

# MARKET LAVINGTON PARISH COUNCIL

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13<sup>th</sup> May 2026

## To Councillors:

Fred Davis; Di Fraser; Peter Joly; Ian Macqueen; Suzanne Morrison; Duncan Poole; Lesley Quigley; Alex Rose; Chloe Stevens (Chair); Laura Turner-Scott.

You are hereby summoned to attend the **Annual Meeting** of the **Full Council** of Market Lavington Parish Council to be held at the **Old School, Church Street**, Market Lavington on **Tuesday 19<sup>th</sup> May 2026 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	
<b>26/27-001-FC1905</b>	<b>Election of Chair and Vice-Chair and Acceptance of Office</b>
a) To elect a Chair of the Council for 2026-27 and to sign the Declaration of Acceptance of Office.	
b) To elect a Vice-Chair of the Council for 2026-27 and to sign the Declaration of Acceptance of Office.	
<b>26/27-002-FC1905</b>	<b>Attendance and Apologies for Absence</b>
a) To receive any apologies for absence and consider reasons for non-attendance.	
b) To receive update on councillor attendance to meetings and apologies process.	
<b>26/27-003-FC1905</b>	<b>Declarations of Interest and Dispensations to Participate</b>
a) To receive declarations of interest in respect of matters contained in this agenda.	
b) To receive any dispensation requests received.	
<b>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.</b>	
<b>26/27-004-FC1905</b>	<b>Adjournment for Public Participation (maximum of 5 minutes)</b>
Opportunity for councillors to hear questions or comments sent in by the public on agenda matters, or for public participation.	
<b>26/27-005-FC1905</b>	<b>Minutes of Council Meetings</b>
Meeting of the Full Council held on the 17 <sup>th</sup> March 2026 - To approve and sign the minutes as a correct record of the meeting.	
Meeting of the Full Council held on the 21 <sup>st</sup> April 2026 - To approve and sign the minutes as a correct record of the meeting.	
Meeting of the Planning Committee held on the 16 <sup>th</sup> April 2026 - To approve and sign the minutes as a correct record of the meeting.	

**26/27-006-FC1905****Monthly Reports**

- a) Wiltshire Councillor Report (Cllr Dominic Muns).
- b) Youth Council (Written report from Group Leader). To include update and consideration of the draft revised Terms of Reference document (to incorporate West Lavington), update and any associated decisions regarding the picnic bench and any conditions/permissions regarding its location or installation.
- 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. Including priority listing as submitted to Wiltshire Council. To make any associated decisions on these works.
- d) Community Hall Trust (written report by Cllr Poole). To include update on meeting held on 11<sup>th</sup> May 2026 (no items specific to MLPC).
- e) Friends of Canada Woods & Community Park Community Group (written report from Group Chair). To receive updates and make any associated decisions on:
  - i. Village 'Blossom Day' event held at Canada Woods/Community Park on Saturday 25<sup>th</sup> April 2026. Including update on previously agreed match funding and associated paperwork. To consider a request to for granting permission for an annual Blossom Day event in Community Park run by the Community Group.
  - ii. Distribution of recently felled timber for firewood.
  - iii. Update on the launch of the Wiltshire Lottery and acknowledgement the Group has signed up as a beneficiary.
  - iv. To receive update on grant application submitted to Wessex Water Environment Fund for repair to the pipework under the pathway for directing spring water into the river.
- f) Any other reports.

**26/27-007-FC1905****Market Lavington Neighbourhood Plan 2**

- a) Steering Group Meeting 07/04/2026 – 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 meetings and responses from the various site owners and developers.
- c) Local Plan Transition Period – To receive update on the works currently being undertaken by the Steering Group during the Local Plan transition period whilst awaiting details on housing numbers and Neighbourhood Plans to be issued from Wiltshire Council. To include review of proposed addendum to the Terms of Reference document to cover this interim period.
- d) To consider any MLNP2 related payments since the last meeting and any further information regarding budget requirements. To include update on the LandApp software subscription.

**26/27-008-FC1905****Parish Council Committees, Working Groups and Meetings**

- a) To receive and adopt the revised Terms of Reference and Delegations document detailing the updated list of Standing Committees, Advisory Groups and Working Groups of the Parish Council. Including the appointment any new or disbanding of any existing committees as deemed appropriate.
- b) To appoint representatives to the Standing Committees and Advisory/Working Groups as determined above.
- c) To review and acknowledge the known dates of the Full Council and Standing Committee meetings for the remainder of the Council year, in accordance with Standing Order 5.j.xi.
- d) Summons to Council Meetings - To resolve that Councillors agree to receive summonses by email for the council year 2026-27 in accordance with Standing Order 15.b.i.

