



# Laverstock & Ford Parish Council

## Incorporating Hampton Park & Old Sarum

**Meeting held at the River Bourne Community Farm  
at 7.00pm on Monday 19 June 2017**

### MINUTES

**Councillors present:** Beard, Birkett, Burton (Chairman), Bussereau, Buttigieg, Champion (until 8.58pm), Davis, Dean, Hayes, Waller (until 9.38pm).

**Wiltshire Councillors present:** McLennan (until 8.32pm).

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

There were eight members of the public present. A resident of Laverstock spoke to give her reasons for objecting to a planning application for two new houses at Burroughs Hill, Laverstock. A resident of Norman Drive, Old Sarum spoke briefly about his emailed request to the Council to retain a fence that he had built on Council land without permission. Mrs Bartlett spoke in support of, and further explained the application of the Laverstock Memory Support Group for a grant from the Council.

**17.077 APOLOGIES.** Apologies had been received from Cllr Davidson.

**17.078 DECLARATIONS OF INTEREST.** There were no Declarations of Interest.

The Chairman moved to change the Order of Business to assist members of the public.

**Resolved:** To change the Order of Business by bringing forward item 17.082, item 17.086 (Planning Application 17/03015/FUL only) and item 17.087.

**17.082 REQUEST TO RETAIN PRIVATE FENCE ON COUNCIL LAND AT OLD SARUM.**

Cllr Birkett said that he had reported the fence to the Clerk because the new fence did not appear to follow the red line boundary of Council owned land. The Clerk had written to the resident of 2 Norman Drive requesting that the fence be removed. The resident had then submitted a request to the Council to retain the fence. Two reasons were given. First to prevent dog walkers trespassing on to his land, damaging his cars and allowing their dogs to foul on the adjacent land, and second so that he could maintain the land and the planting thereon. Cllr Bussereau said that the original approved planting behind the fence should be Native Buffer Planting and that if it had been allowed to grow and mature there would be no need for the fence. Cllr Hayes asked why the fence was not used to enclose the property boundary instead of the public open space beyond it. Cllr Champion suggested that the Buffer Planting should be allowed to establish for 6 months and then the fence should be removed. The Chairman said that the period should be up to 5 years.

**Resolved:** That the fence be allowed to remain for up to 5 years from this date to permit establishment of the Native Buffer Planting and that it should then be removed. The Council will accept responsibility for replanting where necessary and maintaining the land.

**17.086 PLANNING APPLICATION 17/03015/FUL. Demolition of existing dwellings (and garages/outbuildings) and erection of two replacement dwellings with garages and landscaping.**

Cllr Hayes reported that the application had originally been sent to the Laverstock & Milford Ward subgroup and they were sufficiently concerned to ask that it be presented to the full Council. The Planning Officer had requested that the applicant submit a Landscape Visual Impact Assessment and had agreed to extend the consultation period. Cllr Hayes added that site clearance of mature trees had already commenced and that the existing dwellings could be seen more clearly from an adjacent footpath. He said that the new dwellings are taller than those they replace and are also closer to the footpath. Cllr Hayes recommended that the Council object to this application.

WCllr McLennan said that he had already 'called in' the application to the Planning Committee and added that the dwellings on Burroughs Hill were of historic interest. Cllr Champion pointed out that the plans conflicted with a former Local Plan policy that said that replacement buildings should not be significantly larger than those they replace. **Resolved:** To object to the planning application because the size, height and positioning of the new buildings will have an adverse impact on the landscape, especially when viewed from adjacent public rights of way and from Cockey Down. The new buildings will have an adverse impact on the heritage site of Burroughs Hill and the development is a serious encroachment on to the open countryside.

**17.087 GRANT APPLICATION – Laverstock Memory Support Group.**

**Resolved:** To approve a grant of £500 to the Laverstock Memory Support Group to assist with funding of the group in 2017/18 and to develop connections that will make our local community more dementia friendly.

**17.079 COMMUNITY POLICING REPORT.** Cllr Bussereau said that he requested this item in order that the Council can review the monthly report that had been promised by the Community Policing Team. Unfortunately the last report received was in March 2017. He undertook to follow this up with the local Community Co-ordinator.

