

# MARKET LAVINGTON PARISH COUNCIL

Parish Clerk & RFO: Tanya West Tel: 07770 679697 or Email: [clerk@marketlavingtonparishcouncil.gov.uk](mailto:clerk@marketlavingtonparishcouncil.gov.uk)  
VAT Registration Number: 296 9715 35 / Website: [www.marketlavingtonparishcouncil.gov.uk](http://www.marketlavingtonparishcouncil.gov.uk)

## **Minutes of a Full Council Meeting held on Tuesday 17<sup>th</sup> June 2025 at 7.15pm in the Old School, Market Lavington**

### **Present:**

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

**Officers:** Tanya West – Parish Clerk & RFO

**Wiltshire Ward Councillor:** Dominic Muns (arrived at 7.51pm during item 25/26-034.h)

**Public:** Three members of the public.

Cllr Stevens opened the meeting and 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.

<b>25/26-026</b>	<b>Attendance and Apologies for Absence</b> It was reported that due to moving away and lack of transport Jay Roberts would no longer be a parish councillor, but would be welcome to rejoin the Council if he returns to the parish in the future.
<b>25/26-027</b>	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Stevens declared an interest in item 25/26-035.b as one of the payments for approval is payable to her, and so took no part in the voting for this item.
<b>25/26-028</b>	<b>Parish Councillor Vacancies</b> It was hoped to have received some applications to fill the seven remaining vacancies following the election in May, however, none had been forthcoming and so this agenda item was not required.
<b>25/26-029</b>	<b>Adjournment for Public Participation (maximum of 5 minutes)</b> The meeting was adjourned at 7.16pm and resumed at 7.17pm.  A member of the public addressed the Council regarding planning application ref. PL/2025/04249 stating that they are the owner of The Barn at Spin Hill, which they acknowledged has been a topic of discussion for some time. They expressed their willingness to answer any questions the Parish Council may have regarding current activities or future plans for the site. They noted that one of the barns is intended to be converted into a residential dwelling, while the other currently accommodates a dog grooming business and a workshop. They also mentioned that the Wiltshire Council Planning Officer regularly visits the site.
<b>In accordance with Standing Order 1.a. and 10.a.vi. agenda item 25/26-041.a. was brought forward for discussion.</b>	
<b>25/26-041</b>	<b>Planning applications</b> a) The following planning applications was discussed: i. Reference: <b><u>PL/2025/04249</u></b> (Full) Address: <b>The Barn, Spin Hill</b> , 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 It was noted this was a retrospective application and that the actual decision making is undertaken by Wiltshire Council. Councillors were asked for their thoughts; one councillor commented that they felt the change of use would not result in any significant change in traffic and to the property. The individual

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councillor did not raise any objections. Although this opinion was expressed, no other councillors commented, and no official vote was undertaken on the matter.

## **25/26-030 Minutes of Council Meetings**

The minutes of the Full Council meeting held on 15<sup>th</sup> April 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.

As the minutes of the Full Council meeting held on the 13<sup>th</sup> May 2025 and the minutes of the Planning Committee meeting held on the 27<sup>th</sup> May 2025 were yet to be finalised, their approval was deferred until the next meeting.

## **25/26-031 Market Lavington Neighbourhood Plan 2**

a) **Steering Group Updates** – Minutes from the Steering Group meeting of 6th May 2025 had been circulated; those from 3rd June 2025 are pending publication.

Members noted an announcement from Locality, confirming that, following the Spending Review, no new Government grants or technical support for Neighbourhood Plans will be available from 2025 onwards, although existing packages must be completed by March 2026.

Questions were raised over the future weight of Neighbourhood Plans in planning decisions. Cllr Macqueen advised it is too early to determine the implications and recommended continuing work, as AECOM funding is secured until August, when more clarity is expected. Cllr Poole highlighted that a completed Neighbourhood Plan increases CIL receipts from 15% to 25%. The Clerk will keep the matter on the agenda for updates.

b) **Place Studio Ad-hoc Assistance** – The Steering Group held an online meeting with Vaughan Thompson (Place Studio) to support task groups with evidence collection and analysis. Nearly one day of the two days of Parish Council-funded support has been used.

c) The **draft Housing Needs Assessment report** from AECOM has been received and is under review by the Steering Group, with comments due by month-end. Councillors wishing to view the document should contact the Clerk.

