

# **LUCKINGTON AND ALDERTON PARISH COUNCIL**

21 Ash Drive, North Bradley, Trowbridge, Wiltshire BA14 0SN

01666 800850

[clerk@luckington.org.uk](mailto:clerk@luckington.org.uk)

[www.luckington.org.uk](http://www.luckington.org.uk)

Members of the public are welcome to attend the meeting of the Luckington and Alderton Parish Council to be held on Wednesday **10<sup>th</sup> October in Luckington Village Hall at 7.30pm** for the purpose of transacting the following business.

## **AGENDA**

1. Apologies for absence
2. Declarations of interest
3. Members of the public are invited to address the Council on Agenda items
4. Public question time.
5. To confirm the Minutes of the meeting held on 12<sup>th</sup> September 2018
6. Matters arising from the Minutes
7. To review and comment on planning applications:

### **Application Ref: 18/08894/TCA**

#### **Application for Work to Trees in a Cons Area**

**Proposal:- Pollard 5 Sycamore Trees to a Height of 7 Metres**

**At: Brook House, Church Road, Luckington, Chippenham, Wiltshire, SN14 6PG**

**Assigned Officer: Kate Tate Direct Line: 01249 706670**

**Comments to be received by: 15 October 2018**

**Plans are available to view on their website at**

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

### **Application Ref: 18/09234/FUL**

#### **Application for Full Planning**

**Proposal:- Loft conversion with 2no pitched roof dormers to the front elevation and 1no pitched roof dormer to the side elevation**

**At: Orchard House, Cherry Orchard Lane, Luckington, SN14 6NX**

**Assigned Officer: Eleanor Slack Direct Line: 01249 706659**

**Comments to be received by: 02 November 2018**

**Plans are available to view on their website at**

<http://planning.wiltshire.gov.uk/Northgate/PlanningExplorer/ApplicationSearch.aspx>

8. Correspondence received
9. To agree payments in accordance with the budget as listed in the financial summary attached.
10. Review Financial Regulations and Standing Orders.
11. Review the budget for 2019/2020
12. Update on the churchyard project.
13. Update on Cemetery issues
14. Update on Highway issues.
15. Update on grass cutting (draft tenders for consideration are in supporting documents)
16. Update on Luckington Green path (Initial research document is in supporting documents)
17. Report from outside meetings.
18. Items for next meeting Agenda and any other business for information only.

**The next meeting of the Luckington & Alderton Parish Council will be held on Wednesday 14<sup>th</sup> November at 7.30pm in Alderton Village Hall.**

# **SUPPORTING DOCUMENTS**

## Proposal for grass cutting tender item 15 (all areas)

### Luckington and Alderton Parish Council

#### Invitation to Tender: Village Green, Playground, Verges and Burial Ground Grass Cutting Contract for the period 1st March 2019 to 31st December 2020

1. Luckington Burial Ground.
2. Grass area between Fourways and Back Green.
3. Back Green.
4. Front Green adjacent to Luckington Primary School.
5. Grass verge from side entrance to The Pump House to Luckington School.
6. Luckington Children's Playground, entrance to playground and the grass verge around the entrance to the Playground.
7. The grassed areas in The Bell Field estate.
8. Entrance to Hollis Gardens, grass on both sides of the entrance.

- see map overleaf.

#### **Frequency of Cuts:**

Cuts will be spread throughout the year, from mid March to mid November, and comprising of a minimum of 25 cuts, at an average interval of about 10 days.  
During the peak growing season (May, June, July and August), these cuts will take place at least once every 14 days.

The grass areas specified under this contract will be maintained and cut to a reasonably short length, and left in a tidy condition after each cut. Particular attention is drawn to Luckington Burial Ground which should be cut and maintained in a respectful and sensitive manner, as befitting an area of remembrance. The contractor will endeavour to keep the grass areas at their best throughout the year.

