



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting held at Greentrees Junior School  
at 7.00pm on Monday 20<sup>th</sup> May 2019**

## MINUTES

**Councillors present:** Beard, Birkett (Chairman) Burton, Dean, Hayes, Hilliard.

**Wiltshire Councillors present:** Nil.

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

The Cllr Birkett welcomed three members of the public and invited them to address the Council.

A resident of Silverwood Drive, Laverstock raised three issues. First a caravan in a resident's driveway that protruded from the property and blocked the footpath. Second, there were several properties in his estate that have allowed their hedges to grow out over and partially block footpaths. He believed that someone from the Council should be addressing both these problems. Third, he complained about the lack of road sweeping that caused the gutters to be blocked with weeds and grass. Cllr Birkett replied that these were all Wiltshire Council issues and should be reported to them.

### **19.066 ELECTION OF CHAIR AND VICE-CHAIR.**

Cllr Birkett said he was willing to stand again for the office of Chairman. He was proposed by Cllr Hayes, seconded by Cllr Hilliard.

**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.

The Chairman reported that Cllr Bussereau was not willing to continue in the office of Vice-chair having served for five years in that role. Cllr Beard indicated that she would be willing to stand and was nominated by the Chairman, seconded by Cllr Hayes.

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

Cllr Beard signed a Declaration of Acceptance of the office of Vice-chair.

The Chairman acknowledged and thanked Cllr Bussereau for his hard work in the office of Vice-chair over the last five years. He is pleased to report that Cllr Bussereau will continue to work for the Neighbourhood Planning Steering Group and other Sub-groups of the Council.

### **19.067 APOLOGIES.**

Apologies had been received from Cllr Brown, who has missed the previous five meetings because of ill health and family issues. The Chairman reported that Cllr Brown informed him that she hoped to be able to attend the meeting in June. Cllr Bussereau has

apologised for his absence on personal business. Cllr Waller has apologised for her absence due to [holiday](#). Cllr Watson has apologised for his absence due to a work commitment.

**Resolved:** To accept all apologies.

**19.068        DECLARATIONS OF INTEREST.** Nil.

**19.069        APPROVAL OF MINUTES.** The Clerk reported on two amendments requested by Cllr Bussereau, and one requested by Cllr Waller.

**Resolved:** To approve the Minutes of the meeting held on 15<sup>th</sup> April 2019 as amended.

**19.070        GRANT APPLICATIONS.**

**Old Sarum Community Centre.** An application for a grant of £1000 to assist with the replacement of the existing Vailant boiler. The Chairman of Trustees spoke in support of the application and explained that a replacement at a cost of £3114 was preferable to a repair because of an included 7-year extended warranty. The balance of funds will come the Centre's reserves.

**Resolved:** To grant £1000 to the Old Sarum Community Centre to assist in the purchase and installation of a new boiler.

**Old Sarum Youth Club.** An application for a grant of £905 to support funding of the running costs of Old Sarum Youth Club. An application to the South Wiltshire Area Board for £3095 had resulted in a grant of £2195 with a recommendation that they seek the balance from the Parish Council. The Youth Leader had apologised that she not able to attend this evening. Cllr Burton, who had witnessed the application being presented to the Area Board, spoke in support of the application.

**Resolved:** To grant £905 to the Old Sarum Youth Club to support funding for the running costs of the Club.

**19.071        MATTERS ARISING.**

**Action PC197. Set up a meeting to discuss possibility of transfer of HP Pavilion to the Parish.** The Chairman recorded that this Action has been deferred many times, since June 2016, pending a decision on planning application 16/06690/OUT. Cllr Beard, reporting on behalf of Cllr Bussereau, said that determination of the application was delayed while S106 negotiations continue. Cllr Beard recommended that the Council contact the agent for the application to determine the content of these negotiations.

**Action Clerk.**

**19.072        PLANNING**

**Old Sarum update.** The Clerk reported that Persimmon intend to install two bus shelters at the eastern end of the development. One on Sherbourne Drive near the traffic lights and the other near the junction with Robin Road. There was no indication of timing.

**Skatepark update.** The Chairman reminded the Council that they had voted to give the £50,000 allocated to the Skatepark group. The organiser is moving forward, with the help of the Assistant to the Clerk, to establish a specification for a park that could be built for £60k to £70k but be added to a later date.

**Longhedge update.** The Community Open Space has been inspected and remedial work identified that needs to be carried out prior to transfer. There has been no response to the Council's latest proposal for open space funding.

**Castle Hill Country Park update.** Cllr Burton reported on additions to the Country Park Sub-group. This will include volunteers who are involved with specific projects. The Land Trust have started the process of engaging with The Environment Partnership to procure contracts and design works required for footpaths and the car park. There is an issue with possible changes to the footpath layout to follow the desire paths already established. The planning officer might be content with a simple exchange of emails to define the changes to the approved plans. Otherwise it will require a Non-Material Amendment. The governance arrangements with the Land Trust and the Ranger were discussed.

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

19/03764/FUL. Proposed rear single storey extension. 26 Greenwood Ave. No Comment.

19/03806/FUL. Single storey conservatory to rear. 11 St Luke's Close. No objection.

19/03825/FUL. Single storey rear extension. 25 Linden Close. No Comment.

19/04284/FUL. Single storey rear kitchen extension. 23 Bundy Lane. No objection.

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

**Neighbourhood Planning Steering Group update.** Cllr Hilliard reported on three current areas of work. First the Outline Plan which is nearly complete. Second is the Residents' Questionnaire. The Steering Group members who are working on the Questionnaire would like Councillors to attend a presentation on 10<sup>th</sup> June and give some feedback on the draft questionnaire. The target date for the survey is the end of August. There will also be a business survey, a youth and student survey and a survey of farmers and landowners. Finally, the website is nearing completion.

