

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

**05/09/2024 at 1900
GILES ROOM, VILLAGE HALL, SANDFIELD.**



Serving the communities of
West Lavington and
Littleton Panell

MINUTES

Present:	Councillors: Mr P. West (Chair), Mr P Blundell, Mr R Oglesby, Mr S. Laister, Mr G. Harrison (from 19.05), Mr D Muns.	
Also present	Mr J Skillman (clerk) and 8 members of the public.	
24/25/060	Apologies for absence Mr R Gamble, Ms L. Gough, Mr R Scott	
24/25/061	Declaration of interests Cllr West: Duck Street Drainage. Cllr Harrison: The step replacement	
24/25/062	The minutes of the parish council meeting held 04.07.2023 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.	
24/25/063	Chair's announcements Cllr West reported: Wiltshire Neighbourhood Watch Association have invited us to their AGM on Saturday 5 th October, from 10am until 12 noon, at Police Headquarters. The guest speaker is the Chief Constable of Wiltshire, Catherine Roper. We have received one quote for the repairs to the village hall car park £9,000, but not to tarmac. Clerk to contact the contractors who have yet to respond. We have received two letters from residents: 1/ Brambles at 49 White Street. Cllr Laister to investigate the name of the farmer. 2/ House behind the Village Hall (land on the southeast side of Sandfield) has ivy on their fence but Cllr West believes that it is the residents' fence that is the problem so he will respond accordingly. We have two vacancies for parish councillors. This has been advertised in News & Views, on the noticeboard and on Facebook. Cllr West has written to our new MP to request that he: 1/ Consults neighbouring MPs and come up with a plan for a proper North / South trunk road to prevent the increase in trucks through the village. 2/ Looks at the sewers at the bottom of Russell Mill Lane overflowing into Semington Brook.	Clerk SL PW

24/25/064	<p>Wiltshire Councillors report</p> <p>Cllr Muns reported: Black Dog crossroads. Budget is now available for traffic lights to be installed in the Spring, which is the best solution. In the meantime, Cllr Muns has asked Highways officers to inspect the signage that is in place, and he believes that temporary additional signage highlighting the 'concealed entrances' would hopefully encourage drivers to reduce speed.</p> <p>Devizes Area Board: Next meeting is on 16/9/24 at Needham House, Devizes. The Village Hall has applied for a heating grant.</p> <p>Eastern Area Planning Committee. Next meeting is 19/9/24. This covers any planning applications that are not being decided by Planning Officers. The Co-Op development application at Market Lavington will be heard at this meeting. This could impact residents of West Lavington and the Village Stores. This application has been 'called in', as Cllr Muns thinks that this is too big a proposal for a single planning officer. This allows the parish council and members of the public to listen to the proposals and have their say.</p> <p>Gypsy traveller site online consultation: This is open (until 4/10/24) to all residents to have their say. Wiltshire Council is obligated to provide a number of sites for gypsies/travellers although no sites are currently available in the Lavingtons.</p> <p>Drainage on Stibb Hill: The Gun outside Dial House has had flooding issues in the past. The drain from The Gun to the stream has been cleared. For Stibb Hill itself the drains all the way up have been blocked for some time so Cllr Muns has escalated this to request that the team clear this before the heavy rains appear. Cllr West added that there is a discretionary gully service every two months, and drains can be nominated.</p> <p>Pedestrian crossing for Hayfield: There was a planning condition that the crossing needed to be in place before any of the houses were inhabited. This has not happened. The Traffic Regulation Order (TRO) was put in place with those traffic lights over the summer period because the traffic lights cannot be in place when the school went back. 48 hours before that TRO ended the developer emailed Highways to say were not going to finish in time and requested a 4-week extension to the TRO. Highways refused this. This delays the crossing installation. The developer say they need 4 weeks to install it, but then next 4-week school holiday will not be until next summer. Therefore, Cllr Muns proposed the Market Lavington and West Lavington parish councils write together to the developers and Highways to say that this must happen as soon as possible before the evenings get dark so that the crossing is in place as it should have been months ago, within a 2-week window to coincide with October half term, otherwise it will be pushed into next summer. Cllr Muns in his role of Wiltshire Councillor will also write to the developers.</p>	PW/DM
24/25/065	<p>Public Participation</p> <p>Resident 1: House in Duck Street: Flooded twice in two years – drains not taking excess water. Need for a further drain. Resident asks if there any assistance schemes for future flood prevention.</p> <p>Councillors agreed to find a contractor to assess the drainage in this area of the village</p>	Clerk