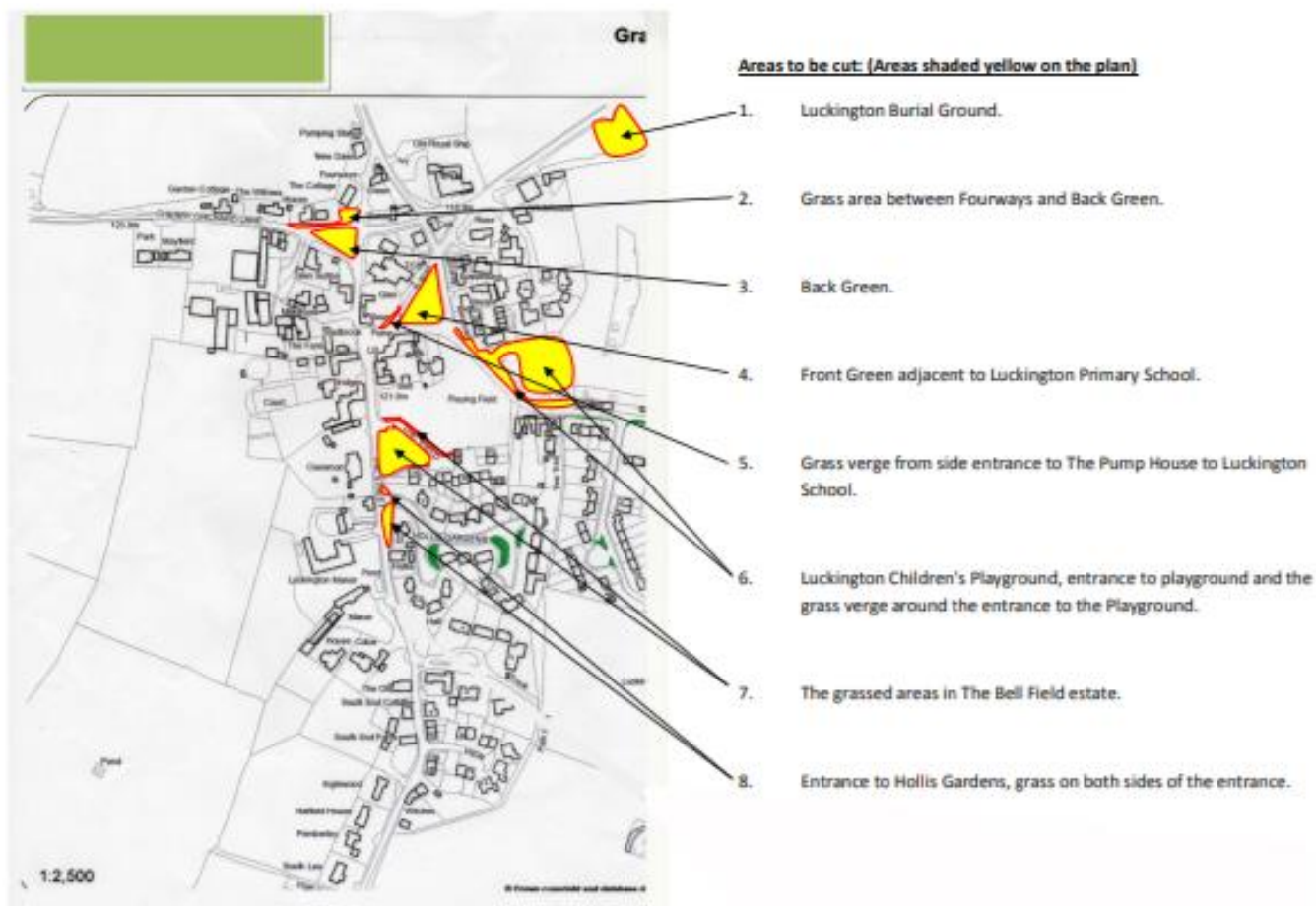
Prior to 1st February each year, the contractor will provide Luckington Parish Council with a planned list detailing the date of cuts to take place during the following 12 months.

Any changes must be notified to and agreed by the Parish Council.

After each cut has been carried out, the contractor is asked to email/text the Parish Clerk to state that a cut has just been done. This will keep a log of the actual cuts carried out through the season.

If Luckington and Alderton Parish Council wish to undertake and maintenance of hedges, trees or other miscellaneous jobs, these will be agreed between the Council and the contractor on request.

