

MARKET LAVINGTON PARISH COUNCIL

Parish Clerk & RFO: Tanya West Tel: 07770 679697 or Email: clerk@marketlavingtonparishcouncil.gov.uk
VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

Minutes of a Full Council Meeting held on Tuesday 16th September 2025 at 7.15pm in the Old School, Market Lavington

Present:

Councillors: Fred Davis; Di Fraser; Ian Macqueen; Suzanne Morrison; Duncan Poole; Chloe Stevens (Chair).

Officers: Tanya West – Parish Clerk & RFO

Wiltshire Ward Councillor: Dominic Muns

Public: Twelve members of the public.

Cllr Stevens opened the meeting and advised that the meeting would be recorded by the Parish Clerk, to aid with the writing of the minutes. The recording would be deleted after the approval of the written minutes.

25/26-073	Attendance and Apologies for Absence Apologies for absence had been received from Cllr Laura Turner-Scott due to being away which were noted.
25/26-074	Declarations of Interest and Dispensations to Participate a) Cllr Fraser declared an interest in item 25/26-082.b as one of the payments for approval is payable to her, and so took no part in the voting for this item. b) No dispensation requests had been received.
25/26-075	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 7.16pm and resumed at 7.22pm. Members of the public raised concerns regarding flooding and drainage issues on New Street (The Muddle) . It was reported that drains at both the top and bottom of New Street are blocked, preventing effective water flow and causing water to pool and overflow during periods of heavy rainfall. In severe weather, this has previously led to flooding, with water running into neighbouring properties. Photographs of the blocked drains had been provided, and it was noted that the problem has persisted despite previous attempts to clear it. Additional concerns were raised regarding a damaged gully near the junction with the main road, which is now nearly level with the pavement and contributes to surface water run-off. This is a result of the recent B3098 resurfacing works. Cllr Stevens confirmed the matter had been raised to the Ward Councillor, Dominic Muns to follow up with the appropriate Wiltshire Highways Officers to seek clarification on the schedule for remedial works and ensure residents are updated. One of the residents advised that representatives from Wiltshire Highways had recently attended site and inspected the drains at the top of New Street. They had informed her that machinery is due to be sent to clear the blockage, but no date has been confirmed. Concern was expressed that parked vehicles may prevent works from being carried out, and a request was made for clearer notice of when works will take place. Cllr Muns to be advised and to follow up accordingly.
25/26-076	Minutes of Council Meetings Due to technical difficulties the minutes of the Full Council meeting held on the 13 th May 2025 had not been circulated and so their approval was deferred until the next meeting. The minutes of the Full Council meeting held on 17 th June 2025 had been circulated in advance of the meeting; it was resolved that they be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.

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The minutes of the Full Council meeting held on 15th July 2025 had been circulated in advance of the meeting. Following discussions between Cllr Fraser and the Clerk, the following minutes had been changed:

- **25/26-050.e** – Nature Serve Trust had received over 1,400 applications not 14,000.
- **25/26-052.c.iv** – *Friends of Canada Woods and Community Park Community Group Terms of Reference (Cllr Fraser had submitted a proposed revised draft of this document to the Clerk for review and later circulation). (Cllr Fraser reported that the Group had approved a Constitution document which was now published on the Group's website. She added that it was up to the Parish Council if they wanted to adopt this document, a copy of which had been provided to the Clerk).*
- **25/26-055.a.iii – Community Park Levelling:** *A call for volunteers had been made by the Community Group through the Parish Magazine, Group website, and information provided by the Group stand at the Annual Parish Meeting. A working party was now forming to level the uneven section of Community Park to enable its use for community events and ball games. Concerns were raised regarding the use of machinery on site; a risk assessment will be required and provided to the Clerk before any work commences and the possibility of increasing any bank slippage. Cllr Fraser replied that the machinery would not go near the existing slippage point and would remain in the Community Park area and would not be used when the ground is damp.*

It was clarified that Cllr Fraser would be providing the Clerk with a copy of the Risk Assessment before the levelling works commenced, however, this was not actually stated on the recording, hence the change to the minutes.

With these amendments, it was resolved that the minutes be accepted as a true and correct record of that meeting and were signed by the Chair accordingly.

