

MARKET LAVINGTON PARISH COUNCIL

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

Tel: 01225 760372 or Email: clerk@marketlavingtonparishcouncil.gov.uk

VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

Annual Meeting of the Parish Council to be held on

Tuesday 16th May 2023, at 7.15 pm in the Old School

Carol Hackett

Carol Hackett - Parish Clerk

	AGENDA ITEM
23/24-1	Election of Chairman To elect a Chair of the Parish Council for the municipal year 2023/2024
23/24-2	Declaration of acceptance of office To receive the Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received
23/24-3	Election of Vice-Chairman To elect a Vice-Chair of the Parish Council for the municipal year 2023/2024
23/24-4	Declaration of acceptance of office To receive the Vice-Chairman's Declaration of Acceptance of Office, or if not then received, to decide when it shall be received
23/24-5	Apologies for Absence To receive apologies for absence and consider reasons for non-attendance
23/24-6	Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda b) To receive any dispensation requests received
23/24-7	Adjournment for Public Participation (maximum of 5 minutes) Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation
23/24-8	Minutes of Council meetings a) Meeting of the Parish Council held on the 18th April 2023 - To confirm and sign as a correct record the minutes b) Meeting of the Management & Finance (M&F) Committee held on the 2nd May 2023 - To note the draft minutes, ask any questions arising from the minutes, receive updates, and consider further the following matters: i. Year-end balances 2022/23 - To approve the carrying forward of unspent budget provisions as at 31/3/23 into 'Earmarked Reserve' ii. To consider for approval the amended Governance, Finance & Management Risk Register iii. To consider for approval the amended Parish Council Standing Orders iv. To consider for approval the amended Parish Council Financial Regulations v. To review and consider for approval the Electricity contract renewal options for the Elisha Field Pavilion and Old School
23/24-9	Monthly Reports a) Chairman's Report b) Wiltshire Councillor Report c) Community Hall Trust Report (Cllr Earley) d) Canada Woods (Cllr Fraser)

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	<p>e) Youth Council (Cllr Taylor) f) Additional Sports Facilities Working Group (Cllr Stevens) g) Coronation weekend events (Chairman) h) Vintage Meet 15th & 16th July 2023 (Cllr Stevens and Cllr Turner-Scott) i) Any other reports</p>
23/24-10	<p>Parish Council Committees / Meetings</p> <p>a) To review Terms of Reference for existing Parish Council committees and working groups b) To appoint membership of each Parish Council committee and working group c) To elect Chairman of 'Management & Finance' Committee for the coming year d) To appoint representatives for external committees (to include LHFIG, JLC and MLCHT)</p>
23/24-11	<p>Highways / Maintenance issues in the village</p> <p>a) Oak in the Market Place – Review advice received from tree surgeon and agree action b) Elisha Field Pavilion vandalism – Agree action c) Speeding traffic on Spin Hill – Review statistics from CSW and ASW devices, and action currently being taken – consider any further action d) Footpath MLAV2 Russell Mill Lane to Dauntsey Manor House driveway – Review condition and agree action e) Play Area maintenance - Discuss f) Any other updates g) New matters to report for Handyman contractor / Parish Steward (next visit 27th & 28th June) / Footpath, Amenity Land contractor / Wiltshire Council</p>
23/24-12	<p>Correspondence Received</p> <p>a) Email from Cllr Tim Andrew tendering resignation from the Parish Council – To note actions taken b) Email from Lavington Hill resident raising concerns of speeding up and down the hill – To consider <i>Any other correspondence received before the meeting, but after the agenda has gone to print will be included in an appendix and discussed/noted at the meeting</i></p>
23/24-13	<p>Planning applications, decisions, and any other planning issues</p> <p>a) To note receipt of planning applications received which have been considered at a Planning Committee meeting None.</p> <p>b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting</p> <p>i. PL/2023/02414 Nursing & Residential Home, 39 High Street. Tree work consent under Tree Preservation Order – No Objection ii. PL/2023/01909 South Lawn, Kings Road. Extension to dwelling, attic conversion with new dormer window and balcony to rear, new parking area – No Objection iii. PL/2023/02016 5 Ladywood. Replacement of conservatory with single storey lean too extension to enlarge kitchen / dining are and conversion of part of garage to form utility room (2 parking spaces remain on driveway) – No Objection iv. PL/2023/00506 (amended plans / additional information) Sands Bungalow, Northbrook. Construction of single storey front extension. White render to all elevations of the dwelling. Erection of detached garage, clad in larch – No Objection v. PL/2023/02261 Black Dog Farm, Lavington Road, Freith. Installation of ground mounted solar array – No Objection vi. PL/2023/02105 8 High Street. 3 replacement windows (retrospective) - 1 x ground floor kitchen window to the side, 1 x first floor bedroom window to the side and 1 x first floor bedroom window to the rear – No Objection</p>

