



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting held at the Greentrees Junior School
at 7.00pm on Monday 21st May 2018**

MINUTES

Councillors present: Beard, Birkett, Burton, Bussereau, Buttigieg, Davidson, Davis, Dean, Hayes.

Wiltshire Councillors present: Brown, McLennan.

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

The former Chairman, Cllr Burton, reminded Councillors that he had resigned and would not be standing for re-election. He would continue to chair the public part of this meeting and item 18.067 on the Agenda, the Election of Chair.

Cllr Burton welcomed six members of the public and invited them to address the Council. A resident of Tryhorn Drive spoke about the problems of public access between Tryhorn Drive and the Wiltshire Council-owned land that forms a buffer around the original Bishopdown Farm development. It is used by horse riders, dog walkers, motorbikes and school children in spite of it not being a right of way. The use of this access presents a hazard and he is concerned that it will increase when the new Country Park Play Park is developed. WCllr Brown said that he would follow up on this issue with the resident.

The meeting started at 7.10pm.

18.067 ELECTION OF CHAIR & VICE-CHAIR. Cllr Burton asked if there were any volunteers or nominations for the position of Chairman of the Council. There was no response. Cllr Burton then asked if there was a volunteer or nomination for the position of Vice-chair. Cllr Bussereau said that he is prepared to accept the role. He was nominated by Cllr Davidson and seconded by Cllr Beard.

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

Cllr Bussereau signed a Declaration of Acceptance of the office of Vice-chair and agreed to chair the remainder of the meeting.

18.068 APOLOGIES. Apologies had been received from Cllrs Champion and Waller.

18.069 DECLARATIONS OF INTEREST. Nil.

18.070 APPROVAL OF MINUTES.

Resolved: To approve the Minutes of the meeting held on 16 April 2018.

18.071 MATTERS ARISING.

PC 269 Investigate practicalities of Carers Support Wiltshire complying with Parish Council Grant Policy and completing an application form. Cllr Hayes said that Carers Support Wiltshire would use the grant application form in future. The Clerk said that he had a similar response from the Wiltshire Bobby Van Trust. CLOSED.

PC271 Progress installation of 2 litterbins on Pearce Way. The Clerk reported that funds had been received from BFRA and the bins ordered. CLOSED.

18.072 PLANNING

Old Sarum update. The Clerk reported that the Transfer Deeds for the Swale and Area 9A/9B Public Open Space were signed and awaiting the receipt of funds from Persimmon before completion. He said that Astill Treecare Ltd would carry out a survey of trees on this land this week.

Old Sarum Airfield update. Cllr Bussereau reported on a Flying Forum meeting that had been held on 14th May.

Longhedge update. The Clerk reported on an inspection of the future Community Open Space by himself, Chair and Vice-chair. There is evidence of intrusion onto the site by 4x4 vehicles and they had agreed that the heras fencing that protects this land should be retained until nearer to the transfer date. Cllr Birkett said that the land had been prepared and seeded but there were problems with sycamore seedlings that had not been removed prior to seeding. The Clerk said that the maintenance funds for Robinson Grove play area had still not been paid, and the dispute over the commuted sum funding of the Western Boundary had not been resolved.

HP2 Country Park update. Cllr Burton reported on further delays to the strategic earthworks. The contractor should be back on site this week and work on the play areas is about to commence. He anticipated that the transfer would be delayed until August.

Greentrees Junior School Access Path. Cllr Beard summarised the protracted process of trying to obtain funding from two Area Boards to build a new tarmac footpath to the school. The applications were only partially successful and there is still a shortfall of £4,250. Discussion followed on how funds are allocated from the Salisbury Area Board and the Southern Wiltshire Area Board, because the Parish is split between both Areas. Cllr Beard emphasised that the lack of a tarmac path was a safety issue affecting the children attending the school. Cllr Bussereau said that it might be possible to make up the shortfall from the School Travel Plan or refer it back to the Council for further funding. Cllr Burton added that it might be possible to fund the shortfall from savings on paths within the Country Park.

Draft Wiltshire Housing Site Allocations Plan. Cllr Bussereau drew attention to an amendment to the draft plan that has just been circulated. The amendment includes the allocation of The Yard, Hampton Park as a site with a capacity of up to 15 dwellings. The amendment suggests that access to the site will be through Neal Close. A response is required by 11th June, before the next Council meeting.

Neighbourhood Plan update. Cllr Bussereau reported briefly on a Steering Group meeting held on 16th May. The next meeting will be held on 20th June and Cllr Burton has agreed to chair the Steering Group. The NPSG intends to hold roadshow presentations around the Parish on 17th (Laverstock), 18th (Old Sarum & Longhedge) and 19th (Bishopdown) July.

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

18/03301/FUL. Erection of a building in connection with use of site as recycling yard. CB Skips, St Thomas Farm, London Road, Laverstock. SUPPORT. 18/03965/TCA. Work to trees in a Conservation Area, fell one conifer. 4 Southside, Old Sarum. NO COMMENT
Resolved: To approve the above responses.

Cllr Hayes said that he understood that a decision had recently been taken not to publish the list of Planning Responses in the Parish Newsletter. He thought that this was a mistake as it is important that this information should be made available to residents. Residents must be kept informed and know how the Council is managing affairs on their behalf. It was agreed that the Business Management – Communications Subgroup should investigate this issue and make a recommendation. **Action Cllr Davidson**

18.073 REVIEW OF ALL RESPONSIBILITIES AND TERMS OF REFERENCE.

Cllr Bussereau reported that currently there were thirteen approved Terms of Reference and they were all available on the Councillor's page of the website.

