



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Virtual Parish Council Meeting held
at 6.00pm on Monday 17th August 2020**

Draft MINUTES

Councillors present: Baker (Chair), Birkett, Bussereau, Dean, Hayes, Hilliard (Vice-chair), Lovibond, Lynn, Maskell, Tucker, Waller.

In attendance: Prince (Clerk), Deane (Assistant).

The Chairman opened the meeting at 6.05pm. He welcomed one member of the public.

20.062 APOLOGIES. There were no apologies.

20.063 DECLARATIONS OF INTEREST. Nil.

20.064 APPROVAL OF MINUTES.

Resolved: To approve the Minutes of the meeting held on 20th July 2020.

20.065 MATTERS ARISING. Cllr Bussereau had previously circulated a table of outstanding actions. This was available online as Report 20.065.

Action PC324. Fill vacant posts within Subgroups and Responsibilities. The following changes were agreed. Cllr Birkett would remain on but cease to lead the HR, Facility Management and Business Management (PC O & D) Subgroups. Cllrs Baker and Hilliard would join the HR Subgroup. Cllr Baker will join and lead the Business Management (PC O & D) subgroup. Cllr Hilliard will lead and Cllr Lynn will join the Facility Management Subgroup.

Action PC331. Raise issue of traffic issues on Church Road at the Community Area Transport Group (CATG). Cllr Bussereau said that CATG was not the correct organisation to investigate this Issue. There should be a wider meeting including the schools and police. Cllr Birkett suggested raising the matter at the Area Board. Cllr Bussereau said he would initially discuss the issue with the Community Engagement Manager. Action PC331 CLOSED. **Action Cllr Bussereau.**

Action PC332. Investigate possible breach of planning relating to footpath link from Mynarski Close to Longhedge. The Clerk reported that a S278 Highways agreement had recently been completed and this required the construction of a footpath to link with the Longhedge development. It was agreed to close this action but monitor the situation. Action PC332 CLOSED.

Cllr Waller raised three issues relating to outstanding matters at Bishopdown.

- The transfer of land and play parks from Wiltshire Council to the Parish Council. The Clerk said that he had been informed in June that instructions would be given to the Legal Department but he had heard nothing more.

- The 'Highway enforcement by Wiltshire Council relating to access to the Country Park from The Oakbourns and Oldfield Road. The Clerk said that a Wiltshire Council officer had taken this up with the Property Section in June. He had sent a reminder but the officer is now on leave.
- The 'public accessibility' issue/restriction raised by Wiltshire Council relating to The Hampton Trail. The Clerk reported that Estates and Development at Wiltshire Council had merely said that the buffer land, on which the Trail lies, does not have any Permissive or formal Right of Way. They have had another enquiry from an unnamed third party and have yet to form a view on the matter.

The Chairman requested that the Clerk takes follow up action on all of these issues before the next meeting.

Action Clerk

20.066 PLANNING.

20/05682/VAR. Variation of condition 7 of 14/05997/FUL to allow for unrestricted deliveries to Aldi Stores Ltd, London Road.

Resolved: To object due to potential noise disruption to residents of Elm Close and Chestnut Close.

Planning Application Log – Approval of Responses. A redacted version of the Log is available online as Report 20.066(2). The following responses have been made since the last Council meeting.

20/05371/FUL. Single storey side and rear extension. 37 Duck Lane, Laverstock. No Comment.

20/05852/TPO. Work to TPO Trees. Mixed species. Prune to clear buildings by 3m and crown raise to height of gutter and prune all other vegetation back to boundary fence in car park. Land adjacent 17 Applin Road, Bishopdown. Support.

20/06049/TPO. Work to TPO trees. T1 Walnut tree – fell. T2 – Walnut tree reduce eastern part of canopy by 2m, remove deadwood & raise canopy to 4m. T3 – reduce western part of canopy by 2m, remove deadwood, raise canopy to 4m & reduce limb over drive. Knights Move, Wolferstan Drive, Bishopdown. Support.

