

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 21st October 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); Laura Turner-Scott.

Officers: Tanya West – Parish Clerk & RFO

Public: Ten members of the public.

Cllr Stevens opened the meeting, provided health and safety information, reminded that the Council has signed up to the NALC Civility & Respect Pledge and what that entails and furthermore 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.

25/26-104	Attendance and Apologies for Absence With all members of the Parish Council in attendance, there were no apologies for absence. However, Wiltshire Ward Councillor, Dominic Muns, had provided his apologies.
25/26-105	Declarations of Interest and Dispensations to Participate a) Cllr Stevens declared an interest in item 25/26-113.g as she is employed by West Lavington Youth Club and so took no part in the voting for this item. Cllr Davis declared an interest in item 24/25-119.a, as planning application reference PL/2025/07812 was for trees on his property, and so he took no part in the voting for this item. b) No dispensation requests had been received.
25/26-106	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned and resumed at 7.18pm. There was no public participation.
25/26-107	Minutes of Council Meetings 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 16 th September 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.
25/26-108	Monthly Reports a) Wiltshire Councillor Report – Cllr Dominic Muns was not present at the meeting and so no report was made. b) Youth Council – A written report had been provided by the Group Leader (see appendix 25/26-108.b). Members noted the contents. It was suggested that the Parish Council consider providing a small budget or a form of matched funding to support Youth Council activities, such as community projects and fundraising initiatives (for example, a cake sale planned for December). It was suggested that small financial contributions could potentially be considered under Section 137 expenditure, with larger requests requiring a separate agenda item for formal approval. The suggestion will be considered further as part of the upcoming budget and precept planning process. c) Rights of Way Working Group – A verbal update was provided in the absence of a written report [the Group had a meeting scheduled for the following day]. It was reported that the Group Leader had chased up with Wiltshire Council's Rights of Way Officer regarding the condition of steps on path MLAV16, but no update has yet been received.

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The Group requested that a small annual budget be considered to support the purchase of materials and tools, such as hazel stakes and hedging whips, for ongoing maintenance and improvement works. It was noted that some materials may be available free of charge from organisations such as the Woodland Trust, but the Parish Council would be required to authorise any associated applications. The Clerk confirmed that the Working Group could provide details of proposed requirements for formal consideration. Budget provision will be reviewed as part of the forthcoming precept discussions.

d) **Community Hall Trust Report** – Cllr Poole advised there was nothing to report.

e) **Friends of Canada Woods & Community Park Community Group** – Cllr Fraser provided an update on current and planned activities. Recent works have focused on restoration of the original MLAV2 footpath through Community Park, with the creation of a habitat hedge using cuttings and natural materials [progress photographs were shown at the meeting]. Volunteer sessions are being held at weekends throughout October, weather permitting.

Tree saplings donated by the Woodland Trust are expected to arrive in November, with planting scheduled to coincide with National Tree Week. In her capacity as Tree Warden Cllr Fraser had been in liaison with the Tree Council and Devizes library regarding promotional materials and community involvement.

Minor antisocial behaviour had been noted in the orchard area, with damage to some trees. The Environment Agency had confirmed that water quality samples taken from Easterton Brook, following a previous spillage, were satisfactory, and warning signs could now be removed. It was also reported that a Community Group bonfire is planned for 5th November to safely dispose of materials from the habitat hedge that cannot be recycled. Cllr Fraser also invited councillors to attend. The Clerk reminded this was subject to compliance with insurance requirements and safety measures.

Future plans include a proposal to pursue external funding for an accessible footpath within Community Park. A potential application to the National Lottery, possibly with match funding from the Parish Council, was discussed. It was agreed that this would be brought forward as a separate agenda item for formal consideration once cost details are available.

A further grant application is being prepared for submission to the *Nature Save* biodiversity fund to support installation of a “biodiversity pod” near the drainage area within Community Park, providing habitat and sensory planting. The estimated cost for this is approximately £500.

f) **Any other reports** – There were none.

25/26-109 Old School Committee Meeting

The draft minutes of the Old School Committee meeting held on 13th October 2025 had been circulated to all councillors in advance of the meeting.

The Committee’s discussions focused on two main areas:

a) **Budget Considerations** – Initial discussions were held regarding the budget for the forthcoming financial year. At this stage, the Committee is not yet in a position to present a draft budget for approval.

b) **Maintenance Matters** – A detailed review of maintenance tasks was undertaken. The Working Party has since commenced actioning identified items, with several tasks already completed. Further actions remain outstanding and will continue to be progressed.

No formal decisions were required at this stage, but the Parish Council noted the Committee’s ongoing work and awaited further recommendations as maintenance tasks and budget proposals are developed.

