

MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: marketlavpc@gmail.com

VAT Registration Number: 296 9715 35

Draft Minutes of the **Meeting** of the Parish Council held on **Tuesday 16th October 2018** **At 7.15pm in the Community Hall meeting room, Market Lavington**

Councillors Present: Cllr Myhill (Acting Chairman), Cllr Whitehorn, Cllr Gordon, Cllr Steele, Cllr White, Cllr Padfield and Cllr Turner-Scott.

In attendance: 4 members of the public (3 arrived for the start and left at 8.53pm, 1 arrived at 7.39pm and left at 9.33pm), Wiltshire Cllr Richard Gamble (left at 8.53pm) and Carol Hackett (Parish Clerk).

In the absence of The Chairman and Vice-Chairman Cllr Myhill offered to take on the role of Acting Chairman for the meeting – Proposed Cllr White seconded Cllr Turner-Scott and unanimously approved.

	AGENDA ITEM
18/19-146	Apologies for Absence Cllr Earley and Cllr Davis had sent apologies due to personal commitments, which were accepted. Cllr Osborn sent apologies after the meeting.
18/19-147	Declarations of Interest and Dispensations to Participate a) Cllr Myhill declared a pecuniary interest in item 18/19-160b as one of the payments due for approval was payable to him (reimburse cost of hedging plants Elisha Field). He took no part in the voting for this item. b) There were none.
18/19-148	Council meetings a) Meeting of the Parish Council meeting held on 18th September 2018 – The minutes of the meeting were approved and signed as a correct record. Proposed Cllr Whitehorn seconded Cllr White. b) Meetings of the Old School Committee held on 25 th September 2018 and 9 th October 2018 – The draft minutes were noted and no questions asked. The following matters arising from the minutes were considered further: i. Update from Contractor meeting 10/10/18 and consider any outstanding matters: On-going dialogue regarding replacement single-glazed window units. The Clerk and Cllr Myhill reported that the Project Manager had received approval from the Conservation Officer, that the design of the windows installed would be acceptable to her. Councillors recognised that although these windows offered opening sections, they were not as per the specification, or as aesthetically pleasing as the design of the intended ones. It was therefore agreed to discuss with the Project Manager the possibility of seeking a 'compensation / good-will payment' from the contractor. It was also noted that the Conservation Officer had confirmed that the 'snow guards' did not need to be put back – ACTIONS – Clerk to liaise with Project Manager, report to be provided at next committee meeting. ii. Consider quotes for TV monitor and update following discussion with Youth Club: No information was available on either of these items, discussion deferred to next committee meeting. iii. Tuesday Club Area Board Grant, consider Parish Council contribution: It was proposed by Cllr Turner-Scott seconded by Cllr White and resolved to approve a contribution of £600 to the Tuesday Club towards the cost of the tables and chairs, with the understanding that they would also be made available for use by other hall users – ACTIONS – Clerk to advise Tuesday Club and raise payment when required. iv. Seek approval for purchase of additional tables and chairs by the Parish Council: It was proposed by Cllr Gordon seconded by Cllr Whitehorn and resolved to purchase 50 chairs (material seat covers, without arms) and 2 oblong tables – ACTIONS – Cllr Gordon to place order accordingly.

