

Michael
5/12/24

**WEST LAVINGTON PARISH COUNCIL
MEETING OF THE PARISH COUNCIL**



**07/11/2024 at 1900
GILES ROOM, VILLAGE HALL, SANDFIELD.**

MINUTES

Present:	Councillors: Mr P. West (Chair), Mr P Blundell, Mr R Scott, Mr R Oglesby, Mr D Muns, Ms L. Gough, Mr S. Laister, Mr G. Harrison	
Also present	Mr J Skillman (clerk) and 3 members of the public, who are about to be co-opted as parish councillors.	
24/25/092	Apologies for absence None	
24/25/093	Declaration of interests Cllr Blundell, trees on planning application PL/2024/09170	
24/25/094	The minutes of the parish council meeting held 03.10.2023 and Matters Arising Minutes of the last meeting – these were agreed to be a true and accurate record. All agreed. They were signed by the Chair.	
24/25/095	<p>Resignation of parish councillor Cllr Gamble resigned on 6/11/2024. Cllr West sent the resignation letter to Election Services on the same day. Cllr West added that, because we are 6 months from the council elections on 01/05/2024, then in accordance with section 89.3 of the Local Government Act, when a vacancy occurs within 6 months then an election shall not be heard. Therefore, the parish council can either leave the seat unfulfilled or fill it in using a co-option process. There was a notice sent by Election Services, which has been posted on the noticeboard. Therefore, we can fill 3 vacancies tonight. We have 3 applicants:</p> <p>Co-option of new parish councillors Michael Sworder Proposed: Cllr Muns Seconded: Cllr Scott All agreed</p> <p>Sandy Pattison Proposed: Cllr Laister Seconded: Cllr Harrison All agreed</p> <p>Andrew Koval-Radley Proposed: Cllr Blundell Seconded: Cllr Laister All agreed</p> <p>The three applicants completed the Declaration of Acceptance of Office form and the GDPR form.</p>	

	Clerk/Chair to set up email for the three new parish councillors, email them the GDPR tool kit. Clerk will register them with Wiltshire Council.	Clerk/PW
24/25/096	<p>Chair's announcements</p> <p>Cllr West proposed a vote of thanks to Cllr Gamble for his contribution to the village. All agreed.</p> <p>Cllr West proposed that we appoint Cllr Gamble as a parish council adviser, given his experience of both Wiltshire Council and the Parish Council.</p> <p>Mercers bus stop's hardware and electrical supply has now been removed. The bus stop is still there but the shelter is not.</p> <p>Cllr West wrote to the Police Chief Constable a month ago asking her to reduce speed limits at Black Dog crossroads. A reply has been promised for next week. Cllr West intends to write to the Police and Crime Commissioner to highlight the fact that we didn't receive a reply to that, and we have not had a response to our two emails asking for the next steps on the Community Speedwatch. Also, we have received no response to our request for speed enforcement. Cllr West will wait until next week to see if he receives a response from the Inspector of Traffic. Cllr West added that the Highways Engineer would only reconsider speed limits if there was a material change to the road. Traffic Lights are a material change so they should reconsider speed limits.</p>	
24/25/097	<p>Wiltshire Councillors report</p> <p>Cllr Muns reported:</p> <p>Black Dog: With installation of traffic lights at the end of Spring one can assume that traffic would come to a hard stop, so it makes sense to start bringing the speed limit down to 40mph.</p> <p>Betty Mitchell's funeral: Betty was a resident of Hedges House. There may be a request for an additional bench in Robert's playground for Betty.</p> <p>Village Hall car park: This is now filled with between 8 and 10 builders vans every day.</p> <p>Wiltshire Council has a plan to install 100 air quality monitors around the county, along busy and congested routes. Cllr Muns is keen to put some in West Lavington e.g. by the shop where traffic stacks up at peak times. The monitors need a wifi connection and a power supply. There will be a few months before sites are pinpointed. Cllr Muns asked parish councillors to consider suitable sites.</p> <p>Wiltshire Council's idea is to put mobile phone signal monitors on their Waste vehicles to create their own map to see where the black spots are, and then use that to start drawing attention to the black spots then report the lack of coverage to mobile phone providers and start lobbying for extra transmitters or whatever is needed.</p>	
24/25/098	<p>Public Participation</p> <p>None</p>	