25/26-110 Market Lavington Neighbourhood Plan 2

a) **Steering Group Meetings** – Minutes from the Steering Group meeting of 7th October 2025 had not yet been published. Cllr Ian Macqueen advised this was his first set of minutes and that they would be published as soon as possible.

b) **Site Assessment** – An update was provided on the Aecom Site Assessment Report. The Steering Group had submitted feedback to Aecom, and the final report had been signed off by

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Locality. It was noted that the associated public consultation was being prepared, including online publication and a local exhibition (to be held on Saturday 8th November at the Old School) to encourage community engagement and responses.

Cllr Duncan Poole had written a report that he was currently working on with members of the Steering Group. The report had been circulated to councillors. It noted that the Steering Group was now at the stage of seeking community views on the potential development sites.

The Steering Group have recognised that, in addition to providing affordable housing, some sites could bring wider community benefits, such as developer contributions, land for community use, or funding through CIL (Community Infrastructure Levy) and Section 106 agreements.

The report highlighted the importance of informing residents about these potential benefits, as this could help the community make informed decisions about preferred development locations and ensure transparency in the process. Failing to do so could risk criticism that the Parish Council had not communicated clearly at a key stage of the Plan.

Potential benefits identified include:

- Delivery of affordable homes designed in keeping with the village.
- Financial contributions to the Parish Council via CIL and S106.
- Opportunities for community land or infrastructure improvements.
- Reinforcement of local facilities and investment in village assets.

The Steering Group therefore recommended that, following Parish Council consideration, this information be shared with all residents to support meaningful engagement during the Neighbourhood Plan consultation phase.

Cllr Fraser raised a number of concerns in relation to the content of this document and the interpretation of the Neighbourhood Plan process. It was commented that the Neighbourhood Plan should be a fact-finding, community-led exercise, allowing residents to shape the future development of the village rather than the Parish Council appearing to lead or influence particular outcomes. Specific reference was made to "Site 63", where the suggestion of potential use for a play park was questioned on grounds of accessibility, flood risk, and the impact on biodiversity and heritage.

Discussion followed regarding how potential community benefits such as open space, biodiversity enhancements, and the use of Community Infrastructure Levy (CIL) or Section 106 (S106) funds were presented within the consultation materials. It was suggested that clearer explanation of what CIL is, how it is generated, and how it can be spent would help residents understand the process, rather than implying specific financial returns or projects linked to particular sites.

Members acknowledged that differing views were expected through consultation, and that the purpose of the process was to gather a broad range of public input. Members that served on the Steering Group advised that all comments received would inform the preparation of the next draft of the Neighbourhood Plan, which would seek to balance housing, infrastructure, and environmental considerations in line with community priorities.

The planned consultation timetable and publicity arrangements were noted.

25/26-111 Annual Parish Meeting

The draft minutes of the Annual Parish Meeting held on Tuesday 20th May 2025 had been circulated to councillors in advance of the meeting. No queries were raised; and so they were considered acceptable for their ratification/approval at the Annual Parish Meeting in 2026.

25/26-112 Governance & Management Advisory Group

Councillors received updates and considered recommendations as follows:

- a) It was confirmed that the **HRAF Committee** meeting would proceed on **Thursday 6th November 2025**, as previously scheduled (as the Guides would be meeting elsewhere for Remembrance practice). The next **Finance Committee** meeting was confirmed for **Monday 9th December 2025**. It was noted that Wiltshire Council had advised that the **precept demand submission deadline** would be **20th January 2026**.

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- b) Members reviewed the draft autumn edition of the **Parish Council Engagement Newsletter**. It was **resolved** to **approve the draft for print**.
- c) An update was provided on **training** undertaken and planned. The group **Civility & Respect training**, delivered by Council Culture, was confirmed for **Tuesday 25th November 2025** to be held at the Old School. No further training updates were reported.
- d) Preparations for the **Christmas 2025** events were discussed. The **Market Place Christmas lights** are already in place, but connection works and dressing of the oak tree to be completed using a cherry picker from Superior Plants. It was confirmed the oak tree does not require pruning, just decorating. It was agreed to schedule the switch on for the **first week of December**, with electrical works to be carried out the week prior (Cllr Davis to arrange). Nominations for the **Community Minded Person** and **Young Person of the Year** awards had been publicised through the Church & Community Newsletter and Community Engagement Newsletter, with submissions invited via the box at St Arbucks or by email to the Clerk. The **Carol Singing and Award Presentations** would take place on **Monday 8th December 2025 at The Green Dragon**.
- e) **Joint Liaison Committee** – *To receive update on review of lease document and consideration of quotations for the maintenance of amenity land. Also to consider dates and agenda items for next meeting.* Consideration of this item was **deferred** to a future meeting.
- f) An update was provided that a **Freedom of Information request** had been received following the previous meeting, relating to tree policies, risk assessments, and associated information. The Proper Officer had been liaising with relevant councillors to provide the requested materials. Some information had already been supplied, with further documents to follow. It was noted that a review of the relevant policies and procedures would be undertaken in the new year.
- g) Members considered the Parish Council's response to the **Wiltshire Council Area Board Model Review** consultation, with a deadline of 31st October 2025. It was **resolved** that the Council would respond to advise that:
- The consultation questions were ambiguous and difficult to interpret; and
 - It would be beneficial for smaller parishes to have separate opportunities for input, as current Area Board meetings were heavily focused on the town councils, leaving limited time for smaller parishes to contribute.
- h) An update was provided on a resident query regarding the **MLNP2 Steering Group Terms of Reference**. It was noted that the matter had been responded to by the Proper Officer, confirming that the Terms of Reference had been reviewed and approved through the appropriate legal channels and that the Steering Group operated as a working group under the Parish Council's authority.
- i) It was further noted that an update had been received after the agenda was issued regarding the **Community Governance Review**. The Parish Council had responded to indicate that Market Lavington should not be prioritised for boundary review at this stage; however, the Devizes Area Board area (including Market Lavington) had now been prioritised. The review would run from November 2025 to July 2026, and updates would be brought to future meetings.

