



Laverstock & Ford Parish Council

Incorporating Hampton Park & Old Sarum

**Meeting held at Greentrees Junior School
at 7.00pm on Monday 15th January 2018**

Draft MINUTES

Councillors present: Beard, Birkett, Brown, Burton (Chairman), Bussereau, Champion, Davidson, Davis, Dean, Hayes, Waller.

In attendance: Prince (Clerk). Stay (Assistant).

There were four members of the public present. One resident, who is the owner of two properties at Longhedge, spoke of the lack of safe pedestrian access between the Longhedge development and Old Sarum for school children and their parents. Cllr Champion said contact should be made with the Passenger Transport Unit at Wiltshire Council. Cllr Waller said the school should also be contacted. **Action Assistant to Clerk**

He also asked why the newly constructed play area in Robinson Grove was not open. The developer's sales office had said that it was the fault of the Parish Council. The Clerk said he would investigate. **Action Clerk**

The meeting started at 7.11pm.

18.007 APOLOGIES. Apologies had been received from Cllr Buttigieg.

18.008 DECLARATIONS OF INTEREST. Nil.

18.009 COMMUNITY POLICING REPORT. No report had been received. Cllr Bussereau said that he would contact them to ascertain the reason.

Action Cllr Bussereau

18.010 APPROVAL OF MINUTES. The Clerk reported on errors in the attendance list that had been corrected.

Resolved: To approve the Minutes of the meeting held on 18 December 2017 as amended.

18.011 MATTERS ARISING.

Action PC243. Provide draft policy for tree maintenance. Cllr Hayes reported that the draft policy would be circulated for approval at the next Council meeting.

Action PC258. Co-ordinate a response to the Local Plan Consultation. Cllr Bussereau reported that this had been sent to Wiltshire Council. Closed.

Action PC259. Invite SCC Councillor to brief Council on Cemetery proposal. The Chairman reported that an invitation had been sent but as yet there had been no reply.

18.012 APPROVE BUDGET FOR 2018-2019.

The Chairman referred to the lengthy discussions that had taken place at the Extraordinary meeting on 8 January 2018. He commended the efforts by WCllr McLennan to source extra funding but thought that they had come too late to be considered in the 2018-2019 budget.

The Clerk reported on discussions with the Council's solicitor. She had failed to get any assurance from Wiltshire Council Legal Services that the extra funds would be available at the point of concluding Service Delegation Agreements for Wiltshire Council play areas. She also had reservations about the 'out of time' funds held by Wiltshire Council. It would be better for the original provider to reclaim them and then transfer them to the Council. The Chairman confirmed that this was also the view of the original provider, who had stated that the process would be long and protracted.

After discussion Cllr Champion proposed approval of the draft Budget (version 6), seconded by Cllr Bussereau.

Resolved: To approve the draft Budget (version 6). This is attached at Annex 1 to these Minutes.

18.013 APPROVE PRECEPT FOR 2018-2019.

Following on from the approved Budget for 2018-2019 Cllr Champion proposed a Precept requirement for 2018-2019 of £126,543. Seconded by Cllr Hayes.

Resolved: To approve a Precept requirement for 2018-2019 of £126,543.00.

18.014 PLANNING

Old Sarum update. The Clerk reported on progress with the swale-9A9B transfer. He would be meeting with the developer on site soon to discuss proposals for solving the headwall problem.

Cllr Birkett reported on the Old Sarum Residents' Association meeting. There was a problem with street name signs in Partridge Way that have been stolen or vandalised. The Assistant had reported this to Wiltshire Council and was told that street nameplates are not a statutory or safety defect and it was unlikely that the signs will be replaced in the current financial climate. Wiltshire Council suggested that the Parish Council might fund the nameplates. Cllr Birkett said that the name of the Residents' Association would be changed to include Longhedge. He reported that the skatepark group have now raised £700 towards the project.

Old Sarum Airfield update. Cllr Bussereau said he was expecting to see a final report by the Planning Officer soon.

Longhedge update. The Clerk reported on the first two transfer inspections that had been carried out. There were several problems that needed to be resolved. Catesby Property Group have asked to meet with the Council to discuss the development of the Local Centre and Employment Land.

HP2 Country Park update. The Chairman reported that the groundwork to achieve the strategic earthworks had ceased over the holiday break and had not yet restarted. The developer has until the end of March 2018 to complete the strategic earthworks and play parks prior to handing them over to the Council. There had been a meeting of the country

park management volunteers and the draft Management Plan was almost complete. He will circulate this to Councillors. There will be an open meeting at Greentrees Junior School on 24th March to promote the Country Park. There will also be a Lantern Parade across Bishopdown Farm at 7pm on 20th March as part of the Art Project.

Planning Application Log. The following responses have been made since the last Council meeting.

17/11469/FUL. Change of use of existing industrial building (Class B2) to Trampoline Park (Class D2) or to Light Industrial Workshop (Class B1) or Storage and Distribution (Class B8), together with associated alterations to south elevation and service area. Unit 1C, Castlegate Business Park, Old Sarum. NO COMMENT. 17/11712/VAR. Variation of condition 2 – approved plans on 17/01208/FUL to allow for revised levels on the site and installation of a retaining barrier fence which raises the site above original levels. Whitegates, Ford Lane, Ford. SUPPORT SUBJECT TO CONDITION.

