

# MARKET LAVINGTON PARISH COUNCIL

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10<sup>th</sup> December 2025

## To Councillors:

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

You are hereby summoned to attend a **Meeting** of the **Full Council** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 16<sup>th</sup> December 2025 at 7.15pm** for the purpose of transacting the business detailed below.



Tanya West  
Parish Clerk & RFO



## AGENDA

### Meeting of the Full Council

7.15pm

Please note that this Parish Council meeting may be recorded in accordance with the Openness of Local Government Bodies Regulations 2014. If you wish to record the meeting, please inform the Chair or Clerk in advance so that any necessary arrangements can be made. The Parish Clerk will also record the meeting for administrative purposes; this recording will be deleted once the draft minutes are approved in accordance with Standing Orders.

It is reminded that Market Lavington Parish Council has signed up to the NALC Civility & Respect Pledge under which the Council has agreed to treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles.

#### Item for Discussion

##### **25/26-161 Parish Councillor Vacancies**

- To receive an update on the current vacancies and provide clarification regarding the process for co-option.
- To pass a **resolution** that in accordance with Standing Order 3d in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that **the press and public be temporarily excluded**, and they are instructed to withdraw.
- To consider applications and undertake co-option voting for the current vacancies.
- To pass a **resolution** that the meeting is **reverted to open session** and that the confidential session is no longer required.
- Those councillors co-opted are required to sign the Declaration of Acceptance of Office.

##### **25/26-162 Attendance and Apologies for Absence**

- To receive any apologies for absence and consider reasons for non-attendance.
- To receive update on councillor attendance to meetings and apologies process.

##### **25/26-163 Declarations of Interest and Dispensations to Participate**

- To receive declarations of interest in respect of matters contained in this agenda.
- To receive any dispensation requests received.

**Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.**

##### **25/26-164 Adjournment for Public Participation (maximum of 5 minutes)**

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

**25/26-165****Minutes of Council Meetings**

Meeting of the Full Council held on the 13<sup>th</sup> May 2025 - To approve and sign the minutes as a correct record of the meeting.

Meeting of the Full Council held on the 18<sup>th</sup> November 2025 - To approve and sign the minutes as a correct record of the meeting.

**25/26-166****Monthly Reports**

- a) Wiltshire Councillor Report (Cllr Dominic Muns).
- b) Youth Council (Written report from Group Leader).
- c) Rights of Way Working Group (Written report from Group Leader). To include update on works undertaken since the last meeting, plans for future works and any ongoing investigations. To include consideration of the request to purchase a battery powered hedge trimmer for Group use. To make any associated decisions on these works.
- d) Community Hall Trust Report (written report from MLPC representative Cllr Poole).
- e) Friends of Canada Woods & Community Park Community Group (written report from Group Chair). To receive updates and make any associated decisions on proposals to include:
  - i. Works in respect of the regeneration of original MLAV2 footpath through Community Park, including habitat hedging and planting of new hedgerow (previously agreed by Full Council).
  - ii. Village 'Blossom Day' event to be held at Canada Woods/Community Park on Saturday 25<sup>th</sup> April 2026.
  - iii. Consideration of request for generating Community Group funds from the cutting up and distribution of felled timber for firewood.
- f) Any other reports.

**25/26-167****HRAF Committee Meeting**

To receive the draft minutes from the Highways, Recreation, Amenity and Footpaths (HRAF) Committee meeting held on 6<sup>th</sup> November 2025.

To consider any recommendations made by the Committee and make any associated decisions.

**25/26-168****Staffing Sub-Committee Meeting**

To receive the draft minutes from the Staffing Sub-Committee meeting held on 27<sup>th</sup> November 2025.

To consider any recommendations made by the Committee and make any associated decisions.

**25/26-169****Market Lavington Neighbourhood Plan 2**

- a) Steering Group Meeting 11/11/2025 – To note the draft minutes and ask any questions arising from them, receive any updates, and consider any matters as necessary.
- b) Site Assessment Consultation – To receive update on the consultation and responses from the various site owners as agreed to be contacted at the last meeting.
- c) Review of MLNP2 related payments to date and consideration of budget requirements for the remainder of the current financial year.