**Action Cllr Bussereau**

**17.080 APPROVAL OF MINUTES.**

**Resolved:** To approve the Minutes of the meeting held on 24 April 2017.

**Resolved:** To approve the Minutes of the meeting held on 15 May 2017.

**17.081 MATTERS ARISING**

**Action PC102. Consider how Junior Football Pitch on MOD land could be managed.** The Clerk reported that the Steve Claridge Football Foundation had declined to enter into an agreement whereby they would use the Junior Football Pitch (JFP) for BTEC training in return for paying for its maintenance. They are now travelling to Tidworth for training. They had however requested that they continue to use the JFP for junior training sessions during school holidays. The Clerk has agreed that they can do so without charge. He has also given instructions for the Council's contractor to take over the maintenance of the JFP. Action Closed.

**Action PC217 & PC226.** Closed.

**Action PC227. Investigate request by resident for work to be done on council owned trees by Silverwood Drive.** The Assistant reported on a site meeting with a contractor. The Council is waiting for a quotation for the work that he recommends.

**Action PC228, PC231, PC232, PC235 & PC236.** Closed.

#### **17.083 ANNUAL RETURN – APPROVAL OF GOVERNANCE STATEMENT**

A copy of the Governance Statement was provided to Councillors with Supporting Papers. The Chairman read out each of the Governance Statements and invited comments and questions from Councillors. There were none except for new Councillors who said they were unable to verify some statements and would abstain from a vote.

**Resolved:** To approve the Annual Governance Statement for 2016/17.

#### **17.084 ANNUAL RETURN – APPROVAL OF ACCOUNTING STATEMENT**

A copy of the Accounting Statement was provided to Councillors with Supporting Papers. The Clerk confirmed that the Internal Auditor had agreed all of the figures on the Accounting Statement. He then spoke about each item in turn and gave reasons for variances from the previous year.

**Resolved:** To approve the Accounting Statements for 2016/17.

**17.085 INTERNAL AUDIT REPORT.** The Clerk had provided a copy of the Annual Internal Report 2016/17 that is page 5 of the Annual Return. The full report had not been received and approval will be deferred until the next meeting.

#### **17.086 PLANNING**

**Old Sarum Update.** Cllr Birkett reported that work had commenced today on the play and recreation facilities on The Green and he had been present for the initial marking out and positioning of the sport wall and trim trail items. The Clerk reported that the acoustic tiles had at last been installed in the Community Centre and the results were very satisfactory. WCllr McLennan reported on progress with new Nursery facilities for Old Sarum. He said that the developer at Old Sarum was in discussion with Wiltshire Council regarding the possible change of use of land currently designated for employment into land for new housing. This would require a change in the Wiltshire Core Strategy. WCllr McLennan left the meeting at 8.32pm.

Discussion followed on the need for the Council to be consulted on any change to the Core Strategy. Cllr Bussereau was asked to investigate the status of this change and find out why the Council has not been consulted.

**Action Cllr Bussereau**

**Old Sarum Airfield update.** Nothing to report.

**Longhedge update.** The Clerk said that the plans for the play areas have all been agreed with the developer. He had also been asked to approve the names for the new play areas. He had a small problem with two that were not named after adjacent streets.

**HP2 Country Park update.** The Chairman reported that progress has been made on negotiations with the developer and realistic funding has now been written into the draft Deed of Variation. This deed also acknowledges that funds can be used for long-term maintenance, which was prohibited by the original S106 agreement. Revisions to the draft Deed have been sent back to the developer. They have stated that they would like to

finalise the Deed by the end of June. In view of the tight timescale the Clerk introduced a proposal that the Council agree now to the sealing of this Deed when it is complete.

**Resolved:** To approve the signing of a Second Deed of Variation and Supplemental Deed under Section 106A of the Town & Country Planning Act 1990 relating to Hampton Park II, Salisbury in accordance with paragraph 26 of Standing Orders.

**Planning Appeal 16/05231/FUL, refusal of change of use for land north of Broken Cross Bridge.** Cllr Bussereau reminded Councillors of the exact location of the land and restated the objections by the Council to the original planning application. The Ford, Old Sarum and Longhedge planning subgroup think that these objections should remain in place but that additional comments should be made in response to the Appeal documents. Cllr Birkett explained the difficulties of compliance with Core Policy 47 and Cllr Bussereau spoke about problems with Highways matters.

**Resolved:** To submit a response to The Planning Inspectorate stating that the Council is against the Appeal proposals for the reasons just discussed.

