



**Laverstock & Ford Parish Council**  
Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting held at the Old Sarum Community Centre  
at 7.00pm on Monday 19<sup>th</sup> November 2018**

**Draft MINUTES**

**Councillors present:** Beard, Birkett (Chairman), Brown, Burton, Bussereau, Buttigieg (from 7.30pm), Davis, Hayes, Hilliard, Waller.

**Wiltshire Councillors present:** McLennan. (until 8.50pm)

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

The Chairman welcomed five members of the public and invited them to address the Council. Mr Edward Esdon of Esdon Architecture spoke in support of planning application 18/09423/FUL. A resident of Riverdown Park spoke against the decision by Wiltshire Council to include The Yard at Hampton Park in the Wiltshire Housing Site Allocation. Cllr Bussereau reported that the Council's objection to this inclusion had been ignored by Wiltshire Council, but had been included in the subsequent submission to the Ministry of Housing, Communities and Local Government.

The meeting started at 7.06pm.

**18.158 APOLOGIES.** Apologies had been received from Cllr Dean.

**18.159 DECLARATIONS OF INTERESTS.** Nil.

**18.160 APPROVAL OF MINUTES.**

**Resolved:** To approve the Minutes of the meeting held on 15<sup>th</sup> October 2018.

**18.161 MATTERS ARISING.**

**Action PC283. Investigate the need to make a submission to Secretary of State on the Wiltshire Housing Site Allocation Plan.** Cllr Bussereau confirmed that the submission by Wiltshire Council included all of the objections of the Council to the draft WHSAP. He reported on other documents and consultations but did not consider them appropriate for the Council. CLOSED

**Action PC284. Service delegation agreements.** Action open. Cllr Waller said that she has been informed by WCllr Clewer that Service Delegation was on the Agenda for the next Wiltshire Council Cabinet meeting on 27<sup>th</sup> November.

Cllr Bussereau raised the issue of the open space at Norton Drive. The Clerk reported that the land, owned by the liquidator to the Carillion group, had been withdrawn from sale but that he had heard nothing further. The Clerk was requested to investigate how the transfer of the land to the Council might be achieved. **Action Clerk**

## 18.162 GRANT APPLICATION

**Laverstock Village Hall.** The Honorary Secretary of the Laverstock Village Hall charity who is also a trustee of the charity, addressed the Council to explain the reason for the application. He also answered questions from Councillors.

**Resolved:** To grant £600 to the Laverstock Village Hall for an upgrade to the electric heating system.

## 18.163 PLANNING

**Planning Application 18/09729/FUL. Change of use to Gypsy pitch and associated works including mobile home, touring caravan, dayroom and associated works. The Old Chalk Pit, Gypsy Lane, Petersfinger.** The Clerk said this application site was in Clarendon Park Parish but was alongside the boundary of Laverstock and Ford CP. Cllr Hayes said that the Laverstock and Milford Planning Subgroup had reviewed the application and recommended objection. The Chairman proposed four reasons for objection.

**Resolved:** To object to Planning Application 18/09729/FUL for the following reasons.

1. The site is outside the current and proposed area for housing development.
2. The site, which has been used for landfill in the past, is not suitable for development for habitation.
3. The single-track, unmade access road has difficult access, is very close to other dwellings and is unsuitable for large vehicles.
4. The current use of the site as a gypsy pitch is unauthorised. There is no current planning permission for this occupancy.

**Planning Application 18/09423/FUL. First floor extension above garage. 22 St Christopher's Close, Bishopdown.** Cllr Beard briefly described the application and referred to both the agent's support of the application at the start of the meeting, and to the online objection by a neighbour. The Bishopdown Farm Planning Subgroup recommended, by a majority only, that the Council object to the application for the reason that the extension would have a significant overbearing impact on the neighbour.

**Resolved:** To object to the application for the reason that the extension has a significant overbearing impact on an adjacent property.

**Old Sarum update.** The Chairman reported on the tender process for the Virginia Way Play Park. There was a shortlist of three tenders. Two presentations had been heard. The third would be later in the current week. He also stated that Development Management at Wiltshire Council had confirmed that the position of the play park could not be moved and must comply with the planning consent for Area 9A/9B.

