



Laverstock & Ford Parish Council

Incorporating Hampton Park & Old Sarum

**Annual Meeting of the Parish Council
held at Greentrees Junior School at 7.00pm on
Monday 15 May 2017**

MINUTES

Councillors present: Beard, Birkett (from 7.18pm), Burton (Chairman), Bussereau, Buttigieg, Champion, Davidson, Davis, Dean, Hayes, Waller.

Wiltshire Councillors present: McLennan (until 8.02pm).

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

There were two members of the public present. Phoebe Weller of the Wiltshire Wildlife Trust spoke about river restoration work that the Trust were carrying out on the River Bourne in Laverstock as part of the River Avon Restoration project.

The meeting started at 7.10pm.

17.060 DECLARATIONS OF ACCEPTANCE OF OFFICE. All newly elected Councillors signed Declarations of Acceptance of the office of Councillor and these were witnessed by the Clerk.

17.061 ELECTION OF CHAIRMAN & VICE-CHAIR.

Cllr Hayes proposed Cllr Burton for the office of Chairman seconded by Cllr Waller. There were no other nominations.

Resolved: To elect Cllr Burton to the office of Chairman of the Council.

Cllr Champion proposed Cllr Bussereau for the office of Vice-Chair seconded by Cllr Waller. There were no other nominations.

Resolved: To elect Cllr Bussereau to the office of Vice-Chair of the Council.

Cllrs Burton and Bussereau signed Declarations of Acceptance of the offices of Chairman and Vice-Chair respectively.

17.062 APOLOGIES. There were no apologies.

17.063 DECLARATIONS OF INTEREST. There were no Declarations of Interest. New Councillors were reminded that they had 28 days from the date of their election on 4 May to complete their online register.

17.064 APPROVAL OF MINUTES. This item was deferred until the next meeting.

17.065 MATTERS ARISING.

Action PC216 Produce a discussion paper on the way forward with grant applications for the next Financial Year. A Grant Review workshop is planned for

Monday 26 June. Cllr Champion requested that the Clerk provide a list of all grants made for the last 3 years.

Action Clerk

Action PC223 Raise issue with SWAB on the need for warning signs on The Portway at the Monarch's Way crossing point. Cllr Birkett reported that the issue had been raised. Closed.

Action PC229. Closed

Action PC230. Closed

17.066 PC PLANNING

Old Sarum update. The Chairman reported on an issue raised by a resident regarding the former Persimmon construction compound that is no longer in use but has been left open. As well as being unsightly it is a Health & Safety hazard for children.

Cllr Birkett and the Clerk gave an update on progress with the 'The Green' recreation facilities following a site meeting with Jupiter Play and their installation company. The exact location of equipment will be left to a future 'marking out' day. Concern was expressed about an area of grass safety surfacing that might not be ready if the summer is hot and dry. This issue has yet to be resolved.

Old Sarum Airfield update. Nothing to report.

Longhedge update. The Clerk reported that he just received from Linden revised plans for two of the play areas that had previously been criticised by the Council. He will circulate them before responding. Cllr Hayes criticised Bovis for not permitting Parish Newsletters to be distributed to new residents.

HP2 Country Park update. The Chairman reported that The Land Trust has made progress in their discussions with the developer, and a realistic level of funds now seems possible. An informal meeting will be held soon with both The Land Trust and the developer to agree funding. The developer has indicated that they would like to complete the re-profiling of the land during the summer in time to transfer the land and funds in September 2017.

Planning Application Log. For the benefit of new Councillors the Clerk briefly explained the process by which planning teams view applications and make responses that need to be ratified by the full Council. The following response to a Planning Application has been made since the Council meeting on 24 April 2017. 17/03299/FUL. Two storey front extension and alterations, 1 Westfield Close, Laverstock. NO COMMENT.

Resolved: To approve the above response.

17.067 MEMBERSHIP OF OTHER ORGANISATIONS. The Clerk provided a list of five organisations that the Council is, or has previously been, a member. This item is on the Agenda because Standing Orders state that memberships shall be reviewed at the Annual Meeting of the Council.

Discussion focused on membership of the Wiltshire Council of Local Councils because of its high cost. It was agreed that a group of Councillors would investigate the benefits of joining WALC and make a recommendation to the Council. **Action Chairman.**

Resolved: To continue with membership of Community First, the Society of Local Council Clerks, the Wiltshire Wildlife Trust and the Council for the Preservation of Rural England.

