



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting held at River Bourne Community Farm  
at 7.00pm on Monday 15<sup>th</sup> October 2018**

## **Draft MINUTES**

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

**Wiltshire Councillors present:** Brown. (Until 8.09pm). WCllr McLennan had sent his apologies.

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

The Chairman welcomed two members of the public.

The meeting started at 7.01pm.

**18.142 APOLOGIES.** Apologies had been received from Cllr Hilliard. The Chairman recorded that Cllr Davidson had recently resigned from the Council.

**18.143 DECLARATIONS OF INTEREST.** Cllrs Burton and Hayes declared a non-pecuniary interest in item 18.146 Planning Application 18/08817/PNCOU as they are both trustees of The Devenish Bradshaw Charitable Trust that owns adjacent land. They said they would not engage in discussion or vote on this item.

**18.144 APPROVAL OF MINUTES. Resolved:** To approve the Minutes of the meeting held on 17<sup>th</sup> September 2018.

**18.145 MATTERS ARISING.**

**Action PC275 Draft a Media and Electronic Communication Policy to meet the requirements of GDPR.** Cllr Beard said that revisions to the current Email and Social Media Policy had been drafted and would be presented for approval at the next Council meeting. CLOSED.

**Action PC276, PC281, PC282.** Closed.

**18.146 PLANNING**

**18/08698/ADV – Advertisement consent. Free standing roundabout sponsorship signage. London Road (Parkwood).** The Clerk briefly described the application and reminded Councillors of previous applications made by Wiltshire Council in 2014. Those applications had been made for this roundabout, the roundabout by the Hampton Park Inn and the Beehive roundabout on the A345. In all three cases the Council had objected because they were busy roundabouts and the signs would be a distraction and a serious safety issue.

**Resolved:** To object to the application because the signs will be a distraction on a very busy roundabout and will create a serious safety issue.

**18/08817/PNCOU – Notification for Prior Approval under Class Q – Change of Use of Existing Agricultural Building to Form a Dwelling (Use Class C3) and Associated Operational Development.**

Cllr Brown spoke on behalf of the remaining members of the Laverstock and Milford Ward planning team. (See 18.143 Declarations of Interest). These members recommended that the Council object to this application. She addressed the six conditions listed by the planning authority as necessary for prior approval under Class Q.

- a) Transport and Highways impact. The exit from Cow Lane on to Laverstock Road is already very busy and dangerous, and there are a lot of pedestrian movements in the lane from dog walkers and parents with pushchairs accessing the Nursery. Further traffic from construction and occupation will constitute a hazard.
- b) Noise impact. No information.
- c) Contamination risks on the site. Cllr Dean has said that more than 50 years ago the site had been used for landfill by previous farm occupiers. Ground contamination is likely.
- d) Flooding risks. The site is not designated as a flood plain, but it is a water meadow and has flooded in previous years.
- e) The building is an essential facility and component of a very successful Community Farm. It is therefore undesirable for the building to change from agricultural to residential use.
- f) The design and external appearance will have a detrimental effect on visual amenity looking towards Laverstock Village and Cockey Down.

Cllr Beard queried the response of Rights of Way and asked why the Community Farm was not similarly constrained. Cllr Burton said that the Farm has previously applied for and been granted vehicular access.

**Resolved:** To object to this application for the reasons listed above.

**Virginia Way Play Park update.** The Chairman outlined the process so far during which the sift team of Councillors have reduced the tenders to a final three. These will be invited to make presentations to the sift team over the next few weeks.

**Old Sarum update.** The Chairman spoke about a report from WCllr McLennan on the new build for the Old Sarum Nursery. Meetings are taking place between the developer and Wiltshire Council that should lead to a planning application in the near future. The aim is to have a new Nursery open for September 2019.

**Old Sarum Airfield update.** Cllr Bussereau had previously reported by email to the Council on his attendance at the Old Sarum Airfield Planning Inquiry. He believed that, because of the complexity of the Inquiry, a decision would be unlikely before the end of the year. The Planning Inspector had intimated that the Inquiry might need to reconvene at a later date.

**Longhedge update.** The Clerk reported on the possible transfer of the next small play area at Hannah Way. There has been no progress on the transfer of the Western Boundary or on the link paths to Old Sarum.

**Castle Hill Country Park update.** Cllr Burton reported that he had just received a further update from the developer. The earthworks are complete but there are a few items to be

completed around the infiltration basins. The play park post-installation inspections are still outstanding. The developer is aiming to have the final inspection with Wiltshire Council in November with the transfer to follow soon after. The Agreement to lease with the Land Trust has still not been concluded. Cllr Burton also spoke about efforts to reduce the visual impact of the new Multi-Use Games Area.

The developer has given permission for the First World War Memorial Woodland planting to proceed over the weekend of 10<sup>th</sup> and 11<sup>th</sup> November. Trees have been supplied by the Woodland Trust and it will involve Country Park volunteers and members of the public.

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

18/09041/FUL. Proposed rear flat roof dormer. Westbourne, Laverstock Park. NO COMMENT. 18/09041/FUL. Proposed single storey front extension. 13 Paddock Way, Laverstock. NO COMMENT.

**Resolved:** To approve the above responses.

**18.147 ELECTORAL REVIEW.** Cllr Beard had circulated a draft response to the Local Government Boundary Commission for England (LGBCE) consultation on new division boundaries for Wiltshire. She thanked Councillors for their inputs so far and welcomed more before the deadline of 5<sup>th</sup> November 2018. The Chairman said that the response should be reviewed and agreed by email outside of this meeting.

