

# MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: [clerk@marketlavingtonparishcouncil.gov.uk](mailto:clerk@marketlavingtonparishcouncil.gov.uk)

VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

## **Annual Meeting of the Parish Council to be held on**

**Tuesday 21st May 2024, at 7.15 pm in the Old School**

*Carol Hackett*

**Carol Hackett - Parish Clerk**

	<b>AGENDA ITEM</b>
24/25-1	<b>Election of Chairman</b> To elect a Chair of the Parish Council for the municipal year 2024/2025
24/25-2	<b>Declaration of acceptance of office</b> To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received
24/25-3	<b>Election of Vice-Chairman</b> To elect a Vice-Chair of the Parish Council for the municipal year 2024/2025
24/25-4	<b>Declaration of acceptance of office</b> To receive the Vice-Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received
24/25-5	<b>Declaration of acceptance of office</b> To receive the Declaration of Acceptance of Office from newly co-opted Parish Councillor Rosemary Burn, or if not then received, to decide when it shall be received
24/25-6	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance
24/25-7	<b>Declarations of Interest and Dispensations to Participate</b> a) To receive declarations of interest in respect of matters contained in this agenda b) To receive any dispensation requests received
24/25-8	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation
24/25-9	<b>Minutes of Council meetings</b> a) Meeting of the Parish Council held on the 16th April 2024 - To confirm and sign as a correct record the minutes b) Meeting of the Management & Finance (M&F) Committee held on the 30th April 2024 - To note the draft minutes, ask any questions arising from the minutes, receive updates, and consider further the following matters: i. To approve the appointment of additional bank signatories ii. Year-end balances 2023/24 - To approve the carrying forward of unspent budget provisions as at 31/3/24 into 'Earmarked Reserve' as detailed in minutes iii. To approve allocation of specific 2024/25 HRAF budget expenditure to the Restricted Will Legacy Reserve as detailed in minutes iv. To approve use of the remaining 'OS Covid LRS Support Grant' money as detailed in minutes v. To approve allocation of amounts to specific projects as detailed in the minutes vi. Governance, Finance & Management Risk Register half yearly review –

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	<p>To approve the document unamended</p> <p>vii. To approve the preparation of a 'Community Engagement' Policy</p> <p>c) Annual Parish Meeting held on the 23<sup>rd</sup> April 2024 - To confirm and sign as a correct record the minutes</p>
24/25-10	<p><b>Monthly Reports</b></p> <p>a) <b>Outgoing Chairman's Report</b></p> <p>b) <b>Wiltshire Councillor Report</b></p> <p>c) <b>Friends of Canada Woods &amp; Community Park Community Group (Cllr Fraser)</b> – Meeting held on 8/5/24 - To note meeting minutes, receive any updates, and consider any matters as necessary</p> <p>d) <b>Youth Council (Cllr Taylor)</b> - Meeting held on 25/4/24 - To note meeting minutes, receive any updates, and consider any matters as necessary</p> <p>e) <b>Additional Sports Facilities Working Group (Cllr Stevens)</b> –</p> <p>i. Report from on-site meeting with Proludic 7/5/24</p> <p>ii. Outdoor static gym equipment – Consider feasibility and implications of purchasing 2<sup>nd</sup> hand equipment</p> <p>f) <b>Vintage Meet 20<sup>th</sup> &amp; 21<sup>st</sup> July 2024 (Cllr Stevens and Cllr Turner-Scott)</b> –</p> <p>i. To receive any updates, and consider any matters as necessary</p> <p>viii. Suggested date of Saturday 6<sup>th</sup> July for a working party at Elisha Field starting at 10am</p> <p>g) <b>Footpaths Working Group (Cllr Taylor)</b> - To receive any updates, and consider any matters as necessary</p> <p>h) <b>Community Hall Trust Report</b></p> <p>i. To receive any updates</p> <p>ii. To consider request received from Community Hall Trust for a Parish Council contribution towards the cost of electricity for the lighting in the top carpark</p> <p>i) <b>Any other reports</b></p>
24/25-11	<p><b>Parish Council Committees / Meetings</b></p> <p>a) To explore alternative options to our current approach of using committees</p> <p>b) To appoint representatives for external committees (to include LHFIG, JLC and MLCHT)</p> <p>c) To consider if additional person required to help administer Parish Council Facebook page</p>
24/25-12	<p><b>Highways / Maintenance issues in the village</b></p> <p>a) LHFIG meeting 17/4/24 – Report from Cllr Davis</p> <p>b) MLAV2 Footpath / riverbank slippage in Canada Woods</p> <p>i. Update regarding dialogue with Wiltshire Council Rights of Way Officer</p> <p>ii. Update regarding repair options investigated</p> <p>ii. Update regarding grant funding opportunities</p> <p>iii. Consider any quotes received</p> <p>iv. Agree any further actions</p> <p>c) Community Park grass cutting – Update, and agree arrangements for remainder of the year</p> <p>d) Damage to wall at bottom of steps in Roman Way, and surrounding SSE substation on Grove Road – Update from Clerk</p> <p>e) Lavington Hill road sign – Review condition after painting and consider if further action necessary</p> <p>f) Any other updates</p> <p>g) Consider concerns raised regarding excessive speeding and large agricultural machinery travelling along Kings Road</p> <p>h) Steps leading up from Old School to Museum – To note recent incident, review actions taken to date, and consider if further actions necessary</p> <p>i) New matters to report for Handyman contractor / Parish Steward (next visit 19<sup>th</sup> &amp; 20<sup>th</sup> June) / Footpath, Amenity Land contractor / Wiltshire Council</p>