This contract will cover the two year period, from 1st March 2019 to 31st December 2020.



### Invitation to Tender:

You are invited to tender for this contract. The tender should include the following details:

- Price per cut
- Price per quarter
- Price per cutting season
- Price for the total duration of the contract
- A clear statement as to whether VAT is included, added or not applicable.

Invoices under this contract will be submitted to Luckington and Alderton Parish Council on a quarterly basis, and will contain the specific dates on which grass cutting actually took place during that quarter.

Tenders for this grass cutting contract must be submitted to the Parish Clerk no later than 5pm on Friday 29th November 2018. Contractors who tender will be notified of the outcome of the tender process following the Luckington and Alderton Parish Council meeting in early December 2018.

**Zoe Meaden, Parish Clerk.**

21 Ash Drive, North Bradley.  
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**Luckington and Alderton Parish Council**

**Invitation to Tender: Luckington Burial Ground**

**Grass Cutting and Maintenance Contract for the period 1st March 2019 to 31st  
December 2020**

Luckington and Alderton Parish Council are looking for a contractor to undertake the following roles for the upkeep of Luckington Burial Ground:

- Grass Cutting
- Strimming
- Weeding
- Hedge Trimming
- The works described above should be carried out in a respectful and sensitive manner, as befitting an area of remembrance

**Frequency of Cuts:**

Cuts will be spread throughout the year, from mid March to mid November, and comprising of a minimum of 25 cuts, at an average interval of about 10 days.  
During the peak growing season (May, June, July and August), these cuts will take place at least once every 14 days.

The grass areas specified under this contract will be maintained and cut to a reasonably short length, and left in a tidy condition after each cut. The contractor will endeavour to keep the grass areas at their best throughout the year.

Prior to 1st February each year, the contractor will provide Luckington Parish Council with a planned list detailing the date of cuts to take place during the following 12 months.  
Any changes must be notified to and agreed by the Parish Council.  
After each cut has been carried out, the contractor is asked to email/text the Parish Clerk to state that a cut has just been done. This will keep a log of the actual cuts carried out through the season.

If Luckington and Alderton Parish Council wish to undertake and maintenance of any other miscellaneous jobs, these will be agreed between the Council and the contractor on request.

This contract will cover the two year period, from 1st March 2019 to 31st December 2020.

..continued overleaf



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You are invited to tender for this contract. The tender should include the following details:

- Price per cut
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**Invitation to Tender: Village Green, Playground and Verges**

**Grass Cutting Contract for the period 1st March 2019 to 31st December 2020**

1. Grass area between Fourways and Back Green.
2. Back Green.
3. Front Green adjacent to Luckington Primary School.
4. Grass verge from side entrance to The Pump House to Luckington School.
5. Luckington Children's Playground, entrance to playground and the grass verge around the entrance to the Playground.
6. The grassed areas in The Bell Field estate.
7. Entrance to Hollis Gardens, grass on both sides of the entrance.
8. Grass area around Luckington Village Hall, including verge towards village centre.

- see map overleaf.

**Frequency of Cuts:**

Cuts will be spread throughout the year, from mid March to mid November, and comprising of a minimum of 25 cuts, at an average interval of about 10 days.

During the peak growing season (May, June, July and August), these cuts will take place at least once every 14 days.

The grass areas specified under this contract will be maintained and cut to a reasonably short length, and left in a tidy condition after each cut.

The contractor will endeavour to keep the grass areas at their best throughout the year.

Prior to 1st February each year, the contractor will provide Luckington Parish Council with a planned list detailing the date of cuts to take place during the following 12 months.

Any changes must be notified to and agreed by the Parish Council.

After each cut has been carried out, the contractor is asked to email/text the Parish Clerk to state that a cut has just been done. This will keep a log of the actual cuts carried out through the season.

If Luckington and Alderton Parish Council wish to undertake and maintenance of hedges, trees or other miscellaneous jobs, these will be agreed between the Council and the contractor on request.

This contract will cover the two year period, from 1st March 2019 to 31st December 2020.