## **25/26-032 Monthly Reports**

a) **Wiltshire Councillor Report** - Cllr Dominic Muns was not in attendance at this point in the meeting and so no report was received.

b) **Youth Council** – A written report from the group meeting held on 22<sup>nd</sup> May 2025 had been circulated to councillors before the meeting (see appendix 25/26-032.b).

c) **Rights of Way Working Group** – The Group Leader had been unable to attend the meeting; however, she had advised she was meeting with her West Lavington counterpart and Wiltshire Council's Rights of Way Officer on Friday afternoon to review MLAV4, MLAV2 and hopefully MLAV7. Details from this meeting will be provided at the next meeting.

d) **Community Hall Trust Report** - Cllr Poole reported that he had attended the AGM, the only discussion relating to the Parish Council was regarding the electricity costs for the car park lighting. This matter would be discussed under item 25/26-034.i.

e) **Friends of Canada Woods & Community Park Community Group** - Cllr Fraser advised the Group volunteers are watering the trees regularly during the dry weather; fortunately there had been a couple more volunteers come forward to help. The group is looking to put the PROW MLAV2 back to the original position, which would give alignment to the permissive pathway set up to avoid the bank slippage. Cllr Fraser had attended a webinar by the Tree Council which provided details on hedging whip plants being provided free of charge to applicants. A link to the webinar would be circulated to councillors for information. Cllr Fraser advised that it would align with the Parish Council's biodiversity policy if the reinstated path was lined with these whips, it would also help to mitigate flooding. The different youth groups could also be involved with the planting. It was suggested that a councillor site visit would be useful so everyone could become familiar and

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sure of the proposals before voting to proceed. Cllr Fraser and the Clerk to establish some date options.

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

## **25/26-033 Annual Parish Meeting**

*To review any feedback from the Annual Parish Meeting held on Tuesday 20th May 2025 and to review the draft minutes of this meeting in readiness for their ratification at the 2026 meeting.*

As the minutes of the Annual Parish Meeting were yet to be finalised, this agenda item was deferred until the next meeting.

## **25/26-034 Governance & Management Advisory Group**

Councillors received updates and considered recommendations raised at the GAMAG meeting held on 10<sup>th</sup> June 2025 as follows:

- a) An amended draft of the GAMAG **Terms of Reference** had been circulated and it was **resolved** it be **adopted**.
- b) To adopt the proposed calendar of meetings for the Council year 2025/26. As further changes were required to this document, this item was deferred.
- c) The proposed process for reviewing the Parish Councils **strategic document register** was agreed. The current list of documents had been prioritised to high, medium, and low. The Clerk will incorporate suggested changes, including issues raised by Cllr Stevens, and make the updated documents available online for councillors to review prior to sign-off at a future meeting.
- d) Subject to review completion, to agree the revised draft amended documents:
  - i. Old School Committee Terms of Reference
  - ii. HRAF Committee Terms of Reference
  - iii. Finance Committee Terms of Reference
  - iv. Friends of Canada Woods and Community Park Community Group Terms of Reference
  - v. Youth Council Terms of Reference (including to incorporate Easterton)

As further changes were required to these documents, this item was deferred.

- e) **Training** – Councillors considered the recommendation to undertake group Civility & Respect training as provided by Council Culture. It was **resolved** to proceed with an hour and a half in person session at a cost of £450, plus the trainer's travel costs of approximately £60. The Clerk to arrange accordingly.
- f) **Council Organisation Chart** – To review this draft document and confirm if all areas have been captured correctly. As further changes were required to this document, this item was deferred. Cllr Davis to provide relevant information to the Clerk.
- g) To formally **disband those groups** previously appointed by MLPC that are **no longer required** or have completed the task for which they were appointed. As further work was required, this item was deferred.
- h) Meeting documents – Councillors had received a report on the proposed **upgrade of software to MS Teams/Office 365** (with associated budgets) in order to move forwards with plans to utilise shared documents and folders. It was **resolved** to purchase MS365 Business software for a total annual cost of £556.80+VAT for a period of 1 year for the Clerk and all parish councillors, using the IT budget and the remaining balance to be deducted from General Reserves. Cost calculated with the Clerk on MS365 Business Standard @ £9.60+VAT per month (£115.20 per annum) and Councillors on MS365 Business Basic @ £4.60+VAT per month (£441.60 per annum (based on 8x councillors at £55.20 per annum per councillor)). The Clerk to arrange accordingly.
- i) **MLPC Community Engagement Newsletter** – A final draft of the summer 2025 edition was tabled at the meeting for review; no changes were raised. It was commented that the inclusion of a small article on flooding was in the hope it will encourage residents to clear the drains and gulleys to help prevent flooding. The Clerk was also reminded that some areas require to be posted as access is difficult e.g. Rochelle Court and Frith.
- j) **Lease for strip of land at Canada Woods between Parish Council and T D Sharp & Sons** – The document to be signed by Chair and Vice Chair after the meeting.

