

MARKET LAVINGTON PARISH COUNCIL

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9th September 2026

To Councillors:

Fred Davis; Di Fraser; Peter Joly; Ian Macqueen; Suzanne Morrison; Duncan Poole; Lesley Quigley; 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 15th September 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	
26/27-107-FC1509	Attendance and Apologies for Absence
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.	
26/27-108-FC1509	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.	
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.	
26/27-109-FC1509	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.	
26/27-110-FC1509	Minutes of Council Meetings
Meeting of the Full Council held on the 17 th March 2026 - To approve and sign the minutes as a correct record of the meeting. Meeting of the Full Council held on the 19 th May 2026 - To approve and sign the minutes as a correct record of the meeting. Meeting of the Full Council held on the 16 th June 2026 - To approve and sign the minutes as a correct record of the meeting. Meeting of the Full Council held on the 21 st July 2026 - To approve and sign the minutes as a correct record of the meeting.	

26/27-111-FC1509	Monthly Reports
a) Wiltshire Councillor Report (Cllr Dominic Muns). b) Youth Council for the Lavingtons (Written report from Group Leader). To include update regarding the picnic bench and bin, also regarding memberships and promotions with other groups. 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 receive update from the last Trustee meeting held on 7 th September 2026. e) Friends of Canada Woods & Community Park Community Group (No report this month). f) Any other reports.	
26/27-112-FC1509	Market Lavington Neighbourhood Plan 2
a) Steering Group Updates – To receive an update from the Steering Group on the current position of MLNP2 and the reinstatement of regular public meetings. b) Wiltshire Council Local Plan Consultation – To consider how the Wiltshire Local Plan and associated scoping document consultation and call for sites impacts on MLNP2 and make any associated decisions. c) Professional Consultant Support – To receive an update regarding engaging the services of Place Studio to assist with the progressing of MLNP2 and consideration of alternatives if this is no longer an available option. To include discussion regarding associated budgets. d) Terms of Reference document – To make plans for the review of this document following any decisions regarding the above.	
26/27-113-FC1509	Governance & Management Advisory Group
a) To receive the draft minutes from the GAMAG meeting held on 30 th June 2026. b) To receive any updates on actions agreed by the Advisory Group and to consider recommendations made by the Advisory Group and make any associated decisions on the following: i. Policies – To receive updates on recommended amendments to various policies and strategic documents including Standing Orders and the Risk Register and to consider recommendation to adopt new AI Policy. ii. Council Meetings – To receive revised calendar of meetings for the council year. c) Training – any councillor or staff training booked or undertaken since the last meeting. d) Outside Bodies – To receive updates and make any associated decisions regarding representation on and work with external bodies and arrangements for reporting back, to include Flood Wardens, Tree Wardens and any others.	
26/27-114-FC1509	HRAF Committee Meeting
a) To receive the draft minutes from the HRAF Committee meeting held on 7 th July 2026. b) To receive any updates on actions agreed by the Committee and to consider recommendations made by the Committee and make any associated decisions on the following: i. Resolved. That the amended format and minor additions to the HRAF Committee Terms of Reference is recommended to Full Council for adoption. ii. Resolved. That the revised HRAF Project List and project priority order is recommended to Full Council for consideration and adoption. iii. Other agreed actions are included under agenda item 26/27-086-FC1509.	
26/27-115-FC1509	Finance Committee Meeting
a) To receive the draft minutes from the Finance Committee meeting held on 28 th July 2026. b) To receive any updates on actions agreed by the Committee and to consider recommendations made by the Committee and make any associated decisions on the following: i. Resolved: That the revised Finance Committee Terms of Reference be approved and recommended to Full Council for adoption at the September 2026 meeting. ii. Resolved: That the draft Financial Regulations, incorporating the amendments discussed, be approved and recommended to Full Council for adoption, together with the associated changes to the bank mandate/payment authorisation process. iii. Resolved: That the draft Investment Policy (based on the SLCC model, amended to note the transient nature of balances above £100,000) be approved and recommended to Full Council for adoption in September 2026. iv. Resolved: That an annual subscription to the AI software package, at a cost of £150, be approved, to be met from unearmarked general reserves. v. Agreed Actions: That an earmarked reserve be established to represent three months' operational running costs, to be reviewed on a quarterly basis, and that the Clerk incorporate this into the standard monthly Reserves report, along with the balance of the General Reserve.	

- vi. Resolved: That the current Internal Auditor be reappointed for the financial year ending 31st March 2027, subject to recommendation to Full Council.
- vii. Resolved: That the Council opt in to early adoption of the SAAA online external audit portal.
- viii. Agreed Actions: The Clerk to arrange for a suitably qualified technician to attend to the AV equipment at the Old School as soon as possible.
- ix. Agreed Actions: Results of investigations into options available for accounting software packages and plans for determining the most effective and appropriate options for MLPC.