25/26-077 Monthly Reports

a) **Wiltshire Councillor Report** – Cllr Dominic Muns provided his report and made the following points:

- **Highways and Traffic Signals at Black Dog Crossroads** – It was reported that installation of the new electric cable is progressing well, with traffic signal works due to follow shortly. Concerns were raised regarding the positioning of a temporary traffic light near a bend, where limited visibility creates a safety risk. Highways have been asked to review this.
- The next **Eastern Area Planning Committee** is scheduled for 2nd October 2025. The Barn, Spin Hill application is expected to be considered at this meeting, and members were advised to prepare representations. If the application is not included on the October agenda, it will likely move to November.
- Ongoing **flooding issues at The Muddle** were reported, with blocked gullies causing repeated surface water problems. Residents noted the area has flooded more times in recent weeks than in the past six years. Highways have been asked to send machinery to clear the drains. However, it is believed to be a combination of the drainage infrastructure not being up to taking the water away and the change in the road surface directly more surface runoff water in that direction. Cllr Muns will continue to monitor the situation.
- Concerns had been raised to Cllr Muns regarding works being **undertaken at the proposed Solar Farm site at Potterne Park**. It was reported that the developer has now commenced an archaeological trenching programme, carried out after the refusal of the planning application and prior to any appeal. It was noted that Wiltshire Council had requested this programme of work from the pre-application stage, but the developer had delayed undertaking it until now. Wiltshire Council's Archaeology Officer is overseeing the survey and will scrutinise the resulting report. Cllr Muns to provide further updates once the report has been completed. Members noted that additional reasons for refusal beyond archaeology strengthen the Council's position if an appeal progresses.

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- An update was given on **Wiltshire Council's resurfacing programme**. Works on Lavington Lane are expected within the next six months. Questions were raised about how surface degradation is assessed and prioritised, with members noting that local experience often contradicts the Council's scoring system. Calls were made for greater transparency, including a public-facing system showing priority rankings and justification for works.
- Further concerns were raised regarding **solar farm applications**, including:
 - The aggressive approach of developers in pursuing appeals.
 - The need for clarity on land classification, particularly "best and most versatile" agricultural land.
 - The imbalance between developer-funded surveys and the lack of community resources to commission independent studies.

It was noted that **national planning policy** does not provide sufficient protection for high-quality agricultural land and fails to ensure balanced evidence in the planning process. Members agreed this issue requires continued lobbying at a national level.

- b) **Youth Council** – There was no report as the Youth Council had not met since the last meeting.
- c) **Rights of Way Working Group** – A written report had been provided by the Group Leader and a verbal report on the same was provided (see appendix 25/26-077.c).
- d) **Community Hall Trust Report** – Cllr Poole reported that he had attended a recent Trust meeting, but no action was required from the Parish Council. The Trust had thanked the Parish Council for the contribution towards the car park lighting electricity costs.
- e) **Friends of Canada Woods & Community Park Community Group** – Cllr Fraser advised there had not been any formal meeting held but that the Group were gearing up for the reinstatement works of MLAV2 in the Community Park. Articles concerning this and asking for people to get involved is being published in the Church & Community Magazine, Group website, etc.
- f) **Any other reports** – There were none.

25/26-078 Staffing Committee Meeting

The draft minutes of the Staffing Committee meeting held on 2nd September 2025 had been circulated to all councillors in advance of the meeting.

Cllr Fraser queried a couple of points in the draft minutes:

- *It was further agreed that day to day contact between the Clerk and the Council would most appropriately be between the Clerk and the Council Chair, Cllr Stevens.* It was clarified that this does not prevent any councillors from contacting the Clerk directly, and vice versa.
- *Future performance and actions of any officer of the Council that may give rise to concerns should be discussed with either the Council Chair or a Chair of a Committee delegated to manage the officer of concern and not directly with the officer.* Clarification of this point was provided, however, Cllr Fraser felt it could be written more succinctly.

In the absence of the Chair of the Staffing Committee, Cllrs Poole and Stevens provided an update from the meeting. It was notified that the Clerk's probationary period is extended by a further three months within which the Clerk would focus on timely minute issuing, financial reviews and work leading to the production of the precept bid for 2026/27.

The recommendations raised by the Committee were considered and determined as follows:

- It was **resolved** that certain items of the Clerk's current workload should be deferred in this extended probationary period, including the review of compliance and procedural documents. The existing documents can continue to be used to regulate compliance in actions by the Council. Also a temporary hold on the roll out of the proposed move to MS Teams.
- It was **resolved** that the Staffing Committee budgets must be adjusted to cover increased costs (minute 25/26-082.d refers) and that work on preparing the 2026/27 precept bid should begin during the extended probationary period and will be treated as a priority task for the Clerk.
- It was **resolved** that the Clerk will not continue to provide minute taking and preparation of minutes for the main Neighbourhood Plan Steering Group meetings and all sub-groups must

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provide their own means of recording discussions and planned actions. The Clerk will monitor the outcomes and minutes of NPSG meetings and advise Full Council of any matters that require the Clerk's attention as RFO.

25/26-079 Market Lavington Neighbourhood Plan 2

- a) **Steering Group Meetings** – Minutes from the Steering Group meetings of 29th July and 2nd September had been published and were circulated as councillor pre-reading.
- b) **Site Assessment** – Cllr Ian Macqueen provided a verbal update on behalf of the Steering Group. The Aecom site assessment report had been delayed, with delivery originally expected in early September but now anticipated within the next week. Once received, the full report together with the Steering Group's comments will be published on the MLNP2 website. An online response form will also be provided at that time.