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- k) **Joint Liaison Committee** – The main topic of discussion at the last meeting was a **contribution from the Parish Council towards the energy costs of upper car park lighting**. Councillors reviewed the calculations supplied by the Community Hall Trust and it was **resolved** to pay the requested sum of £222 for 2023; £222 for 2024 and £110 for 2025. The Clerk to arrange payment accordingly.
- l) **Car Park Lighting** – The Clerk advised of a grant funding opportunity for Low Carbon Technology (LCT) projects which enable communities in their Net Zero plans. The deadline for applications is 25<sup>th</sup> June and an application to upgrade the existing car park lighting with a more environmentally friendly LED option was suggested and agreed.

## 25/26-035 Finance

- a) The Clerk reported that as the Internal Audit had only just been completed, she had still been unable to close down the accounts for the end of the year on the Rialtas software. However, the receipts and payments had been processed through the bank, which continued to be monitored. The Clerk to close down and run the new **financial year reports** as soon as possible.
- b) In accordance with Financial Regulations 6.11 a report on the **payments for June 2025** had been circulated in advance of the meeting (see appendix 25/26-035.b). This report was reviewed, and it was **resolved** to approve the schedule of bank payments, totalling £1,786.49 due to be made on 19<sup>th</sup> June 2025 and to ratify those bank and card payments made since the last meeting.
- c) The Clerk was still to arrange for the removal of those ex-councillors from the bank mandate in order to ensure the **banking arrangements** are fully up to date.
- d) The consideration of accruals and requirement of increasing some of the **budgets** for the **2025/26 financial year** was deferred until after the accounts has been closed for the 2024/25 financial year.
- e) **Utility Contracts** – It was **resolved** to delegate to the Clerk to arrange the renewal of the electricity contracts for the Old School and Elisha Field, which expire at the end of June 2025. New contracts to be arranged with lowest priced being prioritised.
- f) **Chairman's Charity Account** – Quarterly report (Apr to Jun 2025). It was noted that the only transactions on this account was the monthly bank fee. The Clerk to investigate into alternative banking providers for this account that does not charge a fee, unless the account is felt to be no longer required.
- g) **Community Grant Applications** – A grant application from St Barnabas School was discussed; it was unsure as to whether this project would still go ahead due to the head teacher leaving. Cllr Stevens to investigate and report back to the next meeting.

## 25/26-036 Internal Audit

The report from the Internal Audit for the financial year ending 31st March 2025 had been circulated in advance of the meeting. Councillors did not raise any questions and the report was noted.

## 25/26-037 Annual Governance Statement for 2024-25

Cllrs considered and approved the Annual Governance Statement in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2025 and **resolved** that the council has:

- (1) put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- (2) maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- (3) taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- (4) provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

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(5) carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

(6) maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

(7) took appropriate action on all matters raised in reports from internal and external audit.

(8) considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

## **25/26-038 Accounting Statements End of Year Accounts for 2024-25**

Councillors considered and approved the Accounting Statements in relation to the Annual Governance and Accountability Return for the financial year ending 31st March 2025. Which included:

- a) Review of financial spend against budget for the 2024/25 financial year.
  - b) Summary of General and Ear Marked Reserves and Committed Expenditure.
  - c) Bank reconciliation.
  - d) Explanation of variances of 15% and over between the 2023/24 and the 2024/25 financial years.
- It was **resolved** to accept the end of year accounts (see appendix 25/26-038).

The Clerk advised she would post the Publication of Notice of Electors Rights on both the website and the notice board within the parish.

