



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting held at the River Bourne Community Farm at 7.00pm on Monday 18th June 2018

MINUTES

Councillors present: Beard, Birkett, Brown, Burton, Bussereau, Buttigieg, Davidson, Hayes, Waller.

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

The Vice-chair, Cllr Bussereau, welcomed 4 members of the public and invited them to address the Council. A resident spoke about the work in progress on Milford Mill Road.

Another resident spoke about the Draft Wiltshire Housing Site Allocation and in particular the inclusion of the yard to the rear of Neal Close in the revised housing allocation. There is no need for any further housing in the parish. The entry via Neal Close crosses the Country Park trail and the alternative access is on to Roman Road, which is unsustainable for any increase in traffic. She asked the Council to object to the proposed change to housing allocations.

The meeting started at 7.06pm.

Cllr Bussereau reminded Councillors that if they wished to place an item on the Agenda it should be sent to the Clerk at least eleven days before the meeting. The draft agenda is then considered and amended as necessary by the Business Management, PC Organisation and Development Subgroup prior to publication seven days before the meeting.

18.082 ELECTION OF CHAIR. Cllr Birkett briefly addressed the Council and said that he was willing to stand for the office of Chairman. He stated that for personal reasons he might not be able to serve for a full 12 months. He was nominated by Cllr Bussereau and seconded by Cllr Waller.

Resolved: To elect Cllr Birkett to the office of Chairman of the Council.
Cllr Birkett signed a Declaration of Acceptance of the office of Chairman.

18.083 APOLOGIES. Apologies had been received from Cllrs Davis and Dean.

18.084 DECLARATIONS OF INTEREST. Nil.

18.085 APPROVAL OF MINUTES. The Clerk had previously reported that the draft Minutes of the meeting held on 21st May 2018 were not available. This was deferred until the next meeting.

18.086 MATTERS ARISING. Cllr Bussereau spoke of outstanding 'action' items but stated that in the absence of Minutes these were provisional.

Action PC273. Investigate feasibility of Wiltshire Council Winter Salt Scheme for individual wards. Cllr Burton stated that progress had been made. Temporary storage would be available at the Community Farm and attempts are being made to recruit volunteers.

The Chairman reported on the last Facilities Management subgroup meeting. He stated that there is still no agreement with Wiltshire Council for the Council to take on management of their play areas in spite of a circular around the Parish that had stated this was the case. He also spoke about moves to possibly recruit a project manager for the Longhedge Community Open Space.

Cllr Bussereau raised a query about the security of his home computer in relation to the requirements of the General Data Protection Regulations. He suggested that all Councillors needed professional support to implement the Regulations. Cllr Beard said that there needed to be proper training for all Councillors.

There was a brief discussion on membership of the Wiltshire Association of Local Councils. Cllr Waller said that she would like this raised as an Agenda item at the next meeting.

18.087 APPROVAL OF ANNUAL GOVERNANCE STATEMENT.

The Clerk gave a brief summary of the requirements of the Annual Governance and Accountability Return. Copies had been provided with supporting documents. The Chairman read each of the Governance statements to the Council and explained the meaning of responding with 'yes' to each of the statements. Comments were invited from Councillors and questions answered.

Resolved: To approve the Annual Governance Statement for 2017/18.

18.088 APPROVAL OF ACCOUNTING STATEMENTS 2017/18.

A copy of the Accounting Statements 2017/18, which had previously been checked by the Internal Auditor, was provided with supporting papers. The Clerk mentioned the additional information that is required to provide an explanation of variances between 2016/17 and 2017/18 of more than 15%.

Resolved: To approve the Accounting Statements 2017/18.

18.089 APPROVAL OF INTERNAL AUDIT. The Clerk said that the full internal audit report had not yet been received. It would be on the Agenda of next month's meeting.

18.090 PLANNING.

Old Sarum update. The Clerk reported that funds for the transfer of the Swale and 9A/9B had still not been paid. Cllr Bussereau added that a meeting is planned with Wiltshire Council officers to discuss the link paths between Old Sarum and Longhedge.

Old Sarum Airfield. Cllr Bussereau said that the Planning Inspector had refused to hold a pre-hearing meeting with the appellant. The next step will be the issue of statements from Wiltshire Council and the appellant in support of their cases.

Longhedge update. Maintenance funds have still not been paid for the Robinson Grove Play Area and therefore it has not yet been transferred to the Council. The dispute over the commuted funds for the Western Boundary is unresolved.

