



# Laverstock & Ford Parish Council

## Incorporating Hampton Park & Old Sarum

**Meeting held at the Old Sarum Community Centre  
at 7.00pm on Monday 20 November 2017**

### MINUTES

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

**Wiltshire Councillors present:** McLennan.

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

The Chairman welcomed eight members of the public. Wiltshire Cllr Derek Brown had given his apologies due to a conflicting meeting of Salisbury City Council. PCSO Jenny Moss joined the meeting at 7.05pm. She was aware of an element of antisocial behaviour by young people in the vicinity of the Community Centre and the Play Park. She recommended that the Centre and the Council consider the installation of CCTV. PCSO Moss then left the meeting.

The meeting started at 7.02pm.

**17.154 APOLOGIES.** Cllr Birkett had given his apologies.

**17.155 DECLARATIONS OF INTEREST.** The Chairman declared a personal and non-pecuniary interest in Planning Application 17/09910/FUL. He will not participate in discussion or voting and will temporarily hand over the chair to the Vice-chair for that agenda item.

**17.156 COMMUNITY POLICING REPORT.** No report had been received and the Community Policing Coordinator has sent apologies due to a temporary staff shortage.

**17.157 APPROVAL OF MINUTES.**

**Resolved:** To approve the Minutes of the meeting held on 16 October 2017.

**17.158 MATTERS ARISING.**

Cllr Bussereau referred to the request for a crossing point over the Portway at Old Sarum by the Alabare Garden Centre. The requirement for attendees to cross the road to catch a bus had been solved but there remained an issue with those who walk from and to Salisbury. They then have to cross the Portway to attend the Centre. When he has more information on the desired crossing point he will request a metrocount.

Cllr Bussereau thanked the Clerk and Assistant for the successful tour of the Parish attended by seven Councillors on Sunday 19<sup>th</sup> November.

Cllr Bussereau said that at the last CATG meeting it was reported that the Footpath 10 diversion project was £4000 over budget due to legal costs. The Chairman of CATG had requested that the Parish Council contribute £1000. Cllr Bussereau suggested that the

matter be considered at the December meeting when the Council's own legal costs are known.

## **17.159 PLANNING**

At 7.16pm the Chairman stood down from the meeting but remained. Cllr Bussereau chaired the meeting for the next Agenda item.

**Planning Application 17/09910/FUL. Change of use from Class C3 dwelling to a Class D2 religious meeting room including two small extensions and car parking.** A member of The Salisbury Gospel Hall Trust spoke in support of the application and described how the Trust would organise the occasional extra large meetings. He assured Councillors that there would never be a need to park cars on Church Road, which in any case is subject to a parking restriction. In response to a question about possible disturbance to neighbours at 6am on a Sunday from vehicle movements, the member said that they had evidential letters from neighbours at their other meeting rooms that there was never any disturbance. They always want to be good neighbours.

**Resolved:** To support the application subject to a condition that no cars shall be parked on Church Road.

**Old Sarum update.** The Clerk reported that there had been no response from the developer on how they intended to solve the problem of the collapsing headwalls on the Swale land. The junior football pitch has been marked out on The Green and he hopes to purchase some goal posts soon.

**Longhedge update.** The Chairman reported that they had seen the first new play park during the Parish tour and that it was nearly complete. The Clerk raised the issue of the Playing Pitch and Changing Rooms. They were both likely to be offered for transfer to the Council but were scheduled to be the last items to be constructed in the development. It was therefore likely that at the time of transfer the playing field will be unusable.

**Hampton Park Country Park update.** The Chairman reported that the developer had informed him that the strategic earthworks would start shortly and would be complete by the end of February 2018 at the latest.

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

17/08346/FUL. Demolish existing conservatory and build a single storey extension on the same footprint. 22 Ashlands, Ford. NO COMMENT. 17/09522/TPO. Work to TPO trees. Land adjacent to 3, 4 and 5 Norton Drive, Ford. NO COMMENT. 17/09630/FUL. Demolition of existing garage and proposed two storey rear extension and single storey side extension. 1 The Hollies, Ford. NO COMMENT. 17/10484/FUL. Addition of garage to make a double garage. 34 Riverbourne Road, Milford. NO COMMENT.

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

## **17.160 NEIGHBOURHOOD PLAN**

Cllr Bussereau summarised progress so far. There had been two meetings of the subgroup of Councillors and the Application Form and completed Questionnaire had been submitted to, and accepted by, Wiltshire Council. There will be a further meeting of Councillors prior to the first Steering Group meeting planned for 29 November.