	<p>Clerk to request an engineering report to show what is currently in place and what is not working, what is required and costs to repair.</p> <p>Resident 2: Field behind Orchard Place: Three surveys have been conducted, which has raised concerns as to why they were being conducted. The resident wants to keep field as a village amenity. It is currently agricultural land. Cllr West replied that we have not heard of any planning applications for this. However, a government consultation proposes an increase on Wiltshire required housing of 84%. The Neighbourhood Plan would be discussed with Planning Officers to understand the steps needed to ratify it. Cllrs West and Harrison explained that the Parish Council would fully support local residents in forming a response should a planning application appear in the future. Cllr Muns explained that the Parish Council exists to support the community and Planning is one example.</p> <p>Resident 3: House in Littleton Panell has been flooded twice because the drains not cleaned out regularly and can this be included in any drainage survey.</p> <p>Resident 4: Resident asked whether accident black spot signs or those similar to ones highlighting deaths of motorcyclists at a location could be used. Cllr Muns explained that any signage on the highway must meet DfT guidelines and in the case of Black Dog the signage that already exists is compliant and no additional signage would be supported by national policy.</p>	Clerk
24/25/066	<p>Defibrillators: Taking ownership free of charge due to the ending of SWASFT supported defibrillator package on 15/04/2025. Cllr West reported that there is no annual maintenance. The only maintenance would be to check the expiry dates on the pads and the light on the batteries. Therefore, we need to outsource the support to a management company by finding a suitable biomedical service providers incl. the NHS.</p> <p>Cllr West will write to SWASFT to accept the defibrillators.</p> <p>Cllr Harrison commented that we would need a policy for this, add it to the risk register, and formalise who would be responsible for monitoring them.</p> <p>Cllr West added that we need investigate where we can get parts such as pads and batteries and find our nearest service provider for when there is a fault.</p>	<p>PW</p> <p>GH</p> <p>PW</p>
24/25/067	<p>Planning - to receive those decisions notified, and to consider: (For August. None for September)</p> <p>PL/2024/06281 - School House, 6 High Street. SN10 4HQ https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000007TkGL Consultation deadline is 8/8/24</p> <p>PL/2024/06979 – Dauntsey’s School, High Street, SN10 4HE Replacement of existing signage https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000007v0R2 Consultation deadline 30/08/2024.</p> <p>PL/2024/04971 - 5 The Farm, High Street, Littleton Panell SN10 4AX. Householder planning permission. Ground floor extension to kitchen to create separate dining room plus ground & first floor extension to Sitting Room/Master</p>	

