



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting held at the Old Sarum Community Centre
at 7.00pm on Monday 16th July 2018**

MINUTES

Councillors present: Beard, Bussereau (Vice-chair), Buttigieg, Davidson, Davis, Dean, Hayes, Waller.

Wiltshire Councillors present: McLennan. (until 9pm)

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

Cllr Bussereau (Vice-chair) chaired the meeting in the absence of the Chairman. He welcomed three members of the public.

The meeting started at 7.01pm.

18.098 APOLOGIES. Apologies had been received from Cllrs Birkett (Chairman), Brown and Burton.

18.099 DECLARATIONS OF INTEREST. Cllr Waller declared that one of her family was a member of the Scouts and she would not participate in the discussion or vote on the grant application at Agenda item 18.101.

18.100 APPROVAL OF MINUTES.

Resolved: To approve the Minutes of the meeting held on 21st May 2018.

Resolved: To approve the Minutes of the meeting held on 18th June 2018.

18.101 GRANT APPLICATION – Salisbury & South Wilts District Scouts.

A member of the Salisbury and South Wilts District Scouts addressed the Council. He is also on the management committee of Dennis Marsh House, which is the headquarters of the District and is a facility available to all Scouts Groups. In this Parish these include the Old Sarum Beavers and Cubs, the 1st Laverstock Beavers, Cubs and Scouts, and the Laverstock Explorer Scouts. He described the project to improve Dennis Marsh House and answered questions from Councillors. He also listed the other Parishes and organisations that had been approached for funds. Cllr Bussereau proposed a grant of £300 but this was not supported. Cllr Davidson proposed a grant of £800, seconded by Cllr Beard. The vote was 4 to 3 against this proposal. Cllr Dean proposed a grant of £500, seconded by Cllr Bussereau.

Resolved: To grant £500 to Salisbury and South Wilts District Scouts for the project to upgrade and improve facilities at Dennis Marsh House.

18.102 MATTERS ARISING.

Action PC273. Investigate feasibility of Wiltshire Council Winter Salt Scheme for individual wards. Cllr Beard said that she is seeking volunteers in Bishopdown Farm and is prepared to volunteer herself. The other two Councillors leading the project were not present. The deadline for participating is the end of August. A decision must be made at the August Council meeting.

Action PC276. Organise an informal meeting of Councillors to discuss the resourcing and staffing of the Parish Council. Cllr Bussereau said he believed this was supposed to be about allocating individual responsibilities and Subgroups and not about staffing. To be confirmed with the Chairman on his return.

Action PC277. Raise as a separate agenda item at the next Council meeting the possible need to record on the Asset Register knowledge held on the Parish computer. Cllr Waller said that this was not her recollection of the action item. It was immaterial whether or not the data is on the Asset Register, but its value must be acknowledged, and it must be protected. Action CLOSED.

Discussion followed on both the security of the data held by the Clerk, and on how it can be made available to the Council if he should be incapacitated. Cllr Bussereau recommended that the Business Management – Communications Subgroup should investigate this with the assistance of the Clerk and make a recommendation.

Action Cllr Davidson

GDPR Compliance. Cllr Bussereau reminded Councillors of his concern at the recommendation of the Council's Data Protection Officer that data held on a Councillor's own computer should be in a password-protected folder. He said that professional advice is needed in order to comply with this recommendation and that the Clerk should seek guidance from the DPO.

Action Clerk

Cllr Beard said that she would like professional training on GDPR compliance.

18.103 PLANNING

Old Sarum update. The Clerk reported that, following the payment of £160,243.55 of commuted funds to Wiltshire Council, the transfer of two pieces of land known as the Swale and 9A/9B Public Open Space, had been completed on 5 July 2018. Of these funds £26,830.68 is allocated for the provision of a Local Area for Play. The Clerk then briefly reported on a meeting with Wiltshire Council officers (Transport Planning & Estates) to discuss the link paths between Longhedge and Old Sarum. The Longhedge planning approval included one shared-use (pedestrian/cycle) path and two footpaths. The Transport Planners would like the two footpaths replaced by a further shared-use path.

Longhedge update. The Clerk reported that the maintenance contribution for Robinson Grove Play Area had finally been received from Bovis Homes and the transfer can now proceed. The dispute over the commuted sum for the Western Boundary has still not been resolved. He has been informed that preparation of the Community Open Space in accordance with the Ecological Mitigation Plan is now complete and he has been invited to inspect the land prior to transfer.

Castle Hill Country Park update. Cllr Bussereau summarised a progress report received from Cllr Burton. The earthworks have been further delayed but the contractor should be

complete before the end of August. The play areas in Fiander Lane are half finished. Work is due to start on the large play area this week. The handover to the Council is delayed until the end of August or early September. No progress has been made with the Agreement to Lease with the Land Trust.

Neighbourhood Plan update. Cllr Buttigieg reminded Councillors that three Neighbourhood Plan Road Shows are planned for the forthcoming week. They will be held in Laverstock, Bishopdown Farm and Old Sarum and their aim is to start the engagement programme with residents. Councillors were encouraged to attend.