Resolved: To approve the above responses.

Neighbourhood Planning Update. Cllr Bussereau gave a brief report. A date has been fixed to meet with the Spatial Planning Officer to discuss the Local Plan. The Steering Group is concerned that proposed changes to the current planning system might negate the powers of the Neighbourhood Plan.

20.069 APPROVAL OF INTERNAL AUDIT. This item was brought forward on the Agenda so that it preceded the Governance and Accounting Statements. The Clerk gave a brief summary of the Internal Audit process and subsequent observations by the internal auditor. The Report is published as 'REPORT 20.069'.

Resolved: To approve the Internal Audit Report. (Page 3 of the Annual Governance and Accountability Return.)

20.067 APPROVAL OF ANNUAL GOVERNANCE STATEMENT.

The Chairman read each of the Governance Statements and the definition of responding with 'Yes' to each statement. He invited questions or comments on each statement. The Clerk explained some points in response to questions from Councillors. The Governance Statements are published as 'REPORT 20.067'.

Resolved: To approve the Annual Governance Statement for 2019/20.

20.068 APPROVAL OF ACCOUNTING STATEMENTS. The Clerk answered some queries about individual figures and explained the process of converting Receipts and Payments into Income and Expenditure. He added that the internal auditor had recommended adopting an accounting system to make the process easier. The Accounting Statement is published as 'REPORT 20.068'.

Resolved: To approve the Accounting Statements for 2019/20

20.070 LEASE TO THE LAND RESTORATION TRUST. The Clerk had submitted a Report 'REPORT 20.070' to explain the reasons for signing the Lease.

Resolved: To approve the signing of the Lease of the Property to the Land Restoration Trust, being land at Hampton Park, Salisbury known as Castle Hill Country Park and any attached plan, by any two Parish Councillors in accordance with Standing Order 26.

20.071 PAYMENT OF COUNTRY PARK MAINTENANCE OF OPEN SPACE CONTRIBUTION. The Chairman referred to the Report 20.071 prepared by the Clerk. A brief discussion followed.

Resolved: To approve the payment of £713,929.47 to the Council's Solicitors' client account on or before 10th September 2020 for subsequent transfer to the Land Restoration Trust's solicitors on Completion of the Lease of Castle Hill Country Park.

20.072 SALISBURY STREET PLAN. The Chairman introduced this item. A response to the 'People Friendly' Salisbury Street Plan had been discussed and agreed by email. The response is available as Report 20.072 and is attached at Annex A to the Minutes.

Resolved: To approve the response.

20.073 TRANSFER OF ASSETS TO RIVER BOURNE COMMUNITY FARM. The Clerk explained the reason for the original use of £4,395 of the Country Park Contribution to purchase a Polaris ATV and various power tools for the use of ranger during the construction phase of the Country Park. The balance of funds used for the purchase was provided by a grant by South Wiltshire Area Board to the Community Farm. In return for the transfer of these assets the Community Farm has agreed to carry out a further £3,500 of work to the Country Park the detail of which has been agreed by the Land Trust.

Resolved: To approve the transfer of Asset Numbers 87, 88 and 89 to the River Bourne Community Farm (Parks) CIC in return for work to be carried out to the Country Park.

20.074 WRITE-OFF OF ASSETS IN 2019-20 FY. The Clerk listed the items that had been written off during the previous financial year. One dog waste bin and three parts of the now-demolished timber boardwalk. Asset numbers: part 5, 6, 9 and 53.

Resolved: To approve the above write-offs.

20.075 APPROVAL OF FINANCIAL REGULATIONS. This item has been deferred to a later date.

20.076 FINANCE.

Adoption of Monthly Accounts. The Financial Statements had previously been circulated by email and were available online as a combined Report 20.076. A statement of Financial Reserves was also included. The total funds held at the end of July 2020 were £2,036,171.56 of which £1,937,073.25 were earmarked or restricted reserves.