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18/19-149	<p>Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.41pm and resumed at 7.49pm.</p>
18/19-150	<p>Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 30th of September which had been circulated to Councillors.</p>
18/19-151	<p>Wiltshire Councillor Report Cllr Gamble referred to the request made at the last meeting for him to discuss the lack of parking enforcement in the Village, with Wiltshire Council Officers. Councillors reported that little enforcement had taken place since then – Cllr Gamble agreed to follow-up again. He noted that Wiltshire Council had agreed their response to the Boundary Commission, which included the recommendation for Market Lavington to remain within the ‘Lavingtons’ division, with the inclusion of Easterton. He then referred to the recent tragic road traffic accident at the top of Spin Hill / Ledge Hill noting that Wiltshire Council will not take any action until the Coroner’s report had been issued, and will then act as necessary. He then referred to agenda item 156c, noting that at this stage, he was inclined to support a request for a 7.5 tonne weight restriction in the village, and suggesting that other villages along the B3098 should also be contacted. Consideration would need to be given as to what impact such a weight restriction could have on other nearby roads.</p>
18/19-152	<p>Chairman’s Report Chairman not present.</p>
18/19-153	<p>Market Lavington Neighbourhood Plan</p> <ul style="list-style-type: none"> a) In the absence of the Steering Group Acting Chairman the Parish Clerk provided an update – The 2nd Reg.14 Consultation would be ending on the 30th of October, with the final ‘Pop-up’ session taking place on Saturday 20th October in the Old School. b) It was proposed by Cllr Padfield seconded by Cllr Whitehorn and resolved to approve submission of a grant application of £1,578 to Locality to part-cover the next tranche of the Consultant’s fees – ACTIONS – Clerk to submit grant application.
18/19-154	<p>Community Hall Trust Report In the absence of Cllr Davis, Cllr Padfield noted that all the Officers and Trustees were re-elected at the recent AGM, along with one new Trustee. He briefed members on the year-end financial position and the anticipated work that would need to be carried out in the future.</p>
18/19-155	<p>Old School Restoration Project (agenda headings for this item had already been covered under item 148b) The following updates were provided:</p> <ul style="list-style-type: none"> i. The Practical Completion Certificate had been issued by the Project Manager on the 16/10/18 and the building officially handed back to the Parish Council. As detailed above, there were still a number of outstanding items that needed to be addressed by the Contractor, but these would not affect the re-opening of the building on the 1st of November. ii. The heras fencing will stay in place around the perimeter of the site until the end of October for security reasons. iii. Official re-opening Event agreed as Friday 25th January 2019, 6.00pm to 8.00pm. This would be followed by an Open Day on the Saturday from 11.00am to 3.00pm.
18/19-156	<p>Highways / Maintenance issues in the village</p> <ul style="list-style-type: none"> a) Update from Cllr Davis and Clerk on matters previously reported – to include <ul style="list-style-type: none"> i. Lighting on paths leading to the Church and Community Hall – Item deferred in absence of Cllr Davis.

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	<ul style="list-style-type: none"> b) Consider any new matters to report – Parish Steward – cutting back vegetation near speed signs – ACTIONS – Cllr Davis to add to next job list c) Consider proposal for imposition of 7.5 tonne weight restriction in the village – Following a full discussion it was proposed by Cllr Myhill seconded by Cllr Whitehorn and resolved to write to Parvis Khansari (Director Highways & Transport at Wiltshire Council) requesting consideration be given to downgrading the B3098 to a ‘c’ road and imposing a 7.5 tonne weight restriction through the village (accept for access) – ACTIONS – Clerk to write to Wiltshire Council. d) Community ‘litter picking’ day – It was agreed to defer discussion of this proposal until the spring – ACTIONS – Clerk diarise for March 2019. e) 3 letters from local residents raising concerns about speed limits and road safety issues on Ledge Hill and Spin Hill – Councillors reviewed the concerns raised by local residents, and following a full discussion it was agreed to seek professional advice regarding the issues and consideration of possible improvements – ACTIONS – Clerk to contact Wiltshire Council and request an on-site meeting with Highways Engineers. Cllr Myhill referred to some additional quotes he had obtained for Speed Indicator Devices, as discussed at the last Parish Council meeting – ACTIONS – Committee members to review the HRAF 2018/19 budget at their next meeting, to determine if sufficient funds available to purchase device this financial year, and/or consider allocating funding in 2019/20 budget.
18/19-157	<p>Market Lavington Vintage Meet</p> <ul style="list-style-type: none"> a) 2018 event – Consider for approval recommendations of Village Project Grant Application Panel for allocation of profits from event – The Acting Chairman referred to the recommendations, grant criteria and scoring system documents circulated to members with the agenda papers. Following a brief discussion it was proposed by Cllr Turner-Scott seconded by Cllr Padfield and resolved to accept the recommendations of the Panel - Approve 8 grants, reject 1 application (not specific enough to meet the criteria) and refer the remaining 2 applications to the Parish Council for consideration (discussed under item 160d & e) – ACTIONS – Clerk to notify applicants accordingly. b) 2019 event – Cllr Myhill reported that most of the welfare facilities had now been arranged and the website was up and running. Entry bookings were already being received and the organising group were currently meeting on a monthly basis.
18/19-158	<p>Correspondence Received</p> <ul style="list-style-type: none"> a) Wiltshire Council - Consultation on Schedule of Proposed Changes to the draft WHSAP, deadline for comments 9/11/18 – Councillors agreed to respond supporting the proposed changes – ACTIONS – Clerk to submit response accordingly b) Wiltshire Council – Invitation to attend consultation event to review the Wiltshire Local Plan – No Councillors were available to attend c) Wiltshire Council – Invitation to attend public event to discuss Wiltshire Council ‘focusing on the future’ – No Councillors were available to attend d) WALC – Employment Support Consultation, deadline for comments 30/11/18 - Councillors agreed to respond supporting the proposal - ACTIONS – Clerk to submit response accordingly <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"> e) 3 letters from local residents raising concerns about speed limits and road safety issues on Ledge Hill and Spin Hill – Item brought forward for discussion to agenda item 156e under authority of the Acting Chairman.
18/19-159	<p>Planning applications and decisions</p> <ul style="list-style-type: none"> a) Receipt of the following planning application received which had been considered at a Planning Committee meeting was noted. <ul style="list-style-type: none"> i. 18/04451/FUL 11 White Street, Market Lavington, SN10 4DP. Erect part-