	<p>bedroom mirroring extension at no.6 adjacent. Additional accommodation to be for ageing family members. https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006cMQf Consultation deadline 13/08/2024.</p>	
24/25/068	<p>Planning decisions confirmed.</p> <p>PL/2024/03403 - The Old Manor, All Saints Road, SN10 4LT. Timber summerhouse Decision Date: 07-06-2024 Decision: Approve with Conditions https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000005KXkv</p> <p>PL/2024/02051 - A Becketts Farmhouse, High St, Littleton Panell, SN10 4EN Lawful Development Certificate for an Existing Use. Decision Date: 08-07-2024 Decision: Approve https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000004Nlpx</p> <p>PL/2024/05599 - The Dial House, 25 Church Street. SN10 4LD Works to a Listed Building. Wall and roof repairs to outbuildings. Decision Date: 25-07-2024 Decision: Approve with Conditions https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ30000071BDV</p> <p>PL/2024/05739 - The Old Vicarage, 11 Church Street. SN10 4LB. Proposed Works to Trees in a Conservation Area. Alder tree - fell Decision Date: 30-07-2024 Decision: No Objection https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ30000079VGf</p>	
24/25/069	<p>Planning monitoring Lavington Lane Crossing and drainage Discussed earlier. Cllr West will write to enforcement and the developer expressing a dissatisfaction.</p> <p>Hedges House incl. street naming. Cllr West has written back to suggest Aster include the new houses in the 'Mill Lane' numbering and naming.</p>	PW
24/25/070	<p>Highways Issues and updates Parish Steward requests and updates will now be sent via SMS so that locations and photographs can be included. Parish Steward has confirmed it is his preferred method.</p> <p>Sewerage (overload/raw sewage into Semington Brook) Chase Wessex Water re action in August – clerk to check.</p> <p>Black Dog crossroads: Covered earlier</p> <p>Churchill Arms –Asset of Community Value We have written to Wadworth to inform them of our application. Application has been made to Wiltshire Council. We await a response</p> <p>Mercers bus stop No update. Cllr West will raise this again with Highways.</p>	<p>Clerk</p> <p>PW</p>

24/25/071	<p>Receipt of Working Groups and project reports Communication update, incl. staging website to update our website. No updates.</p> <p>Risk Committee including GDPR Cllr Harrison will add the defibrillators to this. We need to set up a Corporate Plan meeting. Clerk to arrange.</p> <p>Community resilience plan Cllr Harrison reported on a three-pronged focus for the next 28 days:</p> <ol style="list-style-type: none"> 1. Engagement with Wiltshire Council. 2. Focussed intervention on Duck Street. Clerk to obtain quote — be prepared for an out of committee decision. 3. Holistic intervention within Parish boundaries. Clerk to obtain quote for surveys. <p>Cllr West added that we need flood wardens, so we need to relaunch the volunteer requests.</p> <p>West Lavington Village Hall Awaiting the 3 quotes for the heating and an update on the leak and the bill for it. Clerk to add to agenda for next month. Cllr. West to write to the Parish Council Trustees with a request for specific information.</p> <p>Rights of Way (RoW) report Cllr Laister reported: A fully qualified heritage conservator would like to give us a quote for cleaning/repairing the war memorial, and he would also like to volunteer for footpath maintenance. Cllr. Blundell to seek a quote for the memorial from him</p> <p>July-August multiple footpath/bridleway clearance work: Fly tipped wheel/tyre at bottom of Russell Mill Lane, reported to MyWilts Case No. 00179852.</p> <p>WLAV8 (Lavington Lane north to Russell Mill Lane) strimmed an alternative path as main path is boggy as result of overflowing manhole cover (reported MyWilts Case No. 00179838 – no action to date)</p> <p>WLAV15 (northwards from side of Pyt House) strimmed back nettles, brambles, saplings</p> <p>WLAV5 (Littleton House round to WLAV2 Pagnell Lane) strimmed and canopy raised by George H and SL using power tools, but long grass and major brambles demonstrated need for heavier machinery e.g. towed Topper for efficient cutting/clearing</p> <p>WLAV3a (eastwards to Market Lavington boundary past a Becketts vineyard) 'volunteer' invite on Facebook; Cllrs Laister, Harrison and West plus one resident attended – strimmed/brush cut with power tools.</p> <p>Dog fouling and animal worrying signage requested from a Pagnell Lane landowner – provided soft copy of Parish Council posters on fouling, PCSO provided dog worrying signs.</p>	<p>GH Clerk</p> <p>DM Clerk Clerk</p> <p>PW</p> <p>Clerk PW</p>
-----------	---	---

Inter Parish connectivity:
Market Lavington is looking to organize clearance of paths joining W Lav e.g. MLAV6.
Cllr Laister asked Little Cheverell re CHEP6 connecting WLAV5 to Little Cheverell.

