

MARKET LAVINGTON PARISH COUNCIL

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7th May 2025

To Councillors:

Fred Davis; Di Fraser; Duncan Poole; Jay Roberts; Chloe Stevens (Chair); Laura Turner-Scott.

You are hereby summoned to attend the **Annual Meeting** of the **Full Council** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 13th May 2025 at 7.15pm** for the purpose of transacting the business detailed below.



Tanya West
Parish Clerk & RFO

AGENDA

Meeting of the Full Council

7.15pm

Please be aware that this Parish Council meeting may be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

Item for Discussion	
25/26-001	Election of Chair and Vice-Chair and Acceptance of Office a) To elect a Chair of the Council for 2025-26 and to sign the Declaration of Acceptance of Office. b) To elect a Vice-Chair of the Council for 2024-25 and to sign the Declaration of Acceptance of Office. c) All councillors to sign their Declaration of Acceptance of Office as a Parish Councillor.
25/26-002	Parish Councillor Vacancies a) To receive an update on the current vacancies following the recent uncontested election and provide clarification regarding the process for co-option. b) To undertake co-option voting for the current vacancies. c) Those councillors co-opted to sign the Declaration of Acceptance of Office.
25/26-003	Attendance and Apologies for Absence a) To receive any apologies for absence and consider reasons for non-attendance. b) To receive update on councillor attendance to meetings and apologies process.
25/26-004	Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda. b) To receive any dispensation requests received. Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.
25/26-005	Adjournment for Public Participation (maximum of 5 minutes) Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.
25/26-006	Minutes of Council Meetings Meeting of the Full Council held on the 15 th April 2025 - To approve and sign the minutes as a correct record of the meeting.
25/26-007	Market Lavington Neighbourhood Plan 2 a) Steering Group Meetings 08/04/2025 & 06/05/2025 – To note the draft minutes and ask any questions arising from them, receive any updates, and consider any matters as necessary. b) Return of Grant Funding – To formally acknowledge the return to Locality of the unspent balance of the £9,893 grant funding awarded in July 2024.

<p>c) Place Studio Ad-hoc Assistance – To consider a request from the Steering Group for the Parish Council to fund the professional assistance of Vaughan Thompson from Place Studio on an ad-hoc basis during the Locality funding ‘down time’.</p>
<p>25/26-008 Monthly Reports</p> <p>a) Wiltshire Councillor Report (Cllr Dominic Muns).</p> <p>b) Youth Council (Written report from Group Leader).</p> <p>c) Rights of Way Working Group (Written report from Group Leader).</p> <p>d) Community Hall Trust Report (Cllr Poole).</p> <p>e) Friends of Canada Woods & Community Park Community Group (Cllr Fraser).</p> <p>f) Any other reports.</p>
<p>25/26-009 Parish Council Committees and Meetings</p> <p>a) To review the list of Committees of the Parish Council and to consider proposed committee and working group structure. Appointing any new or disband any existing committees as deemed appropriate.</p> <p>b) To appoint representatives to the Standing Committees as determined above.</p> <p>c) To review and acknowledge the known dates of the Full Council meetings for the remainder of the Council year, in accordance with Standing Order 5.j.xi.</p> <p>d) Summons to Council Meetings - To resolve that Councillors agree to receive summonses by email for the council year 2025-26 in accordance with Standing Order 15.b.i.</p>
<p>25/26-010 Parish Council Management and Governance</p> <p>a) Lease for strip of land at Canada Woods between Parish Council and T D Sharp & Sons – Update</p> <p>b) Annual Parish Meeting – Update on progress and make any associated decisions.</p> <p>c) Training – Following the co-option of new councillors, to review and consider proposals for a training policy and process, including staff training and consideration of eligibility for the Council to achieve the General Power of Competence.</p> <p>d) Outside bodies – Review representation on or work with external bodies and arrangements for reporting back, to include Flood Wardens, Tree Wardens and any others.</p> <p>e) Standing Orders & Financial Regulations – To receive update on changes to the Model documents and proposed amendments with a view to their adoption in due course.</p> <p>f) Civility & Respect Pledge – Following discussion at the last meeting, to receive update on this NALC project and to consider formally signing this pledge and adopting the associated linked policies.</p> <p>g) Meeting documents – To receive update on the ongoing plans for utilising shared documents folders and consider proposals for potential changes/upgrade to software with associated budgets.</p> <p>h) Community Engagement Newsletter – Update on delivery rounds and planned publishing dates.</p>
<p>25/26-011 Finance</p> <p>a) To receive and consider financial reports – receipts and payments details for April 2025 (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 2025 – <i>(schedule of payments and copies of accompanying invoices to be provided to councillors before the meeting)</i>.</p> <p>c) Banking arrangements – Update on the changes to the bank mandate.</p> <p>d) 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). <i>(List of direct debit payments to be provided before the meeting)</i>.</p> <p>e) To approve the use of BACS as a method of payment (as per fin. Regs. Para. 6.9).</p> <p>f) To review the Council’s subscriptions to other bodies (SLCC, NALC/WALC, WHVA, Rural Village Group, Open Spaces Society, and ICO).</p> <p>g) Update on end of 2024/25 accounts and AGAR – Update from Clerk and Cllr Poole (in capacity as Chairman of Finance Committee for the 2024/25 year).</p> <p>h) Budgets – Consideration of accruals and requirement of increased budget for the 2025/26 financial year for some items.</p>
<p>25/26-012 Highways and any other maintenance matters</p> <p>a) Tree / hedge matters reported – Update on the planting of the legacy fund Acer trees.</p> <p>b) Footpath MLAV16 (Drove Lane to Oak Lane) – Update on enquiries made and agree any further action as necessary.</p> <p>c) Footpath MLAV12 (Canada Rise to Spin Hill) – Update regarding obtaining quotations regarding the repair/reinstatement of fence.</p> <p>d) Northbrook gully near to triangle of amenity land – Update</p> <p>e) Permissive path on MLAV2 and fencing off the landslip – Update and next steps.</p> <p>f) Memorial bench – Update</p>

