



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting held at the Old Sarum Community Centre
at 7.00pm on Monday 15th July 2019**

MINUTES

Councillors present: Burnett, Bussereau (from 8.16pm), Dean, Hayes, Hilliard, Waller, Watson

Wiltshire Councillors present: McLennan (until 8.36pm)

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

The Chairman welcomed six members of the public and invited them to address the Council. A resident of Laverstock spoke against planning application 19/06409/FUL at 123 Church Road and requested the support of the Parish Council. Cllr Hayes said that the Laverstock & Milford planning subgroup are still investigating the application. The Clerk reported that the Planning Officer had agreed to a late response from the Council so that the application could be discussed fully at the meeting on 19th August.

The meeting started at 7.08pm.

19.100 APOLOGIES. Apologies had been received from Cllr Bussereau, who has stated his intention to join the meeting later, Cllr Brown who is unwell and Cllr Hilliard who is on holiday.

Resolved: To accept all apologies.

19.101 DECLARATIONS OF INTEREST. Nil.

19.102 CO-OPTION OF COUNCILLOR. The Chairman welcomed Alex Tucker and explained the process of co-option. Alex Tucker spoke briefly on his background and his reasons for wanting to join the Council. The Chairman invited Alex Tucker and other members of public to leave the meeting. A brief discussion followed. The Chairman proposed Alex Tucker for co-option, seconded by Cllr Watson.

Resolved: To co-opt Alex Tucker to the Council.

Cllr Tucker returned to the meeting and signed a Declaration of Acceptance of the office of Councillor.

19.103 APPROVAL OF MINUTES. The Clerk reported on a minor amendment to the draft Minutes requested by Cllr Bussereau.

Resolved: To approve the Minutes of the meeting held on 17th June 2019 as amended.

19.104 MATTERS ARISING.

Action PC309. Request an amendment to PA 19/02482/FUL to include 12 additional parking spaces located on adoptable roads only. The Clerk said that the request had been sent but there was no change as yet to the application. OPEN.

Actions PC310, 311, 313 and 314. CLOSED.

Boardwalk Replacement and Water Voles. The Clerk reminded the Council that at the June meeting they approved an increase in the budget for the Whitebridge Boardwalk replacement to £91,484.94. The contractor, Farwell, had recently informed him that, in the process of applying for a Licence from the Environment Agency to carry out the work, it had been suggested that they should investigate the presence of Water Voles. These are a protected species under the Wildlife and Countryside Act 1981 and damage to their burrows would be a criminal offence. The Clerk had sought professional advice and commissioned Five Rivers Environmental Contracting to carry out a survey of Water Voles on this stretch of the River Bourne.

The survey found significant signs of Water Vole activity and recommended that work should be delayed until the breeding season was over at the end of October. The contractor has said that this may increase their costs due to a shorter working day, lower temperatures and wetter ground conditions. The Clerk said that the Council should acknowledge that there might be a cost overrun of up to 10%, but he would like to leave a definitive decision until much later when the conditions at the time are known.

19.105 PLANNING

Old Sarum update. Work is progressing well on the Virginia Way Play Park.

Old Sarum Skatepark update. The Assistant reported on a recent meeting with the group leader and a potential contractor to discuss possible designs and costs.

Old Sarum Airfield update. The Chairman reported on the decision of the Planning Inspector published on 11 July to dismiss the appeal and refuse planning permission for 462 dwellings and other matters.

Longhedge update. The Clerk gave a brief update on the transfer of play areas and the Community Open Space. The main link path to Old Sarum is complete on the Longhedge side. Work on the Old Sarum side is not due to start until September.

Castle Hill Country Park update. The Ranger's summary of work had been circulated to Councillors and was included with Supporting Papers. The Chairman advised that a new Country Park Subgroup had been formed consisting of Cllrs Bussereau, Waller and Watson. Standing Orders will be amended in due course.

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

19/05339/TPO. Work to TPO Trees. T4 Sycamore and T5 Sycamore. 10 Green Lane, Ford. No objections.

