



# Laverstock & Ford Parish Council

## Incorporating Hampton Park & Old Sarum

Meeting held at the Old Sarum Community Centre  
at 7.30pm on Monday 19<sup>th</sup> March 2018

### MINUTES

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

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

The Chairman welcomed eleven members of the public and recorded that WCllr Brown had sent his apologies.

A resident of Bishopdown Farm spoke about the possible installation of two litterbins on Pearce Way. They could be paid for by funds remaining from the former Residents' Association and installed by Salisbury City Council. Wiltshire Council will not accept the responsibility for emptying them and he therefore asked if the Parish Council would do so. The funds would be able to finance the first years emptying which he thought would cost about £52 per bin. The Clerk reported that a weekly empty of a litterbin cost the Council £125 per bin per year.

A volunteer warden with the Wiltshire Wildlife Trust gave a presentation to the Council about the Cockey Down Nature Reserve, which is a Site of Special Scientific Interest.

The meeting started at 7.58pm.

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

**18.038 DECLARATIONS OF INTEREST.** Cllr Hayes declared a non-pecuniary interest in Carers Support Wiltshire of which he is a trustee. He will not vote on their request for funds but he will answer questions. Cllr Brown declared a pecuniary interest in Carer Support Wiltshire from whom she receives a grant. She will not participate in discussion or vote. Cllr Dean declared a non-pecuniary interest in Piggy Lane because he rents adjacent land. The Clerk said that he did not think this should prevent him from entering into the discussion on this issue.

**18.039 APPROVAL OF MINUTES.** The Clerk reported on a minor change that defined CATG as the Community Area Transport Group.  
**Resolved:** To approve the Minutes of the meeting held on 19 February 2018 as amended.

**18.040 MATTERS ARISING.**

**Actions PC259 and PC267.** Closed. **Actions PC197 and PC268.** Remain open.

## **18.041 PLANNING.**

**Old Sarum update.** The Clerk gave a brief update on the Swale land. He anticipated transfer should be complete before the end of May 2018.

**Old Sarum Airfield.** Cllr Bussereau reported that the date of the Planning Appeal Inquiry has been set for 9 October 2018.

**Longhedge update.** The Clerk reported that Robinson Grove Play Park is open but that transfer to the Council is not complete because the developers have not paid the maintenance funds.

**HP2 Country Park update.** The Chairman reported on further delays to the strategic earthworks due to inclement weather. Completion of this work will not now be until late spring at the earliest.

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

18/01355/FUL. Construction of canopy to play space at the school. St Andrews Primary School, Church Road, Laverstock. SUPPORT. 18/01680/FUL. Ground floor rear extension to form new kitchen and family room area. 10 Greenwood Ave., Laverstock. NO COMMENT. 18/01802/FUL. Extension at first floor level. 15 St Christopher's Close, Bishopdown. NO OBJECTION.

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

**18.042 STANDING ORDERS.** Cllr Bussereau proposed the following amendment to Standing Orders.

“That the Council approve removal from within Section 35(a) (Project Subgroups) of Laverstock and Ford Parish Council Standing Orders, the HP2 Country Park – Development Subgroup and the Longhedge Subgroup. In addition that within Section 35(e) the title of the ‘Transport, roads and CATG’ responsibility is changed to ‘Traffic, roads and CATG’.”

Seconded by Cllr Davis. This motion will stand adjourned until the next ordinary meeting of the Council in accordance with Standing Order 39(b).

**18.043 TRANSFER OF OLD SARUM SWALE LAND AND 9A/9B PUBLIC OPEN SPACE.** The Clerk briefly described the reason for the motion. There are two separate but contiguous parcels of land. He was not sure how the Transfer Deed would be constructed.  
**Resolved:** That the Council approve the signing of the Transfer Deed or Deeds and any attached Plans for the Land at Old Sarum, known as the Swale, and the land known as the Public Open Space and Informal Recreation Area being part of Area 9A and 9B, by any two Parish Councillors in accordance with Standing Order 26.

**18.044 REVIEW OF ALL RESPONSIBILITIES AND TERMS OF REFERENCE.** Cllr Bussereau proposed that four Terms of Reference that had been previously circulated to Councillors be approved.