17.068 STANDING ORDERS – PROPOSAL TO AMEND. Cllr Bussereau listed the items that are in need of amendment. Most of these are in section 35 (Committees) that lists subgroups and individual Councillor responsibilities. These were all reviewed at ‘Way Forward’ subgroup meetings. There were also another 5 minor changes in other sections. Cllr Bussereau proposed the amendments seconded by the Chairman.

17.069 APPOINTMENT OF MEMBERS TO SUBGROUPS & RESPONSIBILITIES

The Chairman said that he and Cllr Bussereau had produced a list that will be circulated to Councillors after the meeting. Any feedback or objections to the list will be welcome and it will be reviewed in three months time. The Planning subgroups will be reorganised according to the new wards.

17.070 DRAFT POLICY ON EMAILS & SOCIAL MEDIA AND GUIDANCE ON EMAILS & SOCIAL MEDIA. The documents had previously been circulated to Councillors. Cllr Hayes commented that there was a minor inconsistency with the use of the terms members and councillors.

Resolved: To approve the Policy on Emails and Social Media and the Guidance on Emails and Social Media, amended by the replacement of the term member with Councillor.

17.071 PARISH COUNCILLOR BASIC ALLOWANCE The Clerk gave an outline of the current statutory regulations that covered the payment of allowances to Councillors. All allowances have to be approved by a Parish remuneration panel appointed by the leading authority, which is Wiltshire Council. Wiltshire Council have confirmed that they have an Independent Remuneration Panel that will meet if required. The IRP would need a comprehensive report from this Council and their fees would have to be paid by this Council. He added that Salisbury City Council went through this process to agree their Members’ Allowances.

Cllr Waller said that she was not in favour of a Councillor Basic Allowance but thought that Councillors should be compensated for printing and other expenses. Cllr Birkett said that the payment of expenses was difficult and needed to be governed by a Council policy that defines exactly what is permitted. There also needs to be auditable evidence to prove that the reimbursement of expenses is not a taxable benefit. The Clerk added that the payment of a parish allowance for travelling was permitted by the regulations.

It was agreed that the Finance Subgroup and Cllr Beard would address this issue.

Action Finance Subgroup.

17.072 NEIGHBOURHOOD PLAN/update to PARISH PLAN. The Chairman reviewed the current situation including the activities of a Neighbourhood Plan subgroup, and meetings with Wiltshire Council and Salisbury City Council. The Parish Plan is now 8 years old and needs revising if a Neighbourhood Plan is not progressed. He will produce a discussion paper and arrange an informal meeting to discuss the issue before the next Parish Council meeting. Cllr Bussereau added that Idmiston Parish Council had recently concluded a Neighbourhood Plan and it would be of value to ask them their ‘lessons learnt’ from the exercise.

17.073 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 April 2017 were £573,682.31 of which £520,743.96 were earmarked or restricted reserves. The Clerk reported that the first half of the precept had been received in April, and that earmarked reserves had increased by £10,675. This was the amount agreed at the Budget meeting that would be allocated to long-term asset replacement.

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 May amounted to £24,977.89. This included a 10% deposit for the Old Sarum Green recreation facilities. Debit card payments in April 2017 amounted to £227.84.

Resolved: To approve the cheque and debit card payments.

17.074 CLERK'S REPORT & CORRESPONDENCE

Norman Drive Play Area Safety Barrier. A request from a resident of Old Sarum to install a safety barrier on the path that leads from the play park on to Norman Drive. The Clerk agreed with the hazard and will investigate cost.

Milford Mill Road Footpath. The Clerk gave a brief history of the project to divert a footpath across the field and build a boardwalk alongside the hedge parallel to MMR. A draft Memorandum of Understanding, prepared by solicitors for the Landowner and Wiltshire Council, has been sent to the Council. It covers arrangements for the future maintenance of the footpath. The Council has previously agreed to accept responsibility for maintenance. The Clerk had forwarded the draft MOU to the Council's solicitor and received an amended version in response. When he has a final version of the MOU he will forward it to Councillors.

St Jude's Close. A complaint about fly tipping. The resident has been advised by Wiltshire Council to contact the Parish Council.

St Jude's Close Play Area. A complaint from a resident about the play area, which has been closed for several months. This play area is owned and managed by Wiltshire Council, and until 1 April 2017 was in the parish of Salisbury City. The Assistant reported that it had been closed for safety reasons and the Council had been invited by Wiltshire Council to pay for the repair as WC have no funds. He had asked for further clarification.

17.075 LATE NOTICE ITEMS. There were no late notice items.

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

The meeting concluded at 9.30pm.

The next meeting of the Parish Council will be held at the River Bourne Community Farm at 7pm on Monday 19 June 2017.