

MARKET LAVINGTON PARISH COUNCIL

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11th June 2025

To Councillors:

Fred Davis (Vice-Chair); Di Fraser; Ian Macqueen; Suzanne Morrison; Duncan Poole; Jay Roberts; Chloe Stevens (Chair); Laura Turner-Scott.

You are hereby summoned to attend a **Meeting** of the **Full Council** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 17th June 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
25/26-026 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.
25/26-027 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.
25/26-028 Parish Councillor Vacancies a) To receive an update on the current vacancies following the election in May and provide clarification regarding the process for co-option. b) To undertake co-option voting for the current vacancies [in accordance with Standing Orders members of the press and public will be asked to temporarily withdraw from the meeting during this process]. c) Those councillors co-opted to sign the Declaration of Acceptance of Office.
25/26-029 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.
25/26-030 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. Meeting of the Full Council held on the 13 th May 2025 - To approve and sign the minutes as a correct record of the meeting. Meeting of the Planning Committee held on the 27 th May 2025 - To approve and sign the minutes as a correct record of the meeting.

25/26-031**Market Lavington Neighbourhood Plan 2**

- a) Steering Group Meetings 06/05/2025 & 03/06/2025 – To note the draft minutes and ask any questions arising from them, receive any updates, and consider any matters as necessary.
- b) Place Studio Ad-hoc Assistance – To receive update on professional assistance during the Locality funding 'down time'.
- c) Housing Needs Assessment – To receive update on the report from Aecom and works being undertaken by the Steering Group.

25/26-032**Monthly Reports**

- a) Wiltshire Councillor Report (Cllr Dominic Muns).
- b) Youth Council (Written report from Group Leader).
- c) Rights of Way Working Group (Written report from Group Leader).
- d) Community Hall Trust Report (Cllr Poole).
- e) Friends of Canada Woods & Community Park Community Group (Cllr Fraser).
- f) Any other reports.

25/26-033**Annual Parish Meeting**

To review any feedback from the Annual Parish Meeting held on Tuesday 20th May 2025 and to review the draft minutes of this meeting in readiness for their ratification at the 2026 meeting.

25/26-034**Governance & Management Advisory Group**

To receive the notes of the GAMAG meeting held on 10th June 2025 and to consider the following recommendations:

- a) To adopt the Terms of Reference for this Advisory Group.
- b) To adopt the proposed calendar of meetings for the Council year 2025/26.
- c) To ratify the proposed process for reviewing the Parish Councils strategic document register.
- d) Subject to review completion, to agree the revised draft amended documents:
 - i. Old School Committee Terms of Reference
 - ii. HRAF Committee Terms of Reference
 - iii. Finance Committee Terms of Reference
 - iv. Friends of Canada Woods and Community Park Community Group Terms of Reference
 - v. Youth Council Terms of Reference (including to incorporate Easterton)
- e) Training – To agree recommendation to undertake group Civility & Respect training as provided by Council Culture.
- f) Council Organisation Chart – To review this draft document and confirm if all areas have been captured correctly.
- g) To formally disband those groups previously appointed by MLPC that are no longer required or have completed the task for which they were appointed.
- h) Meeting documents – To agree recommendation of the proposed upgrade of software to MS Teams/Office 365 (with associated budgets) in order to move forwards with plans to utilise shared documents and folders.
- i) MLPC Community Engagement Newsletter – Review content of summer 2025 edition and receive update on delivery rounds.
- j) Lease for strip of land at Canada Woods between Parish Council and T D Sharp & Sons – Update.
- k) Joint Liaison Committee – To review the notes of the last meeting held on xx and to consider request for contribution towards energy costs of upper car park lighting.
- l) Car Park Lighting – To consider application for grant funding towards improving the existing car park lighting with a more environmentally friendly option.

25/26-035**Finance**

- a) To receive and consider financial reports – receipts and payments details for May 2025 (including any card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.
- b) To approve payment of 'card / online Payments' for June 2025 – *(schedule of payments and copies of accompanying invoices to be provided to councillors before the meeting)*.
- c) Banking arrangements – Update on the changes to the bank mandate.
- d) Budgets – Consideration of accruals and requirement of increased budget for the 2025/26 financial year for some items.
- e) Utility Contracts – Consideration of proposals for the renewal of the electricity contracts for the Old School and Elisha Field, which expire at the end of June 2025.
- f) Chairman's Charity Account – Quarterly report (Apr to Jun 2025).
- g) Community Grant Applications – To consider for approval any applications received in the first quarter of 2025/26.