It was confirmed that hard copy response forms will be made available at the Library and Community Hall for those not wishing to respond online. Both online and paper versions will follow the same format to allow responses to be collated consistently. An exhibition event is proposed for early November, giving residents the opportunity to view the report, speak with Steering Group members, and ask questions. The aim is to gather community views on the identified sites and Aecom's assessments before moving on to shortlist options, balancing housing, green space, heritage, and other factors. It was also noted that a series of Facebook posts will be used to raise awareness of the consultation and encourage community participation.

25/26-080 Annual Parish Meeting

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

As the minutes of the Annual Parish Meeting had not been circulated to councillors in advance of the meeting, this agenda item was deferred until the next meeting.

25/26-081 Governance & Management Advisory Group

Councillors received updates and considered recommendations as follows:

- a) Proposed dates for forthcoming **HRAF, OS, and Finance Committee meetings** were discussed. It was agreed to schedule the OS Committee for **Monday 13th October 2025**, and to schedule the HRAF Committee for **Thursday 6th November 2025**. The Finance Committee will meet in December to finalise budget recommendations for the precept.
- b) The autumn edition of the **Parish Council Engagement Newsletter** is delayed due to timing issues and will now be brought to the next meeting for approval.
- c) **Training** – Updates were provided on training undertaken. Cllr Macqueen has been booked onto a NALC online course (**The Art of Communication: Navigating tough decisions**) to be held in November. **Group Civility & Respect training** is to be confirmed for either **28th October** or **25th November 2025** – the Clerk to advise all councillors once confirmed with the trainer.
- d) **Community Governance Review** – Members reviewed the proposed responses to the survey from Wiltshire Council on governance arrangements (councillor numbers, wards, boundaries, etc.). It was agreed that Market Lavington would not request priority in the review. The Clerk will submit the completed response by the deadline of **7th October 2025**.
- e) Cllr Poole and the Clerk attended the **WALC County Conference** on **10th September 2025**. A copy of all the presentation slides had been circulated to councillors for information. Key sessions covered AGAR Assertion 10 compliance, finance, and planning. It was noted that examples from the Chippenham Neighbourhood Plan could be of value when preparing Market Lavington's plan.
- f) **Christmas 2025 arrangements** – Due to cost savings and limited public feedback, it was agreed **not to provide a Christmas tree** in the Market Place this year but to **utilise the existing oak tree** located at the site, consistent with the decision taken in 2024. Tree maintenance will be arranged in October using a cherry picker to prune and rehang lights. Cllr Davis to co-ordinate and liaise with the Clerk accordingly. The Clerk to co-ordinate with Rev. Gary Gotham regarding

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carol singing event arrangements. The **Community Minded Person and Young Person of the Year awards** will be included as part of the seasonal events. The Clerk to advertise/promote accordingly.

25/26-082

Finance

- a) A report on the **receipts and payments details for July & August 2025** (including any card payments, direct debits, and payments made in-between meetings), had been circulated as pre-reading. Payments made between meetings were higher than usual as the report covered two months. No questions were raised.
- b) In accordance with Financial Regulations 6.11 a report on the **payments for September 2025** had been circulated in advance of the meeting (see appendix 25/26-082.b). This report was reviewed, and it was **resolved** to approve the schedule of bank payments, totalling £2,047.85 due to be made on 18th September 2025 and to ratify those bank and card payments made since the last meeting.
- c) Members received the **budget monitoring report for the first quarter of the 2025/26 financial year**. Cllr Poole confirmed he had checked all receipts and payments against the bank and there were no queries or anomalies.
- d) **Staffing Committee Related Budgets** – The Clerk reported that the Staffing Committee had reviewed budget pressures relating to staffing costs, pensions, and other items. A report had been circulated as pre-reading. Due to the overlap between financial years, costs arising from the transition between clerks, and budgets being set before the appointment of the new Clerk, an overspend of approximately £6,160 was projected. The Committee considered options to address the shortfall, including the use of general reserves and reallocation of funds through CIL and earmarked reserves. Members were assured the figures had been carefully reviewed. It was agreed that earmarked reserve reallocations would be considered alongside CIL proposals.
- e) **Community Infrastructure Levy (CIL)** – A copy of the CIL income and expenditure report, dating back to 2017, as submitted to Wiltshire Council, was circulated to councillors as pre-reading (see appendix 25/26.082.e). During the current financial year, £14,513 had been received to date in CIL receipts, with a further £7,000 expected in February 2026.
- f) **Ear Marked Reserves (EMR)** – Members considered the report on current EMRs (see appendix 25/26.082.f). It was agreed that reallocation of certain reserves, combined with use of CIL funds, would provide flexibility to cover budget overspends and fund priority projects. It was **resolved** to allocate the CIL monies generated from planning application PL/2024/03208 to fund the remaining balance [£12,630] of the bank slippage works along MLAV2 in Canada Woods [Full Council meeting 19/11/2024 - Minute 24/25-150 refers]. It was further **resolved** that any remaining CIL monies generated from planning application PL/2024/03208 are used to fund HRAF projects as and when they are determined. The Clerk will continue to review EMR allocations in consultation with Committee Chairs.
- g) **Banking arrangements** – The Clerk reported ongoing issues with the banking mandate. Despite previous approvals, her user role remained limited rather than full admin. Further action will be taken with the bank to resolve this, with the assistance of Cllrs Davis and Fraser.
- h) **Fixed Term Deposit Account** – The Clerk confirmed that the fixed-term investment had been set up successfully with Hampshire Trust Bank. Funds have been deposited for a 12-month term, with interest to be received at maturity. Interest from the former Lloyds fixed term account has also been received with that account now closed.
- i) **Chairman's Charity Account** – *Quarterly report (Apr to Jun 2025). To make a decision on the options regarding transferring these funds to a different bank account without administration fees.* Due to workload issues, this item was deferred to the next meeting.