Resolved: To approve the Terms of Reference for Flood Warden, Ford – General and Laverstock and Milford – General as drafted. To approve the Terms of Reference for the Facility Management Subgroup with an additional standard clause regarding the production of meeting notes.

18.074 GENERAL DATA PROTECTION REGULATIONS.

The Clerk reminded Councillors that he had previously distributed 19 documents, written from templates provided by the Local Council Public Advisory Service, aimed at ensuring compliance with GDPR by 25th May 2018. These documents included three Policies that needed the formal approval of the Council.

Resolved: To approve the Information Protection Policy, the Removable Media Policy and the Data Protection Policy.

The Social Media and Electronic Communication Policy is yet to be written. **Action Clerk**

The next step in the process will be to carry out an audit of the personal data that is held by the Council. There are several categories of data that include the Neighbourhood Plan Steering Group, the Castle Hill Country Park volunteers and the Newsletter volunteer delivery team.

Several queries were raised, which the Clerk was unable to answer. Councillors were advised to put questions about GDPR in writing to the Clerk who will forward them to the Council's Data Protection Officer.

18.075 REVIEW OF FINANCIAL REGULATIONS. The Clerk stated that the Practitioners Guide to Proper Practices requires that Financial Regulations are regularly reviewed. He was waiting to see the final version of the Agreement to Lease with The

Land Trust before proposing significant changes to Section 11 on Contracts. He would however like to remove one clause relating to charges for external audit fees.

Resolved: To approve Financial Regulations as amended.

18.076 REVIEW OF FINANCIAL RISK ASSESSMENT. The Clerk, who is the Responsible Financial Officer of the Council, carried out a full review of the Financial Risk Assessment on 18 May 2018, and a copy had been circulated to Councillors prior to the meeting. The Clerk reported on two outstanding items. First the VAT Recovery claim for the second half of the previous financial year that had yet to be submitted, and second the 3-year rent review of the Vodafone Lease agreement. This was due in February 2018 but had not been carried out.

Resolved: To approve the Financial Risk Assessment dated 18 May 2018.

The Clerk said that the receipt of funds from the Community Infrastructure levy is not currently included in the Financial Risk Assessment, but he reported that CIL funds have been received for both the Hampton Park Inn annex and the new dwellings on Burroughs Hill. There is an error in the CIL payment, in favour of the Council, that has yet to be resolved.

18.077 REVIEW OF ASSET REGISTER. The latest version of the Asset Register dated 18 May 2018 was included with Supporting Documents for the meeting. The Clerk answered questions from Councillors and reported that one bench seat at item 3 had been written off, removed and replaced by a new bench seat at item 57.

Resolved: To approve the write-off of one bench seat at Whitebridge with an asset value of £634.

18.078 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 2018 were £481,779.99 of which £420,138.03 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 May 2018 amounted to £8,510.45. Debit card payments in April 2018 amounted to £526.74.

Resolved: To approve the cheque and debit card payments.

Insurance. The Renewal Calculation for the Council's insurance policy with Zurich Insurance through Community First, was included with supporting papers. The Clerk explained that the insured value of Buildings and Contents had been increased by 3% in line with construction cost indices. The Council has been given an additional 10% reduction in premium and he had decided to enter into a 3-year Long Term Agreement, which gave an extra 5% discount.

Resolved: To approve the renewal of the Council's Insurance Policy.

18.079 CLERK'S REPORT & CORRESPONDENCE

Parish Emergency Assistance Scheme (PEAS). The invitation from Wiltshire Council to engage with this scheme was included with Supporting Papers. The scheme covers both salt for snow events and sand and bags for flooding. In previous years salt was provided in

1-ton bags that would be delivered to the Parish. This year the salt is on a pallet of 40x25kg bags that have to be collected from the Warminster depot. It was suggested that individual bags of salt might be distributed to volunteers across the Parish. It was decided that the issue should be investigated within each Ward. The deadline for participation is the end of August. **Action Cllr Burton (L&M), Cllr Beard (BDF), Cllr Birkett (FOSL).**

Laverstock Village Hall. The Clerk reported on his attendance at the Village Hall AGM. The finances are healthy and the hall is well run. New officers are being sought for the Management Committee. Cllr Hayes suggested that a short article in the Newsletter might help recruitment and he volunteered to assist. **Action Cllr Hayes**

Local Highways Parish & Town Meeting. The Clerk reported briefly on this meeting attended by both him and the Assistant. There was an indication that current funding for discretionary local highways and streetscene services would expire in 2020, and that Parish and Town Councils would be expected to assume a greater role in their provision.

Whitebridge Boardwalk. The Assistant gave a brief summary of progress towards a grant application for the boardwalk replacement. The total cost is likely to be in the region of £75k to £80k and the application will be for £35k. The balance will come mostly from the Council's Asset Replacement Budget.

Wiltshire Council Play Areas. There has been no progress with the Service Delegation Agreements. A Wiltshire Council officer indicated that, if requested, he would authorise the Parish Council to carry out improvement works in the absence of a formal Agreement. Quotations for Play Area improvements had been received from Sovereign.

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

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

Cllr Bussereau concluded the meeting by offering the thanks of the Council to the retiring Chairman, Cllr Burton, for his dedication and hard work for both the Council and the Parish.

The meeting concluded at 9.35pm.

The next meeting of the Council will be held on Monday 18th June 2018 at the River Bourne Community Farm, Cow Lane, Laverstock.