Castle Hill Country Park. Cllr Burton reported on progress. The strategic earthworks have been resumed and the play parks are under construction. Work on the reinstatement of Footpath 11 is still outstanding. Cllr Beard reported that there should be extra funds for the tarmac path near the school from Southern Wiltshire Area Board and also from the Travel Plan for Greentrees School.

Neighbourhood Plan update. The next Steering Group meeting will be on Wednesday 20th June and will include a presentation from a consultant on Neighbourhood Planning. Community Engagement sessions were planned on 17th, 18th and 19th July in Laverstock, Old Sarum and Bishopdown. Discussion followed on the possible effect of current electoral boundary reviews on the Neighbourhood Plan Area.

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

17/10077/FUL. Retrospective permission for a raised timber decked area with steps and safety rails at the rear of property. 10 Westfield Close, Laverstock. NO COMMENT.

18/04233/FUL. Proposed first floor extension and alterations. 1 Gibbs Close, Bishopdown. NO OBJECTION.

18/04233/FUL. Proposed single storey rear lean to extension. 2 St Lukes Close, Bishopdown. NO OBJECTION.

18/04424/FUL. Single storey side extension. 30 Napier Crescent, Laverstock. NO COMMENT.

18/04582/FUL. Demolish existing conservatory and replace with new single storey extension. 1 Ashlands, Ford. NO COMMENT.

18/04931/VAR. Variation of condition 4 of planning permission 17/11873/ADV to allow for the retention of the associated signage lighting. Unit 1A, Castlegate Bus Centre, Old Sarum. NO COMMENT.

Resolved: To approve the above responses.

18.091 DRAFT WILTSHIRE HOUSING SITE ALLOCATIONS PLAN.

Cllr Bussereau reminded Councillors that Spatial Planning at Wiltshire Council had declined a request to delay a response to their amendments to this plan until after this meeting. He had therefore submitted to Councillors, by email, a draft response that objected to the inclusion of OM003 (The Yard, Hampton Park), and objected to the inclusion of Old Sarum and Longhedge in the Salisbury Settlement Area. The majority of Councillors had agreed to these objections and a draft response had been sent under signature of the Clerk. A copy of this letter was included with supporting documents and is attached at Appendix 1 to these Minutes.

A lengthy discussion followed. Cllr Beard proposed that the objection to the inclusion of OM003 be removed from the response. There was no support for this proposal. Cllr Burton proposed that an additional response be included in the draft to include a request that Laverstock and Ford be designated a settlement area, similar to Alderbury and Wilton, with its own Local Centre. Cllr Bussereau said that the Parish is currently designated as a small village. He thought that it would be better to review this aspect with the Neighbourhood Plan, which should then influence the Wiltshire Council Local Plan.

Resolved: To approve the draft response attached at Appendix 1 to these Minutes.

18.092 REVIEW OF ALL RESPONSIBILITIES AND TERMS OF REFERENCE.

Cllr Bussereau said that there are four outstanding Terms of Reference. There is one for approval now. The TOR for the HP2 Country Park – General.

Resolved: To approve the HP2 Country Park – General Terms of Reference.

The Chairman reminded Councillors that, following the resignation of Cllr Champion, there are now vacancies on the Facility Management Subgroup and the Finance and Budget Subgroup. There are also several individual responsibilities that need to be filled. Cllr Beard offered to fill the vacancy on the Finance and Budget Subgroup and this was accepted.

The Chairman asked the Clerk to organise an informal meeting of all Councillors to discuss the resourcing and staffing of the Council. **Action Clerk**

18.093 REVIEW OF ASSET REGISTER. The Chairman explained that this was a spreadsheet version of the Register that had been approved at the May meeting. There were no significant or monetary changes.

Resolved: To approve the new version of the Asset Register.

Cllr Waller said that she had a concern about the Asset Register. She believed that the knowledge held on the Parish computer is an asset that should be recorded on the Register. The Clerk said that the Register only recorded tangible assets. The Chairman requested Cllr Waller to raise this as a separate Agenda item at the next meeting.

Action Cllr Waller.

18.094 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 2018 were £490,780.13 of which £434,648.07 were earmarked or restricted reserves. The Clerk reported that the receipts for the Community Infrastructure Levy (CIL) were incorrect. An excess of £3,150 had been incorrectly credited to the Council and must be returned to Wiltshire Council.

Resolved: To adopt the monthly accounts as a true record of the Council's finances.

Approval of Staff Overtime Payments. The Clerk said that at the time of dispatch to the Payroll provider the payments had not been approved by the Chairman in accordance with Financial Regulations.

