committee meeting – Tuesday 10th October</p> <p>Planning Committee meeting – Tuesday 17th October (starting at 6.45pm)</p> <p>Parish Council meeting – Tuesday 17th October</p>
17/18-168	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.30pm</p>

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Appendix.

Balance at Lloyds Bank 31.8.17	37,436.59	Current, and instant access Accounts
Less outstanding cheques – total	0.0	
	37,436.59	

Balance b/fwd	44,520.86
Add receipts	5,296.34
Less cheques & D/D's draw	12,380.61
Balance c/fwd	37,436.59

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

Receipts since last meeting - July		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.91
SSE – Wayleave payment	150	11.47
Potterne PC – Contribution to Cllr training	150	68.21
Groundwork – Neighbourhood Plan grant	102	5150.00
West Lavington PC – Contribution to Cllr training	150	17.05
S Binge – Hire OSH	140	12.00

Receipts since last meeting - August		
Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.60
Little Cheverell PC – Contribution to Cllr training	150	34.10
TOTAL JULY & AUGUST		5296.34

Cheques / On-line Payments & D/D's drawn since last meeting - July				
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	
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 nd qtr S137 grant donation	380	750.00	2958	
D L King – Neighbourhood Plan Consultant	250	1900.00	BP	

Cheques / On-line Payments & D/D's drawn since last meeting - August				
Details	Cost Centre	Amount	Ref	VAT
West Lavington Youth Club – Staffing Friday sessions 6/1/17-21/7/17	395	1,500.00	2959	
H Sainsbury – Cleaner OSH wages	330	101.75	BP	
C Hackett – Clerk wages	310	628.69	BP	
R Hale - Handyman contractor + expenses ^	320/360	246.09	BP	4.35
Idverde – half cost of grass cutting Elisha Field	370	487.20	BP	81.20
Mark Goddard – 5 of 7 payment for footpath/amenity land contract	360	536.91	BP	89.48
D L King – Neighbourhood Plan consultant ^^	250	3950.00	BP	
Water2Business - Water OSH	350	20.50	DD	
Water2Business - Water E/F Pavilion	370	5.50	DD	
Southern Electric – Electric OSH	350	36.00	DD	
TOTAL JULY & AUGUST		12,380.61		

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* 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

^ Handyman contractor 4 weeks £220.00 + reimburse cost of bin bags £7.96 + reimburse cost of petrol for strimmer £18.13 = TOTAL £246.09

^^ Locality grant application submitted used original quote from Consultant for his next tranche of work (£3,250). Following decision to incorporate elements of the 'ideas & aspirations' document the cost of this element of work increased to £3,950.

September payments to be paid by Cheque / on-line Payment				
Details	Cost Centre	Amount	Ref	VAT
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
Cllr 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 to be transferred from Lloyds Bank savings account into the current account to cover expected monthly payments.