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

Cheque, Debit Card & Direct Debit Payments. The list of payments had been circulated by email and was included in Report 20.076. Total cheque payments in August 2020 amount to £11,014.67. Debit card & direct debit payments in July 2020 amounted to £174.56.

Resolved: To approve the cheque, debit card and direct debit payments

Treasury Deposit Report. The Clerk had circulated a Treasury Deposit Report as part of Report 20.076. This listed one Fixed Term Deposit of £508,112.00 that matures in March 2021. The balance on the 32-day Notice Account at the end of July 2020 was £1,430,771.55, which includes interest of £4,958.67. There was a total of £1,938,883.55 on deposit at the end of July 2020.

Resolved: That the Council has received the reports of Financial Reserves and Treasury Deposits.

LATE NOTICE ITEM. Cllr Lovibond had requested a late notice item of business. He reported briefly on issues with antisocial behaviour in the areas of Whitebridge Spinney and the gypsy camp at Daisy House Bridge. These included dumping, fly-tipping and aggressive behaviour. He has had correspondence with the local police team on these issues and has had dilatory and reluctant responses. He had contacted the Police Inspector in charge of the Community Policing Team who had responded in what Cllr Lovibond considers to be a half-hearted and unsatisfactory manner. He has seen no police activity in his area and if she attends a Council meeting he would like to address these questions to the Police Constable in charge of the East Beat Area of the Salisbury Community Policing Team. The Chairman agreed that the PC should be invited to attend a Council meeting to discuss these issues and that she and the Inspector should be given advance notice of the questions.

Action Chairman

20.077 EXEMPT BUSINESS

Resolved: That in view of both the Staff-in-Confidence and Commercial-in-Confidence nature of the business about to be transacted the public and press be temporarily excluded from this meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972.

River Bourne Community Farm Grant Funding. Cllr Hayes reminded the Council that they have agreed to grant to the Community Farm the sum of £10,000 per year. The first tranche of £5,000 had been paid in April 2020. The Chairman of the Community Farm has requested that the Council consider a further grant of £5,000 in September. He would prefer not to have to identify specific projects but to use the funds to support the Farm, which has been closed because of Coronavirus.

Employment Status of the Assistant to the Clerk. The Chairman gave a summary of a recent meeting of the HR Subgroup that was held to discuss the Assistant's Contract of Employment. It was agreed that, although the job advertisement and letter of appointment referred to a temporary 12-month contract, the actual Contract should be a permanent position. Discussion followed on the possible effect of the LGRC Review on this position. It was agreed that, since the incumbent was aware of the Review, no reference need be made to it in either the contract or accompanying letter.

The meeting closed at 7.55pm.

The next Council meeting will be held on Monday 21st September 2020. This will be a virtual meeting and will start at 6pm.

ANNEX A to Minutes of meeting held on 17th August 2020.

COUNCIL RESPONSE TO SURVEY ON THE SALISBURY STREET PLAN

“Laverstock and Ford Parish Council welcome the aspirations behind the People Friendly Streets Salisbury initiative to improve the pedestrian and cyclist experience in the city centre and to reduce the number of short car journeys to and across the city centre. We would encourage Wiltshire Council to continue to invest in improving and publicising safe bicycle routes from the parish into the City Centre and would welcome opportunities to collaborate on this.

We are however concerned about the possibility that the Experimental Traffic Regulation Order could increase the flow of traffic in some of the already over used roads within the parish. In particular we are concerned that anticipated increased traffic on the A36 could lead to more vehicles diverting on to unsuitable roads within the parish. Of particular concern are Milford Mill Road (including the grade 1 listed bridge), Church Road where over two thousand students study in three schools and the narrow country roads in Ford which are already used as a rat run. We would urge Wiltshire Council to incorporate these roads in the proposed traffic monitoring systems so that the impact of the ETRO on these communities can be assessed. We would also encourage Wiltshire Council to take this opportunity to consider further steps to prevent HGVs illegally using the protected Milford Bridge and to reduce the use of Milford Mill Road as an access route to Salisbury from the Southampton Road.”