25/26-113

Finance

- a) A report on the **receipts and payments details for September 2025** (including any card payments, direct debits, and payments made in-between meetings), had been circulated as pre-reading. No questions were raised.
- b) In accordance with Financial Regulations 6.11 a report on the **payments for October 2025** had been circulated in advance of the meeting (see appendix 25/26-113.b). This report was reviewed, and it was **resolved** to approve the schedule of bank payments, totalling £2,590.57 due to be made on 23rd October 2025 and to ratify those bank and card payments made since the last meeting.
- c) Members received the **budget monitoring report for the second quarter of the 2025/26 financial year**. Cllr Poole confirmed he had checked all receipts and payments against the bank and had signed everything off.

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- d) **Ear Marked Reserves (EMR)** – Members reviewed the updated report of current Ear Marked Reserves (EMR) following decisions made at the previous meeting (see appendix 25/26-113.d). The Clerk explained that some descriptions within the accounts reports are necessarily brief due to software limitations, and a supplementary comments column had therefore been added to the EMR report to provide greater clarity. It was raised that the entry labelled *Tree Works* relates specifically to the **Canada Woods regeneration project** (the next five-year phase) rather than to general village-wide tree works, which are funded separately through the main budget. The Clerk agreed to add clearer labelling (e.g. “CW”) to distinguish these allocations. It was also confirmed that funds previously agreed at the last meeting had been transferred from income to the relevant EMR to cover the identified slippage. The Clerk will continue to record minute references alongside each reserve entry for audit transparency. Members noted that a full review of all EMR balances will be required as part of preparations for setting the 2026/27 precept, given expected budgetary pressures.
- e) **Banking arrangements** – The Clerk reported that the bank mandate had now been fully updated with all those old signatories now removed and the Clerk user role amended to full admin rather than limited. Cllrs Davis and Fraser were thanked for their assistance in getting this resolved.
- f) **Chairman’s Charity Account** – The Clerk presented the quarterly report for the Chairman’s Charity Account and outlined options for transferring the funds to a different bank account without administration fees. It was noted that many banks now only offer charity or community accounts to existing personal or business banking customers, limiting the available options. The Clerk had investigated several providers and highlighted that Virgin Money offered a free community account with no monthly charges and low transaction activity thresholds that would suit the charity’s limited use. Alternative options, such as the Co-operative Bank, involved monthly service fees and additional charges for cash deposits and withdrawals. Members discussed whether it was the right time to proceed with a transfer given current workloads and the small monthly charge (£4.25) on the existing account. It was recognised that although changing accounts would involve some administrative effort, switching to a fee-free option would be beneficial in the longer term. Following discussion, it was **resolved** to approve the transfer of the Chairman’s Charity Account to a Virgin Money Community Account, when time allows, with the change to be completed at the Clerk’s discretion based on workload.
- g) **Community Grant Applications** – Members considered community grant applications received during the second quarter of 2025/26, including those from West Lavington Youth Club and residents of The Muddle regarding their community garden. It was confirmed that the West Lavington Youth Club application related to the annual funding contribution already included in the Parish Council’s budget. The amount of £2,725 was consistent with previous years and represents the cost of staffing one weekly youth session. Members noted the continued value of the service to local young people and agreed to continue supporting it at the same level. With regard to the Muddle Community Garden application, Members expressed appreciation for the group’s initiative but felt that the costs presented appeared high and should be supported by further quotations or consideration of lower-cost options. It was agreed that the applicants be asked to obtain additional quotations and resubmit their application for reconsideration in the next quarter. It was **resolved** to approve a grant of £2,725 to West Lavington Youth Club as per the 2025/26 budget allocation. It was agreed to request that the residents of The Muddle provide further quotations and revised costings before their application is reconsidered at the next meeting.

25/26-114

Yard Trail Event

An update was provided on preparations for the **Yard Trail Event**, scheduled to take place on **Saturday 25th October 2025**. It was noted that this would be the first time the event had been held in Market Lavington.

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Organisers explained that although the event had originally been planned for the summer months, it was decided to proceed in October to trial the concept and raise community awareness, with a view to encouraging greater participation in future years.