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	<p>single/part-double extension and insert conservation-approved roof lights in to rear roof (amended plans)</p> <p>b) Receipt of the following other planning applications received which have not been considered at a Planning Committee meeting were noted. There were none.</p> <p>c) 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.</p> <p>d) The following recent planning application decisions made by Wiltshire Council were noted.</p> <ul style="list-style-type: none"> i. 18/06671/FUL Stream Cottage, Northbrook, Market Lavington, SN10 4AN. Extension and alterations – approve with conditions ii. 18/07095/FUL Land to the rear of 11 White Street, Market Lavington. SN10 4DP. Demolition of existing garages and erection of a single dwelling and garage; the provision of 2 separate parking spaces; the widening of the Clays at the corner of the site – approve with conditions iii. 18/07780/TCA Beech House, 19 White Street, Market Lavington, SN10 4DP. Rowan Fell – no objection iv. 18/08213/TCA 50 High Street, Market Lavington, SN10 4AG. Various tree works – no objection
18/19-160	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - income and expenditure details for September 2018, bank reconciliation (see appendix at end of minutes) and budget position for financial year-to-date. b) It was resolved to approve the payment of 'cheques / on-line Payments' for October 2018 as per schedule (see appendix at end of minutes) – proposed Cllr White seconded Cllr Padfield (Cllr Myhill took no part in the vote). c) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Padfield confirmed that he had carried out the quarterly check of the accounts as at 31/7/18, and all appeared to be in order. d) Consider Village Project Grant application from 'Friends of Broadwell' – Councillors accepted the views of the Village Project Grant Application Panel that the Parish Council, as owners of Broadwell Play Area, should be responsible for its maintenance and upkeep. It was therefore proposed by Cllr White, seconded by Cllr Padfield and resolved that the cost of materials (£256.61) requested by the 'Friends of Broadwell' Volunteers would be covered from 'Earmarked Reserves' (Broadwell Play Area Fund) – ACTIONS – Clerk to liaise with Volunteers to co-ordinate purchase of materials. e) Consider Village Project Grant application for purchase of paint and equipment to refurbish the Elisha Field Pavilion - Councillors accepted the views of the Village Project Grant Application Panel that the Parish Council, as owners of the Pavilion, should be responsible for its maintenance and upkeep. It was therefore proposed by Cllr White, seconded by Cllr Myhill and resolved that the cost of materials (£500) for use by the Volunteers would be covered from 'Earmarked Reserves' (Elisha Field Pavilion Contingency) – ACTIONS – Clerk to arrange purchase of items when required.
18/19-161	<p>General Parish Matters</p> <p>The Clerk advised members of the dates when she would be on holiday.</p>
18/19-162	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned at 9.25pm and resumed at 9.30pm.</p>
18/19-163	<p>Dates of next Meetings</p> <p>Meeting of the Parish Council – Tuesday 20th November 2018</p>

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18/19-164	Closure of meeting There being no further business the meeting was closed at 9.33pm
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Appendix.

Balance at Lloyds Bank 30.9.18	100,335.41	Current, and instant access Accounts
Less outstanding cheques – total	0	
	100,335.41	

Balance b/fwd	126,892.31
Add receipts	26,011.39
Less cheques & D/D's draw	52,568.29
Balance c/fwd	100,335.41

Income received in September			
Details	Cost Centre	Amount	Ref
Lloyds Bank - Interest	110	4.89	
Vintage Meet 2018 – programme advertising/outstanding tug of war fees (3 items)	135	79.00	
Vintage Meet 2019 – caterers/traders deposits (6 items)	138	175.00	
Guides – Hire OSH	140	268.00	
D Reynolds – Magazine advertising (received in error)	150	30.00	
Wiltshire Council – 2 nd half of precept	120	25,454.50	
	TOTAL	26,011.39	