25/26-083

Yard Trail Event

Following decisions taken at the last meeting, due to unforeseen circumstances, the date of the event had to be deferred, and it was now scheduled to be held on Saturday 25th October 2025. Some advertising has already been undertaken, and this will be ramped up over the next month. It will be

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on posters, in the Church & Community Magazine and on social media. Some residents have already signed up and we are encouraging more to do so over the next few weeks.

25/26-084

Canada Woods & Community Park

Updates were received on the items raised at the last meeting and decisions made as follows:

- a) **Plans for making the area more accessible** – Cllr Fraser reported that an application is being prepared to the National Lottery, on behalf of the Community Group, for funding to make the MLAV2 footpath fully accessible from Grove Road to Lady Wood. Supporting information on footpath use and volunteer involvement is being collated to strengthen the application.
- b) Three quotations for the **felling of two Ash trees backing onto properties on Francis Road** were obtained and circulated as pre-reading. These were reviewed and it was unanimously **resolved** to appoint Arb Tree & Garden Solutions to undertake the works at a cost of £1,450 net. The Clerk to confirm the appointment and notify the unsuccessful contractors accordingly. The Clerk to also advise the neighbouring residents of dates when these works are scheduled to be undertaken.
- c) **Access gates and pathways from properties adjacent to Canada Woods/Community Park.** The Clerk and Cllr Fraser have arranged to meet on Friday to progress this matter and issue letters.
- d) **Information board** - A copy of the original PDF of the information board to tray and be obtained from the printers who undertook the work. This will enable progress on updating and finalising the board.
- e) Concerns were raised by residents regarding **overhanging trees to the rear of a property at Beechwood**. One of the residents was present at the meeting and addressed the Council with their concerns [the meeting was adjourned at 8.22pm and resumed at 8.23pm for public participation]. Members discussed liability and options available. It was noted that:
 - Tree surgeons have previously inspected the site and confirmed that overhanging growth consisted largely of brash rather than significant branches, and that there was no major risk identified.
 - Thirteen trees had already been removed from this area in earlier works following professional advice.
 - Parish Council policy, consistent with law, confirms that residents have the right to cut back overhanging vegetation to their boundary but at their own expense.

It was agreed that the Council does not have an obligation to fund this work, and Councillors did not wish to set any precedence by doing so. However, residents may arrange for overhanging growth to be cut back to the boundary line. The Clerk will confirm this in writing to the resident.

Members also noted the importance of progressing the map to support the existing Tree Policy to provide reassurance to residents. The resident had requested a copy of the policy, along with the Parish Council's Tree Management Plan and Squirrel Management Plan; they were advised that the Tree Management Plan is under construction, and a Squirrel Policy did not currently exist. The Clerk to follow up with the resident accordingly.

25/26-085

Highways and any other maintenance matters

- a) **Footpath MLAV16 (Drove Lane to Oak Lane)** – No further updates had been received from Wiltshire Council's Rights of Way Warden regarding the condition of the footpath and steps.
- b) **Footpath MLAV12 (Canada Rise to Spin Hill)** – The Clerk was continuing with obtaining quotations for repair/replacement of the fencing in this area.
- c) **Footpath MLAV10 (Spin Hill to Drove Lane)** – A complaint from a landowner regarding motorbike access along MLAV10 was discussed. The Public Rights of Way Officer had suggested replacing the existing gate with either a mobility timber kissing gate or a "K" barrier, both designed to allow pedestrian, wheelchair, and pushchair access but not motorbikes. It was noted that LHFIF funding may be sought to assist with costs. Prices had been obtained from one company. The Clerk will liaise further with the Public Rights of Way Officer and bring the matter back to a future meeting.