Cllr Bussereau then said that the Subgroup had decided to draft a Constitution for the Steering Group instead of Terms of Reference, as recommended by 'Locality' in their publication 'Neighbourhood Plans – Roadmap Guide'. The Constitution will define how the Steering Group will work and be managed. A draft Constitution had been previously circulated to Councillors for comment and several responses received. A wide-ranging discussion followed and several issues were raised. Cllr Bussereau said that he would co-ordinate the comments into a second draft and circulate it to Councillors for approval by email.

**Action Cllr Bussereau**

#### **17.161 REVIEW OF ALL RESPONSIBILITIES AND TERMS OF REFERENCE**

The Chairman reminded the Council that following the recommendations of the Way Forward Subgroup, and the local government elections in May, a revised list of Subgroups and Councillor responsibilities had been written. Cllr Bussereau said that after six months and with an additional Councillor it was time to review the list. There was a need for Terms of Reference for the new Subgroups but it was noted that some Subgroups have never met and may not be required. The Chairman requested that all Councillors review the list of Subgroups and their responsibilities and provide comments by email before the December Council meeting.

**Action ALL Councillors.**

WCllr McLennan left the meeting at 8.08pm.

**17.162 WILTSHIRE COUNCIL OWNED PLAY PARKS.** The Chairman reported on email correspondence with a Wiltshire Council officer that made it clear that the Wiltshire Council policy would not change. Wiltshire Council have no funds to maintain play parks and are pursuing a policy to hand responsibility for them all to town and parish councils. The Clerk reported that he had instructed the Council's solicitor to review the draft Lease and the draft Service Delegation Agreement, which were the two methods proposed by Wiltshire Council for a transfer of responsibility.

Cllr Waller said that the Facility Management Subgroup had discussed this issue and prepared a position statement. The Subgroup was concerned that a substantial sum of up to £40,000 had been suggested as the cost bringing the play parks up to an acceptable standard. Cllr Champion said the Council's Band D precept of £21.49 was considerably smaller than comparable councils in Wiltshire and that there was the potential to raise large sums by increasing the precept. After a lengthy discussion there was agreement that the following position statement should be published.

"The Play Parks, currently owned and maintained by Wiltshire Council, are of vital importance to Laverstock and Ford Parish Council and we confirm our commitment to keep them open and safe, if at all possible, given the financial and legal implications. To that end we are in negotiations with Wiltshire Council."

**17.163 WAITING AND PARKING REQUEST, ST CLEMENT'S WAY.** Cllr Waller said that she had prepared and circulated to Councillors, a report requesting parking restrictions in St Clement's Way in response to an invitation from Wiltshire Council Traffic and Network Management. No comments had been received. Cllr Bussereau suggested an amendment to the proposal and said that a resolution to approve was not required until the request had been submitted and returned to the Council for comment.

**17.164 BUDGET AND PRECEPT.** The Clerk reported that he had received the draft 2018-2019 Tax Base of 3606.07. This is an increase of 8.25% on 2017-2018. The tax base is unlikely to change but will not be confirmed until 12 December 2017. He had also

circulated a first draft of the budget, which included a precept calculator based on the new tax base. The Finance Subgroup is due to meet again shortly to review the detail of the 2018-2019 budget.

Cllr Beard said she would value an opinion from all Councillors on their views regarding an increase in the precept. The Chairman gave his view that the Council must first review the needs of the residents and assess the best-value methods of achieving those needs before deciding on what level of funding was required.

There was almost consensus on the view that if a significant increase of, for example, 50% was proven necessary it should be requested, but that the Council must be totally transparent on why it is necessary and offer as much clarity as possible to our residents. One Councillor disagreed with an increase.

#### **17.165 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 2017 were £443,457.85 of which £376,244.21 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 2017 amounted to £12,588.13. Debit card payments in October 2017 amounted to £157.13.

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

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

**Change of External Auditor.** A notification of the appointment of the external auditor for the 2017/18 financial year. The new external auditor is PKF Littlejohn LLP of 1 Westferry Circus, Canary Wharf, London.

**Theft of Wiltshire Council Speed Indicator Device (SID).** The SID owned and administered by South Wiltshire Area Board was stolen while deployed in Redlynch. A replacement has been ordered.

**Grant Application by CJH Events.** The Clerk described an application that had only just been received, to support the Live @ the Farm event in May 2018. He did not think it met the Council's grant criteria but would circulate it to Councillors for comment.

**17.167 LATE NOTICE ITEMS.** There were no Late Notice Items and this agenda item was cancelled.

#### **17.168 EXEMPT BUSINESS – EXCLUSION OF THE PRESS AND PUBLIC.**

**Resolved:** That in view of the 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 9.20pm.

**The next meeting of the Parish Council will be held at the River Bourne Community Farm at 7pm on Monday 18<sup>th</sup> December 2017.**