Resolved: To approve the payment of the following overtime payments in accordance with Financial Regulation 7.3. Clerk and RFO: 21 hours for the period 30 April 2018 to 3 June 2018. Asst. to Clerk: 21 hours for the period 30 April to 27 May 2018.

Cheque & Debit Card Payments. The list of payments had been circulated by email and copies were provided. Total cheque payments in June 2018 amounted to £5,307.89. Debit card payments in May 2018 amounted to £110.32.

Resolved: To approve the cheque and debit card payments.

18.095 CLERK'S REPORT & CORRESPONDENCE.

Armistice. The Clerk had previously distributed a circular from the Armed Forces Covenant Fund Trust asking for applications to receive 'silhouettes' to help commemorate the 100th anniversary of the Armistice. Cllr Burton said that the Country Park would be engaged in a massive tree-planting project in association with the Woodland Trust that will also commemorate the Armistice.

Old Sarum Community Centre Gas Supply. The manager of the Centre has contacted the Council about a report by British Gas that the meter and gas supply to the building is inadequate for the number of appliances. The Centre describe this as an 'inherent defect'

in accordance with their lease, for which the Council is responsible. The Clerk has asked for a full defect report and an estimate of repairs, which initially he will take back to the project managers for the construction of the building.

Wessex Water works on Old Sarum Country Park and temporary closure of Restricted Byway 17. The Clerk drew attention to the Closure Notice for Byway 17 (Green Lane). This is associated with sewer construction, which will service part of Longhedge village. This will also cross the Old Sarum Country Park. He had met with Wessex Water and agreed to their proposals.

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

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

The Chairman concluded the meeting by offering thanks to Cllr Ron Champion who has just resigned from the Council. Ron Champion became a Councillor in 2008 and served as Chairman from 2009 to 2013.

The meeting concluded at 9.32pm.

The next meeting of the Council will be held at 7pm on Monday 16th July 2018 at the Old Sarum Community Centre, Pheasant Drive, Old Sarum.

Appendix 1 to Minutes 18 June 2018

Spatial Planning
Economic Development & Planning
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

11 June 2018

Dear Sir or Madam

Consultation on the Proposed Changes to the Wiltshire Housing Site Allocations Plan – Draft Laverstock and Ford Parish Council Response

Laverstock and Ford Parish Council are unable to provide a formal response until it has been agreed by resolution at its next Parish Council meeting on 18 June 2018. However, it understands that it is acceptable to provide a draft response prior to 12 noon Monday 11 June 2018 as an interim measure pending a resolution on 18 June. The Laverstock and Ford draft response identifies 2 objections.

Inclusion of OM003 The Yard, Hampton Park.

The Parish has been subjected to some 2600 units being either built, or planning permission granted to be built, over the last 15 years. Furthermore, the Parish Council supported a planning application for development at Longhedge for 673 dwellings – 223 more than called for in the Core Strategy. The Parish Council, therefore, believes that it is un-reasonable to consider any further development within the Parish boundaries and is disappointed to note the inclusion of OM003 The Yard, Hampton Park in the May 2018 amendment. The Parish Council objects to its inclusion.

Settlement Boundary in the vicinity of Old Sarum and Longhedge.

The developed areas both north and south of The Portway are identified as part of the Salisbury Settlement Area. The Council objected in its submission to the Pre-submission Draft Housing Site Allocation Plan in September 2017 to the inclusion of the Old Sarum area within the Salisbury Settlement Area. It is felt that this cannot be correct as this settlement falls both within the Parish of Laverstock and Ford as well as the Southern Wiltshire Community Area. Old Sarum forms an 'island' which is well separated from the main body of Salisbury Settlement Area and, therefore, it is not logical for it to form part of this.

The recent proposed changes now include Longhedge in this 'island'. This overall settlement should be identified within the Southern Wiltshire Community Area Topic paper.

The document already identifies boundaries for 7 separate settlements and an Old Sarum/Longhedge settlement should form the 8th. Therefore, the Council objects to both Old Sarum and Longhedge being included within the Salisbury Settlement Area.

Corrections to Appendix D to the Salisbury Community Area Topic Paper.

The Council is pleased to note that the errors in the data for 2 SHLAAs (S119 Old Sarum and 3381 Land at Manor Farm Road, Ford), which were identified by the Council in its September 2017 submission, have now been corrected.

Yours faithfully

Andrew Prince
Clerk to the Parish of Laverstock and Ford