## **25/26-039 Highways and any other maintenance matters**

- a) **Tree / hedge matters reported** – The Clerk was still to arrange for the installation of the plaque for the legacy fund Acer trees. Cllr Fraser had planted some mint under the trees to help combat the aphids and is continuing to water them on a regular basis due to the dry weather.
- b) **Footpath MLAV16 (Drove Lane to Oak Lane)** – Cllr Taylor is continuing to make arrangements to meeting with the RoW Officer regarding the issues with land ownership, flooding, the steps, and surface run off in this area.
- c) **Footpath MLAV12 (Canada Rise to Spin Hill)** – The Clerk was in the process of obtaining quotations for repair/replacement of the fencing in this area. Cllr Stevens had another contractor contact the Clerk to liaise with her in order to obtain a third quotation for these works.
- d) **Permissive path on MLAV2 and fencing off the landslip** – Cllr Fraser reported that the contractor was awaiting the necessary permits from the Environment Agency to be issued before any works can take place.
- e) **Memorial bench at Elisha Field** – The family had agreed the suggestion of obtaining a bench the same as the ones at Broadwell and for the location at Elisha Field. It was agreed for the Parish Council to purchase the bench to enable the VAT to be claimed back and for the family to reimburse the Parish Council accordingly.
- f) **New matters to report for Handyman contractor / Parish Steward (date of next visits 17<sup>th</sup> and 21<sup>st</sup> July) / Footpath, Amenity Land contractor / Wiltshire Council** – Cllr Davis reported there was some bank slippage at Drove Lane which was starting to block the pavement. The Clerk to liaise with Cllr Davis to ensure this is added to the Parish Steward list which already included clearing weeds at Northbrook, clearing a blocked drain on the High Street, and a repair to the step at the car park at St Mary's Road.
- g) **Footpath MLAV50 (Church Street up to Community Hall)** – There were no updates on enquiries made regarding land ownership in the aim to improve the footpath surface. The Clerk to follow up.
- h) **Pollarding of willow tree on footpath leading from bus stop on Grove Road down to Ladywood** – The contractor had advised that following re-evaluation, it was considered too risky to carry out a mid-summer reduction due to the size of the tree. The work is provisionally scheduled for 29th or 30th October, with the exact date to be confirmed one month in advance.

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- i) **Chip shop alley surface and weed growth** – No response had yet been received from the Highways Officer regarding the investigation of the weed growth through the new path. The Clerk to chase up.
- j) **Highway issues, traffic study, and possible improvements** – The map of adopted highways have now been issued to Motion (Transport Planning & Infrastructure Design Consultants) and Feltham Properties. The Clerk was still investigating traffic data from the speed indicator devices. It was mentioned that there were some traffic telemetry records undertaken on the High Street and Parsonage Lane; the Clerk to make enquiries with the previous Clerk on their whereabouts.
- k) **Dropped kerb on Parsonage Lane** – The request to instal a new dropped kerb to join-up with the dropped kerb on Grove Road should be considered at the LHFIFG meeting due to be held on 3<sup>rd</sup> July 2025. Cllr Davis is due to attend this meeting.
- l) **Retaining wall on the opposite side of the road from the Doctors surgery (B3098)** – It was reported that the works being undertaken by Aster to replace 17m of the unstable wall with gabions was now complete. A picket fence has also been installed on top of the gabions to prevent people from getting down onto the road, which had recently been occurring. There were also plans to plant trees in this area during the autumn.
- m) **Overgrown hedge along B3098 (Drove Lane end)** – The hedgerow has been cut back to the edge of the pavement to improve access. Later in the year, the hedge will be cut back further into the verge to improve visibility and assist with the safety of this area.
- n) **Trees on Hamilton Drive** – Aster are due to undertake a survey of their trees in this area later this year which will identify any works required.
- o) **Parsonage Lane safety of a brick wall adjoining the road** – A Wiltshire Council surveyor inspected the brick wall adjoining the road on Parsonage Lane. While it is not considered at imminent risk of collapse, significant movement was noted. The matter will be addressed under the Highways Act Section 165, with the Highways Enforcement Team to follow up.
- p) **Area around the Car Park at St Mary's Road** – Cllr Stevens reported the recent passing of local resident Chris Reason and advised that condolences had been sent to his family on behalf of the Parish Council. Mr Reason had an arrangement with the Parish Council to maintain the land around the car park in lieu of storing his equipment at the Old School. This maintenance arrangement will need to be reviewed in due course.

## 25/26-040 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) Youth Club Leader – It was **resolved** to permit the installation of a **clothing bank at Elisha Field** car park in order to help raise funds for WL Youth Club. The far left corner was suggested as a suitable location, but so as not to interfere with any site maintenance required.
- b) local resident – concerns regarding **speed of traffic along Northbrook**. Clerk to investigate into telemetric readings previously undertaken as a basis for any traffic calming measures required.
- c) Local resident – Correspondence was received from a local resident objecting to the Parish Council's preferred location (Option 2) for the proposed zip wire. Concerns included proximity to their garden and risk of land slippage, potential for anti-social behaviour and offensive language, possible intimidation by groups of young people, impact on dogs walked off-lead, and the need for a new route that could further destabilise the land. The resident suggested that the facility be located as far from houses as possible, with Option 3 preferred over Option 2 if woodland siting was unavoidable, although they did suggest the School as an alternative location.  
The Clerk had referred the matter to Cllr Fraser who had provided a draft response. The reply confirmed that community engagement on the project concluded in January, however, the resident's comments would be recorded alongside others received, but the preferred site had been chosen taking all feedback into account. It was noted that funding could not be secured for a location at Lavington School and that the Parish Council cannot control language used by individuals.