‘That raising the garden area and the construction of the associated brick retaining wall does not impact on the sightline of vehicles exiting from the T-junction between Roman Road/Spire View, when looking left along Ford Lane.’

17/11732/FUL. Demolition of garage. Erection of two storey side and single storey rear extension. 18 Ash Crescent, Bishopdown. NO OBJECTIONS. 17/11783/FUL. To erect a dual anthracite grey conservatory to the side of the property.

Wierwood, Spire View, Ford. NO COMMENT.

Resolved: To approve the above responses.

18.015 NEIGHBOURHOOD PLANNING STEERING GROUP.

Cllr Bussereau reported on the meeting of the Neighbourhood Planning Steering Group on 10 January. 17 members attended including 3 councillors. The Steering Group does not yet have a chairman. Cllr Bussereau reminded Councillors of the proposal to amend Standing Orders that had been made at the December Council meeting.

Resolved: In accordance with section 35 of Council Standing Orders the Neighbourhood Plan or Parish Plan Subgroup will be re-designated as the Neighbourhood Plan Steering Group.

18.016 REVIEW OF RESPONSIBILITIES AND TERMS OF REFERENCE.

A draft list had been circulated with just one query. The next step is to write terms of reference. The Chairman will circulate the final list of responsibilities. **Action Chairman.**

18.017 GRANT APPLICATION – OLD SARUM COMMUNITY CENTRE.

Cllr Birkett spoke in support of the application.

Resolved: To approve a grant of £1000 to the Old Sarum Community Centre CIO for improvements to acoustics in Halls 2A and 2B.

18.018 FINANCE

Adoption of Monthly Accounts. The Financial Statement had previously been circulated by email and copies were provided. A statement of Financial Reserves was also included. The total funds held at the end of December 2017 were £409,891.84 of which £361,727.33 were earmarked or restricted reserves.

Resolved: To adopt the monthly accounts as a true record of the Council's finances.

Cheque & Debit Card Payments. The list of payments had been circulated by email and copies were provided. Total cheque payments in January 2018 amounted to £8,362.12. Debit card payments in December 2017 amounted to £117.55.

Resolved: To approve the cheque and debit card payments.

18.019 CLERK'S REPORT & CORRESPONDENCE

General Data Protection Regulation. The Clerk reminded the Council that the implementation date for this new Regulation is 25 May 2018. He has done little to prepare but has been contacted by the Council's internal auditor and other commercial organisations to see if they can assist. It was agreed that the Clerk should first contact Community First to see if they had plans to support Councils with this Regulation.

Action Clerk

Request from resident of Bundy Lane, Bishopdown. An email from a resident of Bundy Lane requesting a change in the position of a maintenance gate that allows vehicles to access the public open space between Bundy Lane and the River Bourne. Cllrs Waller and Beard supported his request. The Chairman said he would contact the developer to see if the change could be implemented.

Action Chairman

18.020 LATE NOTICE ITEMS

Requests from Chairman of River Bourne Community Farm. There were two requests to the Council for permission to carry out additions and alterations to the premises in accordance with the Lease. The first was to build a small extension to the Nursery and the second was to replace a barn recently destroyed in a gale. There were no objections to either request. The Clerk said he would write letters of consent.

Action Clerk

The Role of the Chairman. The Chairman referred to a recent email in which he had stated his intention not to seek re-election at the Annual Meeting of the Parish Council in May. He briefly described the role of chairman, which is primarily to chair meetings of the Council. It can be a very simple task and does not necessarily take up a lot of time.

18.021 EXEMPT BUSINESS. There being no exempt business this item was cancelled.

The meeting concluded at 8.30pm.

The next meeting of the Council will be held on Monday 19th February 2018 at the River Bourne Community Farm.

APPROVED BUDGET FORECAST (version 6) for Financial Year 2018-2019

EXPENDITURE	£
Administration	
Salaries including NI	£38,186
Staff Mileage costs	£1,080
Office Sundries and Expenses	£2,750
Office Equipment including Noticeboards	£2,250
Professional Fees: Legal and Audit	£4,900
Subscriptions	£320
Insurance	£1,400
Grants	£5,326
Newsletter Printing	£5,100
Old Sarum Community Centre Insurance	£2,235
Neighbourhood Plan	£5,000
Training (Staff & Councillors)	£1,000
Councillor Travel Expenses	£1,000
Total Administration	£70,547
Environment & Public Open Space	
Litter & Dog Waste Bins and Collection	£6,500
Grass Cutting and POS maintenance	£9,300
Trees: Surveys and Maintenance	£2,500
Play Parks: Inspections and Maintenance	£10,900
Milford Mill Road Footpath Diversion	£3,500
Highways Improvement & SIDs	£5,170
Wiltshire Council Play Areas Refurbishment	£40,000
Asset Renewal including Whitebridge Boardwalk	£21,350
Total Environment & Public Open Space	£99,220
TOTAL EXPENDITURE	£169,767
INCOME & REVENUE	
Lease and Site Rental	£5,404
VAT Recovery	£3,850
Newsletter Advertising	£5,500
Wiltshire Council Play Areas Transfer Funding	£6,000
Investment Interest	£5,000
Old Sarum Community Centre Insurance Rent	£2,235
S106 Maintenance Funding	£15,235
TOTAL INCOME & REVENUE	£43,224
DEFICIT OR PRECEPT REQUIREMENT	£126,543
Tax Base	3,606.07
Band D Tax for 2018-2019	£35.09