



Laverstock & Ford Parish Council

Incorporating Hampton Park & Old Sarum

Meeting held at the River Bourne Community Farm
at 7.00pm on Monday 16th April 2018

Draft MINUTES

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

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

The Chairman welcomed two members of the public and recorded that WCllrs Brown and McLennan had sent their apologies.

The meeting started at 7.00pm.

18.051 APOLOGIES. Apologies had been received from Cllrs Brown, Davidson and Waller.

18.052 DECLARATIONS OF INTEREST. Nil.

18.053 APPROVAL OF MINUTES. The Clerk reported on a two changes. An incorrect Standing Order reference in item 18.042, and a record that the Council had agreed to appoint LCPAS as its Data Protection Officer at item 18.045.

Resolved: To approve the Minutes of the meeting held on 19th March 2018 as amended.

The Chairman agreed to bring forward the Grant Application by the Old Sarum Community Centre.

18.060 GRANT APPLICATIONS

Old Sarum Community Centre. The Chairman of Trustees of the Old Sarum Community Centre CIO spoke to the Council about the problems of anti-social behaviour by a few young people including malicious damage and intimidation of users of the Centre. The police recommended the installation of CCTV. The total cost is £2,500 and the CIO is requesting a grant of £500. He answered several questions from Councillors.

Resolved: To grant £500 to the Old Sarum Community Centre CIO to assist in the purchase of a CCTV system.

18.054 MATTERS ARISING

Four outstanding action items were discussed briefly. Two relating to grant applications were deferred to Agenda item 18.060.

Litter bins for Pearce Way. The Clerk reminded the Council of the offer by the former Bishopdown Farm Residents' Association, to use some of their remaining funds to provide

two litterbins in Pearce Way. Discussion followed. It was agreed that the Council should accept this offer.

Action Clerk

18.055 PLANNING

Old Sarum update. The Clerk gave a review of progress on the Swale remedial work. Transfer should be complete within two months.

Old Sarum Airfield update. Cllr Bussereau reported that the next Flying Forum is scheduled for 14 May.

Longhedge update. The Robinson Grove Play Park will be formally opened on 20th April. The Clerk reported that the maintenance funds had still not been received from Linden and Bovis. Work has started on the next play area at Hannah Green.

Catesby Longhedge proposal. The Clerk had previously circulated information on the proposals to build a Neighbourhood Centre, a Care Home and additional new homes at Longhedge Village. The Council decided not to provide feedback at this stage.

HP2 Country Park update. The Chairman had previously circulated a summary of the progress on the Country Park following a meeting with a Technical Manager from Barratts. The Council has also received the first draft of an Agreement to Lease with the Land Trust. This has been referred to elsewhere as a collaboration agreement. The Council confirmed that the name selected for the country park was 'Castle Hill Country Park'.

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

18/01562/FUL. Replacement of dilapidated pump house with modern replacement to meet Building Regs. with increased footprint. Fieldfare Lodge, Old Malthouse Lane, Ford. NO COMMENT. 18/01968/FUL. Erection of porch to front door. 1 Osmund Walk, Old Sarum. NO COMMENT. 18/02244/HRN. Removal of 5m of hedgerow. Field adjacent to Norman Drive, Old Sarum. NO OBJECTION SUBJECT TO CONDITION. 18/02487/FUL. Proposed porch. 2 The Hollies, Ford. NO COMMENT. 18/02489/FUL. Proposed rear flat roof extension and rear flat roof dormer. 123 Church Road, Laverstock. NO COMMENT.
Resolved: To approve the above responses.

18.056 STANDING ORDERS. Cllr Bussereau reminded the Council of the amendment that had been proposed and seconded at the March meeting.

"That the Council approve removal from within Section 35(a) (Project Subgroups) of Laverstock and Ford Parish Council Standing Orders, the HP2 Country Park – Development Subgroup and the Longhedge Subgroup. In addition that within Section 35(e) the title of the 'Transport, roads and CATG' responsibility is changed to 'Traffic, roads and CATG'."

Resolved: To approve the amendment to Standing Orders.

18.057 TRANSFER OF HP2 COUNTRY PARK. The Chairman explained the need for the resolution, which was to give authority to any two Councillors to seal the Transfer Deed by signature.