24/25/099	<p>Planning - to receive those decisions notified, and to consider:</p> <p>PL/2024/09170 - Annexe, The Haven, 63-65 High Street, LP. SN10 4ES Notification of proposed works to trees in a conservation area T1 Cypress Conifer - Fell. G1 3 Sycamore – Fell https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000009nOf7 Consultation deadline 31/10/2024. Extension requested to 8/11/2024</p> <p>Cllrs Scott and West would like to ask the tree officer review T1 cypress conifer as it is a fine specimen of a tree and worth keeping.</p>	Clerk
24/25/100	<p>Planning decisions confirmed.</p> <p>PL/2024/06281 - School House, 6 High Street. SN10 4HQ Proposed rear two-storey extension and associated alterations and refurbishment. Cladding to elevations. Applicant Name: Dauntsey's School Decision Date: 26-09-2024. Approve with Conditions https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000007TkGL</p> <p>PL/2024/08208 - 6 The Farm. LP. SN10 4AX. Proposed Works to Trees in a Conservation Area. T1 – Cherry tree – cut back one overhanging branch. T2 – Cherry tree – deadwood and prune. T3 – Cherry tree – fell. T4 – Silver Birch tree – reduce height by 3ft. T5 – Willow tree – overall reduction. T6 – Oak tree – deadwood. T7 – Plum tree – prune Decision: No Objection https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000008yezG</p> <p>PL/2024/08700 - 31 High Street. Proposed Works to Trees in a Conservation Area. Cherry tree - reduce by 3m. Maple tree - reduce by 2m. Willow tree - reduce by 3m Decision Date: 22-10-2024 Decision: No Objection https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000009OoGD</p>	
24/25/101	<p>Planning monitoring Lavington Lane crossing and drainage: Cllr Muns reported that the Wiltshire Council's Highways and Enforcement teams will both be making periodic visits and monitoring progress. The work should be completed by the expiry of the TRO.</p> <p>Hedges House: Cllr Harrison reported that a meeting is planned 12/11/2024 at 12.30pm, to which parish councillors are welcome to join. Cllr Harrison will report back at the next parish council meeting.</p> <p>Hayfield: Cllr Muns reported that a letter is due to be sent out about the road closure for resurfacing.</p> <p>Alms House (in Sandfield) committee: Cllr Gough reported on how this works and how the residents are looked after. Clerk to add Alms House updates to January and July agenda and diary.</p>	<p>GH</p> <p>Clerk</p>

24/25/102	<p>Highways Issues and updates</p> <p>Sewerage (overload/raw sewage into Semington Brook): Cllr West reported that Brian Mathew MP visited to look at this and has drafted a letter to Wessex Water asking them to speed up work, to provide an explanation as to why this still happens, and to justify why they think the pipe is big enough given the increase in houses in the 50 years since the pipe was first installed.</p> <p>Cllr Harrison has received a reply from Johns Associates in Bradford on Avon regarding developing an understanding as to how much it would cost for a more holistic view of this situation. With something authoritative we could take it to Wiltshire Council or Wessex Water as evidence.</p> <p>Black Dog crossroads: Covered earlier.</p> <hr/> <p>Sunnyside – broken mirror A resident has contacted the parish council to say that the mirror on the outside wall that helps them get on to the main road is now broken. The view was that if it belonged to the resident then the onus to replace it should be with the resident rather than the parish council. Cllr West will reply accordingly.</p>	<p>GH</p> <p>PW</p>
24/25/103	<p>Riparian and landowners' responsibilities Cllr Scott has emailed councillors with a link to:</p> <p>https://www.gov.uk/guidance/owning-a-watercourse and more details guidance called "Your watercourse: rights and roles guide"</p> <p>A Riparian and landowners' list has now been drawn up and is nearly complete.</p> <p>Clerk to liaise with Chair and draft a letter to Riparians and landowners to remind them of their responsibilities</p>	<p>Clerk/PW</p>
24/25/104	<p>Receipt of Working Groups and project reports</p> <p>Communication update, incl. staging website to update our website. Cllr Harrison and West still working on the website.</p> <p>Risk Committee including GDPR Cllr Harrison reported that the next meeting has been set (9/12/2024 at 7pm on Teams) so if any other councillors wanted to join then please let him know. Mercer's bus stop can now be removed from the Risk Register.</p> <p>Community resilience plan Cllr Harrison reported that biggest risk is inclement weather and the resulting flooding.</p> <p>Cllrs West and Muns stated that their way to encourage more action is to write to the portfolio holder.</p> <p>Cllr Harrison mentioned a house that had been flooded previously, and that if it floods again because of the gully not being cleared then a letter should be written to Wiltshire Council highlighting their responsibility for gully clearing. Based on this</p>	<p>All</p> <p>PW/DM</p> <p>GH/DM</p>

