

# MARKET LAVINGTON PARISH COUNCIL 1

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

Minutes of the **Annual Meeting** of the Parish Council held on **Tuesday 16<sup>th</sup> May 2017 at 7.15 pm in the Old School, Market Lavington**

**Councillors Present:** Cllr Osborn (Chairman), Cllr Myhill, Cllr White, Cllr Poole, Cllr Steele (arrived at 7.18pm) and Cllr Padfield.

**In attendance:** Wiltshire Cllr Gamble (left at 7.50pm), Carol Hackett (Parish Clerk), Mrs Carol Part (Chairman of the Neighbourhood Planning Steering Group – arrived at 7.28pm and left at 7.50pm), and 1 member of the public.

	<b>AGENDA ITEM</b>
17/18-1	<b>Election of Chairman</b> There being no other nominations, it was proposed by Cllr Poole, seconded by Cllr White and resolved to elect Cllr Osborn as Chairman of the Parish Council for the municipal year 2017/2018.
17/18-2	<b>Declaration of acceptance of office</b> The Chairman duly signed his Declaration of Acceptance of Office.
17/18-3	<b>Apologies for Absence</b> Cllr Earley, Cllr C Davis, Cllr F Davis, Cllr Whitehorn and Cllr Russell had sent apologies due to personal commitments, which were accepted.
17/18-4	<b>Election of Vice-Chairman</b> There being no other nominations, it was proposed by Cllr Osborn, seconded by Cllr Poole and resolved to elect Cllr F Davis as Vice-Chairman of the Parish Council for the municipal year 2017/2018.
17/18-5	<b>Declaration of acceptance of office</b> In the absence of the newly elected Vice-Chairman, it was agreed that he would sign his Declaration of Acceptance of Office at the next Parish Council meeting.
17/18-6	<b>Declaration of acceptance of office</b> The Clerk confirmed that all the newly elected Parish Councillors present at the meeting had signed their Declaration of Acceptance of Office forms before the start of the meeting. It was agreed that the remaining Parish Councillors would sign their Declaration form at the next Parish Council meeting they attend.
17/18-7	<b>Declarations of Interest and Dispensations to Participate</b> There were none.
17/18-8	<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 18 <sup>th</sup> April 2017 (proposed Cllr Steele, seconded Cllr Myhill).
17/18-9	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> The meeting was adjourned and resumed at 7.19pm.
17/18-10	<b>Parish Council Committees</b> a) Review Terms of Reference for Parish Council committees – The Clerk referred to the draft documents circulated with the agenda papers, noting the proposed amendments as detailed on the reverse, and one further minor amendment to the Terms of Reference for the Management & Finance Committee. It was resolved to adopt the amended documents – proposed Cllr Steele, seconded Cllr Poole. b) Appoint membership of each committee – Councillors present at the meeting agreed which committee/s they would like to attend – <b>ACTIONS</b> – Clerk to

	<p>contact remaining Councillors to ascertain their preferences, and then circulate copy of the updated 'Committee membership' document to all Councillors.</p> <p>c) Elect Chairman of 'Management &amp; Finance' Committee for the coming year - It was proposed by Cllr Steele, seconded by Cllr Osborn and resolved to elect Cllr Poole as Chairman of the 'Management &amp; Finance' Committee for the coming year.</p>
17/18-11	<p><b>Police Report</b></p> <p>Officers from the Neighbourhood Policing Team had been unable to attend the meeting, and no update had been provided. Cllr Steele provided details of a recent incident in the village.</p>
17/18-12	<p><b>Wiltshire Councillor Report</b></p> <p>Wiltshire Cllr Gamble offered his congratulations to Councillors on their election. He referred to an apology he had received from a senior Wiltshire Council officer, regarding the length of time it was taking to paint the white lines / re-paint the double yellow lines as agreed, and noted that the bus stop opposite the old Kings Arms was being re-located to the Market Place, where there was better visibility and less parked cars. It was hoped that the signage for the 20mph speed limit in the village would be installed in June, and the next Area Board meeting would be held on the 5<sup>th</sup> of June, next CATG meeting 14<sup>th</sup> June. It was expected that Wiltshire Council's 'Housing Development Planning Document' would be published in early June. He then answered questions posed by Councillors.</p>
17/18-13	<p><b>Chairman's Report</b></p> <p>The Chairman noted that he would be weed spraying the banks of Broadwell in the next couple of weeks, along with any of the roads which have not been sprayed by the Parish Steward.</p>
17/18-14	<p><b>Neighbourhood Planning Steering Group Report</b></p> <p>a) Carol Part, Chairman of the Steering Group, introduced herself, and referred to the draft minutes of the last Steering Group meeting which had been circulated to Councillors with the agenda papers. She noted that a new Consultant had been appointed to support the Steering Group, who was proving very helpful. He had already prepared a draft 'Scoping Report' and 'Consultation Statement', which were due to be considered by Steering Group members at the next meeting, and had started work on the draft 'Neighbourhood Plan' itself. She reminded Councillors of the need to ensure that any communication with the Consultant was only made through the Parish Clerk, in order to ensure that no additional unnecessary fees were incurred. She then referred to the concerns raised at the last Parish Council meeting, and noted the upset felt by members at the inference from the Parish Council that the Steering Group were not doing their job properly. She provided copies of the 'Terms of Reference and Statement of Purpose' for the Steering Group, which had been approved by the Parish Council back in 2014, and included the vision, objectives and responsibilities, which had guided the work of the Steering Group through-out the process to-date. She then referred to the presentation planned for the Annual Parish Meeting (APM), at which the Parish Council would be putting forward some 'future ideas and aspirations' for the Village, and urged Councillors to ensure that they consulted more widely with the local community, rather than relying just on the meeting to gauge public support for the proposals. The Steering Group Chairman then answered questions posed by Councillors.</p> <p>b) The draft minutes from the Steering Group meeting held on 25/4/17 were noted and no questions asked. Councillors welcomed the offer from the Steering Group for either the Chairman or Vice-Chairman to attend the Parish Council meeting in person to provide a verbal report – <b>ACTIONS</b> – Clerk to write to Steering Group Chairman confirming the Parish Council's support for the continued work of the Steering Group, and accepting the offer of attendance. Cllr Poole to send Steering Group Chairman copy of APM presentation.</p>

