

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 15th January 2019
At 7.15pm in the Old School, Church Street, Market Lavington**

Councillors Present: Cllr Osborn (Chairman), Cllr Myhill, Cllr Earley, Cllr Davis, Cllr Gordon, Cllr Steele (arrived at 7.37pm and left at 8.14pm), Cllr White, Cllr Padfield and Cllr Turner-Scott.

In attendance: Wiltshire Councillor Richard Gamble (left at 7.57pm), 1 member of the public and Carol Hackett (Parish Clerk).

	AGENDA ITEM
18/19-271	<p>Apologies for Absence Cllr Whitehorn had sent apologies due to work commitments, which were accepted. The Clerk noted receipt of a 'notice of resignation' from Cllr Whitehorn, received when the apologies had been given – ACTIONS – Clerk to notify Wiltshire Council accordingly.</p>
18/19-272	<p>Declarations of Interest and Dispensations to Participate There were none.</p>
18/19-273	<p>Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned at 7.16pm and resumed at 7.21pm.</p>
18/19-274	<p>Council meetings</p> <ul style="list-style-type: none"> a) Meeting of the Parish Council meeting held on 18th December 2018 – the minutes of the meeting were approved and signed as a correct record. Proposed Cllr Davis seconded Cllr Padfield. b) Meeting of the Old School Committee held on the 3rd January 2019 - The draft minutes were noted and no questions asked. The following matters arising from the minutes, were considered further, and updates provided: <ul style="list-style-type: none"> i. Window blinds – The Clerk provided details of the additional quotes obtained, noting that the suppliers were unable to use specific 'sound absorbing material' to make the roman blinds, but had recommended the use of blackout lining to improve the 'sound absorbency'. Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr White and resolved to accept the quote from Ransome's Blinds of £2,750 + VAT to supply and fit roman blinds to all the windows in the main hall, and dining / kitchen area, plus to the windows of the 2 double doors – ACTIONS – Clerk to place order with supplier. ii. Acoustic panels – Cllr Myhill referred to an initial price obtained for 8 acoustic absorption panels 100cm X 100cm of £1,770 + VAT. It was agreed that the effectiveness of the new blinds would be reviewed in the first instance, before any additional solutions to the acoustic problem would be considered. iii. CCTV cameras – Cllr Myhill referred to the quotes discussed at the Old School committee meeting to provide 5 turret, high resolution cameras for the exterior of the building, and the recommendation that the quote from TH White for £2,716.75 + VAT be approved (amount in excess of committee expenditure authority). Following a brief discussion it was proposed by Cllr Myhill seconded by Cllr Davis and resolved to accept the quote as detailed above – ACTIONS – Order to be placed as and when finances for the Restoration Project had been reviewed. When Parish Council insurance renewal documents received in the next month, Clerk to enquire if CCTV might have any impact on the premium payable. c) Meeting of the Management & Finance Committee held on the 8th January 2019 - The draft minutes were noted and no questions asked. The following recommendations were then considered: <ul style="list-style-type: none"> i. 2019/20 Parish Council budget – It was proposed by Cllr Padfield seconded by Cllr Myhill and resolved

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	<ul style="list-style-type: none"> • To approve the proposed draft budget for 2019/20 as amended at the M&F committee meeting – Total expenditure £62,573.25 Total Income £62,573.87 (copy provided to all Councillors) • To approve the precept requirement for 2019/20 of £56,370.00 £56,370 divided by 768.64 (tax base) = £73.34 band 'D' charge (an increase of £6.61 / 9.91% from 2018/19) • To approve an increase in the OSH Cleaner's hourly rate from £8.35 to £8.60 (3% / 25p per hour increase) plus an additional half hour working per week (from 2.5hrs to 3hrs) with effect from hours worked from 1/4/19 • To approve an increase in the Clerk's hours from 14 to 17 hrs per week with effect from hours worked from 1/4/19 (members of the public and the Clerk left the room during discussion of this item) • To approve the recommendation of The National Joint Council for Local Government Services (NJC) for Clerk pay scales for 2019-2020 to be implemented from 1 April 2019 – includes amendments to existing pay scales and spinal column points (from SCP21 £10.676 per hour to SCP11 £11.00) (members of the public and the Clerk left the room during discussion of this item) <p>ii. Debit card - It was proposed by Cllr Padfield seconded by Cllr Gordon and resolved</p> <ul style="list-style-type: none"> • To approve issue of a debit card to the Clerk for use with the Parish Council's bank account
18/19-275	<p>Police Report Officers from the Neighbourhood Policing Team had been unable to attend the meeting. A report had been provided on the 6th of January which had been circulated to Councillors.</p>
18/19-276	<p>Wiltshire Councillor Report Wiltshire Cllr Gamble referred to the response received from the Director of Highways & Transport Wiltshire Council to the Parish Councils letter requesting consideration as to the suitability of the B3098. Although not surprised at the response, he noted he was not impressed with the lack of concern shown by Wiltshire Council, and confirmed that he had written to his Wiltshire Councillor colleague Jerry Wickham who covered the other end of the B3098. Cllr Gamble then referred to a number of issues with recent road closure notices and signage, some of which were due to utility provider errors, and encouraged Councillors to report any issues that became apparent. He then encouraged progress with the Market Lavington Neighbourhood Plan as soon as possible, and provided a brief report from the recent Area Board meeting.</p>
18/19-277	<p>Chairman's Report Cllr Osborn reported that he had identified a number of jobs for the Parish Steward and Handyman Contractor, and logged a number of issues on-line. The Christmas lights had been switched off and he would trim back some of the branches on the tree in the Market Place in due course. He had helped the Handyman Contractor to carry out repairs to safety matting in the Elisha Field Play Area, and would see if he could improve the effectiveness of the bearings in the 'rocking roundabout' piece of play equipment which were showing signs of wear.</p>
18/19-278	<p>Market Lavington Neighbourhood Plan The Clerk reported that the Plan was almost ready to be submitted to Wiltshire Council for the Regulation 15 and 16 stages, with the target date set for before 24/1/19 i.e. before changes in the NPPF come into force which would mean additional re-referencing administrative costs.</p>
18/19-279	<p>Community Hall Trust Report</p> <p>a) Cllr Davis noted that he had written to the Trust Chairman regarding his status as Parish Council Representative on the Trust committee as agreed at the last Parish Council meeting. There had not been a Trust Committee meeting since</p>