risk, Cllr Harrison will draft a letter to Wiltshire Council and copy to Cllr Muns for tweaking prior to sending.

Cllr Harrison suggested that there should be another push to make the community aware of the Community Resilience Plan, e.g. in News & Views.

GH

West Lavington Village Hall

Cllr Gough gave an update on the Village Hall, to give assurances as to how future grant monies would be spent, how it has been and can be improved to encourage more users and hirers, starting with the heating.

Before the current committee was in place it was lacking maintenance and statutory requirements. The hall was temporarily closed to enable a building survey to take place. The quote for repairs totalled £158,637.52 and thankfully the building did not face the pending structural failure.

Paul Bryant & Gaile Bishop have put a lot of time and effort into improving the maintenance, statutory requirements, and the running of the Village Hall.

This has enabled an increased number of bookings/hirings and there is now £4,000 in the savings account. The next priorities were an asbestos survey, electrical inspection, means of escape put in place, and a musical licence. Work still needs to be done on the roof.

The Village Hall committee then prioritised the affordable aspects that require attention, i.e. comfortable seating, heating and acoustics. This was completed after feedback from hirers.

The aim for the future is to build round the building, e.g. sheltered areas with coffee machines.

The transfer from a constitution to a CIO needs to be done before grants can be applied for.

Cllr Harrison asked what the £158,637.52 figure would buy. Cllr Scott replied that this would be for repairs and maintenance, some reroofing and possibly underfloor heating as a long-term solution to the heating problem.

Cllr Gough reported that the CIO was due for completion by the end of December.

Cllrs Harrison and Harrison commented that a timeline for future plans and grant amounts would be useful.

Cllr Sworder asked what the committee would want the building to do for the community in the future. Cllr Muns agreed and added that the process should start with the community, e.g. a Facebook poll or leaflet drop. Cllr Gough commented that the current hirers are from outside of the community.

The Village Hall Grant request was for £7,000.

All agreed.

Cllr West added that this would be from CIL monies because it is for infrastructure.