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	<p>vii. PL/2023/02150 39 High Street. Tree works in a conservation area – No Objection</p> <p>c) To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>)</p> <p>d) To note recent planning application decisions made by Wiltshire Council</p> <ul style="list-style-type: none"> i. PL/2022/08221 The Barn, Spin Hill. Proposed dog grooming business (Four Paws Grooming) from a static site cabin on existing hard standing - Approve with Conditions ii. PL/2022/08220 The Barn, Spin Hill. Construct a single storey timber stable block on a concrete base, and a manure clamp. Change of use to mixed agricultural and equestrian - Approve with Conditions iii. PL/2023/01749 Land Adj 29 Spin Hill. Change of use from agriculture to domestic use, retention of two shipping containers and construction of access - Refuse iv. PL/2023/02261 Black Dog Farm, Lavington Road, Freith. Installation Of Ground Mounted Solar Array - Approve with Conditions v. PL/2023/02016 5 Ladywood. Replacement of conservatory with single storey lean-to extension - Approve with Conditions vi. PL/2023/02105 - Works to a Listed Building, 8 High Street. 3 Replacement Windows (Retrospective) - 1 x ground floor kitchen window to the side, 1 x first floor bedroom window to the side and 1 x first floor bedroom window to the rear - Approve with Conditions <p>e) To consider Planning Appeal made to the Planning Inspectorate</p> <ul style="list-style-type: none"> i. Inspectorate Ref: APP/Y3940/W/22/3313169. Planning application number: PL/2022/03161. Stobberts Agricultural Buildings, Stobberts Road. Prior notification for the proposed change of use of agricultural building to 1 no. dwellinghouse (class C3) and associated operational development pursuant to class Q (b) of the GPDO 2015 – Written comments to be submitted by 7/6/23
23/24-14	<p>Finance</p> <ul style="list-style-type: none"> a) To receive and consider financial reports – receipts and payments details for April 2023 (including any card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date b) To approve payment of ‘card / online Payments’ for May 2023 c) To consider quotes received for work to Old School chimney d) To approve the use of variable direct debits to pay utility bills and other payments as considered appropriate (as per fin. Regs. Para. 6.7). e) To approve the use of BACS as a method of payment (as per fin. Regs. Para. 6.9) f) To confirm the appointment of the Internal Auditor for the year ending 31/3/24 g) To review the Council’s subscriptions to other bodies (SLCC, NALC/WALC, WHVA, Auto SpeedWatch, and ICO) h) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Report from Chairman following review of accounts as at 31/3/23
23/24-15	<p>Parish Council Accounts year ending 31st March 2023</p> <ul style="list-style-type: none"> a) To receive and approve the Internal Audit Report b) To approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2022/23) c) To approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements 2022/23)
23/24-16	<p>General Parish Matters</p> <p>Opportunity for individual Councillors / Clerk to bring any matter not on the agenda to</p>

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	the Council's attention – for information
23/24-17	Adjournment for Public Participation (maximum of 5 minutes) Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation
23/24-18	Date of next Meetings Annual Parish Meeting – Tuesday 23 rd May 2023 Parish Council Meeting – Tuesday 20 th June 2023 (Dates of Parish Council meetings for whole year – 18.7.23 / no meeting in August / 19.9.23 / 17.10.23 / 21.11.23 / 19.12.23 / 16.1.24 / 20.2.24 / 19.3.24 / 16.4.24 / 21.5.24)
23/24-19	Closure of meeting