Planning Application Log. The following responses have been made since the last Council meeting. **18/05409/FUL.** Installation of new external fire escape stairway and associated fenestration changes. Danebury Court, Unit 2, Old Sarum Park, Old Sarum. NO COMMENT. **18/05473/FUL.** Proposed two storey extension and new tile roof over existing conservatory. 103A Church Road, Laverstock. NO COMMENT. **18/05964/TCA.** Work to trees in a Conservation Area. Crown raise 3 Lime, re-pollard 2 Lime, fell 1 Lime. Portway House, Old Sarum Park, Old Sarum. NO COMMENT.
Resolved: To approve the above responses.

18.104 FACILITIES MANAGEMENT SUBGROUP – Report and Recommendations.

A record of the decisions and recommendations of the Subgroup had just been received from Cllr Birkett. Cllr Waller expanded on the discussions that had taken place. A large part of the discussion had centred on the Wiltshire Council play parks that might be managed by the Council in the future. No progress has been made on the Legal Agreements for Service Delegation.

The Subgroup recommended that Drake Close Play Park should be closed, and St Peter's Play Park should be reviewed. Cllr Hayes said that he had drafted and circulated the Criteria that should be applied when making a decision regarding the retention and continued maintenance of a Play Park.

Old Sarum 9A/9B Public Open Space Play Area Funding. The Clerk explained that the commuted funds that accompanied the transfer of the Swale & 9A/9B POS included £26,830 for the provision of a Local Area for Play on the open space. He said that the very successful LAP in Pheasant Drive would have cost over £33,000 at present day prices. He suggested that it would be possible to enhance the new LAP provision by allocating £6,500 from the Youth and Adult Off-Site Open Space Contribution for Old Sarum. There is currently £45,950 that has not yet been allocated from this contribution, with another £20k due to be received from the Local Centre development.

Resolved: That the Council adds a resolution to the Agenda covering the subject of an urgent allocation of funds to the Play Area in the 9A/9B public open space.

Resolved: That the Council allocate £6,500 from the Youth and Adult Off-Site Open Space Contribution to upgrade the Play Area in Area 9A/9B Public Open Space.

18.105 TOWN AND PARISH TRAINING & NETWORKING DAY.

Cllr Waller had prepared a report on the day's proceedings and this was included with Supporting Papers for the meeting. She drew attention to the following points.

- 80% of the town and parish councils in Wiltshire are members of the Wiltshire Association of Local Councils.

- 85% of councils in England are members of the National Association of Local Councils.
- NALC has produced 100 legal topic notes and briefings this year and last year they answered 900 legal and financial queries.

Cllr Waller said that it had been clearly stated during the 'Question & Answer' session that the takeover of Wiltshire Council assets including play parks could not take place until legal and procedural matters have been concluded. Cllr Beard spoke about the briefing by members of the Boundary Commission. WCllr McLennan summarised the current status of the Boundary Commission Review.

18.106 REVIEW OF ALL RESPONSIBILITIES & TERMS OF REFERENCE.

Cllr Bussereau gave a brief summary. All approved Terms of Reference had been posted on the Councillor's page of the Council website. There were four TORs outstanding.

18.107 APPROVAL OF INTERNAL AUDIT REPORT. The Clerk had previously circulated the Internal Audit Report by IAC Audit & Consultancy Ltd and a copy was provided with Supporting Papers. The Report expands on the reasons why the Internal Auditor had answered 'yes' to each of the Internal Control Objectives. There was one additional observation that recommended the Council seek an increased level of output VAT dispensation from HMRC.

Action Clerk/RFO

Resolved: To approve the Internal Audit Report 2018.

18.108 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 June 2018 were £506,841.26 of which £452,296.26 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 July 2018 amounted to £6,841.42. In addition, there is a supplementary cheque list for April 2018 for £950.00 that had escaped formal approval. This was for four, previously approved, Section 137 grants. Debit card payments in June 2018 amounted to £110.32.

Resolved: To approve the cheque and debit card payments.

18.109 CLERK'S REPORT & CORRESPONDENCE.

Old Sarum Community Building Gas Supply. The Clerk summarised the situation that has led to the Old Sarum Community Centre CIO, who are the tenants of the building from the Council, being issued with a Warning Notice by British Gas. The Notice states that the 'gas installation' 'is at risk' because there is 'insufficient capacity from the gas meter to meet demand' from all of the gas appliances in the building.

The Clerk had included with Supporting Papers a summary of email exchanges with the manager and chairman of trustees. He also attached one page of a 29-page quote from British Gas to rectify the problem. The work required, according to British Gas, involves a new 20-metre underground low-pressure gas supply from the gas main and a larger gas meter. The cost is £11,825 plus vat. The OSCC CIO have stated that this is a problem for their landlord (the Council) because it is an Inherent Defect in accordance with their Lease. The Clerk concurs with this view. In response to a question from Councillors he said that

the Notice states that 'the gas installation is currently operating safely and does not constitute an immediately dangerous or at-risk situation'. His first step is to report the situation to Ridge and Partners LLP, who were the contract managers for the construction of the building and ask for their views on the issue.

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

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

The meeting concluded at 9.26pm.

The next meeting of the Council will be held at 7pm on Monday 20th August 2018 at the River Bourne Community Farm, Cow Lane, Laverstock.