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	<p>the last Parish Council meeting.</p> <p>b) Cllr Gordon referred to independent advice he had obtained, which confirmed that it would be regarded as a conflict of interest if the representatives from the Parish Council on the Joint Liaison Committee were also trustees of the Community Hall. He also confirmed that it was necessary for the Parish Council to be named as an 'interested party' on the Community Hall Insurance policy – ACTIONS – Both matters to be discussed further at next JLC meeting along with a full review of the lease and responsibilities of the JLC.</p>
18/19-280	<p>Highways / Maintenance issues in the village</p> <p>a) Update from Cllr Davis and Clerk on matters previously reported – to include</p> <ol style="list-style-type: none"> i. Lighting on paths leading to the Church and Community Hall – Cllr Davis reported that he had not heard back from Wiltshire Council yet so would chase up again. b) Consider any new matters to report – Hedges and overhanging weeds at top of Northbrook (cutting back weeds – job for Parish Steward) / Speed Limit signs by Surgery turned round (Wiltshire Council) / Northbrook towards Market Place and steep part of Canada Rise needs clearing (Parish Steward) / Rubbish beside drive to sewage works from the Broadway (Wiltshire Council) – ACTIONS – Cllr Davis to review issues and deal with a necessary. c) Toposcope Licence – Councillors considered the information provided by the representative from the WW1 commemorative committee during the 'Adjournment for Public Discussion' item at the beginning of the meeting. Following a full discussion it was proposed by Cllr Davis seconded by Cllr Gordon and resolved to approve the Licence Holder's Agreement document, subject to correction of the typographical errors and clarification regarding the proposed set-up, and annual Licence renewal fees. d) Waste Carrier Licence – The Clerk confirmed that the appropriate Licence had been obtained, and that there would be no registration fee or annual charge payable. e) Risk Assessment for Broadwell Play Area and Stream Volunteers Work Party – Councillors reviewed the document in detail and requested a number of amendments – ACTIONS – Clerk to amend document accordingly and return to Working Party Group.
18/19-281	<p>Market Lavington Vintage Meet</p> <p>a) 2019 event – Cllr Myhill reported that preparations for this year's event were going well. Meetings were being held with security providers, and 67 bookings had been received to date.</p>
18/19-282	<p>Correspondence Received</p> <p>There were none</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>a) From Director of Highways & Transport Wiltshire Council – Response to Parish Council letter dated 6/11/18 – Circulated to Councillors and discussed under item 18/19-276.</p>
18/19-283	<p>Planning applications and decisions</p> <p>a) Receipt of the following planning applications received which had been considered at a Planning Committee meeting were noted.</p> <ol style="list-style-type: none"> i. 18/04451/FUL 11 White Street, Market Lavington, SN10 4DP. Erect part-single/part-double extension and insert conservation-approved roof lights in to rear roof (amended plans) ii. 18/11709/FUL 22 Canada Rise, Market Lavington, SN10 4AD. Demolish existing attached garage. Erect double storey side extension. Remove existing rear conservatory. Erect single storey rear extension. Apply render to existing front elevation areas and timber cladding to existing rear elevation at first floor level