The Wessex Water sewer pipeline across the Country Park was discussed. A resident said that contractors had informed him that there was an integrity problem and that parts were being re-excavated,

**Old Sarum airfield.** Cllr Bussereau reported that the Planning Inquiry was being reconvened on 18<sup>th</sup> and 19<sup>th</sup> December at The Red Lion Hotel in Salisbury.

**Longhedge update.** The Chairman reported on discussions with the Clerk regarding a proposal not to accept the transfer of Area B (the Western Boundary) from the developer. The commuted sum available to maintain this land is still in dispute and there are other issues regarding the exact position of the boundary with A345 Highway land. The cost of maintaining mature trees that lie on or close to this boundary is an unknown factor. If this

proposal were to be accepted the Western Boundary would probably be transferred to a management company. WCllr McLennan reminded the Council that it is the residents who will end up paying for the maintenance of land and assets that are not accepted by the Council. Discussion followed on the role of management companies both at Longhedge and Riverdown. The Clerk was asked to represent these views to the developer.

**Action Clerk**

The Chairman reported on the issue of the link paths between Longhedge and Old Sarum. The original plan was for three link paths, only one of which was to be a tarmac shared-use path. Wiltshire Council Transport Planners have instead negotiated two paths and used allocated S106 funds to purchase the legal right for those paths to cross a ransom strip between the two developments. He believed that there was no requirement for the second tarmac path. The Clerk said that it was disappointing that Wiltshire Council officers were negotiating with the developer without involving the Parish Council.

**Castle Hill Country Park update.** Cllr Burton reported on the inspection of the Country Park carried out on 15<sup>th</sup> November in the presence of a Technical Manager from BDW Southern, two Wiltshire Council officers, two Councillors and the Assistant Clerk. A Defect List has been prepared. Various issues were discussed including minor defects on the play areas. The Clerk reported that these defects were all low risk or very low risk and that he had accepted responsibility for managing the play areas including implementing public liability insurance cover.

The issue of screen planting around the Multi-Use Games Area and the possibility of either temporary or permanent protective fencing was discussed at length.

Cllr Burton also reported on the future involvement of the Land Trust. The current proposal is to recruit a full-time Ranger who would be managed by the Community Farm and who would work partly in the Country Park and partly in the Water Meadows. The Chairman requested that the Land Trust Estate Manager visit and brief the Council.

**Action Cllr Burton**

**Planning Application Log.** The following response has been made since the last Council meeting.

18/08498/FUL. Renovation of garage and upgrade to include one dormer window, replace flat roof with pitched roof. 49 Elm Close, Laverstock. NO COMMENT

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

**18.164 RESOLUTION TO SIGN.** The Clerk reported that the Transfer Deed had been prepared and that the transfer of the land was imminent. The final execution would be dependent on receipt of funds and rectification of defects.

**Resolved:** That the Council approve the signing of the Transfer Deed and any attached Plans for the Land at Hampton Park, being in the Bishopdown Farm ward of the Civil Parish of Laverstock and Ford, and now known as the Castle Hill Country Park, by any two Parish Councillors in accordance with Standing Order 26.

**18.165 ELECTORAL REVIEW.** The Clerk reported that the final submission to The Local Government Boundary Commission for England entitled 'Electoral Review of Wiltshire: Warding Arrangements' and dated 2 November 2018, had been agreed by email, dispatched and acknowledged. It required a formal resolution to approve.

**Resolved:** To approve the submission to The Local Government Boundary Commission for England entitled 'Electoral Review of Wiltshire: Warding Arrangements', and dated 2 November 2018.

**18.166 COMMUNITY FARM – AMENDMENT TO LEASE.** This item was deferred until a meeting early in 2019.

**18.167 WEBSITE – REVIEW OF CONTROL AND RESPONSIBILITIES.** The Clerk said that he placed this item on the Agenda to gain clarity on who is responsible for monitoring and controlling the content of the website. It was one of his job responsibilities but was also part of the Terms of Reference of the Business Management – Communications Subgroup. There have also been requests for new websites to be set up for the Neighbourhood Planning Steering Subgroup and the Country Park. It was agreed that the Clerk should continue to monitor the Council website and that the new websites would be completely independent of the Council.