**Resolved:** To approve Terms of Reference for the following Councillor responsibilities. South Wiltshire Area Board and Salisbury Area Board Attendance, Old Sarum – General,

Longhedge – General and Hampton Park, Bishopdown Farm and Riverdown Park – General.

**18.045 GENERAL DATA PROTECTION REGULATIONS.** The Clerk gave a summary of the information that he has received so far from the Society of Local Council Clerks (SLCC). The overriding message for the Council is to make every endeavour to keep the whole process simple. He had purchased, for £60, two sets of template documents from a private company called the Local Council Public Advisory Service (LCPAS). The Council will have to produce a Privacy Policy, Privacy Notice(s) and Consent Forms for all members of the public with whom it has contact. The Council will also have to appoint a Data Protection Officer (DPO). The Clerk recommended that the Council appoint LCPAS to act as its DPO. This they will do for a fee of £150 for one year, which would include a refund of the £60 already spent.

Cllr Beard agreed with the principle of keeping the process as simple as possible. Cllr Birkett emphasised that even the most simple of data such as name, telephone number and email address came within the provision of the GDPR regulations. Cllr Beard asked, if the data held is relatively simple, why the Council needed to outsource the role of DPO. The Chairman said that it was needed to ensure compliance with the Regulations and might obviate the need to send Council staff on expensive training courses.

The Council agreed that the Clerk appoints LCPAS as its Data Protection Officer.

#### **18.046 CHARITY REQUESTS.**

**Carers Support Wiltshire.** The Chairman summarised the request for funds that had been sent to the Council by letter. The request was non-specific but included an example of what £200 might achieve in helping carers within the Parish. Cllr Waller asked why the request was not made on a Grant Application Form in accordance with the Council's Grant Policy. Cllr Hayes reminded Councillors that the Council had previously made grants to Carers Support in response to such letters. He also described the role and work of Carers Support in Wiltshire.

**Resolved:** To grant £200 to Carers Support Wiltshire.

**Youth Action Wiltshire and Splash.** The Clerk gave a brief explanation of the role of Splash and the activities of Youth Action Wiltshire (YAW). He explained that YAW is a charity that is part of, and hosted by, Community First.

**Resolved:** To grant £200 to Youth Action Wiltshire and to become a Corporate Friend of the organisation.

There was a separate discussion about the issue of granting funds to charities that had not complied with the Council's Grant Policy by completing a Grant Application Form. Cllr Hayes was asked to investigate the practicalities of Carers Support complying with the Policy. Cllr Beard said that she would draft an amendment to the Policy that would give discretion to the Council to make a grant without the form. **Action Cllr Hayes and Beard.**

#### **18.047 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 February 2018 were £438,496.52 of which £397,791.06 were earmarked or restricted reserves.

**Resolved:** To adopt the monthly accounts as a true record of the Council's finances. The Clerk reported that a Fixed Term Deposit of £62,679.55 had matured on 7 March 2018 yielding £111.90, and a new 9-month Fixed Term Deposit of £96,101.91 had been started on the same day. This sum is the total of Youth and Adult Offsite Recreation funds that were unspent on 28 February 2018.

**Cheque & Debit Card Payments.** The list of payments had been circulated by email and copies were provided. Total cheque payments in March 2018 amounted to £16,425.05. Debit card payments in February 2018 amounted to £264.62.

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

#### **18.048 CLERK'S REPORT AND CORRESPONDENCE**

**Piggy Lane.** The Clerk explained the circumstances around Piggy Lane, which is Byway Open to All Traffic that joins Milford Mill Road to Southampton Road alongside the Milford Care Home. The official designations of the Rights of Way are LAF27 and SALS103. The byway is subject to a permanent Traffic Regulation Order from 2002 that prohibits all vehicles except bicycles and motorbikes. The TRO had previously been enforced by concrete blocks and gates but these have been removed. The fear is that Piggy Lane will become a 'rat-run' when Milford Mill Road is closed for 4 weeks for road works. Requests for assistance had been made to Highways and Rights of Way officers at Wiltshire Council but there had been no response. Discussion followed on the options available to the Council.

**18.049 LATE NOTICE ITEMS.** There being no Late Notice Items this item was cancelled.

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

The meeting concluded at 9.36pm.

**The next meeting of the Council will be held on Monday 16<sup>th</sup> April 2018 at the River Bourne Community Farm.**