Publicity materials, including posters displayed in the village and social media posts, had been produced and distributed. It was noted that while an advertisement had been intended for the front page of the Church & Community Magazine, it had instead appeared as a smaller entry on an inside page. Members discussed the limited reach of Facebook posts and agreed that alternative or additional advertising methods should be explored for future events to maximise engagement. A map showing participating locations had been displayed in the Market Place, and residents were encouraged to attend and enjoy the opportunity to buy and sell locally. The event would run from 12 noon onwards, and it was hoped that it would provide a positive community activity despite the autumn weather. No further decisions were required, and the update was noted.

25/26-115 Parish Council Land

Updates were received and decisions made on various items as follows:

- a) **Update – Felling of Ash Trees (Francis Road)** – The contractors had been contacted regarding the felling of the two Ash trees backing onto properties on Francis Road, as agreed at the last meeting. The work order has been issued to the appropriate contractor and dates for the work are being sought and will be confirmed as soon as possible.
- b) **Update – Access Gates and Footpaths** – Further discussions are required regarding access gates and footpaths from properties onto Parish Council land, as the initial meeting identified additional considerations including mapping and correspondence. These matters will be progressed by the Clerk in liaison with Cllr Fraser in due course.
- c) **Update – Information Board (Canada Woods/Community Park)** – The information board is currently in storage and requires relocation to the workshop for further preparation. A PDF version of the sign has been located, but no further progress has been made at this stage.
- d) **Update and Decision – Installation of Additional Dog/Waste Bins** – The decision regarding additional dog/waste bins at sites within Canada Woods and the Community Park has been **deferred** pending further detail to be reviewed at a future HRAF meeting.
- e) **Update – Permissive Path (MLAV2) and Fencing** – There were no new updates regarding the permissive path on MLAV2 or fencing works associated with the landslip and Environment Agency permits.
- f) **Update and Decision – Remedial Works to Natural Spring on MLAV2**
Recent remedial works to address flooding caused by blockage of the natural spring on MLAV2 were reported. A resident had cleared debris, and the drain and pipe system had been rodded. It was noted that the existing small pipe was insufficient to handle the water flow, resulting in temporary flooding of the footpath.
The proposed long-term solution is to install a **larger pipe during the next on-site maintenance and bank works**, while continuing to maintain the current system by removing leaves and debris. This proposal was **agreed** by the Council.

25/26-116 Possible Future Projects

The Council discussed possible future projects and received updates on preparatory work undertaken to date. Members were advised of a **future project process** to ensure councillors can make inquiries and that the Clerk can include projects in future budget planning, prior to determination by Full Council.

- a) **Highway Improvements** – A report was received from **Motion Transport and Infrastructure Consultants** regarding suggested highway improvements and traffic management proposals in the parish. It was noted that the proposals would be reviewed on site to ensure suitability and allow for modifications before submission to Wiltshire Highway Authority for approval. The discussion included potential impacts from the proposed Longfield site development, and the need to ensure any Section 106 contributions are considered to support highway improvements

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and maintain a vibrant village hub following the Co-op relocation. Councillors were invited to review the draft plans and provide feedback.

- b) **Elisha Field Play Area Improvements** – An update was provided on proposed **improvements to the Elisha Field play area** to enhance accessibility for all users. A site visit had identified issues with access for wheelchairs, buggies, and children with additional needs. Research into best practice and potential grants is being undertaken to inform remedial and future works. It was noted that a local architect had offered to carry out an analysis of initial ground-level improvements pro bono, furthermore, another volunteer was looking at undertaking the necessary remedial works to ensure the exposed 'lip' is made good. The Council agreed to bring forward proposals for further improvements, including inclusive pathways and facilities, to a future meeting.

No formal decisions were made at this stage, but Councillors were noted to be actively investigating and preparing projects for future Council consideration.

