

WEST LAVINGTON PARISH COUNCIL
MEETING OF THE PARISH COUNCIL



Serving the communities of
West Lavington and
Littleton Panell

02/04/2026 at 1900
GILES ROOM, VILLAGE HALL, SANDFIELD.

MINUTES

Present:	Councillors: Mr P. West (Chair), Mrs L. Gough, Mr R Oglesby, Mr S. Pattison, Mr A Koval-Radley, Mrs J. Ford, Mr D Muns.	
25/26/208	Also present: Mr J Skillman (clerk), 9 members of the public.	
25/26/209	Apologies for absence. Mr P Blundell, Mrs A. Spencer, Mr M Sworder.	
25/26/210	Declaration of interests Cllr Ford - Church Street	
25/26/211	The minutes of the parish council meeting held 05/03/2026 and Matters Arising Minutes of the last meeting. These were agreed to be a true and accurate record. All agreed. They were signed by the Chair.	
25/26/212	<p>Chair's announcements</p> <p>The Village Hall stakeholders meeting has been arranged for 14/04/2026 at 6.30pm and we need as many councillors as possible to attend.</p> <p>The Village Hall Committee have notified the Parish Council that the Land Registry registration for the Village Hall is incorrect and they have asked the Parish Council to help fix the problem. The Giles Room may not be included in the lease, neither would a lease modification been done with the Holloway Trust.</p> <p>Ringstone Media have asked to terminate their contract to supply emails by the end of June due to the difficulty in providing support that has led to the Parish Council exceeding the size limit on the server. Councillors and Clerk will need to archive old emails to free up some space on the server.</p> <p>Cllr West has contacted 3 suppliers for a quote: ClearSky IT, based in Melksham – using Microsoft 365 platform. Simon Vowles, based in West Lavington – unable to quote. Corsham Web, based in Corsham - awaiting response.</p> <p>The annual parish meeting has had the offer of two speakers: One from the army to talk about Salisbury Plain, and one to talk about cyber security and how not to get scammed. Cllrs Sworder and West think that the Salisbury Plain talk is the most suitable and we may ask the cyber security speaker to attend the Village Hall AGM.</p>	Clerk/All

<p>25/26/213</p>	<p>Wiltshire Councillors report Cllr Muns reported: 1/ Planning: A point was raised, reflected in the public meeting, that following the publication relating to the application on White Street. There is no verified planning application. When an applicant has an application and they are not sure who the relevant landowners are, they must make a public announcement to try and spread the word and allow those landowners to come forward. That is what was published in the Gazette and Herald.</p> <p>2/ Kebab house: This issue involves planning and environmental protection. Planning for the extraction of the filtration system: The Conservation Officer asked for a brick facade to be built around the flue. However, to adequately service that filtration system, access to it is required. Cllr Muns told the Planning Officer that the public interest is in the fumes/smell rather than the look of it, and precedence needs to be the extraction, so the Conservation Officer having viewed the site and area as a whole, will abandon the brick facade and will request for it to be painted black as opposed to stainless steel to help it blend in.</p> <p>Environmental Protection: There is a resident who has an ongoing complaint regarding fumes Environmental Protection have still not received any logs as evidence that the nuisance is being caused. This has been raised with the resident.</p> <p>8 Russell Mill Lane: The noise disturbance seemed to have reduced until 10 days ago. The Environmental Protection Officer says they have not received any logs from residents. Cllr Muns has asked that any issue raised by residents is sent to environmental protection and expressed disappointment that this had not happened</p> <p>We are awaiting the NHS to review the situation at 8 Russell Mill Lane. Their response is expected mid-April, after which the Parish Council, residents, NHS adviser and Cllr Muns can meet and assess the current situation and the way forward.</p>	<p>DM</p>
<p>25/26/214</p>	<p>Public Participation Resident 1/ Youth representative from Market Lavington would like to give the youth of both villages a voice by setting up a Youth Council for the Lavingtons. Clerks of Market Lavington and West Lavington to liaise to set this up, and a ringfenced account would need to be set up. It was noted that an amount of £600 was raised from 2 fund raising events by the youth council, which has paid for some bins and a picnic bench. Councillors agreed unanimously that the expansion of the youth council was an excellent proposal and will fully support it.</p> <p>Further to the publication relating to White Street as mentioned in the Wiltshire Councillor's report above, 6 residents were in attendance to discuss this. See Wiltshire Councillors announcements.</p> <p>Cllr Ford read a letter from a resident as they could not attend. There will be a meeting regarding the organisation of the village fete on 29/04/2026 between 6pm – 7pm in the Giles Room. They are looking for new younger, fitter helpers to help organise and set up the fete otherwise fete may not continue in current format. This will be added to the noticeboard.</p> <p>An Orchard Place resident asked why the tree (PL/2026/01128 below) was felled. Cllr. West answered that the application was raised correctly and considered by both the Parish and Wiltshire Council.</p>	<p>Clerk</p>