**Areas to be cut: (Areas shaded yellow on the plan)**

1. Grass area between Fourways and Back Green.
2. Back Green.
3. Front Green adjacent to Luckington Primary School.
4. Grass verge from side entrance to The Pump House to Luckington School.
5. Luckington Children's Playground, entrance to playground and the grass verge around the entrance to the Playground.
6. The grassed areas in The Bell Field estate.
7. Entrance to Hollis Gardens, grass on both sides of the entrance.

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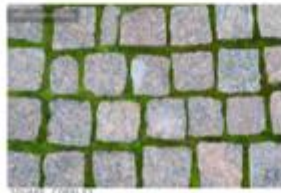
Proposal for village green path (item 16)



LOCATION PLAN 1 : 1258 @ A3



DIAMOND COBBLES



SQUARE COBBLES



UNPAVED PATH



RUBBER MATTING



ALL DIMENSIONS TO BE CONFIRMED ON SITE  
PROJECT: Walkway across the Green, Luckington

BUDGET ANALYSIS	YEAR TO DATE		MONTHLY		ANNUAL BUDGET APR18-MAR19	LAST YEAR	NEXT YEAR
	BUDGET	APR 18-MA ACTUAL	BUDGET	ACTUAL			
<b>INCOME</b>							
PRECEPT	9,071.68	9,071.68	755.97		9,071.68	8,323.21	
VAT REFUND	100.00	136.29	8.33	34.07	100.00	28.76	
INTEREST	0.00	1.42	0.00	0.36	0.00	0.80	
CEMETERY	250.00	360.00	20.83	90.00	250.00	300.00	
SUNDRY		31.04	0.00	7.76		89.78	
<b>TOTAL INCOME</b>	<b>9,421.68</b>	<b>9,600.43</b>	<b>785.14</b>		<b>9,421.68</b>	<b>8,742.55</b>	<b>0.00</b>
<b>EXPENSES</b>							
VAT	70.00	90.37	5.83	22.59	70.00	31.11	
CLERKS SALARY	2,597.00	1,583.88	216.42	395.97	2,597.00	1,766.40	
OFFICE ALLOWANCE	270.00	157.50	22.50	39.38	270.00	262.50	
CEMETERY and VILLAGE Grass cutting	1,802.00	0.00	78.13	0.00	1,802.00	937.50	
POSTAGE'Stationery	150.00	96.53	12.50	24.13	150.00	75.32	
		0.00		0.00			
WALC CONTRIBUTION	250.00	215.33	20.83	53.83	250.00	285.68	
SHERSTON Contribution	0.00	0.00	0.00	0.00	0.00	0.00	
MAINTENANCE	275.00	0.00	22.92	0.00	275.00	132.63	
HIRE OF HALLS	200.00	135.00	13.75	33.75	200.00	140.00	
INSURANCE	630.00	476.92	46.67	119.23	630.00	532.72	
BANK CHARGES		0.00		0.00		0.00	
TRAINING	275.00	30.00	22.92	2.50	275.00	45.00	
DONATIONS	2,000.00	1,050.00	150.00	262.50	2,000.00	837.00	
SUNDRY	350.00	303.17	29.17	75.79	350.00	682.66	
<b>TOTAL EXPENSES</b>	<b>8,869.00</b>	<b>4,138.70</b>	<b>739.08</b>	<b>1,034.68</b>	<b>8,869.00</b>	<b>5,728.52</b>	<b>0.00</b>
				<b>BUDGET 18-19</b>			
				TOT START BANK	19,229.69		
				EXPENSES	8,869.00		0.00
				INCOME	9,421.68		0.00
				<b>TOTAL BANK B.</b>	<b>19,782.37</b>		

<b>Luckington and Alderton Parish Council Financial Data as at 1st October 2018</b>		
		<b>£</b>
<b>Bank account balances at the report date:</b>		
	Barclays Current Account	17,239.48
	Barclays Deposit Account	2,844.48
		<b>20,083.96</b>
<b>Payments to be made:</b>		
	Z Meaden office consumables	-39.46
	Z Meaden Gradwell and postage	-9.19
<b>Clerk's Salary to be paid by Standing Order</b>		
	Z Meaden October	-315.90
	Balance carried forward	<b><u>19,719.41</u></b>