25/26-117

Highways and any other maintenance matters

- a) **Footpath MLAV12 (Canada Rise to Spin Hill)** – It was reported that quotations were being sought to replace sections of the broken fencing along the route. The Rights of Way Group Leader had suggested the installation of a *dead hedgerow* on the field side (not the roadside) as a more cost-effective and environmentally beneficial alternative. This would require the landowner's consent but would provide a sustainable boundary and habitat improvement. The proposal was supported by members, and it was agreed to proceed on this basis, with only the roadside fence to be repaired as necessary.
- b) **Footpath WLAV45 Diversion to Meet MLAV2** – The Rights of Way Group Leader reported that the current route of WLAV45, from Russell Mill Lane alongside the sunken path, was impassable and costly to reinstate. Landowners wished to secure their land and proposed a minor diversion of the footpath to link with the sunken lane instead. The alternative route would maintain public access while resolving practical difficulties. The Council **resolved** to approve the proposal; the Clerk to work with the Rights of Way Group Leader to continue negotiations with the relevant parties.
- c) **Footpath MLAV10 (Spin Hill to Drove Lane)** – The issues relating to motorcycle access and options for restricting this while maintaining equality access were still under investigation. Further information would be brought to a future meeting.
- d) **Memorial bench at Elisha Field** – No further updates were available.
- e) **Parish Steward – Update and New Tasks** – The Parish Steward's recent work included clearing gullies and gutters. His next scheduled visit was confirmed for 19th & 20th November. Members noted that the pavement along Drove Lane, as a key walking route to school, should remain a priority for leaf clearance. Parsonage Lane was also highlighted as requiring further attention.
- f) **Handyman and Groundwork Contractors – Update and New Tasks** – The Handyman had assisted with recent volunteer works, including clearing leaves around the Old School, and was scheduled to paint the Old School door and complete other outstanding jobs. It was agreed that the Clerk could purchase refuse sacks in bulk to ensure availability of durable bin liners for ongoing maintenance activities.
- g) **Works by SSEN – Willow Tree at Northbrook** – SSEN confirmed that pruning works to the large willow tree and hedgerow on the unregistered amenity land at Northbrook were scheduled for **Wednesday 5th November**. Notices had been delivered to nearby residents, and either the Clerk or Cllr Fraser would meet the contractors on site at 9am on the day.
- h) **Proposed Double Yellow Lines – Grove Road/Francis Road Junction** – Members considered a request from a resident for the introduction of double yellow lines to improve visibility and safety at the junction. The Council **resolved** to support the proposal and agreed that a submission be made to the Local Highways and Footpath Improvement Group (LHFIG) – the Clerk to action.
- i) **Bollard on B3098 (Outside Church Cottage)** – It was noted that a new bollard had been installed during recent resurfacing works without any prior notification to the Parish Council. Enquiries were made to Wiltshire Council to confirm whether a road safety audit had been

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undertaken in accordance with GG119 standards. The bollard has since been hit by a vehicle; the situation will continue to be monitored pending further response from Wiltshire Council.

- j) **Drainage Works – New Street/The Muddle** – Wiltshire Council had undertaken several visits to clear the drains following flooding reports. Camera inspections identified a partially collapsed pipe; however, water flow had improved, and recent heavy rainfall had not resulted in flooding. Residents had expressed satisfaction with the progress. It was hoped the establishment of a Flood Warden Group would help to monitor the drains proactively, rather than dealing with matters reactively.
- k) **Wiltshire Connect Bus Service** – Correspondence was considered from the Chairman of the Volunteer Link Scheme Passenger Transport Service regarding the proposal to extend the Wiltshire Connect on-demand service to Market Lavington. Members noted that introducing the service would result in the withdrawal of the existing 3A bus route, which currently serves a greater number of residents. While the Council welcomed improved transport options, it could not support any proposal that would reduce overall accessibility.
- l) **Drove Lane Sinkhole** – A sinkhole on Drove Lane had been reported to Wiltshire Council's Cabinet Member for Highways. Responsibility had transferred from Wessex Water to Wiltshire Council, who were now undertaking the repair works. Completion was expected by the end of the week. Associated signage had been relocated following a MyWilts report to ensure pavement access remained clear.
- m) **Scaffolding Outside Co-op** – Highway obstruction caused by scaffolding was reported via MyWilts. The Co-op had since moved the scaffolding and site boxes to restore full pedestrian access. No further action required.
- n) **Brick Wall – Parsonage Lane** – No further update had been received regarding the reported safety concerns of a brick wall adjoining the highway. The Clerk will continue to follow up with Wiltshire Council.
- o) **Leaf and Debris Clearance from the pavement along Drove Lane** – This was being addressed through the Parish Steward's scheduled works programme.
- p) **Damaged Bollard – Outside the Green Dragon** – The damaged bollard, located outside the Green Dragon public house, remained flattened. Members noted its role in pedestrian safety given the road curvature at that point. It was agreed that a request be submitted to LHFIFG for its reinstatement.
- q) **New Bus Stop Infrastructure Funding** – Wiltshire Council had circulated information on new funding and the process for bus stop infrastructure requests. It was noted that a previous request for a bus shelter in Freith had been received, but it was not sure if this was still considered necessary; however, interest had been expressed in improved shelter provision opposite the GP surgery. Furthermore all shelters require cleaning and more substantial repairs to the shelter on Grove Road to the exposed wiring following a temporary repair on this fault. The Clerk will provide feedback based on councillors' comments.
- r) **Gulley Cleaning Works** – Wiltshire Council's scheduled gulley cleaning works for October 2025 were noted, along with confirmation of the priority locations submitted by the Parish Council [Lower Drove Ln near High Street; White Street adjacent to No 37; Parsonage Lane at the Canada Rise roundabout end; Spin Hill between Nos 13 & 15; High Street outside Nos 68 & 70].
- s) **Highway improvement works at Blackdog Crossroads A360** have commenced and the works to install traffic signals and carriageway resurfacing is set to continue until February 2026.