17/18-15	<p><b>Community Hall Trust Report</b> In the absence of Cllr F Davis item deferred until next meeting.</p>
17/18-16	<p><b>Joint Liaison Committee (JLC)</b> The draft minutes from the JLC meeting held on 2/5/17 were noted and no questions asked.</p>
17/18-17	<p><b>Old School Restoration Project</b></p> <ul style="list-style-type: none"> <li>a) Councillors received and considered the report prepared by Cllr Osborn, which outlined various options available for continuing to provide suitable accommodation for vital local organisations. Following a full discussion it was resolved to progress with the Old School Restoration Project, which had received overwhelming support from the Local Community during the recent village questionnaire exercise – Proposed Cllr Poole seconded Cllr Myhill.</li> <li>b) Cllr Poole provided a brief overview of the research and actions undertaken to date with regards to the Old School Restoration, including reference to the two main funding sources which could be jointly used to finance the project – a new Public Works Loan Board (PWLB) loan, and a grant application to ‘Plain Action’ (subject to approval). Following a brief discussion it was agreed that a formal proposal would be presented at the next Parish Council detailing how the project could be financed, for the Council to consider for approval – <b>ACTIONS</b> – Clerk and Chairman of the Management &amp; Finance committee to prepare proposal.</li> </ul>
17/18-18	<p><b>Annual Parish Meeting (APM), Tuesday 23<sup>rd</sup> May</b> Cllr Poole provided an overview of his presentation to Councillors, and the Chairman referred to the Annual Report that he would be presenting. It was also agreed that a copy of the Parish Council’s accounts summary for the y/e 31/3/17 would also be included on a display board, alongside information about the revival of the Steam Rally at the Elisha Field. APM to start at 7.00pm.</p>
17/18-19	<p><b>Highways / Maintenance issues in the village</b></p> <ul style="list-style-type: none"> <li>a) Cllr Poole reported that the Parish Steward had concentrated on weed spraying around the village during his last visit, and noted that any new jobs would need to be notified to him by the end of the month.</li> <li>b) New matters reported – Lack of signpost for ‘Townsend’ – <b>ACTIONS</b> – Clerk to refer matter to Wiltshire Council. Jobs for - <i>Footpath, Amenity Land contractor: FP24</i> (section from bottom of Fiddington Hill towards Easterton).</li> </ul>
17/18-20	<p><b>Correspondence Received</b> None received at time of issue <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>a) From Tuesday Club member – Enquiry regarding Old School booking form, and the reference to only ‘Guide Dogs’ being permitted in the Old School – Councillors recognised the need for the Parish Council to be more flexible in its approach to allowing dogs into the OSH, and therefore resolved to amend the current wording in the booking form accordingly (exact wording to be agreed at the next OSH committee meeting) – proposed Cllr Poole seconded Cllr Steele – <b>ACTIONS</b> – Clerk to advise Tuesday Club.</li> <li>b) From West Lavington Parish Council – Invitation to attend their Annual Parish Meeting 26/5/17 – No members were available to attend the meeting.</li> </ul>
17/18-21	<p><b>Planning applications and decisions</b></p> <ul style="list-style-type: none"> <li>a) The Parish Council resolved to make comments on planning applications received as listed below: <ul style="list-style-type: none"> <li>• 17/02714/FUL Weathertop, Parham Lane, Market Lavington. Construction of manege/riding area – No Objection, Proposed Cllr Poole, seconded Cllr Steele.</li> <li>• 17/03790/TCA 11 High Street, Market Lavington. Work to trees in a Conservation Area - No Objection, Proposed Cllr Steele seconded,</li> </ul> </li> </ul>