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	<p>b) Receipt of the following other planning applications received which had not been considered at a Planning Committee meeting were noted.</p> <p>i. 18/11207/VAR Land at The Drummer Boy, Church Street, Market Lavington. Removal of condition 10 on 15/12362/FUL with regards to the Code of Sustainable Homes – No Objection</p> <p>ii. 18/11448/VAR Land at The Drummer Boy, Church Street, Market Lavington. Removal of condition 11 of planning permission 15/12362/FUL to remove the requirement for BREEM Certificate – No Objection</p> <p>iii. 18/11275/FUL 20 Church Street, Market Lavington. Proposed replacement extension, associated alterations and replacement windows – No Objection</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. There were none.</p>
18/19-284	<p>Finance</p> <p>a) Councillors received and approved the financial reports - income and expenditure details for December 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 January 2019 as per schedule (see appendix at end of minutes) – proposed Cllr Padfield seconded Cllr Myhill.</p>
18/19-285	<p>General Parish Matters</p> <p>Cllr Myhill referred to a very generous offer from a local resident of a portrait to generate funds for the Old School, and members then discussed different ways that this offer could be used - ACTIONS – Cllr Myhill to discuss further with local resident.</p>
18/19-286	<p>Adjournment for Public Discussion (maximum of 5 minutes)</p> <p>The meeting was adjourned and resumed at 9.21pm.</p>
18/19-287	<p>Dates of next Meetings</p> <p>Old School Committee Meeting – Tuesday 29th January 2019 Management & Finance Committee meeting – Tuesday 5th February 2019 Meeting of the Parish Council – Tuesday 19th February 2019</p>
18/19-288	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.22pm</p>

Appendix.

Balance at Lloyds Bank 31.12.18	21,779.44	Current, and instant access Accounts
Less outstanding cheques – total	525.00	
	21,254.44	

Balance b/fwd	8,104.61
Add receipts	20,855.39
Less cheques & D/D's draw	7,705.56
Balance c/fwd	21,254.44

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Income received in December			
Details	Cost Centre	Amount	Ref
Lloyds Bank - Interest	110	0.76	
Vintage Meet 2019 – caterers/traders/entertainers deposits (2 items)	138	85.00	
HMRC – VAT refund qtr to 30/9/18	105	20,410.88	
Lavington Juniors FC – half year usage E/F	130	358.75	
	TOTAL	20,855.39	

Cheques / Bill Payments & D/D's drawn in December			
Details	Cost Centre	Amount	Ref
Water2Business - Water OSH	350	21.00	DD
Water2Business - Water E/F Pavilion	370	13.50	DD
Southern Electric – Electric EF	370 + VAT	41.11	DD
Southern Electric – Electric OSH	350 + VAT	36.00	DD
1&1Internet Ltd – OS website hosting	350 + VAT	1.19	DD
H Sainsbury – Cleaner OSH wages	330	83.50	BP1
R Hale - Handyman contractor ***	Various	229.95	BP2
C Hackett – Clerk wages & reimburse expenses *	various	1,023.05	BP3
DCK Accounting Solutions – VAT advice re Vintage Meet	300	48.00	BP4
Sharan White – Reimburse cost of Toner Cartridge Vintage Meet expense	378	51.48	BP5
Colin Osborn – Chairman 6 month allowance	300	125.00	BP6
SLCC – Annual subscription	300	122.00	BP7
West Lavington Youth Club – 3 rd qtr grant donation	380	750.00	BP8
Adam Lee – Tree works at Elisha Field	200	500.00	BP9
CP Fire Consultants Ltd – Fire Risk Assessment OS	350	258.00	BP10
Kevin McGuinness – OS website design and creation	350	500.00	BP11
Jim Forrester – Annual OS boiler service	350	75.00	BP12
Status AV – Projector installation OS **	250	3708.00	BP13
DC Mortimer Electrical Services – Repairs to Christmas lights	360	118.78	BP14
	TOTAL	7,705.56	

* Clerk wages £647.68 + 6 month Clerk allowance £200 + reimburse cost of low level step ladder for cleaner £16.99 + reimburse cost of leaflet dispensers and poster holders £37.09 + reimburse cost of baubles and lights for OS Christmas tree £20.00 + reimburse cost of bin bags for OS £1.29 + reimburse cost of premises licence variation fee for OS £100.00 = TOTAL £1,023.05

** Payment scheduled to be processed on the 19/12/18 to ensure payment confirmation can be sent to Plain Action Programme Manager ASAP

*** Handyman contractor (4 weeks @ £55) £220 + reimburse cost of black bags £9.95 = TOTAL £229.95

Cheques / on-line Payments to be paid in January			
Details	Cost Centre	Amount	Ref
H Sainsbury – Cleaner OSH wages	330	104.38	BP1
R Hale - Handyman contractor	320	220.00	BP2
C Hackett – Clerk wages & reimburse expenses *	various	786.51	BP3
West Lavington Youth Club – Friday night sessions 14/9/18 to 21/12/18 £780 and 3 rd qtr S137 grant donation £750	395 & 380	1,530.00	BP4
Fast Hygiene – Paper towels Old School	350	78.00	BP5
Protect Fire – Additional /replacement fire extinguishers	350	268.62	BP6
Kate Thorn – Repayment of overpaid hiring charges (paid in advance)	350	70.00	BP7
HELP Counselling Services – S137 Grant donation	380	50.00	3017
DM Mason Engineering Consultants Ltd – Sustainability report for	400	1,860.00	3018

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Neighbourhood Plan			
	TOTAL	4,967.51	

Clerk wages £647.68 + reimburse cost of Amazon gift card £20.00 + reimburse cost of colour printer cartridges £22.49 + reimburse cost of black toner cartridge £18.40 + reimburse cost of oil tank cap £77.94 = TOTAL £786.51