**18.168 NEIGHBOURHOOD PLANNING UPDATE.** Cllr Buttigieg reported on progress since the last Council meeting. The Steering Group has a strong foundation but is still challenged to get the right level of resource and expertise into the team. Work continues on establishing the profile of the Parish and on working with Wiltshire Council to establish the housing requirement until 2036. An essential element of the work of the group is community engagement and a Communications Group has been set up to progress this. The work will include a new website early in 2019. A Consulting brief has been prepared and the Group is now considering proposals from Consultants.

**18.169 REVIEW OF RESPONSIBILITIES, TERMS OF REFERENCE & POLICIES.**

Cllr Beard spoke about amendments to the draft Media and Press Policy. The draft policy states that approaches from the media should be directed to the Clerk, Chairman or Vice-Chairman who are authorised to respond. Councillors who individually write a letter to a newspaper should not include 'parish councillor' after their name. Discussion followed and there was some disagreement with this view. Cllr Beard said the Communication subgroup would revisit the draft policy.

Cllr Bussereau spoke about individual Councillor responsibilities. Cllr Hilliard may join the Business Management – Communication subgroup. The Bishopdown Farm – General responsibility would now be held jointly by Cllrs Beard, Waller and Buttigieg. The Business Management – Parish Council Organisation and Development Subgroup will now consist of the Chairman, Vice-chairman, Cllr Burton and Cllr Waller.

**18.170 AMENDMENTS TO FINANCIAL REGULATIONS.** The Clerk (and Responsible Finance Officer) summarised five proposed amendments to Financial Regulations. A 'track changes' version had previously been circulated and a summary was included with Supporting Documents for this meeting. The most important change was to Section 11 on Contracts to permit work to be given to The Land Restoration Trust without following the Council's regulations on tenders.

Cllr Waller queried the amendment to Section 3 on Budgetary Control. She believed that the authority to approve expenditure that exceeds the amount provided in the revenue budget should not be delegated to the Finance Subgroup. The Clerk said that he would delete the amendment to Section 3.

**Resolved:** To approve the new Financial Regulations as amended by the deletion of changes to Section 3.

**18.171 BUDGET AND PRECEPT.** Cllr Buttigieg reminded Councillors that the deadline for agreeing a Budget and setting the Precept was 25 January 2019. The new

Tax Base for the Parish for 2019/2020 was 3686.75, which is an increase of 2.24% on 2018/2019. If the Band D charge remained unchanged this would yield a Precept of £129,368. He reviewed those large items of expenditure and income that would need to be decided at the Council meeting on 14 January 2019. He said that the Finance Subgroup would present a 'Nil Change' Budget as the basis for decisions by the Council.

#### **18.172 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 October 2018 were £711,582.75 of which £641,979.59 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 November 2018 amounted to £9,874.88. Debit card payments in October 2018 amounted to £283.20.

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

#### **18.173 CLERK'S REPORT & CORRESPONDENCE.**

**New Salisbury City Cemetery.** Following a presentation to the Council in May by Cllr Dean and the City Clerk of Salisbury, the Clerk has now received some figures and suggestions for a possible contribution towards the cost of the new cemetery. The Clerk was asked to forward them to the Facility Management Subgroup. **Action Clerk.**

**Salisbury City Council Streetscene.** The Clerk had been shown a copy of an unusual request from a Salisbury City Councillor to their parks manager to clear up fallen leaves in Bishopdown Farm. This being a Wiltshire Council responsibility (and outside the Civil Parish of Salisbury) the Clerk had already reported the problem to 'My Wiltshire'.

**Outside Rabble Exercise Classes in Old Sarum.** A request by a fitness instructor to conduct Rabble Exercise Classes on Public Open Space at Old Sarum. As this is a commercial venture discussion followed on whether or not he should be charged. The Clerk advised that this would be classed as a business activity by the Council and would be liable to VAT. It was decided to send a standard response for requests to use Council recreational land and facilities. This includes not interfering with the enjoyment by other users.

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

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

The meeting concluded at 9.52pm.

**The next meeting of the Council will be held at 7pm on Monday 17<sup>th</sup> December 2018 at the River Bourne Community Farm.**