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- d) **Devizes Air Quality & Sustainable Transport Group** – Notes from the meeting held on 13th June 2025 were circulated. The Clerk asked whether Market Lavington could be included in the Connect bus scheme. It was advised that the two existing Wiltshire Council-funded services through the village are integrated with the town and neighbouring villages, and inclusion in the Connect service would likely require reduction or loss of these routes. The Connect bus is already at capacity and diverting to Market Lavington would be a significant detour. It was therefore recommended to retain the current services.  
Wiltshire Community Air Network is inviting applications for a **one-year community air quality monitoring project**, offering 100 low-cost sensors to measure fine particulate matter (PM2.5) levels in Wiltshire. The data collected will inform future air quality monitoring strategies. Cllr Muns, who is involved in the project, advised that applications must be submitted formally by the Clerk. It was suggested to request monitors for locations outside the school and in the Market Place.
- e) Local resident – **weeds and debris along road and issues with wall at Northbrook**. The Clerk had included this in the list of tasks for the Parish Steward to action later this month. She had also reported the damaged wall to Aster requesting they undertake the necessary checks and any repair works due.
- f) **Crimestoppers** – Update and consideration of any matters raised at their briefing ‘Safer Together: Strengthening Community Safety Through Partnership & Anonymity’. Clerk to make a note to invite them to the Annual Parish Meeting in 2026.
- g) Local residents – concerns regarding **ash dieback on trees in Canada Woods behind Francis Road**. Cllr Fraser has checked them and has asked a tree surgeon to attend to assess her initial findings and submit a quotation for any works required. It was suggested that the trees may be covered under the ‘Dead, Dying, or Dangerous’ criteria, in which case Wiltshire Council may be able to action any works. Cllr Fraser and the Clerk to investigate accordingly.
- h) MOD – working together to raise awareness regarding their **‘Respect the Range’ campaign**. Clerk to share the information with residents via Facebook and notice boards etc.

Councillors received updates on matters raised at previous meetings as follows:

- i) From local resident – concerns regarding **rubbish and dog mess on Parsonage Lane** – Cllr Muns reported that adjacent homeowners had been interviewed under caution by Wiltshire Council Officers but had denied responsibility. Although prescription medicine packets were found at the site, this was deemed insufficient evidence; offenders would need to be caught in the act. Wiltshire Council’s enforcement team are prioritising other sites with greater problems and cannot assist further at present.  
The Clerk will carry out a Land Registry SIM search to establish land ownership. It was noted that if a bank supports a wall, this can be used in law to determine ownership, and this option will be explored.
- j) From local resident – since the last meeting no further reports had been received regarding the regularly overflowing **litter bin at the Market Place**.
- k) From local football club – enquiry to use **Elisha Field and facilities as a ‘home’ ground**. The Clerk to follow up, as no further updates had been received.
- l) From councillor – request to arrange for removal of **debris from a fallen tree** in the watercourse at **The Muddle/New Street**. Cllr Fraser to confirm and report back to the Clerk if this debris has still not been cleared.

## 25/26-041 Planning applications, decisions, and any other planning issues

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

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Cllr Muns raised a query about this retrospective application, leading to further discussion. Members expressed concern about the precedent such approvals set, noting that Planning Officers have previously been clear that agricultural buildings should not be converted to residential or other non-agricultural uses.

It was noted that when the applicants were in attendance at the meeting, no objections were raised, little discussion occurred, and no vote was taken. However, current discussions highlighted inconsistencies with Wiltshire Council's Core Policies on protecting existing employment uses and with the Council's established position of opposing agricultural-to-non-agricultural conversions.

Following debate, it was **resolved to object** to the application in line with the Council's consistent stance on such conversions and previous decisions of this type. The Planning Department to also be asked to enforce existing policies and take into account the planning history of this site.

Furthermore, Cllr Muns to call in the application to be considered by Planning Committee.