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- d) **Permissive path on MLAV2 and fencing off the landslip** – The “Pedestrians Go This Way” sign has been fixed in place, but it was noted that members of the public continue to use the unsafe route. The Environment Agency has been chased about issuing the licences for this work. Concerns were raised about delays, as works not completed by the end of October will be postponed until March due to spawning restrictions.
- e) **Footpath MLAV27** – A resident’s query regarding signposting and crop growth was considered. It was noted that a fingerpost at the southern end of the path had fallen some years ago and had not been replaced. The Council agreed to follow up with Wiltshire Council about reinstating the post and the Rights of Way Working Group Leader would follow up with the landowner.
- f) **Memorial bench at Elisha Field** – No further updates were available.
- g) The **Parish Steward’s upcoming visits** were noted as 17th & 18th September and 20th & 21st October. The following tasks were raised to be actioned:
- Church Street cutting back of the vegetation around the speed limit roundel signs located near the mini roundabout junction with Grove Road.
 - Clearing of blocked drains on Parsonage Lane, near to the roundabout with Grove Road.
 - It was agreed that clearing of the gully by the Muddle should be monitored monthly throughout the winter.
- The Parish Steward will continue to send photo updates of completed work to Cllr Davis. Where issues are outside his remit, they will be referred to the Highways team.
- h) Update on tasks undertaken by the **Handyman and Groundwork Contractors** since the last meeting and opportunity to raise any new matters for action. It was agreed that tasks not completed by the Parish Steward, such as trimming vegetation or checking drains, would be referred to the Handyman if considered appropriate. The trimming of the willow tree by the bus stop on Grove Road that is overhanging the pavement.
- i) **Pruning Works to Willow Tree (Northbrook)** – Evidence confirmed that the land at Northbrook where the willow stands is unregistered with the Land Registry and not owned nor maintained by Wiltshire Council. SSEN has agreed to undertake pruning works if the Parish Council signs a disclaimer accepting liability in case of ownership disputes. Following discussion, the Parish Council **resolved** to sign the disclaimer and proceed with the works. The Clerk to arrange accordingly.
- j) **Pollarding of the willow tree (Grove Road to Ladywood)** – These works are now scheduled to commence on 31st October.
- k) Update on concerns raised by residents regarding **blocked drains and flooding at New Street/The Muddle**. It was acknowledged this had already been covered; minutes 25/26-075 and 25/26-077.a refer.
- l) **Chip shop alley surface and weed growth** – Wiltshire Highways had reported that the footway has been weed treated and inspected in July and there are no notifiable issues with the new surface. Also, that the overlaying of aged surfaces often generates weeds to germination because of the warm protected environment it forms. Therefore, such work often requires weed killing after care.
- m) **Parsonage Lane – Concerns regarding safety of a brick wall adjoining the road**. There were no further updates on this matter. The Clerk to chase up accordingly as residents advised the crack in the wall is becoming larger and more of a concern.
- n) Wiltshire Council Devizes Area Board **LHFIG meeting held on 4th September 2025** – The notes from this meeting had not yet been published but would be circulated by the Clerk once received.
- o) In August, a potential pollution incident had **contaminated Easterton Brook & Northbrook Stream**. Contact had been made with Easterton Parish Council (EPC) to see if their upstream watercourse had also been affected. They had reported the incident to the Environment Agency (EA), who attended site and installed anti-contamination booms and pillows to minimise downstream contamination. EPC are continuing to liaise with the EA who are investigating into the potential sources of contamination and any remediation plans.
- p) Notification was received from Wiltshire Council of revised a **temporary closure of the C20 at Blackdog Crossroads** and introduction of a temporary 20mph speed limit to A360 in September

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to allow for works to install traffic signals and carriageway resurfacing. Notices will be shared on the Parish Council's Facebook page.

25/26-086 Correspondence Received

Councillors reviewed the correspondence received, noted any action taken by the Clerk and made any associated decisions or further action required as follows:

- a) Local resident – **debris from beech trees on Lavington Hill**. This debris remains at the roadside following earlier cutbacks for the Imber Day bus route. The Clerk to follow up with the event organisers and, if necessary, ask the Handyman Contractor to clear the area to prevent drains from becoming blocked.
- b) From Worton & Cheverell Football Club – Cllr Stevens advised she had provided clarification to the new managers of the football club regarding the **ownership of the defibrillators at the Elisha Field Pavilion**. It was noted the Parish Council own one of the defibrillators for which a replacement battery had recently been purchased. The Football Club own the other defibrillator. Correspondence had also been undertaken between the Clerk and the Club requesting details on an external defibrillator cabinet they proposed to install prior to such works taking place.
- c) Local resident – **Issues with older teenagers using Broadwell Play Park**. A replacement sign for the site is being arranged to inform that the play equipment is for children under the age of twelve, also appropriate Facebook posts to help raise awareness. Further suggestions for providing equipment for older youths to be discussed at a future meeting.
- d) **Community First AGM & awards celebration invitation for 8th October 2025 5.30pm**. Any councillors wishing to attend to advise the Clerk.
- e) **SSEN** – Information on how residents can sign up to the **Priority Services Register**. Posters to be displayed and leaflets will be made available at the Old School for residents to pick up.