25/26-036	Internal Audit
To receive and approve report from the Internal Audit for the financial year ending 31st March 2025.	
25/26-037	Annual Governance Statement for 2024-25
To consider and approve the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2025.	
25/26-038	Accounting Statements End of Year Accounts for 2024-25
To consider and approve the Accounting Statements in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2025. To include:	
a) Review of financial spend against budget for the 2024/25 financial year. b) Summary of General and Ear Marked Reserves and Committed Expenditure. c) Bank reconciliation. d) Publication of Notice of Electors Rights,	
25/26-039	Highways and any other maintenance matters
a) Tree / hedge matters reported – Update on the plaque for the legacy fund Acer trees. b) Footpath MLAV16 (Drove Lane to Oak Lane) – Update on enquiries made and agree any further action as necessary. c) Footpath MLAV12 (Canada Rise to Spin Hill) – Update and review of quotations to repair and reinstate the fence. d) Permissive path on MLAV2 and fencing off the landslip – Update and next steps. e) Memorial bench at Elisha Field – Update and make associated decisions on purchasing. f) New matters to report for Handyman contractor / Parish Steward (date of next visits 17 th and 21 st July) / Footpath, Amenity Land contractor / Wiltshire Council. g) 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. h) 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. i) Chip shop alley surface and weed growth – Update on response from Wiltshire Highways. j) Highway issues, traffic study, and possible improvements – To receive update on progress following the meeting with Motion (Transport Planning & Infrastructure Design Consultants) and Feltham Properties. k) Dropped kerb on Parsonage Lane – To receive update on request to instal a new dropped kerb to join-up with the dropped kerb on Grove Road. l) 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 installation of picket fence and trees in this area. m) Overgrown hedge along B3098 (Drove Lane end) – Update on the cutting back of the hedgerow to improve access to the pavement, visibility and assist with the safety of this area. n) Trees on Hamilton Drive – Update on proposed works by Aster to make safe some of these trees. o) Parsonage Lane – Update on concerns regarding safety of a brick wall adjoining the road. p) To receive any other updates.	
25/26-040	Correspondence Received
To note action taken by the Clerk and to consider if further action is required in relation to the following matters:	
a) Youth Club Leader – Request to install a clothing bank at Elisha Field car park in order to help raise funds for WL Youth Club. b) local resident – concerns regarding speed of traffic along Northbrook. c) Local resident – concerns and comments regarding proposed zip wire. d) Devizes Air Quality & Sustainable Transport Group – Update and consideration of any matters raised at their meeting on 13 th June 2025. e) Local resident – weeds and debris along road and issues with wall at Northbrook. f) Crimestoppers – Update and consideration of any matters raised at their briefing ‘Safer Together: Strengthening Community Safety Through Partnership & Anonymity’. g) Local residents – concerns regarding ash dieback. h) MOD – working together to raise awareness regarding their ‘Respect the Range’ campaign.	
To receive updates on the following previously raised matters:	
i) From local resident – concerns regarding rubbish and dog mess on Parsonage Lane – Correspondence between Clerk, Cllr Muns and Wiltshire Council – update on situation. j) From local resident – concerns regarding the regularly overflowing litter bin at the Market Place. k) From local football club – enquiry to use Elisha Field and facilities as a ‘home’ ground.	

- l) From councillor – request to arrange for removal of debris from a fallen tree in the watercourse at The Muddle/New Street.

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.

25/26-041 Planning applications, decisions, and any other planning issues

- a) To consider the following planning applications:
- i. Reference: **PL/2025/04249** (Full)
Address: **The Barn, Spin Hill**, Market Lavington, Devizes, SN10 4NS
Proposal: Proposed dormer extension and retrospective change of use of barn from agricultural use to home work space, home gym and dog grooming business.
Applicant: Mr T & Mrs S Bridewell
- 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. Reference: **PL/2025/01697** (Householder)
Address: **Broadwell Cottage, 23 White Street**, Market Lavington, Devizes, SN10 4DP
Proposal: Two Storey Rear Extension. Single Storey Rear Extension.
Applicant: Mr & Mrs Kirsty Clark
Decision: **Approve with Conditions**
 - ii. Reference: **PL/2025/01721** (Removal/variation of conditions)
Address: **Land off, Fiddington Lane**, Market Lavington, Devizes, SN10 4BU
Proposal: Variation of conditions 2 (approved plans) and 11 on PL/2024/03208 to allow for reduction in number of solar panels from 12 per dwelling to 8, changes to air source heat pump, slab levels reduced and reconstructed stone window heads have been removed.
Applicant: Mr & Mrs P & D Davies – Attwell Developments Ltd.
Decision: **Approve with Conditions**
 - iii. Reference: **PL/2025/02280** (Approval of details reserved by a condition)
Address: **Underhill Nurseries, Fiddington Hill**, Market Lavington, Devizes, SN10 4BU
Proposal: Discharge of condition 5 (Biodiversity integral features) for PL/2024/03208 - Erection of 4 dwellings with attached single garages
Applicant: Mr Peter Davies – Attwell Developments Ltd.
Decision: **Approve**
- e) To note or receive any updates on Planning Enforcement matters:
- i. Enforcement Appeal APP/3940/C/24/3358240 – 29 Spin Hill – Update.

25/26-042 Items for next agenda

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

25/26-043 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.

25/26-044 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 15th July 2025 at 7.15pm at the Old School.