- b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting but via email:
  - i. There were 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*).
  - i. There were none.
- d) The following planning application decisions made by Wiltshire Council were noted:
  - i. Reference: **PL/2025/01697** (Householder)  
Address: **Broadwell Cottage, 23 White Street**, Market Lavington, Devizes, SN10 4DP  
Proposal: Two Storey Rear Extension. Single Storey Rear Extension.  
Applicant: Mr & Mrs Kirsty Clark  
Decision: **Approve with Conditions**
  - ii. Reference: **PL/2025/01721** (Removal/variation of conditions)  
Address: **Land off, Fiddington Lane**, Market Lavington, Devizes, SN10 4BU  
Proposal: Variation of conditions 2 (approved plans) and 11 on PL/2024/03208 to allow for reduction in number of solar panels from 12 per dwelling to 8, changes to air source heat pump, slab levels reduced and reconstructed stone window heads have been removed.  
Applicant: Mr & Mrs P & D Davies – Attwell Developments Ltd.  
Decision: **Approve with Conditions**
  - iii. Reference: **PL/2025/02280** (Approval of details reserved by a condition)  
Address: **Underhill Nurseries, Fiddington Hill**, Market Lavington, Devizes, SN10 4BU  
Proposal: Discharge of condition 5 (Biodiversity integral features) for PL/2024/03208 - Erection of 4 dwellings with attached single garages  
Applicant: Mr Peter Davies – Attwell Developments Ltd.  
Decision: **Approve**
- e) Councillors received updates on matters referred to Wiltshire Council Planning 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.



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<b>25/26-042</b>	<b>Items for next agenda</b>
It was raised that a Staffing Committee meeting would need to be called in September. The Clerk to liaise with Cllr Laura Turner-Scott to arrange a date.	
<b>25/26-043</b>	<b>Adjournment for Public Participation (maximum of 5 minutes)</b>
The meeting was adjourned and resumed at 9.07pm. There was no public participation.	
<b>25/26-044</b>	<b>Date and Time of Next Meeting</b>
The next meeting of the Full Council is scheduled to be held on Tuesday 15 <sup>th</sup> July 2025 at 7.15pm at the Old School.	

There being no further business the meeting was closed at 9.08pm.

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

# MARKET LAVINGTON PARISH COUNCIL

Parish Clerk & RFO: Tanya West Tel: 07770 679697 or Email: [clerk@marketlavingtonparishcouncil.gov.uk](mailto:clerk@marketlavingtonparishcouncil.gov.uk)  
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## Appendix 25/26-032.b – Youth Council Report by Jane Taylor

### Youth Council Meeting, St Barnabas School 4.30 pm, Thursday 22<sup>nd</sup> May 2025

**Present:** DK, IS, RK, OM, FB, MB, AC, ISc, EK, JC. Cllr Chloe Stevens (ML), Cllr Judy Boyt (Easterton) and Jane Taylor.

Everyone introduced themselves with a warm welcome to the four pupils from St Barnabas and Judy. It was explained that Easterton Parish Council would like a Youth Council, and following discussions, it was decided that Market Lavington and Easterton would form one joint Youth Council.

There was a discussion about what changes the youth councillors would like to see in their villages.

- The pavement outside the Co-op is made even more narrow by the barbecue items and newspaper units, meaning pedestrians are very close to the road.

**Action:** ISc is to draft a letter to the Co-op asking if the barbecue unit could be moved. Draft to be shared with councillors before being taken, and an adult from the YC will go with her.

- Dog fouling and speeding is an issue in Easterton also and Judy asked for some signs for there also. It was agreed that 3 “Slow down” signs be taken from ML and re-positioned in High St, Kings Rd and White St, Easterton. Judy to research if smoking in the play area is an issue and where dog fouling signs would be best placed.

- Judy also suggested that slow down signs for wheelie bins might be helpful.
- It was felt that a bench in Southcliffe Road would be appreciated for young people to have their own space. Further investigation required.
- The Aster owned area opposite the end of Drove Lane would make a great space for young people, both ML and Easterton. **Action** - Chloe to speak with Aster.

RK and OM were asked where they'd like the bird boxes they made to be positioned, and both are to consider which footpaths they'd like them on. To be put up 21/06/25 2pm.

More time is needed to consider future ideas and projects which will be discussed at the next meeting.

Date of next meeting: None agreed but suggesting 3rd July, 4:30 St Barnabas?

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## Appendix 25/26-035.b – June 2025 Payments for Approval and Payments Made Since the Last Meeting for Ratification