	<p>Disbursements Johns Associates - Flood Risk Invoice had arrived in two parts and needed further scrutiny</p> <p>John Skillman - Clerk salary March £466.90 HMRC Employers NI – March £25.00 HMRC -Income Tax PAYE March £116.80 Village Hall CIO - Room hire (PC and projector) £20.00 Daisy – Internet £31.14</p> <p>Annual audits – Internal (last year £350+VAT) and External. Councillors content to proceed with these auditors again.</p> <p>Emails: Chris Hardwick standing order increase from £20. Revised amount to be checked.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/PW</p>
25/26/221	<p>Highways Issues and updates Sewerage (overload/raw sewage into Semington Brook): No updates or further complaints. Clerk to obtain an update from the Wessex Water representative that we were dealing with before, then this item can be taken off the agenda.</p> <p>Three applications to LHFIG - update 1/ Church Street: No updates 2/ H Bar in LP: No updates. 3/ Speed limit change in LP: Traffic survey has been done and submitted to Highways Officer and LHFIG.</p> <p>Cllr West reported that at the last LHFIG meeting no progress had been made.</p>	<p>Clerk</p>
25/26/222	<p>Village Hall Car Park resurfacing – Drainage design update Cllr West reported that we had previously voted to use AWA for the car park design, which was £3,350. They needed a topographical survey, which was done today, which cost £885. Then the ground drainage rates where they measure the amount of water and the speed at which it drains away, which cost £2375. This makes a total of £6610 committed.</p> <p>The contractors asked for the utilities routes for the Village Hall, which we do not have. Therefore, a utilities survey is necessary. Encompass (who have done the topographical survey) have quoted £1700, which will detect electric cables and ground penetrating radar for water and pipework. They will produce a survey with measurements, which we can then have.</p> <p>Cllr West proposes that we give Encompass and AWA the go ahead with the £1700 for the utilities survey, making our total design fees £8300. Unanimous vote on favour.</p>	<p>PW</p>
25/26/223	<p>Receipt of Working Groups and project reports Risk committee – The Martyn's Law webinar was discussed. The final guidance on the regulations for it are not due until early 2027 but early indications suggest that it will be for ticketed events only.</p> <p>Hydrologist appointed re: flooding. Update on progress Johns Associates: Cllr West reported that we have the final report, but the invoices require further scrutiny. The report is good. There is some content about natural flood defences, all of which it appears landowners would be entitled to grants. It also recommended avoiding more hard surfaces, as in the development of houses, clearing gullies & ditches, and using some natural flood defence work. The report authors have offered so do a consultation event, to which we could invite local landowners.</p>	

	<p>Communication update Cllr Koval-Radley reported that he will email councillors the new email footer.</p> <p>Community resilience plan Cllr Koval-Radley reported that the next step is a tabletop exercise.</p> <p>West Lavington Village Hall 3-way stakeholder meeting date (Youth Club/Village Hall/Parish Council) discussion This has been booked in the Giles Room on 14/03/2026 starting at 18:30.</p> <p>Decision to appoint a 2nd Parish Councillor Trustee. Cllr West reported that the required wording states that the Parish Council can appoint up to two trustees. Cllr Sworder is already one trustee. The decision was to remain with just one trustee and review in 6 months.</p> <p>Rights of Way Cllrs Pattisson reported that a hole had been dug on the footpath at the top of the BMX track, which has now been filled. Cllr West added that he has added an article in News & Views saying that if young people wish to construct cycle jumps then they can contact the Parish Council for guidance</p> <p>Cllr Pattisson also reported that there is a tree that has fallen across the footpath that goes alongside Dauntseys. Cllr Ford has offered to take it down over Easter.</p> <p>Footpath Pathfinders will begin again shortly.</p> <p>Cllr Gough reported that the path that goes alongside Pocock's Hill has been cleared and the fly tipping has stopped.</p> <p>Playgrounds Group Cllr West suggested that we postponed the discussion on funding for playgrounds until Cllr Blundell's return, and that at some point we will need a funding group. Grants are available but they seem to be a maximum of £10,000.</p> <p>Speed watch Cllr Gough reported 2 volunteers are already in place. SID data: Cllr Gough still chasing as to how/where we submit the data. SID poles: Wiltshire Highways has said we can have more SID sockets if required</p> <p>NHP (Neighbourhood Plan) Review Group Cllr Pattisson is finalising documents and he will upload them.</p> <p>Housing Needs Survey Cllr West reported an 11% response.</p>	<p>AKR</p> <p>Clerk</p> <p>JF</p> <p>PW/PB</p> <p>SP</p>
25/26/224	<p>Annual Tree Survey – Action taken on report. Mike Burns has said that he has completed the work, the invoice is due shortly</p>	
25/26/225	<p>Annual parish meeting – continued planning and speaker for May 13th at 6pm. Cllr West has added this to News & Views and will start to put out some communications about it. He will contact various groups to see if they would like a speaking slot at the meeting. Potential speakers were discussed earlier.</p>	PW

25/26/226	<p>Policy reviews Reviewed in March by Cllr Koval-Radley Data_Privacy_General_GDPR Defibrillator</p> <p>Clerk to ensure website is updated with current versions of policy reviews, financial statements and standing orders</p> <p>Councillors nominated a group to appoint a new IT provider, Cllrs. West Patisson and Muns</p>	<p>Clerk</p> <p>PW/SP/ DM</p>
25/26/227	<p>Date of next parish council meeting – in the Giles Room, Village Hall. Thursday 7th May 2026 at 7pm.</p>	

Meeting closed at 21.11

Signed.....*West*.....07/05/2026

Public Notice: The confirmed minutes of this meeting may be inspected at any reasonable time, but by appointment, at the home of the Clerk after 07.05.2026. The Clerk can also provide an e-mail copy on request; alternatively, previous minutes are available on our website.