**25/26-170****Governance & Management Advisory Group**

To receive updates and make any associated decisions on the following:

- a) **Training** – any training booked or undertaken since the last meeting including options for alternative Civility & Respect training.
- b) **Christmas 2025 arrangements** – To review and feedback on any of the preparations and events undertaken with a view to making any changes for 2026.
- c) **Joint Liaison Committee** – Update on lease document and consideration of quotations for the maintenance of amenity land. Also to receive update on dates and agenda items for next meeting.
- d) **AGAR Assertion 10** – To receive update on the new Assertion 10 on the AGAR form entails and to receive a copy of the NALC model IT Policy with a view to adopting it at the January Full Council meeting.
- e) **Community Governance Review** – To receive an update on the forthcoming Community Governance Review and to consider any formal proposals/feedback/comments to be submitted on behalf of the Parish Council for consideration.
- f) **Council meeting dates for 2026** – To discussion and confirm on known Committee and Full Council meeting dates up to and including April 2026.
- g) **Community Engagement Newsletter** – To consider articles for the Spring 2026 newsletter.

**25/26-171****Finance**

- a) To receive and consider financial reports – receipts and payments details for November 2025 (including any card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.
- b) To approve payment of 'card / online Payments' for December 2025 – *(schedule of payments and copies of accompanying invoices to be provided to councillors before the meeting).*

- c) Ear Marked Reserves (EMR) – To review the updated report of current EMR following decisions at the last meeting and make any further decisions associated decisions.
- d) Community Grant Applications – To consider for approval any applications received since the last meeting (including update from residents of The Muddle regarding their community garden; South Western Ambulance Charity to equip volunteer Community First Responders (CFRs); the Tuesday Club).
- e) To receive update on progress for budget and precept setting for the 2026/27 financial year.

**25/26-172 Parish Council Land**

To receive updates (if available) on, discuss, and make decisions on the following items:

- a) The felling of two Ash trees backing onto properties on Francis Road as decided at the last meeting.
- b) Access gates and footpaths from properties on to Parish Council land.
- c) Information board for Canada Woods/Community Park.
- d) Permissive path on MLAV2 and fencing off the landslip and associated works including permits from the Environment Agency.
- e) Recording of trees on Parish Council land and consideration of independent tree surveys and associated correspondence.
- f) Clearing of waste on amenity land adjacent the Community Hall.

**25/26-173 Current and Future Projects**

To receive updates on, discuss, and make any associated decisions on the following:

- a) To review current list of possible future projects and to receive updates on any preparation works undertaken since the last meeting.
- b) To submit any new suggestions for future projects. To include consideration of suggestion for the establishment of a Remembrance Day community knitting project; also, of a village map.
- c) Highway improvements – To review the report on suggested highway improvements/traffic management proposals in the parish as provided by Motion (Transport and Infrastructure Consultants). With the aim of identifying Parish Council preferred options prior to consultation within the Community Engagement Newsletter in the spring.
- d) Proposed development sites – To revisit the report previously presented on the open market housing knowledge and to consider proposals for the Mount Pleasant site in order to feed into the emerging Neighbourhood Plan.
- e) To consider whether any current projects or suggested future projects could be part funded from external sources, including by LHFIG.
- f) To receive process document for projects.