Overall, RoW's and bridleways are popular, but despite regular reminders in social media, landowners/residents seem reluctant or unable to maintain their boundaries, whilst the RoW surfaces are the responsibility of Wiltshire Council, it acknowledges that it does not have the resources to maintain the RoW's in the county. With over 50 RoW's in the Parish, DIY cutting back, either by councillors or with volunteers, is not sustainable either in terms of manpower or equipment. The volunteer base is limited and would rely on a sizeable cohort to draw upon if heavy reliance on three or four individuals is to be avoided. Indications are that raising such a cohort is a major challenge. The suggestion is that an element of RoW clearing is added to the Scope of Work of our maintenance contractors. Currently, the RoW budget is £392.64, which may need to be increased. The RoW's to be included in the contractor's scope to be identified with input from Parishioners views invited prior to Parish Council Strategy Meeting so that priority routes can be identified and budgeted for accordingly.

Playgrounds' Group

Cllr Blundell will request a quote from the fully qualified heritage conservator mentioned above for the cleaning of the war memorial. This was last cleaned in July 2020 and it due to be cleaned every 5 years. He has a £595 plus VAT quote from the contractor who cleaned it previously.

Cllr West reported that The War Memorial trust will offer a grant for half of the amount, as long as the work has not commenced. Permission to clean needs to be obtained from the diocese only.

Cllr Blundell will contact the diocese (Anglican.org) and Cllr West will request the grant.

Cllr Blundell also reported that there is a requirement that playground inspectors receive some basic training:

The figures for training (to be playground inspectors) are: -
The Play Inspection Company quote: (who carried out our training last time in December 2019): £450.00 excl. VAT

RoSPA Play Safety Co quote: - £1,320 ex VAT.

Clerk checked whether our insurer and internal auditor has deemed training to be a requirement. The internal auditor report recently commented: "Alongside an independent annual safety inspection, playpark inspections are being undertaken by Councillors. We have no issues to raise in this area warranting formal comment or recommendation". The insurance documentation does not request formal training either.

Councillors opted for an in-house training approach as we have the previous training and experience to train at a basic level. Cllr West asked Cllr Blundell to construct a Playground Inspection training policy, and document who has undergone the training.

PB/PW

PB

Stepping Stumps:

The Stumps are now in a fit state to be planted. Cllr Blundell and one resident have diarised 6/9/24 for the operation of extracting the old & concreting in the new.

Spika Spinning Pole:

Steve Aplin and manufacturer, Kompan, have come back with prices to reinstall the Spika, replace both the Hip Hop Swing seat & the worn grass mat round that swing. The Kompan figures were obtained on 18/4/24 so they may have increased now. The quotes are:

Kompan quote:

Triangular podium - 1 piece £304.00
Replacement upper part - 1 piece £1,202.00
Freight £180.72
Subtotal £1,686.72
Project Discount Amount - £755.48
Total £931.24 excl. VAT

Steve Aplin quote:

To reinstall the Spika including fitting the new parts you have obtained - £375.00
Supply and fit a new seat to the Hip Hop rotary Play unit - £351.00
Replace the worn Grass mat surfacing beneath the Hip Hop £522.00
Total £1,248.00

Total Cost including labour ex VAT £2,179.24

Cllr West suggested that we delay a decision on the Spika until after it is discussed at the Corporate Plan meeting in October, and we just ask Steve Aplin to supply a new seat to the Hip Hop rotary play unit and replace the worn grass matting, on the condition that we check this quote against another installer's quote.

Clerk to add this to Corporate Plan agenda for October.

Wicksteed Inspection

As the Spinning Pole is out of action, the only Medium Risk item the inspector could find was the Hip Hop Swing. Once the safety matting underneath the Swing is replaced and a new seat is attached this will address those concerns.

Bollards & the Village Fête

The removable bollards are now nicely positioned for the one-way system that the organiser uses. The Queen's tree remains intact and the guard upright. It is nicely in leaf. Mark Goddard did a good job in preparing the Rec. for the Fête.

New Entrance Sign

Kennet Sign & Display quote:

Approx. £195 plus VAT for the vinyl to be printed, the old graphics to be removed and the new vinyl fitted. Cllr Blundell has also asked them to price up the use of some anti-vandalism measures.