Updates on the following previously raised matters:

- f) From local resident – concerns regarding **rubbish and dog mess on Parsonage Lane** – The investigation work for this issue is ongoing. The Clerk advised she had checked back through the Parish Council's records and had found the relevant correspondence from the Land Registry confirming that the banks in this area are not registered by any owner.

Updates on any correspondence received before the meeting, but after the agenda had been published:

- g) The Clerk reported that the External Audit report had been actioned, and the completed AGAR had been received. She had prepared a Conclusion of Audit Notice for the financial year ending 31st March 2025 and circulated to councillors for information. This notice, along with the accompanying relevant pages of the AGAR would be published on the notice board and the website in accordance with national regulations.

25/26-087 Planning applications, decisions, and any other planning issues

- a) The following planning applications were considered at the meeting:
 - i. Reference: **PL/2025/07096** (Notification of proposed works to trees in a conservation area)
Address: **Spring Villa, 39 Church Street**, Market Lavington, Devizes, SN10 4DU
Proposal: T1 T2 T3 Apples trees - Remove ivy and reduce and remove end weight by 2M to suitable pruning points. T4 Sliver Birch tree - Reduce by 4 to 5m to suitable pruning points.
Applicant: c/o Agent – Mr Steve Johnson - Johnsons Arborist
It was **resolved** not to raise any objections to this application, but to make the comment that advice from the Parish Council's Tree Warden is that silver birch trees do not respond well to topping out and usually results in them dying.
- b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting but via email:
 - i. None.

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- c) The following planning applications were raised for comment at the meeting, they were not included on the agenda as they were received after the agenda was published:
- i. Reference: **PL/2025/07437** (Notification of proposed works to trees in a conservation area)
Address: **White Knights, 34 High Street**, Market Lavington, Devizes, SN10 4AG
Proposal: Holly tree - fell.
Applicant: Mr and Mrs R Bird
The application had been circulated to councillors by email. Concern was expressed that removing the holly tree could increase risk to nearby properties, given that holly trees absorb significant amounts of water. As a consequence, it was questioned whether applicants are advised on potential outcomes and whether they are required to confirm that certain factors have been considered in advance of submitting their applications. In addition, the application form itself was questioned, as it did not appear to follow the usual format. The Clerk agreed to seek clarification from the Case Officer on these matters and to report back to councillors before a formal response is submitted.
- d) The following planning application decisions made by Wiltshire Council were noted:
- i. Reference: **PL/2023/10388** (Outline Planning Permission)
Address: **Land South of The Spring**, Market Lavington, Devizes
Proposal: Outline planning permission (matters to be considered: Access only) for up to 14 dwellings (Use Class C3) and a food store (Use Class E(a)), together with open space, drainage, parking and associated access, infrastructure, landscaping and removal of bus shelter.
Applicant: The Long Field (Market Lavington) Limited
Decision: **Approve with Conditions**
 - ii. Reference: **PL/2025/05353** (Householder)
Address: **29 Park Road**, Market Lavington, Devizes, SN10 4ED
Proposal: Single storey side extension. Single storey rear extension. Loft conversion.
Applicant: Mr & Mrs Andrew Thynne.
Decision: **Approve with Conditions**.
 - iii. Reference: **PL/2025/05924** (Proposed Works to Trees in a Conservation Area)
Address: **35 White Street**, Market Lavington, Devizes, SN10 4DP
Proposal: Lawson Cypress tree – fell
Applicant: Mr Lane
Decision: **No Objection**
- e) Councillors received updates on matters referred to Wiltshire Council Planning Enforcement as follows:
- i. **Enforcement Appeal APP/3940/C/24/3358240 – 29 Spin Hill** – Without planning permission, the material change of use of the land from agriculture to ancillary residential use. This case is still under investigation; no further updates had been received since the last meeting.
- f) Councillors received updates and made decisions on the following planning matters:
- i. Reference: **PL/2023/10332** (Full) - **Land South of Potterne Park Farm, nr Potterne**, Devizes, Wilts, SN10 5QT – Proposed solar farm installation - Decision: **Refuse**. This update had already been provided – minute ref. 25/26-077.a refers.
 - ii. Reference: **PL/2025/04249** (Full) - **The Barn, Spin Hill**, Market Lavington, Devizes, SN10 4NS - Proposed dormer extension and retrospective change of use of barn from agricultural use to home work space, home gym and dog grooming business. Cllr Muns had already advised this application was likely to be determined by Wiltshire Council Planning Committee at their meeting on 2nd October 2025. Cllr Davis and Cllr Stevens advised they would hopefully be able to attend on behalf of the Parish Council.