**Planning Application Log.** The following responses to Planning Applications have been made since the Council meeting on 15 May 2017. **17/03561/FUL** Single storey rear extension and associated works. 32 Dunley Way, Bishopdown. NO OBJECTION. **17/03464/FUL** Hip to cropped gable on rear elevation to increase loft accommodation. 23 Potters Way, Laverstock. NO COMMENT. **17/03767/FUL** Retrospective approval to increase coach parking & install drain channel and dropped kerb. Assisi Travel Ltd, The Portway, Old Sarum. SUPPORT SUBJECT TO CONDITIONS. **17/04277/FUL** Extension to recycle yard for storage of skips & new bins. New building for recycling of cardboard & plastic. Staff car parking & landscaping. CB Skips, St Thomas Farm. NO COMMENT. **17/04362/FUL** Proposed front porch. 14 St David's Close, Bishopdown. NO COMMENT. **17/04435/FUL, 17/04434/FUL, 17/04433/FUL.** Change of use from light industrial (Class B2) to storage (Class B8), Units 1A, 1B and 1C, Equinox Units, Castlegate, Old Sarum to include extended operating and public access hours. NO COMMENT.

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

**17.088 STANDING ORDERS – resolution to amend.** Cllr Bussereau reminded Councillors of the changes that had been proposed and seconded at the meeting on 15 May 2017.

**Resolved:** To approve the proposed changes to Standing Orders.

**17.089 PARISH COUNCILLOR TRAVELLING EXPENSES.** In the absence of Cllr Champion who had to leave the meeting early, the Clerk explained the reason for the draft policy that permitted Councillors to claim Travel Expenses. The policy needs a small amendment to include the ability to claim train fares.

**Resolved:** To approve the draft Policy amended by a paragraph entitling Councillors to claim for second-class train fares.

#### **17.090 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 May 2017 were £549,640.09 of which £503,223.22 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 June 2017 amounted to £10,474.60.

Debit card payments in May 2017 amounted to £171.63. The Clerk apologised for two small payments amounting to £8.14 that were made in error to Amazon and assured Councillors that he had refunded both back to the Council.

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

**Approval of Insurance.** The Clerk had previously circulated the Renewal Calculation with Zurich Insurance plc brokered through Community First, and copies were provided. He reported on efforts to obtain another quotation from a specialist Local Authority broker. They had declined to quote because they could not be competitive, and also because they could not offer the same high level of Fidelity cover.

**Resolved:** To approve the renewal of insurance with Zurich Insurance plc.

**Approval of Asset Register.** The Clerk had previously circulated the Asset Register by email only.

**Resolved:** To approve the latest version of the Asset Register dated 26 April 2017.

**Approval of Financial Risk Assessment.** The Clerk had previously circulated the latest version of the Financial Risk Assessment by email and copies were provided.

**Resolved:** To approve the Financial Risk Assessment.

## **17.091 CLERK'S REPORT & CORRESPONDENCE**

**Wiltshire Council Play Areas in Bishopdown Farm Ward.** The Clerk reminded the Council that all five play areas in this ward are owned and operated by Wiltshire Council. In early May a resident had complained that the St Jude's Play Area had been closed for several months. This Play Area had been inside Salisbury City until 31 March 2017 when the boundary change moved it into our Parish. The explanation was that the fence was defective and that Wiltshire Council had no funds for a repair. On 23 May the Clerk had two further complaints that the large and very popular play area in Sycamore Drive had also been closed. The reason given was the poor level of bark safety surfacing. Wiltshire Council obtained a quotation of £1,596.66 from their contractor to carry out a repair but said they had no funds to do this themselves. The Clerk, after consulting with Chair and Vice-chair, authorised the repair from Parish Council funds. This was carried out promptly by Wiltshire Council's contractor enabling the play area to reopen in time for half term. A lengthy discussion followed on how the Council should solve the problem of these play areas but no conclusion was reached. Wiltshire Council are offering to transfer them to the Parish Council but with only £1000 of funding for each play area.

**Pilgrims Way Trees.** A complaint has been received via Wiltshire Council about trees that are shedding twigs and dead branches on to properties and vehicles at the southern end of Pilgrims Way, Laverstock near to Duck Lane and the Ball Park. The Clerk admitted that these trees were on Council owned land and he had failed to get them included in the last tree survey. He has invited Astill Treecare Ltd to survey them as soon as possible and accepted a quotation of £620.

**Grant Funding.** Thank you letters had been received from the Laverstock Village Hall and the Wiltshire Bobby Van Trust.

**17.092 LATE NOTICE ITEMS.** There were no late notice items.

**17.093 EXEMPT BUSINESS – Exclusion of the Press and Public.**

**Resolved:** That in view of the 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 Section 100.

The meeting concluded at 10.12pm.

**The next meeting of the Parish Council will be held at the Old Sarum Community Centre at 7pm on Monday 17<sup>th</sup> July 2017.**