Barefoot Signs quote:

To remove the old graphics is £120 plus VAT (includes removing all the glue)
New graphics to go over these panels: £60.00 plus VAT
Artwork: £45.00 plus VAT

PB

Clerk

	<p>So Barefoot's price is £120 + £60 + £45 = £225 and a recommendation of either £60 or £142 for vandal protection.</p> <p>Parish Council agreed to proceed with the Kennet quote for sign replacement.</p> <p>The Step Replacement Two quotes have been received for this work</p> <p><i>James Swell quote:</i> £375 no VAT</p> <p><i>Mark Goddard quote:</i> £220 for slabs and removing the old material plus £150 to remove the old grouting between the slabs and repoint it. Therefore, total £370 plus VAT.</p> <p>All agreed to go with James Swell quote to ensure we are using more than one contractor and so improving competitive bids.</p> <p>Remembrance Services, incl. Remembrance Avenue Cllr West suggested a village wide invitation to this event via News & Views and Facebook. Cllr Blundell will arrange.</p> <p>Community Speed Watch and Speed Indicator Devices installation. Cllr West reported that no action has been taken because the traffic survey (which needs to show that the 80th percentile is less than 40mph) is still pending with Wiltshire Council. Cllr Muns will look at socket installation.</p> <p>NHP Review Group and Wiltshire Housing Provision Cllr West said that as this was discussed as part of the public consultation then this would not be discussed further.</p> <p>1, High Street, Littleton Panell - development Cllr Oglesby has not heard anything back. Cllrs Muns and Oglesby have discussed scaling back the proposals Cllr West suggested delaying any decision for two months, by which time central government will have finished their planning consultation.</p>	<p>PB</p> <p>PB</p> <p>PB</p> <p>DM</p> <p>Clerk</p>
24/25/072	<p>Grants requests to consider Carer Support Wiltshire (Coffee club) - follow up from July meeting. On hold until after Corporate Planning meeting in October.</p> <p>Bobby Van trust On hold until after Corporate Planning meeting in October.</p> <p>Friendship Club - next bus 49 seat bus for next trip, which is to Cardiff. Currently has 23 passengers. Bill is £725. Parish Council agreed to contribute approx. half, therefore £360.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
24/25/073	<p>Finance matters: Budget Monitoring – information was emailed to councillors prior to meeting.</p> <p>Internal audit next year: Fee for the 2024-25 review will be £350 plus VAT - Council's approval.</p>	

	<p>Fixed asset register has been updated to coincide with insurance policy. The next stage is to review the replacement costs of each asset.</p> <p>Disbursements (retrospective approval for August): Southern Tree Surveys £345.00 Village Hall room hire £31.25 Wickstead playground inspection £360.00 John Skillman - clerk salary July £445.20</p> <p>Disbursements (new for September): Mark Goddard inv 2945, Grass cutting, £870.00 John Skillman - clerk salary August £445.20 HMRC PAYE August £111.20</p> <p>John Skillman - expenses - Bin bags for Lenny £20.98 John Skillman - expenses - Mobile phone top up - July £10 John Skillman - expenses - Mobile phone top up - Sept £10</p> <p>John Ford - expenses - Ratchet straps £32.97 John Ford - expenses - bungie cords £12.99 John Ford - expenses - Tent bags £27.98</p> <p>Mark Goddard inv 2944 - Digging out by kerb - £120.00. Cllr Blundell not approved so this is now void.</p> <p>Clerk to chase Lloyds bank for the two debit card (for Cllrs West and Blundell, each with a £100 spending limit) applications.</p>	<p>Clerk/All</p> <p>Clerk</p> <p>Clerk</p>
24/25/074	<p>Policy reviews Status on policy reviews – clerk to update.</p>	Clerk
24/25/075	<p>Date of next parish council meeting – in the Giles Room, Village Hall.</p> <p>Thursday 3rd October 2024 at 7pm</p>	

Meeting closed at 22.02

Signed..........03/10/2024