25/26-118

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) **Fly tipped nitrous oxide canisters at Northbrook** – The matter had been reported to the Police and Wiltshire Council. Cllr Davis had cleared the canisters from the site and was awaiting instruction on their disposal. As Police advice confirmed that officers can collect such items if reported, it was agreed to contact the named officer directly to arrange accordingly.

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- b) **Local Resident – Hamilton Drive Play Area** – A resident had raised queries regarding the play equipment and surfacing at Hamilton Drive. The Clerk had referred the matter to Aster requesting information of the play inspection reports.
- c) **Wiltshire Council/Town & Parish Clerks Meeting – 18 September 2025** – The minutes of the meeting were received and noted. Wiltshire Council are trialling food waste collections, which will be rolled out to the rest of the county in due course. Further details to follow once confirmed.
- d) **Local Resident – Hire of Elisha Field for Event** – A resident requested use of Elisha Field for a small wedding celebration (approximately 20–30 people), including limited camping and a firepit or barbecue. Councillors discussed practical and safety considerations including site access, gate locking, fire safety, insurance, toilet provision, and the public nature of the open space. It was agreed that the proposal could be considered further subject to:
 - Confirmation of public liability insurance,
 - A site meeting to assess practical arrangements,
 - Agreement of any hire fee or deposit, and
 - Compliance with relevant licensing and safety conditions.The Clerk to liaise further with the applicant and report back.
- e) **Scouts and Pavilion Replacement at Elisha Field** – Unfortunately the representative from the Scouts present at the meeting had to leave before this item was discussed. Consequently, they provided a written update to the Clerk after the meeting.¹
- f) **Environment Agency Flood Warden Newsletter Autumn 2025 issue** – The latest newsletter was received and noted.
- g) **Flood Warden Workshops** – Copies of recent presentation slides and information was received and noted.

Updates on the following previously raised matters:

- h) **Local resident – debris from beech trees on Lavington Hill.** The Clerk had contacted the volunteer group responsible for the maintenance works of cutting back the trees and asked them to return to site. A response was awaited.
- i) **From Worton & Cheverell Football Club** – No further updates regarding the **defibrillators at the Elisha Field Pavilion** had been received.
- j) **Local resident – Issues with older teenagers using Broadwell Play Park.** The Clerk is in the process of obtaining a new sign which will be installed shortly to help address reported issues of inappropriate use.

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

- k) **Oaks at 80 Project** – Details of a tree planting initiative by the Great Western Community Forest was circulated. Grants are being offered towards planting oak trees to commemorate the 80th anniversary of the end of World War II. Councillors discussed possible suitable sites within the parish; the Village Green, Elisha Field, near the Topograph, and Community Park were all suggested. It was agreed for the Clerk to submit an application; the precise location can be determined once necessary checks of underground services and available growth space is undertaken.

¹ The Scouts confirmed that their former hall on the High Street was sold in July 2024, providing £275,000 to invest in a new facility at Elisha Field. Following the signing of the agreement for lease in January 2025, architects and surveyors were formally engaged to progress design work.

Initial plans for a single-storey building, to replace and slightly enlarge the existing pavilion (by approximately 30%), have been developed. However, the cost estimate received from the architects and quantity surveyor—approximately £900,000—was significantly higher than anticipated and beyond the Scouts' available funding. The Scouts are now reconsidering options and intend to contact Erlestoke Cricket Club, which is currently constructing a new pavilion at a more affordable cost, to explore alternative approaches.

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25/26-119

Planning applications, decisions, and any other planning issues

a) The following planning applications were considered at the meeting:

i. Reference: **PL/2025/07518** (Householder planning permission)

Address: **36 Francis Road**, Market Lavington, Devizes, SN10 4DH

Proposal: Proposed two storey side extension and widened existing rear doors.

Applicant: George Amor.

Members had reviewed the plans prior to the meeting. It was considered that the proposal would not affect existing parking arrangements, and neighbouring properties were unlikely to be adversely impacted. Some concern was expressed that the addition of further extensions to smaller homes reduces the stock of lower-cost housing within the village; however, this was acknowledged as not being a valid planning reason for objection. It therefore **resolved** to submit *no objection* to the proposal.

ii. Reference: **PL/2025/07812** (Notification of proposed works to trees in a conservation area)

Address: **5 Stobberts Road**, Market Lavington, Devizes, SN10 4AZ

Proposal: T1 Silver Birch - Removing to ground level due to poor form due to proximity to eucalyptus. T2 Eucalyptus - Remove to ground level as its becoming too large for the area and the proximity to building. T3 Red Norway Maple – Remove.

Applicant: Mrs Caroline Davis.

The application and details of the trees were discussed. Members noted that the eucalyptus tree had become very large and had begun dropping branches unpredictably, posing a potential hazard to nearby fences, power lines, and neighbouring properties. The removal of this tree was therefore supported. It was understood that the silver birch was also proposed for removal due to its proximity to the eucalyptus and poor condition.