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25/26-088 Items for next agenda

The following matters were raised for inclusion on the next agenda:

- **Dog Waste Bins** – At the site meeting held at Canada Woods in July, additional dog waste bins were raised. Cllr Fraser requested this be included as a future agenda item for consideration.
- **Projects** – Cllr Poole reminded councillors to think about any projects or activities they would like to proceed so they can be considered for funding as part of the budget setting exercise for the next financial year. Also, identification of which projects could be helped with funding via the Area Board.
- **Highway Improvements** – Cllr Poole advised he was due to meet with Motion Transport consultants later in the week regarding their report and recommendations for highway improvements in the village. An update on this meeting to be included on the next agenda.
- **Replacement Swing** – Cllr Stevens asked for repairs/replacement swing to be included on the next HRAF meeting agenda and as a possible future project for funding.

25/26-089 Adjournment for Public Participation (maximum of 5 minutes)

The meeting was adjourned at 9.08pm and resumed at 9.10pm.

A resident of New Street/The Muddle asked if the Parish Council could assist with making a raised edge to flower bed the residents maintain at the entrance to the Muddle. It was thought that a raised planter could be created in this area, however, ownership of the land would also need to be considered. The resident to send in some photographs of the flower bed and the Clerk to include it on the next meeting for consideration.

25/26-090 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 21st October 2025 at 7.15pm at the Old School.

There being no further business the meeting was closed at 9.10pm.

Signed..... Date.....

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Appendix 25/26-077.c

Report title	Monthly Reports Rights of Way Working Group (written report from Group Leader).
Report author	Jane Taylor - Lead for RoW working group
Purpose of report	For Update

We have had various working parties across the summer as follows:

MLAV2 Canada Woods to MLAV7 (Dauntsey cross road) and MLAV6 Ledge Hill towards Dauntsey Drive – raising the canopy and cutting back to create wider paths.

MLAV10 – there have been complaints from a landowner about the work we carried out which is being dealt with by Wiltshire Council RoW. The Clerk and Group Lead are following up.

MLAV18 bottom end of Drove Lane towards MLAV17 – cutting back overhanging trees and vegetation that were making the path inaccessible.

MLAV27 – issue raised re path not cut/marked out by landowner – Jane to liaise with them.

Still waiting to hear about scalplings from the B3098 road resurfacing.

Have been working with the Parish Council contractor, Mark Goddard & Sons, re footpath cutting.

The Clerk has received way markers from Wiltshire Council for RoW which we'll be putting up over the autumn.

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Appendix 25/26-082.b – Payments for Approval and Ratification

September 2025 Payments for Approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	18/09/25	£131.25	BP1
Handyman contractor monthly hours*	various	18/09/25	£339.00	BP2
Clerk TW wages and exps	Various	18/09/25	TBC	BP3
Mark Goddard & Sons Landscaping – Grounds maintenance for September 2025	Various	18/09/25	£990.00	BP4
Cllr Di Fraser – FF refreshments expenses	4090/110 RR 329	18/09/25	£47.00	BP5
TEEC Limited – Planning tracker element of website	4180/110	18/09/25	£28.80	BP6
HostPresto – Enix Ltd. – Domain renewal for marketlavingtonnp2.org.uk – Oct 25/26	4180/110 RR355	18/09/25	£7.80	BP7
PKF Littlejohn LLP – External Audit Fee	4120/110	18/09/25	£504.00	BP8
TOTAL			£2,047.85	
Payments Made Since the Last Meeting for Ratification				
British Gas – EF Electricity	4410/140	15/07/25	£18.04	DD
British Gas – OS Electricity	4410/120	15/07/25	£94.86	DD
ML Community Hall – Contribution for car park elec 2023	4410/130	16/07/25	£222.00	FPO
ML Community Hall – Contribution for car park elec 2024	4410/130	16/07/25	£222.00	FPO
ML Community Hall – Contribution for car park elec 2025	4410/130	16/07/25	£110.00	FPO
Lloyds Bank – Bank Account Service Charge	4110/110	18/07/25	£4.25	Auto
Amazon – Toilet rolls and cleaning items for OS	4450/120	22/07/25	£16.86	Card
Amazon – 4x toilet brushes and holders for OS	4450/120	22/07/25	£20.37	Card
IONOS CLOUD LTD.	4180/120	30/07/25	£7.20	DD
Water2Business – EF Water & Sewerage Services	4420/140	01/08/25	£20.50	DD
Water2Business – OS Water & Sewerage Services	4420/120	01/08/25	£22.50	DD
Lebara Mobile Ltd. – Mobile phone contract Aug25	4170/110	01/08/25	£4.95	Card
Amazon – 5x reams A4 copier paper	4160/110	05/08/25	£23.39	Card
Wessex Cleaning – Paper hand towels for OS	4450/120	15/08/25	£100.45	Card
British Gas – OS Electricity	4410/120	18/08/25	£74.74	DD
Lloyds Bank – Bank Account Service Charge	4110/110	18/08/25	£4.25	Auto
Otter.ai Software Annual fee	4190/110	19/08/25	£75.99	Card
NALC – Training course DF	4080/110	21/08/25	£42.00	FPO
Mark Goddard & Sons Landscaping – Grounds maintenance for August 2025	Various	21/08/25	£990.00	FPO
Cllr Di Fraser – FF refreshments expenses	4090/110 RR329	21/08/25	£12.77	FPO
Handyman contractor monthly hours**	Various	21/08/25	£443.65	FPO
Place Studio – 1x day support for MLNP2	4130/110 RR355	21/08/25	£684.00	FPO
OS Cleaner – monthly wages	4000/120	18/09/25	£156.25	FPO
Wiltshire Council – Premises Licence Annual Renewal	4470/120	21/08/25	£70.00	FPO
IONOS CLOUD LTD.	4180/120	28/08/25	£7.20	DD
TOTAL			£3,448.22	