**25/26-174 Highways and any other maintenance matters**

- a) Footpath MLAV10 (Spin Hill to Drove Lane) – Update on issues raised and that of alternative options for preventing access by motorbikes whilst maintaining equality access.
- b) Memorial bench at Elisha Field – Update and make associated decisions.
- c) Parish Steward:
  - i. Update on tasks undertaken by the Parish Steward since the last meeting and opportunity to raise any new matters for action (date of next visit 16<sup>th</sup> December).
  - ii. Update on scheduled visits during 2026.
  - iii. To consider establishing a regular gulley cleaning rota with the Parish Steward to work in conjunction with the volunteer based Community Clean Up Days.
- d) Community Clean Up Day – To review the success of the drain and gulley clearance session that took place on 29<sup>th</sup> November 2025 and to consider suggested event at Drove Lane on 10<sup>th</sup> or 24<sup>th</sup> January 2026.
- e) Update on tasks undertaken by the Handyman and Groundwork Contractors since the last meeting and opportunity to raise any new matters for action.
- f) Update on works by SSEN to undertake pruning of the large willow tree on the unregistered amenity land at Northbrook.
- g) Concerns regarding safety of a brick wall adjoining the road at Parsonage Lane – Update and consideration of any further action required.
- h) New bollard installed on the B3098 highway outside Church Cottage – update and consideration of any further action.
- i) Works by Wiltshire Council to the drains at New Street/The Muddle in an attempt to alleviate flooding – update and consideration of any further action.
- j) Northbrook spring – To consider submitting a request to LHFIG for the installation of a road-surface drainage channel to reduce water run-off and prevent icy patches forming on the incline.
- k) Damaged bollard outside of the Green Dragon public house – Update on it being reinstated.
- l) Update on tree works undertaken behind Beechwood and make any associated decisions.

- m) Update from Wiltshire Council regarding improvement works to Black Dog crossroads A360.
- n) To receive any other updates.

#### **25/26-175 Correspondence Received**

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

- a) Minutes of the Town & Parish Clerks and Wiltshire Council Meeting held on 20<sup>th</sup> November 2025.
- b) Minutes of the Devizes Area Board meeting held on 1<sup>st</sup> December 2025.
- c) Details of future Devizes Area Board meeting dates.
- d) Fire & Rescue Service Response Times – To receive an update following investigations undertaken by Cllr Davis in relation to a delayed response to a car fire on Church Street.
- e) Local resident – concerns regarding inconsiderate parking on St Mary's Road and associated action taken by Clerk.
- f) Minutes of the Devizes Air Quality and Sustainable Transport Group meeting held on 25<sup>th</sup> November 2025.
- g) Consideration of formal response from the Parish Council to Wiltshire Council's survey on Local Highway Footway Improvement Group (LHFIG).

To receive updates on the following previously raised matters:

- h) Local resident – debris from beech trees on Lavington Hill.
- i) Local resident – queries regarding play equipment and surfaces at Hamilton Drive play area.

*Any other correspondence received before the meeting, but after the agenda has gone to print will be included in an appendix and discussed/noted at the meeting.*

#### **25/26-176 Planning applications, decisions, and any other planning issues**

- a) To consider the following planning applications:
  - i. Reference: **PL/2025/09563** (Full planning permission)  
Address: **Land at Spin Hill**, Market Lavington, Devizes, SN10 4NS  
Proposal: Use of land for the stationing of caravans for residential purposes and the erection of a dayroom ancillary to that use  
Applicant: John Price and Emily Turner via Green Planning Services (Agent on behalf of applicant).
- b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting but via email:
  - i. None.
- c) To receive and consider planning applications / appeal notifications received after the issue of the agenda (*where the response time falls outside of the meeting schedule and an extension cannot be obtained*).
- d) To note recent planning application decisions made by Wiltshire Council:
  - i. None received.
- e) To note or receive any updates on any other planning matters including enforcement:
  - i. Enforcement Appeal APP/3940/C/24/3358240 – 29 Spin Hill – Update.
  - ii. Enforcement – unauthorised access onto A360 south of Black Dog crossroads.
  - iii. Enforcement – Tree reduction at the Muddle.
  - iv. Enforcement – Tree felling at The Ham.
  - v. Wiltshire Local Plan 2020-2038 Review examination.

#### **25/26-177 Items for next agenda**

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

#### **25/26-178 Adjournment for Public Participation (maximum of 5 minutes)**

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

#### **25/26-179 Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on Tuesday 20<sup>th</sup> January 2026 at 7.15pm at the Old School.