However, questions were raised regarding the proposed removal of the red Norway maple, as it was not clear from the application what issue necessitated its removal. Members felt that, unless the tree was diseased or unsafe, pruning rather than removal would be more appropriate.

It was **resolved** there were no objections to the removal of the eucalyptus and silver birch trees; but request that the red Norway maple be pruned rather than felled, unless the applicant or contractor can confirm that removal is essential on safety or health grounds.

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) 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. None.

d) The following planning application decisions made by Wiltshire Council were noted:

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

Decision: **Approve with Conditions.**

The report presented by Cllr Chloe Stevens, at the **Wiltshire Council Planning Committee** meeting at which this application was determined, was circulated to councillors for information along with the minutes of the meeting.

ii. 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 Silver Birch tree - Reduce by 4 to 5m to suitable pruning points.

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Applicant: Steve Johnson

Decision: **No Objection.**

- iii. 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 & Mrs R Bird

Decision: **No Objection.**

- iv. Reference: **PL/2025/07675** (Notification of proposed works to trees in a conservation area)

Address: **5 Stobberts Road**, Market Lavington, Devizes, SN10 4AZ

Proposal: T1 Eucalyptus - Fell to ground level. T2 Norway Maple - Reduce crown by 2-3m.

G1 Silver Birch - Crown raise to 2/2.5m over garden. Reduce limbs that overhang building to suitable growth points to give 2/3m clearance from building.

Applicant: Mrs Davis

Decision: **Withdrawn by Applicant.**

- e) Councillors received updates on any other planning matters, including 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.
- ii. **Unauthorised Access onto A360 (near Black Dog Crossroads)** – West Lavington Parish Council had informed the Chair of a concern raised regarding the creation of a new vehicular access with a dropped kerb onto the A360, just south of Black Dog Crossroads. There was no recollection of planning permission having been sought for this access, so the matter had been referred to Wiltshire Council Highways, given the access is located on a double white line area, on a blind bend with limited visibility, and where the hedgerow appears to have been cut to create the opening.
- iii. **Wiltshire Local Plan Review 2020-2038** – The Planning Inspector Hearing Sessions for legal compliance and soundness of the plan will take place during November and December 2025.

25/26-120

Items for next agenda

No items were raised for inclusion on the next agenda.

25/26-121

Adjournment for Public Participation (maximum of 5 minutes)

The meeting was adjourned at 9.06pm and resumed at 9.11pm.

A member of the public raised questions regarding the status and functions of the Neighbourhood Plan Steering Group, seeking clarification on whether the group holds delegated decision-making powers.

An email had been sent to the resident from the Parish Clerk confirming that the Steering Group operates solely in an advisory capacity under the Parish Council's statutory framework and does not exercise statutory plan-making functions [see also minute 25/26-112.h]. The Terms of Reference were cited as including detail on voting which is contrary to not having any delegated powers. It was responded that document has been checked and signed off by WALC for their legality and accuracy and that they clearly state that the group's role is to provide advice and recommendations, and that all formal decisions rest with the Parish Council.

The discussion also touched on the accuracy of publicly available documents, noting that some online registers appeared out of date. It was emphasised that ongoing monitoring and review are necessary to ensure the Parish Council and its working groups operate within the correct legal and procedural parameters.

The contribution was acknowledged as useful and constructive, highlighting the importance of transparency and adherence to statutory responsibilities in the Parish Council's processes.

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25/26-122

Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 18th November 2025 at 7.15pm at the Old School.

There being no further business the meeting was closed at 9.11pm.

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

DRAFT

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Appendix 25/26-108.b

Report title	Monthly Reports Youth Council (written report from Group Leader)
Report author	Jane Taylor
Purpose of report	For Update
Statutory authority	

Market Lavington & Easterton Youth Council Minutes from meeting 16/10/25, The Old School