* Handyman hours worked £330.00 + Petrol allowance £9 = TOTAL £339

**Handyman hours worked £412.50 + Petrol allowance £11.25 + Bin bags £9.90 = TOTAL £443.65

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Appendix 25/26-082.e – Community Infrastructure Levy (CIL) income and expenditure report, dating back to 2017, as submitted to Wiltshire Council



Parish Council CIL Expenditure Report

Name of Parish Council
Name of Clerk / Chair
Email address
Telephone Number
Website Address

Market Lavington Parish Council
Tanya West - Parish Clerk & RFO
clerk@marketlavingtonparishcouncil.gov.uk
07770 679697
www.marketlavingtonparishcouncil.gov.uk

Description (what you spend funds on i.e. playpark)	Amount	Planning Application	Amount	Date completed
New play equipment at Broadwell Play Area		15/05086/FUL	£1,431.18	20/10/2022
New play equipment at Broadwell Play Area		16/00777/FUL	£5,351.33	20/10/2022
New play equipment at Broadwell Play Area		16/00857/FUL	£661.35	20/10/2022
Not yet determined - will advise in due course		PL/2024/03208	£6,698.47	TBC
Not yet determined - will advise in due course		PL/2024/03208	£7,814.88	TBC
Total			£21,957.21	

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Appendix 25/26-082.f – Ear Marked Reserves (EMR)

Nominal Code	Description	Opening Balance	Net Transfers	Closing Balance	Comments
323	EMR - EF Pavilion	£ 105.66		£ 105.66	
324	EMR - Tree Works	£ -	£ 1,500.00	£ 1,500.00	
328	RR - Toposcope	£ 210.00		£ 210.00	
329	RR - SSE Covid 19	£ 101.44	-£ 97.35	£ 4.09	Includes all FF payments up to & including 18/09/25. It needs to be determined how this will continue to be funded - grant, general reserve?
330	EMR - HRAF Projects	£ 4,205.18		£ 4,205.18	Includes £500 allocated for replacement of information board at bottom of Ladywood (Minute 23/24-262 refers).
335	EMR - Defibrillator Funds	£ 528.73		£ 528.73	
342	EMR - OS Boiler Fund	£ -	£ 500.00	£ 500.00	
343	EMR - Resurface Broadwell Fund	£ 3,000.00	£ 1,500.00	£ 4,500.00	
344	EMR - Youth Council	£ 241.05		£ 241.05	
345	EMR - CW & CP Community Group	£ 50.00		£ 50.00	
348	RR - J Fletcher - Will Legacy	£ 26,211.83	-£ 7,137.56	£ 19,074.27	Includes payments for Village Caretakers/Handyman etc. up to and including 18/09/25
352	RR - Locality NP Grant	£ 4,194.02	-£ 4,193.02	£ 1.00	This remaining £1 should be transferred to 355 - decision required to action this.
353	RR - WW Grant MLAV2 Slippage [original grant received was £2k]	£ 720.00		£ 720.00	19/11/2024 - Minute 24/25-150 - Footpath Slippage Canada Woods. It was resolved to approve the quote from Ecolibrium for £13,350 (as at 24/4/24) as the contractor to carry out bank repair work. The work will be carried out in the Spring when the necessary EA permits etc. 18/02/2025 - Minute 24/25-228 - Agreed to pay £1,280 from this RR toward the cost of felling of 4x ash trees infected with ash die back (total cost £1,400 net).
355	RR - MLNP2 Budget from MLPC	£ -	£ 563.50	£ 563.50	Includes payment for Place Studio for 1x day (£570) and domain renewal (£6.50). A further Place Studio day has already been agreed by MLPC for £570
		£ 39,567.91	-£ 7,364.43	£ 32,203.48	