June Payments for Approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	19/06/25	£156.25	BP1
Handyman contractor monthly hours*	various	19/06/25	£339.00	BP2
Clerk TW wages and exps	Various	19/06/25	TBC	BP3
Auditing Solutions Ltd – Internal Audit Fee for year ending 31 <sup>st</sup> March 2025		19/06/25	£282.00	BP4
Cllr C. Stevens – Expenses for Annual Parish Meeting refreshments		19/06/25	£19.24	BP5
Mark Goddard & Sons Landscaping – Grounds maintenance for June 2025	Various	19/05/25	£990.00	BP6
<b>TOTAL</b>			<b>£1,786.49</b>	
Payments made in between meetings				
British Gas – EF Electricity		14/05/25	£21.78	DD
British Gas – OS Electricity		14/05/25	£99.09	DD
Lloyds Bank – Bank Account Service Charge		19/05/25	£4.25	Auto
IONOS CLOUD LTD.		30/05/25	£7.20	DD
GROUNDWORK UK - Refunding Balance of MLNP2 Grant ref. NPG-14016		30/05/25	£4,193.02	FPO
Lebara Mobile Ltd. – Mobile phone contract June 2025		02/06/25	£4.95	Card
Water2Business – EF Water & Sewerage Services		02/06/25	£20.50	DD
Water2Business – OS Water & Sewerage Services		02/06/25	£22.50	DD
MICROSOFT 365 Personal licence		03/06/25	£84.99	Card
British Gas – EF Electricity		16/06/25	£21.78	DD
British Gas – OS Electricity		16/06/25	£99.09	DD
<b>TOTAL</b>			<b>£4,579.15</b>	

\* Handyman hours worked £330.00 + Petrol allowance £9 = TOTAL £339.00

## Appendix 25/26-038 – Accounting Statements End of Year Accounts for 2024-25

Cost Centre	Nominal Code	Item Description	Precept	Other Receipts	Staff Costs	Loan Interest / Capital Repayments	Other Payments
100	1076	Precept	£ 75,523				
100	1090	Bank Interest Received		£ 1,567			
100	1100	Grants & Donations		£ 27,322			
100	1110	Wayleaves		£ 30			
110	4000	Staff Salaries - Admin			£ 12,462		
110	4030	Employers NI			£ 498		
110	4040	Employer Pension Contributions			£ 477		
110	4050	Staff travel/Benefit					£ 222
110	4080	Staff / Councillors Training					£ 246
110	4090	Chairman's expenses					£ 193
110	4100	Handyman					£ 3,900
110	4110	Bank Charges					£ 4
110	4120	Internal & External Audit Fees					£ 645
110	4130	Professional Fees					£ 7,167
110	4140	Subscriptions & Membrships					£ 1,070
110	4150	Insurance					£ 2,311
110	4160	Stationery & Postage					£ 862
110	4165	Newsletter					£ 226
110	4180	Website & Email					£ 346
110	4190	IT Software & Hardware					£ 363
110	4200	Grants Paid - Anytime					£ 3,723
110	4210	Section 137 Expenditure					£ 500
110	4220	Public Works Loan Board Repayments				£ 15,039	
110	4250	Vintage Meet - Loan Repayment					-£ 2,000
120	1200	OS - Income - Guides		£ 329			
120	1210	OS - Income - Toddlers		£ 414			
120	1230	OS - Income - Occasional Users		£ 847			
120	1290	OS - Income - WI		£ 93			
120	1300	OS - Income - Salsa		£ 220			
120	1310	OS - Income - Taekwondo - finished 07/24		£ 115			
120	1320	OS - Income Choir Rehearsal		£ 937			
120	1340	OS - Income - Yoga		£ 365			
120	1350	OS - Income - Art - finished 04/24		£ 25			
120	1990	OS - Other Income		£ 117			
120	4000	OS - Staff Salaries - Cleaning			£ 1,363		
120	4170	OS - Telephone/Broadband					£ 913
120	4180	OS - Website					£ 82
120	4400	OS - Heating Oil					£ 799
120	4410	OS - Electricity					£ 1,318
120	4420	OS - Water					£ 321
120	4430	OS - Maintenance					£ 4,549
120	4440	OS - New Equipment					£ 7,327
120	4450	OS - Cleaning Materials					£ 283
120	4470	OS - Licences					£ 146
120	4480	OS - Health & Saftey					£ 403
130	4430	PA - Maintenance					£ 592
130	4440	PA - New Equipment - Anytime					£ 19,586
130	4610	PA - Grass Cutting - Monthly					£ 124
130	4620	PA - Footpath - Apr to Oct					£ 3,829
130	4640	PA - Tree Works - Anytime					£ 1,971
140	1400	EF - Worton & Cheverell Football Club Income		£ 1,475			
140	1990	EF - Other hire income		£ 28			
140	4410	EF - Electricity					£ 220

Cost Centre	Nominal Code	Item Description	Precept	Other Receipts	Staff Costs	Loan Interest / Capital Repayments	Other Payments
140	4420	EF - Water					£ 206
140	4480	EF - Health & Safety					£ 347
140	4610	EF - Grass Cutting					£ 1,680
140	4710	EF - Maintenance Other					£ 1,585
999	115/515	VAT		£ 3,954			£ 9,124
<b>Totals</b>			<b>£ 75,523</b>	<b>£ 37,838</b>	<b>£ 14,800</b>	<b>£ 15,039</b>	<b>£ 75,183</b>