Clerk

<p>Rights of Way (RoW) report Cllr Laister reported that he is liaising with local land agent, who is positive about the News & Views article, which asked walkers to keep to footpaths. Public responses highlighted the fact that WLAV18 has ploughed over and has disappeared. However, the path should be put back in the next few weeks.</p> <p>Sunken lane and WLAV45L: A revised route has been proposed but this is still in progress. A resolution is hoped for in the New Year.</p> <p>Playgrounds' Group Spika Spinning Pole & the Hip Hop Swing: Cllr Blundell has contacted Clark Playground Installations Ltd to ask for further quote for the necessary work.</p> <p>Work to the Pre-School Steps: The missing slabs on the Pre-School Steps to the Recreation Ground have now been replaced. He has also done some pointing work as well as removing all the weeds. However, some concrete filling still needs to be completed. The invoice will not be paid until this is completed.</p> <p>War Memorial Cleaning: The stone has now been cleaned. The Parish Council thank Stonemason Toby Robson for his work.</p> <p>Recreation Ground Sign: Kennet Sign & Display completed their work on 11/10/2024 by re-assembling the Entrance Sign to the Recreation Ground.</p> <p>Remembrance Avenue Service: Grass cutting has now commenced. A Lay Worship Leader at All Saints' Church taking the retired vicar's place. The Last Post will be played on a euphonium.</p> <p>Cllr West added that there will be two Remembrance Services. One on Sunday 10/11/2024 at 11am in the Church, then Monday 11/11/2024 at 11am at Remembrance Avenue. Cllr West will add both to Facebook.</p> <p>Community Speed Watch and Speed Indicator Devices (SID) installation. Cllr West reported no response from Community Speed Watch. An officer from Wiltshire Council had visited and is happy with the two selected SID sites (by the bus stop in LP and a telegraph pole at Rickbarton) and that he would issue the order for the sockets and then sort the paperwork.</p> <p>NHP Review Group Cllr West asked Cllr Muns will set up a meeting with a Wiltshire Council planner to see what needs to be done to take this forward.</p> <p>Wiltshire Housing Provision re: 1 High St, Littleton Panell. The meeting was held with the Rural Housing Enabler with a view to put some social housing in place. The Rural Housing Enabler can obtain Preplanning advice for free, so therefore they can find out whether the social housing idea is realistic for a planning application. If so, then the next step would be to approach a social housing company to see if they would be interested in taking the plan forward. Rural Housing Enabler added that we would need to conduct a Housing Needs Survey (a questionnaire to all households), and he is going to send us some information as to how to get that done.</p>	<p>PW</p> <p>DM</p>
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24/25/105	<p>Grants requests – consider amounts and frequencies</p> <p>Village Hall Grant for Heating Covered earlier</p> <p>Streetscene - Grant and commitment to support for 3 years Proposal £500 every year. Proposed: Cllr Blundell Seconded: Cllr Laister All agreed except Cllr West, who abstained.</p> <p>Youth Club Grant and commitment to support for 3 years. Proposal: £3,000 each year for 3 years.</p> <p>Proposed: Cllr Muns Seconded: Cllr Blundell All agreed</p> <p>All agreed to postpone decision on other grants until after corporate plan follow up meeting</p>	Clerk
24/25/106	<p>Finance matters: Budget Monitoring Information was emailed to councillors prior to meeting.</p> <p>Bank safety deposit box at the bank: Cllr Blundell has a meeting with the bank on 8/11/24 to discover the contents of envelope.</p> <p>Fixed asset register This has been updated to coincide with insurance policy. The next stage is to review the replacement costs of each asset. This is to be discuss at part 2 of the Corporate Plan meeting.</p> <p>Calendar/Diary: This is now on Microsoft Outlook calendar and clerk will share with councillors.</p> <p>Disbursements: John Skillman Clerk salary October £445.20 HMRC -Income Tax – October PAYE £111.20 Peter Blundell - expenses B&Q Postcrete £13.94 Peter Blundell - expenses B&Q Glue £11.96 Peter Blundell - expenses B&Q Woodfiller £16.98 Kennet Sign & Display Recover recreational sign £306.00 Village Hall inv 166 Room hire & projector - September 2024 £23.75 Village Hall inv 187 Room hire & projector - October 2024 £52.50 Peter West – expenses - Padlock for shed £13.19 John Skillman – expenses - Microsoft 365 annual renewal £59.99 John Skillman – expenses - Shed £329.99 John Skillman – expenses - McAfee annual renewal £89.99 John Skillman – expenses - Wreath - Remembrance Day £40.00 John Skillman – expenses - Mobile phone top up £10.00</p> <p>Not to be paid until work complete: James Swell - Step repairs - £375.00</p>	<p>PB</p> <p>All</p> <p>Clerk</p> <p>Clerk/PW</p>

24/25/107	Policy reviews Status on policy reviews – restart review process.	Clerk
24/25/108	Date of next parish council meeting – in the Giles Room, Village Hall. Thursday 5th December 2024 at 7pm	

Meeting closed at 21.35.

Signed..... 05/12/2024