**26/27-009-FC1905****Finance**

- a) To receive and consider financial reports – receipts and payments details for April 2026 (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 2026 – (*schedule of payments and copies of accompanying invoices to be provided to councillors before the meeting*).
- c) Committed Expenditure and Ear Marked Reserves (EMR) – To review the updated report of any committed expenditure and current EMR and make any associated decisions.
- d) Community Infrastructure Levy – To review report of funds received and allocated expenditure and to make any associated decisions prior to the publishing of this report.
- e) Community Grant Applications – To receive update on grant applications issued and consider for approval any applications received since the last meeting.
- f) Banking arrangements – To receive update and consider any changes required to the bank mandate.
- g) 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). (*List of direct debit payments to be provided before the meeting*).

<p>h) To approve the use of BACS as a method of payment (as per fin. Regs. Para. 6.9).</p> <p>i) To review the Council's subscriptions to other bodies (SLCC, NALC/WALC, WHVA, Rural Village Group, Open Spaces Society, and ICO).</p>
<p><b>26/27-010-FC1905                      Internal Audit</b></p> <p>To receive and approve report from the Internal Audit for the financial year ending 31st March 2026 [subject to receipt prior to the meeting].</p>
<p><b>26/27-011-FC1905                      Annual Governance Statement for 2025-26</b></p> <p>To consider and approve the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2026.</p>
<p><b>26/27-012-FC1905                      Accounting Statements End of Year Accounts for 2025-26</b></p> <p>To consider and approve the Accounting Statements in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2026. To include:</p> <p>a) Review of financial spend against budget for the 2025/26 financial year.</p> <p>b) Summary of General and Ear Marked Reserves and Committed Expenditure.</p> <p>c) Bank reconciliation.</p> <p>d) Publication of Notice of Electors Rights,</p>
<p><b>26/27-013-FC1905                      Governance &amp; Management Advisory Group</b></p> <p>a) <b>GAMAG meeting held on 12<sup>th</sup> May 2026</b> – To receive the minutes from this meeting. To ask any questions arising from the minutes, receive any updates, consider any matters as necessary, and (where necessary) consider approval of any recommendations.</p> <p>b) <b>Training</b> – any councillor or staff training booked or undertaken since the last meeting.</p> <p>c) <b>Parish Council Engagement newsletter</b> - To review draft of the spring/summer edition prior to print.</p> <p>d) <b>Outside Bodies</b> – Review representation on or work with external bodies and arrangements for reporting back, to include Flood Wardens, Tree Wardens and any others.</p> <p>e) <b>Collaborative Meeting with Neighbouring Parishes</b> – To receive update on proposed Chairs meeting with adjoining parishes.</p> <p>f) <b>Annual Meeting Ratifications</b> – To acknowledge and ratify and other items usually covered at the annual meeting, or make note of when this will happen as part of the annual governance cycle. To include:</p> <p>    i. Review and adoption of appropriate standing orders and financial regulations;</p> <p>    ii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</p> <p>    iii. Review of inventory of land and other assets including buildings and office equipment;</p> <p>    iv. Confirmation of arrangements for insurance cover in respect of all insurable risks.</p>
<p><b>26/27-014-FC1905                      Parish Council Land</b></p> <p>To receive updates (if available) on, discuss, and make decisions on the following items:</p> <p>a) <b>MLAV2 at Canada Woods</b> - Landslip and associated rectification works. To formally approve the additional expenditure and design amendment on this project due to the unforeseen issues with springs and associated requirement to change the proposed works.</p> <p>b) <b>Time Capsule at EF</b> – To consider proposals from the local Beaver Scout unit to bury a time capsule at Elisha Field and whether the Parish Council wishes to include anything within the capsule.</p> <p>c) <b>Land behind Canada Rise</b> – To receive update on requests received regarding maintenance of this area and potential access.</p> <p>d) <b>Elisha Field Pavilion</b> – To receive progress update from the Scouts regarding their proposals for a new building on the site of the existing pavilion.</p>
<p><b>26/27-015-FC1905                      Current and Future Projects</b></p> <p>To receive updates on, discuss, and make any associated decisions on the following:</p> <p>a) To receive an update on the revised project process documentation and to consider recommendations from the GAMAG to adopt this document and associated procures.</p> <p>b) To review current list of possible future projects and to receive updates on any preparation works undertaken since the last meeting, including:</p> <p>    i. Highway improvements/traffic management proposals in the parish including road safety meeting with the village schools and any updates from Motion (Transport and Infrastructure Consultants).</p> <p>    ii. New defibrillator at Kings Road – To receive update on this joint funded project with residents and Easterton PC.</p> <p>    iii. Village Map – Progress update including costs and support by the Parish Council.</p> <p>c) To review and consider any sources of external funding for any of these projects and other Parish Council activities. To include a review of those projects being put forward for LHFIG funding, to enable prioritisation for submission by 26<sup>th</sup> May for consideration at meeting on 11<sup>th</sup> June 2026.</p>