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## Market Lavington Parish Council

### Bank - Cash and Investment Reconciliation as at 31 March 2025

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/03/2025	Lloyds Current Account	19,749.00	
31/03/2025	Lloyds Bank Deposit Account	42,932.84	
31/03/2025	6 month deposit account	30,000.00	
			<b>92,681.84</b>

##### Unpresented Payments

**0.00**

**92,681.84**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**92,681.84**

##### All Cash & Bank Accounts

1	Current Bank A/c	19,749.00
2	Deposit Account	42,932.84
3	6 month fixed deposit	30,000.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>92,681.84</b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
323 EMR - EF Pavilion	105.66		105.66
326 RR - Defibrillators	21.63	-21.63	0.00
328 RR - Toposcope	210.00		210.00
329 RR - SSE COVID 19	264.82	-163.38	101.44
330 EMR - HRAF Projects	0.00	4,205.18	4,205.18
332 EMR - OS COVID grant	3,967.09	-3,967.09	0.00
334 EMR - Training	5.00	-5.00	0.00
335 EMR - Defibrillator fund	800.00	-271.27	528.73
341 EMR - Professional fees	960.00	-960.00	0.00
342 EMR - OS boiler fund	500.00	-500.00	0.00
343 EMR - Resurface Broadwell fund	1,500.00	1,500.00	3,000.00
344 EMR - Youth Council	219.05	22.00	241.05
345 EMR - CW & CP Community Group	50.00		50.00
346 RR Orchard Branching Out grant	-1,286.50	1,286.50	0.00
347 RR - Sports facilities	250.00	-250.00	0.00
348 RR - J Fletcher - will legacy	36,207.57	-9,995.74	26,211.83
352 RR - Locality NP Grant	0.00	4,194.02	4,194.02
353 RR- WW grant MLAV2 slippage	0.00	720.00	720.00
	<u>43,774.32</u>	<u>-4,206.41</u>	<u>39,567.91</u>

	2023-24	2024-25	Variances	As a Percentage	Explanation (Required for any figure with greater than 15% increase/decrease)
<b>Box 1 - Balances Brought Forward</b>	£44,454	£84,341	£39,887	90%	Variance Explanation Not Required for Box 1. The opening balance for 2024-25 agrees to the brought forward balance from 2023-24.
<b>Box 2 - Annual Precept</b>	£68,523	£75,523	£7,000	10%	Variance Explanation Not Required - Variance Less Than 15%
<b>Box 3 - Total Other Receipts</b>	£59,186	£37,839	-£21,347	-36%	£ 1,200 increase on bank interest £17,620 decrease on grants and donations income £ 1,013 decrease in hire income from the Old School £ 1,236 increase in hire income from the football facilities £ 5,180 decrease on VAT claim
<b>Box 4 - Staff Costs</b>	£14,102	£14,800	£698	5%	Variance Explanation Not Required - Variance Less Than 15%
<b>Box 5 - Loan Interest/Capital Repayments</b>	£10,892	£15,039	£4,147	38%	Due to the Bank Holidays, timing of the 2nd half-yearly PWLB Direct Debit payment of £2,073 for the 2023/24 financial year, was actually taken at the beginning of the 2024/25 financial year. Consequently one year was down by £,2073 and the other was up by £2,073, so the difference is double the amount.
<b>Box 6 - All Other Payments</b>	£62,828	£75,182	£12,354	20%	£ 6,296 increase on general administration costs (mainly due to professional fees for solicitor land query and conveyancing fees, stationery & printing related to Neighbourhood Plan and launching of a new PC newsletter) £ 6,484 decrease on other open space maintenance works (mainly due to tree works taking place in 2023/24 that did not take place in 2024/25) £ 8,198 increase in running costs of the Old School (new fire alarm and new boiler installed) £ 2,844 increase in the running costs of Elisha Field (grass cutting, electricity, H&S checks etc) £ 1,537 increase on VAT payments
<b>Box 7 - Balances Carried Forward</b>	£84,341	£92,682	£8,341	10%	Variance Explanation Not Required for Box 7.
<b>Box 8 - Total Cash &amp; Short Term Investments</b>	£84,341	£92,682	£8,341	10%	Variance Explanation Not Required for Box 8.
<b>Box 9 - Total Fixed Assets Plus Long Term Investments and Assets</b>	£376,061	£393,955	£17,894	5%	Variance Explanation Not Required - Variance Less Than 15%
<b>Box 10 - Total Borrowings</b>	£153,813	£143,563	-£10,250	-7%	Variance Explanation Not Required - Variance Less Than 15%