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24/25-13	<p><b>Land at Elisha Field, Drove Lane – Lease between Market Lavington Parish Council and The Trustees of 1<sup>st</sup> Lavington Sea Scout Group</b> To review and consider additional points that Scouts would like included within the draft lease</p>
24/25-14	<p><b>Correspondence Received</b></p> <p>a) From Wiltshire Council Planning Service – Invitation to attend Stakeholder engagement meeting Tuesday 25<sup>th</sup> June at County Hall Trowbridge, 6.15pm – Agree attendance <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>
24/25-15	<p><b>Planning applications, decisions, and any other planning issues</b></p> <p>a) To note receipt of planning application received which has been considered at a Planning Committee meeting</p> <p>i. PL/2024/03208 Land off Fiddington Hill. Erection of 4 dwellings with attached single garages</p> <p>b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting</p> <p>i. PL/2023/07321 LBC &amp; PI/2023/07290 (additional information / amended plans) 79 High Street. Proposed internal alterations, extensions, double bay garage, modifications and refurbishment – No objection</p> <p>c) To receive and consider planning applications / appeal notifications 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>)</p> <p>d) To note recent planning application decision made by Wiltshire Council</p> <p>i. PL/2023/08288 Land at Spin Hill. Use of land for the stationing of caravans for residential use and the laying of hardstanding and erection of a dayroom ancillary to that use - Refuse</p> <p>e) To review any matters referred to Planning Enforcement</p> <p>i. The Barn, Spin Hill. Unauthorised motocross track – Update from Enforcement Officer</p> <p>f) Neighbourhood Plan Review</p> <p>i. Update regarding number of volunteers who have come forward offering to be part of Steering Group, and consider if sufficient</p> <p>ii. Review information received from Planning Consultant</p> <p>iii. Consider whether or not to proceed with review of existing Neighbourhood Plan</p>
24/25-16	<p><b>Finance</b></p> <p>a) To receive and consider financial reports – receipts and payments details for April 2024 (including any card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date</p> <p>b) To approve payment of 'card / online Payments' for May 2024</p> <p>c) To approve the use of variable direct debits to pay utility bills and other payments as considered appropriate (as per fin. Regs. Para. 6.7)</p> <p>d) To approve the use of BACS as a method of payment (as per fin. Regs. Para. 6.9)</p> <p>e) To confirm the appointment of the Internal Auditor for the year ending 31/3/25</p> <p>f) To review the Council's subscriptions to other bodies (SLCC, NALC/WALC, WHVA, Rural Village Group, and ICO)</p> <p>g) Quarterly check of Parish Council accounts by Chairman of Management &amp; Finance committee – Report from Chairman following review of accounts as at</p>

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	31/3/24 h) To review and consider for approval the Electricity contract renewal options for the Elisha Field Pavilion and Old School (current contract ends 30/6/24)
24/25-17	<b>Parish Council Accounts year ending 31<sup>st</sup> March 2024</b> a) To receive and approve the Internal Audit Report b) To approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2023/24) c) To approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements 2023/24)
24/25-18	<b>General Parish Matters</b> Opportunity for individual Councillors / Clerk to bring any matter not on the agenda to the Council's attention – for information
24/25-19	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation
24/25-20	<b>Date of next Meetings</b> Parish Council Meeting – Tuesday 18 <sup>th</sup> June 2024  (Dates of Parish Council meetings for whole year – 16.7.24 / no meeting in August / 17.9.24 / 15.10.24 / 19.11.24 / 17.12.24 / 21.1.25 / 18.2.25 / 18.3.25 / 15.4.25 / 20.5.25)
24/25-21	<b>Closure of meeting</b>