	<p>Cllr Osborn.</p> <p>b) The following recent planning application decisions made by Wiltshire Council were noted:</p> <ul style="list-style-type: none"> <li>• 17/03204/TCA Land to rear of 11 White Street, Market Lavington. Work to trees in a Conservation Area – No objection.</li> <li>• 17/00732/OUT Allotment's at Spin Hill, Market Lavington. Change of use from domestic allotment to residential (Outline application with all matters reserved) – Refuse.</li> <li>• 17/00352/FUL 21 Northbrook, Market Lavington. Demolish existing single storey side extension structures and erect new single storey extension and erect first floor rear extension – Approve with conditions.</li> <li>• 17/01098/FUL 25 The Spring, Market Lavington. Single Storey extension to side with link to main house and addition of a dormer extension on the first floor, internal remodelling of property – Approve with conditions.</li> </ul>
<p>17/18-22</p>	<p><b>Management &amp; Finance Committee (M&amp;F) meeting 9/5/17</b> The unapproved minutes were noted and no questions asked. The following recommendations were then considered:</p> <p>a) Parish Council Standing Orders – It was proposed by Cllr Steele, seconded by Cllr Poole and resolved to</p> <ul style="list-style-type: none"> <li>• To adopt the second option for paragraph 15bi of the new draft Standing Orders (to serve the Parish Council meeting agendas and papers by email). It was agreed that the Parish Clerk would provide hard copies of the agenda at every Parish Council meeting.</li> <li>• Formally adopt the new 'Standing Orders' for the Parish Council.</li> </ul> <p>b) Parish Council accounts for the year ending 31/3/2017 – Internal Audit Report – It was proposed by Cllr White, seconded by Cllr Steele and resolved to</p> <ul style="list-style-type: none"> <li>• Note and accept receipt of the Internal Auditors report.</li> <li>• Approve the actions to be taken in response to the Internal Auditors recommendations.</li> <li>• Formally adopt the new 'Governance, Finance and Management Risk Register' document for the Parish Council.</li> </ul> <p>c) Initial procedures regarding the use of internet banking by the Clerk – It was proposed by Cllr Steele, seconded by Cllr Padfield and resolved to</p> <ul style="list-style-type: none"> <li>• Approve the initial procedures regarding the use of internet banking by the Clerk, as detailed in the M&amp;F committee minutes.</li> </ul> <p>d) Parish Council responsibilities in relation to the functions of the Joint Liaison Committee – It was proposed by Cllr Steele, seconded by Cllr Myhill and resolved to</p> <ul style="list-style-type: none"> <li>• Approve the procedure for fulfilling the Parish Council responsibilities listed in the 'fourth schedule' of the Community Hall Lease, as detailed in the M&amp;F minutes.</li> </ul>
<p>17/18-23</p>	<p><b>Finance</b></p> <p>a) Councillors received and approved the financial reports - income and expenditure details for April 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 / Faster Payments' for May 2017 as per schedule (see appendix at end of minutes) – proposed Cllr Poole, seconded Cllr Steele.</p> <p>c) It was resolved to approve the use of variable direct debits to pay Water, and Electric utilities for the Old School and Elisha Field Pavilion (as per fin. Regs. Para. 6.7 – approve bi-annually) - proposed by Cllr Steele Seconded by Cllr Poole.</p> <p>d) It was resolved to approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor for the year ending 31/3/18 - proposed by Cllr</p>