26/27-116-FC1509 Finance

- a) To receive and consider financial reports – receipts and payments details for July and August 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 September 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) Utility Contracts – To receive update on the renewal of the electricity contracts for the Old School and Elisha Field.
- e) Chairman's Charity Account – To receive an update regarding transferring these funds to a different bank account without administration fees.
- f) Community Grants – To consider applications from the Plain Players Theatre Group; The Tuesday Club; St Barnabas School.

26/27-117-FC1509 Parish Council Land

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

- a) **MLAV2 at Canada Woods Landslip and associated rectification works.** Any correspondence received from the contractor following discussions regarding the EA permits.
- b) **Elisha Field Pavilion.** To receive update on progress on matters raised since the last meeting and on meeting with the Scouts to progress their proposals for a new building on the site of the existing pavilion. To also receive an update the condition of the pavilion and to consider quotations for the surveying of the existing pavilion building.
- c) **Ladywood.** To receive update on the emergency works undertaken in this area to the Alder, Ash and Sorbus and to ratify the associated expenditure.
- d) **Ladywood.** To consider options including quotation for the cutting back of brambles and reclaiming the grassed area.
- e) **MLAV2 at Canada Woods.** To receive update on the falling Hawthorn tree growing at the edge of MLAV2 and to consider quotations for the felling of this tree in an attempt to reduce damage to the footpath surface.
- f) **Grove Road entrance to Canada Woods.** To receive update on the dead Elm in this area and to consider quotations for the felling of this tree whilst leaving the stump and some brash as wildlife habitat.
- g) **Northbrook Willow.** To receive update on the willow growing on the unregistered land and consider quotations for the pollarding of this tree as an alternative to pruning.
- h) **Memorial Bench.** To consider request for a memorial bench to be installed on MLPC land in memory of the late Alan Price.
- i) **Broadwell.** To receive an update on works currently being undertaken at Broadwell and along to the Muddle by local residents. To consider whether to formalise these works with the establishment of a 'Friends of Broadwell and the Muddle' Working Group and to consider their initial feedback and requests.

26/27-118-FC1509 Current and Future Projects

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

- a) To receive an update on the project process documentation since discussions at the last meeting.
- b) To review current list of possible future projects and to receive updates on any preparation works undertaken since the last meeting, including:
 - i. Highway improvements/traffic management proposals suggested in the report from Motion (Transport and Infrastructure Consultants) and receive the feedback from Highway Engineers from Wiltshire Council [subject to availability].
 - ii. Road safety and parking/waiting issues relating to Lavington School. To review and consider any updates received since the last Full Council meeting following meeting with the Headteacher.

- iii. **Parking Provision within the Village.** To consider proposals for a holistic review of parking related issues within the village, to include consultations and how this could link into the MLNP2 and future development, alongside any other short/mid-term improvements.
- iv. To consider proposals for Councillor Surgery and Community Engagement Sessions.
- v. **New defibrillator at Kings Road** – To receive update on this joint funded project with residents and Easterton PC.
- vi. **Other Projects** – To receive update on any other potential new projects being put forward.
- c) To review and consider any sources of external funding for any of these projects and other Parish Council activities.

26/27-119-FC1509 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 works requested to be actioned as part of their scheduled visits during September 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 works undertaken by Wiltshire Council to cut back the vegetation on the banks; to acknowledge any action take regarding fly tipping, to receive update on any response to the letter submitted to Aster; to review the draft application form to LHFIG for request to install a virtual pavement in this area and to consider any additional suggestions for moving this issue forward.
- e) **White Street** – Update on recent parking issues raised by residents and responses from Wiltshire Council, including request to remark the double yellow lines.
- f) **Canada Rise** – Updates on potholes and other highways related works following meeting with residents and Highway Officer on 30th July 2026.
- g) **LHFIG meetings** – Notification that next meeting is scheduled for 5th November 2026 [postponed from 22nd October] and to acknowledge the preparation of submissions from MLPC to this meeting.
- h) **EV Charging** – To receive progress update from Wiltshire Council Local Electric Vehicle Infrastructure (LEVI) proposals for Market Lavington.
- i) **Flood Prevention and Highways Maintenance Working Group** – To receive notes from a meeting held on 26th August 2026. To consider proposals for Community Clean Up Days covering Drove Lane, Parsonage Lane, Spin Hill and White Street.
- j) To receive any other updates.