**18.148 WILTSHIRE HOUSING SITE ALLOCATIONS PLAN.** Cllr Bussereau said that the Council's comments previously submitted to the draft plan remained unchanged and no further response is required. The Council's comments had been considered by Wiltshire Council but were ignored in their submission to the Secretary of State. Cllr Waller asked if the Council could, in that case, make its own submission to the Secretary of State. The Clerk was asked to investigate. **Action Clerk**

**18.149 NEIGHBOURHOOD PLANNING UPDATE.** Cllr Buttigieg reported on progress since the last Council meeting. The Steering Group were producing Parish profiles which will assist in the process of community engagement. The Group has completed an analysis of the status of 34 SHELAA (Strategic Housing and Economic Land Availability Assessment) sites in the Parish and will next decide if they meet the criteria set by the Steering Group.

The Steering Group is also looking at the possible recruitment of consultants. Four potential consultants have been identified to assist in the completion of the Neighbourhood Plan with either specialist input or with the overall project planning. A decision on recruitment is expected early in 2019. The Steering Group continues to seek additional help from residents in certain specialist areas such as procuring a website and the use of social media.

**18.150 REVIEW OF ALL RESPONSIBILITIES AND TERMS OF REFERENCE.** Following the resignation of Cllr Davidson, Cllr Beard confirmed that she would take over the lead on the Business Management – Communication Subgroup. Cllr Bussereau said that he believed the Council needed a Complaints Policy. Cllr Beard said that the subgroup would work on coordinating all Council policies including a Complaints Policy. **Action Business Management – Communications.**

**18.151 RESOLUTION TO SIGN.** The Clerk briefly described the legal agreement that would enable Wiltshire Council to transfer commuted funds arising from the Local

Centre at Old Sarum to the Council. The funds are a Youth and Adult Off-Site Open Space Contribution of £18,839.20 from an S106 dated November 2013.

**Resolved:** To approve the signing of an Agreement between the Parish Council and Wiltshire Council relating to the Local Centre, Old Sarum in accordance with paragraph 26 of Standing Orders.

**18.152 AMENDMENTS TO FINANCIAL REGULATIONS.** This item was deferred to the next meeting.

**18.153 BUDGET AND PRECEPT.** Cllr Buttigieg reported that the process of setting a budget for the next financial year will start with a Finance and Budget Subgroup meeting on 9<sup>th</sup> November. The aim would be to discuss a range of options to be presented to the Council at the November meeting. The Clerk reminded Councillors that, in accordance with Financial Regulations, each Subgroup of the Council should formulate and submit spending proposals not later than the end of November.

The Clerk presented a 6-month review of expenditure against budget and drew attention to some areas of over and under spending. The £40k budget for the refurbishment of Wiltshire Council play areas had not been touched because there were no Service Delegation agreements. Cllr Beard offered to press Wiltshire Council on these agreements and requested full details from the Clerk. **Action Clerk**

**18.154 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 September 2018 were £733,258.18 of which £655,486.37 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 October 2018 amounted to £22,446.98. A cheque for £3,150 for the repayment of overpaid CIL to Wiltshire Council had been repeated because the original sent in September had been returned unpaid by the bank due to a technical issue with the bank mandate. This had reduced September cheque payments to £8,726.40. Debit card payments in September 2018 amounted to £22.08.

**Resolved:** To approve the cheque and debit card payments.

**Conclusion of External Audit.** The Clerk reported that the External Audit by PKF Littlejohn LLP had been concluded and he had included a copy of the Report and Certificate with Supporting Papers. Despite the fact that no matters had been raised in the final report, the Clerk said that in correspondence with PKF Littlejohn they had queried the method of preparation of accounts. Because expenditure exceeded £200,000 in the last financial year the Council should be working on an income and expenditure basis instead of receipts and payments.

**18.155 CLERK'S REPORT AND CORRESPONDENCE**

**HMRC VAT Waiver.** The Clerk had recently written to HMRC requesting a modest increase in the VAT waiver on advertising revenue from the Newsletter. HMRC refused the request and said that if the VAT liability increased over the current waiver of £1000, the Council must register and charge VAT.

**Community Defibrillators.** The Clerk had been contacted by a resident of Laverstock who runs line dancing sessions in the Village Hall. She wanted the absence of public-use defibrillators in Laverstock brought to the attention of the Council. Cllr Waller said that she would liaise with the resident on this matter.

**Open Space at Norton Drive, Ford.** The Clerk said he had been contacted by several residents of Ford about a small (0.1ha) piece of land adjacent to Norton Drive, which has recently been advertised for sale by auction. This land, which contains several mature trees subject to Tree Preservation Orders, has been maintained by the Council for many years. It was originally the subject of a Section 52 agreement between Salisbury District Council and the developer of Norton Drive dated 1989. This agreement stated that the land should be transferred to the Parish Council, but the transfer was never completed. The title is now held by a company within the Carillion group in liquidation, and the liquidator is attempting to sell the land. The Clerk said he has instructed the Council's solicitor to intervene and attempt to prevent the sale. If successful, the next step would be for the Council to attempt to gain ownership but there would be legal costs.

**18.156 LATE NOTICE ITEMS.** There being no late notice items this was cancelled.

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

The meeting concluded at 9.06pm.

**The next meeting of the Council will be held at 7pm on Monday 19<sup>th</sup> November 2018 at the Old Sarum Community Centre.**