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	White, seconded by Cllr Poole.
17/18-24	<p><b>Parish Council Accounts year ending 31<sup>st</sup> March 2017</b></p> <p>a) It was resolved to approve and sign section 1 of the Annual Return (Annual Governance Statement) – proposed Cllr Poole, seconded Cllr Steele.</p> <p>b) It was resolved to approve and sign section 2 of the Annual Return (Accounting Statements) – proposed Cllr White, seconded Cllr Poole.</p> <p>c) It was resolved to approve the asset register – proposed Cllr Poole, seconded Cllr Myhill.</p> <p>d) It was resolved to approve the schedule of Earmarked / Restricted Reserves – proposed Cllr Poole, seconded Cllr Myhill.</p>
17/18-25	<p><b>General Parish Matters</b></p> <p>Cllr Myhill questioned whether there had been any further correspondence regarding the trees at the end of the Muddle – The Clerk updated Councillors on the current situation.</p>
17/18-26	<p><b>Adjournment for Public Discussion (maximum of 5 minutes)</b></p> <p>The meeting was adjourned at 9.27pm and resumed at 9.28pm</p>
17/18-27	<p><b>Dates of next Meeting/s</b></p> <p>Annual Parish meeting – Tuesday 23<sup>rd</sup> May 2017 HRAF Committee meeting - Tuesday 13<sup>th</sup> June 2017 Parish Council meeting – Tuesday 20<sup>th</sup> June 2017 OSH Committee meeting - Tuesday 27<sup>th</sup> June 2017</p> <p>(Dates of Parish Council meetings for whole year - 18.7.17 / 19.9.17 / 17.10.17 / 21.11.17 / 19.12.17 / 16.1.18 / 20.2.18 / 20.3.18 / 17.4.18 / 15.5.18)</p>
17/18-28	<p><b>Closure of meeting</b></p> <p>There being no further business the meeting was closed at 9.29pm</p>

## Appendix

Balance at Lloyds Bank 30.4.17	53,338.67	Current, and instant access Accounts
Less outstanding cheques – total	( 800.00)	
	52,538.67	

Balance b/fwd	34,241.27
Add receipts	28,673.82
Less cheques & D/D's draw	( 10,376.42)
	52,538.67

Balance Santander Account – Business Reward Saver (Parish Reserves) 31.03.17 = £3,274.88  
(interest of £23.46 applied 16/3/17)

### Receipts since last meeting

Details	Cost Centre	Amount
Lloyds Bank - Interest	110	1.76
Wiltshire Council – Hire OSH	140	15.00
F Turner – Hire OSH	140	40.00
HMRC – Refund VAT 2 <sup>nd</sup> claim 16/17	105	1,262.06
Groundwork UK – Neighbourhood Plan Grant	102	3,214.00
Wiltshire Council – half year precept	120	<u>24,141.00</u>
		28,673.82

### Cheques & D/D's drawn since last meeting

H Sainsbury – Cleaner OSH wages	330	79.00	2941
C Hackett – Clerk wages and reimburse exps.	310/various	638.38	2942 ^ VAT 1.61
AlphaPrint.me – Parish Council and Neighbourhood Plan printing	various	328.18	2943

# MARKET LAVINGTON PARISH COUNCIL 6

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West Lavington Youth Club – 1 <sup>st</sup> qtr S137 grant donation	380	750.00	2944
R Hale - Handyman contractor + exps.	320/360	241.94	2945 ^ VAT £3.66
Mark Goddard – 1 of 7 payment for footpath/amenity land contract	360	536.92	2946 VAT £89.49
Cannings Estates Ltd – OSH planning/LBC applications	200/350	7,740.00	2947 VAT £1,290.00
Water2Business - Water OSH	350	20.50	DD
Water2Business - Water E/F Pavilion	370	5.50	DD
Southern Electric – Electric OSH	350	36.00	DD
		<u>10,376.42</u>	

^ Clerk wages £628.69 + reimburse cost of dustpan & brush OSH £2.00 + reimburse cost of dividers for finance file £2.69 + reimburse cost of computer printer paper X2 £5.00 = TOTAL £638.38

^^ Handyman contractor 4 weeks £220.00 + reimburse cost of bin bags £11.94 + reimburse cost of petrol for strimmer £10.00 = TOTAL £241.94

## May payments to be paid by Cheque

H Sainsbury – Cleaner OSH wages	330	81.40	2948
Bratton Baptist Church – Refund OSH hiring payment	140	36.00	2949
Fast Hygiene Ltd – Paper hand towels OSH	350	117.00	2950 VAT £19.50
St Mary's PCC – S137 grant Churchyard Maintenance	380	475.00	2951
Auditing Solutions Ltd – Internal audit 16/17	300	180.00	2952 VAT £30.00
WALC – Annual subs	300	799.61	2953 VAT £133.27
Mark Goddard – 2 of 7 payment for footpath/amenity land contract	360	536.92	2954 VAT £89.49

## May payments to be paid on-line by Faster Payment

Small Jobs – Information Board Canada Woods	360	95.04	
C Hackett – Clerk wages and reimburse exps.	310/various	784.96	* VAT £2.47
R Hale - Handyman contractor + exps.	320/360	225.73	** VAT £0.96

\* Clerk wages £628.69 + reimburse cost of green bin charge £44.00 + reimburse cost of cleaning materials OSH £7.59 + reimburse cost of address labels £7.18 + reimburse cost of Wiltshire Council Planning Application fee £97.50 = TOTAL £784.96

\*\* Handyman contractor 4 weeks £220.00 + reimburse cost of bin bags £5.73 = TOTAL £225.73