**26/27-016-FC1905 Highways and any other maintenance matters**

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

- a) Parish Steward – Update on current situation and scheduled visits during 2026.
- b) Tasks undertaken by the Handyman and Groundwork Contractors since the last meeting and opportunity to raise any new matters for action.
- c) Northbrook – To receive update on clearance work and use of equipment to manage flooding and associated spring water issues [Cllr Davis].
- d) Parsonage Lane – Update on current situation regarding fly tipping, any response to the letter submitted to Aster and to consider any plans for moving this issue forward.
- e) Speed Indicator Devices – To receive updates on the repositioning the Parish Council owned speed cameras, particularly on Church Street and any volunteer input/support required to action [Cllr Davis].
- f) Kings Road – To receive update and consideration of submission to LHIFIG for traffic calming measures.
- g) MLAV24A – Update on recent obstruction caused by overhanging vegetation.
- h) Notice of Temporary Closure of: B3098 (Part), Erlestoke (26.06.2026).
- i) To receive any other updates.

**26/27-017-FC1905 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 23<sup>rd</sup> April 2026.
- b) WALC newsletter April 2026.
- c) Correspondence received regarding the Youth Shelter located in the Community Hall car park and make any associated decisions.
- d) PCC 'Keeping Councillors Informed' newsletter Issue #18.
- e) Wiltshire Council Digital Connectivity Team – Information on the Gigabit Broadband Voucher Scheme (GBVS) which is now open for applications until August 2026 – To review information and make any associated decisions on taking this matter forward.
- f) Operational Flood Working Group – Invitation to attend meeting of Northern Area Group on 20<sup>th</sup> May at 10am online or in person at Chippenham.
- g) Market Place – Update on fallen tree and possible wall damage correspondence from resident.

To receive updates on the following previously raised matters:

- h) Wiltshire Council's Wiltshire Community Lottery Good Causes launch event in April 2026– copy of presentation slides and update.
- i) Dorset & Wiltshire Fire and Rescue Service - Article on station closures for information and circulation – Copy of response letter submitted on behalf of the Parish Council.
- j) Wiltshire Council Waste Collections – Copy of response letter submitted on behalf of the Parish Council regarding the proposed changes to the weekly waste collections and of the local recycling centres.

*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.*

**26/27-018-FC1905 Planning applications, decisions, and any other planning issues**

- a) To consider the following planning applications:
  - i. None.
- b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting but via email:
  - i. None.
- c) To receive and consider planning applications / appeal notifications received after the issue of the agenda (*where the response time falls outside of the meeting schedule and an extension cannot be obtained*).
- d) To note recent planning application decisions made by Wiltshire Council:
  - i. Reference: **PL/2026/01999** (Notification of proposed works to trees in a conservation area).  
Address: **1 Northbrook**, Market Lavington, Devizes, SN10 4AN  
Proposal: T1 T2 Previously coppiced Sycamore trees - Fell. T3 Dead Elm tree - Fell. T4 T5 Sumac trees - Fell leaning stems hanging over garden. T6 Ash Leafed Maple - Reduce height of crown by 2.5 metres and raise crown to give 2.5 metres clearance above ground level.

Applicant: Mr T Templer.

Decision: **No Objection.**

- ii. Reference: **PL/2026/02029** (Permission in Principle).

Address: **Land to the North of Drove Lane**, Market Lavington, Devizes, SN10 4NT

Proposal: Permission in Principle for the development of up to 9 No. residential dwellings.

Applicant: Stonebury Land Ltd.

Decision: **Refuse.**

- iii. Reference: **PL/2026/02058** (Consent under Tree Preservation Orders)

Address: **25 Hamilton Drive**, Market Lavington, Devizes, SN10 4BN

Proposal: T1 Oak - Remove deadwood and whole crown reduction by 2m as the tree is overhanging property and causing excessive shading of property as well as encroaching on overhead wires.

Applicant: Mr Adam Bartlett

Decision: **Approve with Conditions.**

- e) To note or receive any updates on any other planning matters including enforcement:

- i. Wiltshire Council Eastern Area Planning Committee Meetings.
- ii. Enforcement Appeal APP/3940/C/24/3358240 – 29 Spin Hill – Update.
- iii. Enforcement – unauthorised access onto A360 south of Black Dog crossroads.
- iv. Enforcement – Tree felling at The Ham.
- v. Wiltshire Local Plan 2020-2038 Review examination.

**26/27-019-FC1905                      Items for next agenda**

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

**26/27-020-FC1905                      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.

**26/27-021-FC1905                      Date and Time of Next Meeting**

The next meeting of the Full Council is scheduled to be held on Tuesday 16<sup>th</sup> June 2026 at 7.15pm at the Old School.