Cheques / Bill Payments & D/D's drawn in September			
Details	Cost Centre	Amount	Ref
Water2Business - Water OSH	350	18.00	DD
Water2Business - Water E/F Pavilion	370	7.50	DD
Southern Electric – Electric OSH	350	36.00	DD
Southern Electric – Electric E/F Pavilion	370	55.71	DD
D L King – Neighbourhood Plan Consultant (paid 3/9/18)	250	950.00	BP12
H Sainsbury – Cleaner OSH wages	330	83.50	BP1
R Hale - Handyman contractor & reimburse expenses ^	320/360	296.80	BP2
C Hackett – Clerk wages & reimburse expenses ^^	various	668.68	BP3
Snape Contracting – 3rd invoice for Restoration work	250	47,509.86	BP4
Mike Garbutt Warehousing – Hire of storage container	200	130.00	BP5
Mark Goddard – 6 of 7 payments footpaths/amenity land	360	536.92	BP6
Ian Myhill – Reimburse Vintage Meet 2019 expenses	378	199.85	BP7
Idverde – 2 nd half of annual grass cutting cost Elisha Field	270	499.31	BP8
Fast Hygiene – 4 towel dispensers Old School	200	62.16	BP9
Hospitality Services – Deposit for cold cabinet hire Vintage Meet 2019	378	18.00	BP10
CPRE – Annual Subscription	400	36.00	BP11
PKF Littlejohn – External audit fee Y/E 31/3/18	300	360.00	BP12
Wiltshire Air Ambulance – Donation from Vintage Meet 2018	375	1,100.00	BP13
	TOTAL	52,568.29	

Handyman Contractor (5 weeks @ £55) £275.00 + reimburse cost of petrol £7.87 + reimburse cost of black bags £13.93 = TOTAL £296.80

^^ Clerk wages £647.68 + reimburse cost of 3 toilet roll holders for Old School £21.00 = TOTAL £668.68

£52,000.00 - transferred from Savings account 17/9/18 to cover payments to be made.

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Cheques / on-line Payments to be paid in October			
Details	Cost Centre	Amount	Ref
H Sainsbury – Cleaner OSH wages	330	83.50	BP1
R Hale - Handyman contractor	320	220.00	BP2
C Hackett – Clerk wages & reimburse expenses *	various	679.04	BP3
Mark Goddard – 7 of 7 payments footpaths/amenity land	360	536.88	BP4
Cannings Estates Ltd – Project Manager next tranche of fees	250	13,084.12	BP5
Ian Myhill – Reimburse cost of hedging plants for Elisha Field to fill gap where gate used to be positioned	370	36.49	BP6
Market Lavington Community Hall Trust – deposit for hire of Furninger room for PC meeting	300	3.00	BP7
Mike Garbutt Warehousing – Hire of Storage Container October 18	200	130.00	BP8
David King (PlanningStreet) – Neighbourhood Plan Consultant next tranche of fees **	250/400	2,250.00	BP9
D Reynolds – Return of amount received in error 27/9/18 (should have gone to Village Magazine)	150	30.00	BP10
Alphaprint.Me – Printing and website update for Neighbourhood Plan (2 invoices)	250/400	437.24	BP11
Earl Haig Fund – S137 grant donation Remembrance Day wreath	380	75.00	3007
E,ML, & U Link Good Neighbour Scheme – S137 grant donation	380	60.00	3008
Tuesday Club – Village Project grant award	375	300.00	3009
Citizens Advice – S137 grant donation	380	60.00	3010
Lavington Guides - Village Project grant award	375	325.00	3011
1 st Lavington Sea Scouts - Village Project grant award	375	500.00	3012
Royal Air Force Air Cadets - Village Project grant award	375	200.00	3013
St Barnabas Primary School - Village Project grant award	375	619.21	3014
Worton & Cheverell Youth FC - Village Project grant award	375	200.00	3015
2 nd Market Lavington Brownies - Village Project grant award	375	250.00	3016
	TOTAL	20,079.48	

* Clerk wages £647.68 + reimburse cost of cable ties £5.98 + reimburse cost of tea towels for Old School £3.49 + reimburse cost of door mats X2 for Old School £9.98 + + reimburse cost of cleaning materials for Old School £9.41 + reimburse cost of envelopes X3 £2.50 = TOTAL £679.04

** Payment will be made when Locality Grant application approved.