- g) New matters to report for Handyman contractor / Parish Steward (date of next visits 18th and 19th June) / Footpath, Amenity Land contractor / Wiltshire Council.
- h) Broadwell – Update on email to resident regarding the issue of build-up of silt/gravel.
- i) Footpath MLAV50 (Church Street up to Community Hall) – Update on enquiries made regarding land ownership and agree any further action necessary in the aim to improve the footpath surface.
- j) Pollarding of willow tree on footpath leading from bus stop on Grove Road down to Ladywood – Update on dates for these works to be undertaken.
- k) Chip shop alley surface and weed growth – Update on response from Wiltshire Highways.
- l) Fiddington Hill – Update on Notice and Indicative Plan for a Temporary Traffic Regulation Order (TTRO) commencing 30th June 2025.
- m) Highway issues, traffic study, and possible improvements – Update on a recent meeting with Motion (Transport Planning & Infrastructure Design Consultants) and Feltham Properties.
- n) Dropped kerb on Parsonage Lane – To consider request for the installation of a new dropped kerb to join-up with the dropped kerb on Grove Road.
- o) Retaining wall on the opposite side of the road from the Doctors surgery (B3098) – Update on works undertaken by Aster to replace 17m of the unstable wall with gabions and future installation of picket fence and trees in this area.
- p) Overgrown hedge along B3098 (Drove Lane end) – Update on works required to cut back hedgerow to improve access to the pavement, visibility and assist with the safety of this area.
- q) Trees on Hamilton Drive – Update on proposed works by Aster to make safe some of these trees.
- r) Footpath MLAV10 (Spin Hill end) – Update on the removal of stile and replacement with new gate.
- s) To receive any other updates.

25/26-013 Correspondence Received

To note action taken by the Clerk and to consider if further action is required in relation to the following matters:

- a) From local resident – concerns regarding speed of traffic along Northbrook.
- b) From local resident – concerns regarding safety of a brick wall adjoining Parsonage Lane.
- c) From local resident – concerns regarding the regularly overflowing litter bin at the Market Place.
- d) From local football club – enquiry to use Elisha Field and facilities as a 'home' ground.
- e) From councillor – request to arrange for removal of debris from a fallen tree in the watercourse at The Muddle/New Street.

To receive updates on the following previously raised matters:

- f) From local resident – concerns regarding rubbish and dog mess on Parsonage Lane – Correspondence between Clerk, Cllr Muns and Wiltshire Council – update on situation.

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.

25/26-014 Planning applications, decisions, and any other planning issues

- a) To consider the following planning applications:
 - i. None.
- b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting but via email:
 - i. None.
- c) To receive and consider planning applications / appeal notifications received after the issue of the agenda (*where the response time falls outside of the meeting schedule and an extension cannot be obtained*).
- d) To note recent planning application decisions made by Wiltshire Council:
 - i. PL/2025/01547 (Householder) – 15 Rochelle Court – PV panels installation on roof - Approve with Conditions.
 - ii. PL/2025/01548 (Householder) – 23 Rochelle Court – PV panels installation on roof - Approve with Conditions.
 - iii. PL/2025/02280 (Approval of details reserved by a condition) – Underhill Nurseries, Fiddington Hill – Discharge of condition 5 (Biodiversity integral features) for PL/2024/03208 - Erection of 4 dwellings with attached single garages – Approve.
- e) To note or receive any updates on Planning Enforcement matters:
 - i. Enforcement Appeal APP/3940/C/24/3358240 – 29 Spin Hill – Update.

25/26-015 Items for next agenda

Opportunity for Councillors to identify any matter to be included on the agenda for the next Parish Council meeting.

25/26-016 Adjournment for Public Participation (maximum of 5 minutes)

Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation.

25/26-017 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 17th June 2025 at 7.15pm at the Old School.