26/27-120-FC1509 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 Meetings held on 23rd July 2026 and 27th August 2026.
- b) WALC Newsletter July 2026 issue.
- c) WALC Newsletter August 2026 issue.
- d) PCC 'Keeping Councillors Informed' newsletter Issue #21.
- e) Age UK Wiltshire News and Views Issue #13.
- f) Wiltshire Council Briefing Note no. 26-13 – Update on the Wiltshire Community Air Network (WCAN) project to improve understanding of PM2.5 air pollution across Wiltshire.
- g) Wiltshire Council Briefing Note no. 26-14 – Update on changes to the provision of Waste Services delivery arrangements in Wiltshire.
- h) Wiltshire Council Briefing Note no. 26-15 – Update on the Community Governance Review Process as commenced on 12th August 2026. Market Lavington and neighbouring parishes are not included.
- i) Wiltshire Council Briefing Note no. 26-16 – WC Consultation for a new Freight Action Plan, which sets out how freight and heavy goods vehicles (HGVs) should be routed across the county. The consultation runs until 23:59 on 23rd September 2026. To determine any official response to this consultation from MLPC. To include discussions with other parishes and feedback from Cllr Muns.
- j) Wiltshire Council Briefing Note no. 26-17 – WC update on changes to winter resilience support and update on community emergency preparedness.
- k) Collaborative Meeting with Neighbouring Parishes – To receive update on forthcoming meeting with the Chairs from adjoining parishes and an opportunity to raise items for discussion at this meeting due to be held on 29th September 2026.
- l) Email from Wessex Internet regarding their proposals for full fibre broadband in Market Lavington and Easterton parish.

- m) Email from Wiltshire & Swindon Prepared advising of their Emergency Contact Hubs engagement sessions being held online via Teams. The sessions are all the same but available attendance opportunities are (please inform the Clerk if interested in attending):
- Session 1 - 21 September 2026 12:00-13:00 – TW & CS attending
 - Session 2 - 21 September 2026 17:30-18:30
 - Session 3 - 29 September 2026 17:30-18:30

To receive updates on the following previously raised matters:

- n) Update following attendance and the WALC Road Safety Information Seminar on Friday 17th July 2026 at County Hall, Trowbridge.

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.

26/27-121-FC1509 Planning applications, decisions, and any other planning issues

- a) To consider the following planning applications:
- i. Reference: **PL/2026/03498** (Listed building consent (Alt/Ext))
Address: **16 High Street**, Market Lavington, Devizes, SN10 4AG
Proposal: Replacement of two existing entrance doors and frames.
Applicant: Dr Tim Price.
 - ii. Reference: **PL/2026/05189** - Householder planning permission
Address: **Hazeldene, Ledge Hill**, Market Lavington, Devizes, SN10 4NW
Proposal: Front and rear extensions with the addition of a new roof refurbishment.
Applicant: Mrs Jane Derby.
 - iii. Reference: **PL/2026/05347** - Notification of proposed works to trees in a conservation area
Address: **St Mary's Church, Church Street**, Market Lavington, SN10 4DT
Proposal: Rowan tree - 2 metre lateral reduction and 2 metre horizontal reduction
Applicant: Mr Ben Bannister
- b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting but via email:
- i. Reference: **PL/2026/04829** - Notification of proposed works to trees in a conservation area
Address: **Kyrle House, 59 High Street**, Market Lavington, SN10 4AG
Proposal: T1 Cedar - Reduction of overextended limbs to reduce by 2-3 metres back into canopy shape. T2 Acer - 1 - 1.5m formative prune. T3 Cherry - 1 - 1.5m reduction to a more manageable height. T4 Douglas Fir - Deadwood crown. T5 Cherry - Lower over extended canopy to bring back into natural tree shape.
Applicant: Mr Brody Broom
ML Parish Council Response: **No objection.**
- 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/2026/02846** (Householder planning permission)
Address: 2 Saxon Close, Market Lavington, Devizes, SN10 4EF
Proposal: Proposed Landscaping Alterations/Works
Applicant: Mr Fraser Dicks
Decision: **Approve with Conditions.**
 - ii. Reference: **PL/2026/04020** (Notification of proposed works to trees in a conservation area)
Address: **35 White Street**, Market Lavington, Devizes, SN10 4DP
Proposal: Lawsons Cypress – Remove to ground level.
Applicant: Mr Alex Yates.
Decision: **No Objection.**
 - iii. Reference: **PL/2026/04792** - Prior notification: Building
Address: Land at Freith , Devizes, Wilts
Proposal: Agricultural storage building of standard agricultural construction.
Applicant: Mr J Marshall
Decision: **Prior Approval Not Required.**

- e) To note, receive update, or make decisions on any other planning matters including enforcement:
- i. Wiltshire Council Eastern Area Planning Committee Meetings.
 - ii. Appeal ref. 6009768 against refusal decision on application PL/2026/02029 for 9 no. residential dwellings on land north of Drove Lane, SN10 4NT.
 - iii. Enforcement Appeal APP/3940/C/24/3358240 – 29 Spin Hill – Update.
 - iv. **Enforcement** – unauthorised access onto A360 south of Black Dog crossroads.
 - v. **NPPF** – Central Government changes to the National Planning Policy Framework.
 - vi. **Wiltshire Local Plan** – To consider whether to submit any formal response from the Parish Council to the consultation on the Wiltshire Local Plan Scoping Document. Deadline for comments is 30th September 2026.

26/27-122-FC1509 Items for next agenda

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

26/27-123-FC1509 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.

26/27-124-FC1509 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 20th October 2026 at 7.15pm at the Old School.