#### **19.073      ENGAGEMENT of LGRC for EXTERNAL REVIEW.**

The Chairman referred to the proposal from LGRC to carry out a Staffing Review of the Council that had been circulated to all Councillors. It now requires the formal acceptance of the Council.

**Resolved:** To approve the engagement of LGRC Associates Ltd to carry out a Staffing Review of the Council in accordance with their proposal dated 15 April 2019 up to a maximum expenditure of £5000.

**19.074      CONSULTATION RESPONSE. 'Masterplan for The Maltings and Central Car Park'.** Cllr Burton explained the reasons why the Council should engage with the Consultation and offered to draft a brief response. The deadline for a response is Friday 24<sup>th</sup> May. **Action Cllr Burton**

**19.075      SERVICE DEVOLUTION & ASSET TRANSFER UPDATE.** The Clerk explained the process of Service Devolution to Parish Councils that should result in a list of potential Wiltshire Council assets being presented to a 'Service Devolution Board'. The Asset Manager with Strategic Asset & Facilities Management at Wiltshire Council informed the Clerk that he hoped to progress this in June.

**19.076      REVIEW OF FINANCIAL REGULATIONS.** The Chairman described the two amendments introduced by the Clerk.

**Resolved:** To approve Financial Regulations as amended.

**19.077 REVIEW OF FINANCIAL RISK ASSESSMENT.** The Clerk introduced the latest version of the Financial Risk Assessment and described two highlighted items that might cause concern. The first was his failure to recover VAT from the previous financial year amounting to £7346.94. This would be done shortly. The second was an extra line in the Risk Assessment that referred to the failure of developers to pay S106 funds on time. The highlighted issue was the failure by the Old Sarum developer to pay the Youth and Adult Off-site funds arising from the Local Centre. This was three years overdue when paid to Wiltshire Council and there is therefore a shortfall. The funds have still not been transferred to the Council.

**Resolved:** To approve the Financial Risk Assessment as tabled.

**19.078 REVIEW OF ASSET REGISTER.** The Clerk had previously circulated the latest version of the Asset Register and requested the approval of the Council to write off two items of Ryobi hand machinery that he would like to donate to the Community Farm.

**Resolved:** To approve the write off of two Ryobi items valued at £399 and to approve the Asset Register dated 31 March 2019 with a total value of £385,292.

**19.079 APPROVAL OF INSURANCE.** The Clerk described the Insurance Policy that had just been renewed with Zurich Municipal through Community First Trading. The policy was in the second year of a 3-year Long Term Agreement . The premium had increased by 15.3% on the previous year. This was due to an indexed increase in the rebuilding cost of the Old Sarum Community Centre, an increase the number of items of play equipment across the parish and all-risks insurance on recently installed art work at Castle Hill Country Park.

**Resolved:** To approve the renewal of the Council's insurance.

#### **19.080 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 2019 were £2,263,431.48 of which £2,174,978.10 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 2019 amounted to £19,450.48. Debit card payments in May 2019 amounted to £321.15.

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

#### **19.081 CLERK'S REPORT AND CORRESPONDENCE.**

##### **Wiltshire Council Briefing Note No: 19-016**

##### **Changes to submission of highway improvements and traffic survey requests.**

The Clerk drew attention to this briefing note that had been previously circulated to Councillors. It describes a significant change to the procedure for dealing with highways improvements and traffic survey requests. The new system will be introduced on 3<sup>rd</sup> June 2019. It will be necessary for the Council to introduce a procedure for dealing with these issues.

**Action Clerk/Cllr Bussereau**

**Area Board Issue 7134 – Cycle signposts, Green Lane.** The Clerk reported that he had been asked for the Council's view on this Salisbury Area Board Issue. The Chairman said that it was raised by a member of the Cycling Opportunities Group Salisbury (COGS) at

the last meeting of the Cycle Liaison Panel. The intention was to signpost, for the benefit of adults and secondary school pupils, a cycle route from Longhedge to the city and Laverstock schools. The Clerk said the Council had been asked three questions. 1) Does the Council support the action proposed? 2) Would the Council be willing to contribute to the cost of the work required? 3) Can the Council indicate the level of contribution it would be willing to make?

**Resolved:** The Council supports the principle of signed cycle routes from one part of the parish to another but cannot make any financial commitment until the total cost is known.

**Action Clerk**

**NHS – Controlled Locality Determination – Longhedge, Old Sarum, Salisbury.** The results of a consultation had been received. The Clerk said he would forward for Councillors to comment.

#### **19.082 LATE NOTICE ITEMS.**

**Speed Indicator Device.** The Chairman reported that Alderbury Parish Council had gone ahead with a grant application to the Area Board to purchase a SID with another parish. They had approached this Council to see if we wished to participate. Cllr Bussereau would address the issue on his return.

**Action Cllr Bussereau**

**Boardwalk contractor – approval.** The Chairman briefly described the selection process. He explained why the team recommended that the contract be awarded to G Farwell Ltd.  
**Resolved:** To appoint G Farwell Ltd to carry out the boardwalk renewal project at a revised cost of £78,588.59 excluding VAT.

#### **19.065 EXEMPT BUSINESS – EXCLUSION OF THE PRESS AND PUBLIC**

**Resolved:** That in view of the COMMERCIAL-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.

The meeting closed at 9.08pm.

**The next meeting of the Council will be held at 7.00pm on Monday 17<sup>th</sup> June at the River Bourne Community Farm**