1. **Present:**
IS, AC, EJ, FB, OM, ISt, DK, Cllr Chloe Stevens (ML), Jane Taylor
Apologies: JC, Cllr Judy Boyt (Easterton), MB
2. **Date to re-locate signs:** It was agreed that Saturday afternoons tend to be best. We need to establish from Easterton PC where to move them to. **Action:** Jane to liaise with Judy and put suggested dates in WhatsApp group.
It was agreed to purchase 8 more signs of the new designs from ISt to erect in ML. **Action:** Jane to get quotes and liaise via WhatsApp to put them up.
3. **Date to erect bird boxes:** It was agreed that Saturday afternoons tend to be best. **Action** – Jane to put suggested dates in WhatsApp group
4. **Agree letter to Co-op from IS** - approved by all present. **Action:** Jane to print and liaise with IS's parents on a date to take it in.
5. **Discuss and agree future projects:** Following a discussion at the last meeting, ISt has researched shelters. It was felt these were too much to fundraise for. IS, AC and EJ are to do a project at school researching the cost of 1. A table bench for Fiddington and 2. A single bench for the steps at the bottom of Park Rd steps.
Fundraising for these – to hold a cake and bracelet sale outside the Co-op, 10am to 1pm, Saturday 13th December. **Action:** Jane to book the space. Details and arrangements to be via WhatsApp
6. **Consider re-naming Youth Council:** Following a discussion it was agreed to keep the term Youth Council. It will now be known as Market Lavington & Easterton Youth Council.
7. **AOB**
 - a. A suggestion was made that it would be very good to have an art/graffiti wall. Chloe told the group that Market Lavington Parish Council are keen to support young people more, and would like the Youth Council to bring ideas to the next meeting
 - b. There was a discussion about how to get more young people joining the YC with a suggestion that older members be allowed to go to St Barnabas to talk about the purpose of the YC.
Action: OM to ask Mr Plummer for time out to go to St B's, and St B's pupils to speak to Ms McInnes about them coming into an assembly. All to liaise as necessary
 - c. Following a meeting Jane had with Tanya (Clerk to MLPC), she asked the youth councillors how they would like to be helped financially from the Parish Council in next year's budget and it was agreed to a form of matching fundraising. Action: Jane to attend MLPC meeting on 21st October to put forward the proposal.
 - d. DK has decided to step down as Chair to focus on school studies. Jane read out his letter of resignation and thanked him on behalf of the YC for his contributions. Action: At the next meeting, anyone wishing to be considered as the new Chair needs to put themselves forward.

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Please write a paragraph on why you'd like to be the Chair and what you believe you'll bring to the group. As Vice Chair, Imogen will open the meeting and then hand over to the new Chair.

We didn't set a date for the next meeting, but suggest 4th December to finalise arrangements for the cake and bracelet sale and appoint a new Chair.

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Appendix 25/26-113.b – Payments for Approval and Ratification

October Payments for Approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	23/10/25	£156.25	BP1
Handyman contractor monthly hours*	various	23/10/25	£429.72	BP2
Clerk TW wages and exps	Various	23/10/25	TBC	BP3
Mark Goddard & Sons Landscaping – Grounds maintenance for October 2025.	Various	23/10/25	£987.60	BP4
Wiltshire Council – May 2025 Election fees.	4270/110	23/10/25	£410.00	BP5
NALC – Training Course - Art of Communication: Navigating Tough Decisions – IM.	4080/110	23/10/25	£42.00	BP6
Wicksteed – Annual play equipment inspections - Nov 25.	4600/130	23/10/25	£360.00	BP7
T. Watson – Emergency repair to steps to community hall from upper car park.	4430/130	23/10/25	£205.00	BP8
TOTAL			£2,590.57	
Payments made in between meetings				
Lebara Mobile Ltd. – Mobile phone contract Sep25	4170/110	01/09/25	£4.95	Card
Water2Business – EF Water & Sewerage Services	4420/140	01/09/25	£20.50	DD
Water2Business – OS Water & Sewerage Services	4420/120	01/09/25	£22.50	DD
Amazon – Vacuum cleaner replacement filter kit for OS	4450/120	11/09/25	£11.99	Card
British Gas – EF Electricity	4410/140	16/09/25	£67.85	DD
Lloyds Bank – Bank Account Service Charge	4110/110	16/09/25	£4.25	Auto
Handyman contractor monthly hours	Various	18/09/25	£339.00	FPO
Mark Goddard & Sons Landscaping – Grounds maintenance for September 2025	Various	18/09/25	£990.00	FPO
PKF Littlejohn LLP – External Audit Fee	4120/110	18/09/25	£504.00	FPO
TEEC Limited – Planning tracker element of website	4180/110	18/09/25	£28.80	FPO
Cllr Di Fraser – FF refreshments expenses	4090/110 RR329	18/09/25	£47.00	FPO
OS Cleaner – monthly wages	4000/120	18/09/25	£131.25	FPO
HostPresto – Enix Ltd. – Domain renewal for marketlavingtonnp2.org.uk – Oct 25/26	4180/110 RR355	18/09/25	£7.80	FPO
IONOS CLOUD LTD.	4180/120	30/09/25	£7.20	DD
Public Works Loans Repayment	4220/110	30/09/25	£2,073.41	DD
Lebara Mobile Ltd. – Mobile phone contract Oct25	4170/110	30/09/25	£4.95	Card
TOTAL			£4,265.45	

*Handyman hours worked £412.50 + Petrol allowance £11.25 + Bin bags £5.97 = TOTAL £429.72

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Appendix 25/26-113.d – 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 Grp	£ 50.00		£ 50.00	
348	RR - J Fletcher - Will Legacy	£ 26,211.83	-£ 7,960.56	£ 18,251.27	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 £1,400net).
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
356	RR - MLAV2 Slippage -CIL Funds	£ -	£ 12,630.00	£ 12,630.00	16/09/2025 - Minute 25/26-082.f - Agreed to transfer £12,630 from CIL income to fund MLAV2 bank slippage works in Canada Woods.
		£ 39,567.91	£ 4,442.57	£ 44,010.48	