Resolved: That the Council approve the signing of the Transfer Deed and any attached Plans for the Land defined as the Country Park by Schedule 2 of a Deed of Variation dated 26th October 2017 and relating to Hampton Park II, Salisbury, and further defined by

Plan 2 attached to that Schedule, by any two Parish Councillors in accordance with Standing Order 26.

18.058 REVIEW OF ALL RESPONSIBILITIES AND TERMS OF REFERENCE. Cllr Bussereau reviewed the current status of Terms of Reference. Discussion followed on the TORs for the Business Management – Communications Subgroup.

Resolved: To approve the Terms of Reference for the Business Management – Communications Subgroup, the Finance and Budget Subgroup, Schools Liaison and the Emergency Planning.

18.059 GENERAL DATA PROTECTION REGULATIONS. The Clerk reported that he had appointed the Local Council Public Advisory Service to act as the Data Protection Officer for the Council and signed a Service Agreement to that effect. He had included two sample documents with supporting papers. A Contact Consent Form and an Email Contact Privacy Notice. He hoped to produce a complete package before the next Council meeting in May. Priority will be given to amending the contact page on the Council's website. The Clerk said that he will assume the responsibilities of Data Controller and Data Information Officer.

18.060 GRANT APPLICATIONS

Review of Grant Policy. The Chairman read out a proposed amendment to the Grant policy that had been drafted by Cllr Beard. This would permit the Council to approve a grant to a qualifying organisation without completion of a Grant Application form.

Resolved: To add the following statements to The Application Process of the Council's Grant Policy. 'Should an application be received without a completed grant application form, the Council may still consider it at its sole discretion. So doing will not be deemed to have set a precedent.'

Wiltshire Bobby Van Trust. The Clerk had previously circulated the latest Newsletter from the Wiltshire Bobby Van Trust and included a link to their website. He reminded the Council that they had given a grant of £50 to WBVT for each of the last four years.

Resolved: To grant £50 to the Wiltshire Bobby Van Trust.

18.061 APPOINTMENT OF INTERNAL AUDITOR. The Clerk recommended that IAC Audit and Consultancy Limited be reappointed as the internal auditor to the Council. Their fees remain unchanged at £225.

Resolved: To appoint IAC Audit and Consultancy Limited as the internal auditor to the Council for the financial year 2017-2018.

18.062 REVIEW OF FINANCIAL REGULATIONS. The Clerk reported that an annual review of Financial Regulations and internal controls is a requirement of the Practitioners Guide on Governance and Accountability for Smaller Authorities in England. He would however like to defer this to the May meeting when the Agreement to Lease with the Land Trust should be further advanced. Financial Regulations will need to take account of this Agreement.

18.063 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 March 2018 were £423,789.00 of which £385,833.54 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 April 2018 amounted to £4,307.58. Debit card payments in March 2018 amounted to £106.12. The Clerk reported that there would be a supplementary payment list of Section 137 Grants for approval at the May meeting.

Resolved: To approve the cheque and debit card payments.

18.064 CLERK'S REPORT AND CORRESPONDENCE. Nothing to report.

18.065 LATE NOTICE ITEMS

Ford Traffic Management Scheme – Extra Funding. Cllr Bussereau had previously circulated by email an explanation of a funding gap for the Ford Traffic Management Scheme. There was a shortfall of £4,000 due to the lighting provision by SSE. CATG could fund £3,000 but there was a need for a further £1,000 from the Council. This would make the total Council contribution £5,000. Approval was required now to ensure that the scheme is implemented during the summer break in 2018. The funds will come from the Council's General Reserve.

Resolved: To add a resolution to the Agenda covering the subject of an urgent request for funds by the Community Area Transport Group.

Resolved: To contribute an additional £1,000 towards the Ford Traffic Management Scheme being 25% of the CATG funding shortfall for construction work caused by an increase in the estimate for the work as identified by Wiltshire Council Highways.

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

The meeting concluded at 8.59pm.

The next meeting of the Council will be the Annual Meeting of the Parish Council, and it will be held on Monday 21st May 2018 at Greentrees Junior School, Saunders Avenue, Bishopdown.