19/05560/TPO. Work to TPO Trees. Pollard Lime Tree 1.5m below existing pruning points. 16 Norton Drive, Ford. No comment.

19/05623/FUL. New windows to rear elevation. The Woodford Centre, Unit 3, Lysander Way, Old Sarum. No Comment.

19/05817/FUL. Proposed new detached building, to house kitchen and dining area. (Alabare). The Portway, Old Sarum. No Comment.

19/06058/FUL. Proposed single storey rear extension. 52 Saunders Ave., Bishopdown. No objection.

Resolved: To approve the above responses.

19.106 LGBCE ELECTORAL REVIEW. Further limited consultation on Draft Recommendations. The Clerk gave a brief summary of the new Draft Recommendations. WCllr McLennan gave his perspective on the changes and a discussion followed. Cllr Bussereau has offered to draft a response to this Further Limited consultation and circulate it to Councillors before 29th July 2019. **Action Cllr Bussereau**

19.107 EXTERNAL REVIEW and LGRC. The Clerk reported that, following a confidential discussion with a Director of the Local Government Resource Centre they had withdrawn their proposal to assist the Council. The Chairman said this would be discussed further in exempt business.

19.108 SALISBURY CENTRAL AREA FRAMEWORK. The Clerk said it was Cllr Bussereau who had asked if this would be on the Agenda. The consultation ends on 9th August but he had no further information. Cllr Watson said that he had some information and would discuss it with Cllr Bussereau. No definitive action on this consultation was proposed.

Cllr Bussereau joined the meeting at 8.16pm.

19.109 GRANT APPLICATION FORM. The Chairman introduced this item and said that a decision had to be made between the one-page application form currently in use and a proposed new three-page form. Cllr Watson said that he would like to see a more user-friendly form and offered to assist in its preparation. **Action Cllr Watson**
Resolved: To adopt the new form but to reduce it to two-pages in a printed format, and to provide an online version that can be easily expanded.

Following the arrival of Cllr Bussereau the Chairman returned to item 19.105, Planning.

19.105 PLANNING. Neighbourhood Planning Steering Group update. Cllr Bussereau reported that some pilot copies of the survey form had been distributed around the Parish in order to assess its suitability. The intention was to distribute the survey form with the September/October issue of the Parish Newsletter.

19.110 LONGHEDGE: Transfer of Area G – Play Area 5. Resolution to Sign. The Chairman described the need for the resolution for the benefit of the new Councillor. **Resolved:** To approve the signing of the Transfer Deed and any attached Plans for the Land at Longhedge, designated as Area G and including Play Area 5, by any two Parish Councillors in accordance with Standing Order 26.

WCllr McLennan left the meeting at 8.36pm.

19.111 APPROVAL OF INTERNAL AUDIT REPORT. The Clerk reminded Councillors that they had already approved the first part of the Report. These were the Internal Audit Responses on page 3 of the Annual Governance and Accountability Return 2018/19. The Internal Audit Report also included four additional Observations and Recommendations. The Clerk presented these to the Council, discussed each one in turn and read his proposed responses to them. **Resolved:** To accept the Internal Audit Report and to approve the draft responses.

19.112 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 2019 were £2,216,486.95 of which £2,134,862.45

were earmarked or restricted reserves. The Clerk explained that no Councillor had been available to confirm the accounts in May and he therefore sought approval of both May and June accounts.

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

Reversal of Cheque Payment. The Clerk explained that cheque number 002564 for £3,150.00 had been paid to Wiltshire Council on 15 October 2018, against their invoice number 90312832 for the return of overpaid CIL funds. Wiltshire Council had presented the cheque and they have received the funds but the funds have never been debited to the Council's account. A cheque search with the Council's bankers had been unable to locate any trace of this payment. The Internal Auditor recommended that, after 9 months, the payment should be reversed.

Resolved: To approve the reversal of cheque number 002564 for £3,150.00.

Allocation of Community Infrastructure Levy Funds to the Greentrees School Footpath project. The Clerk reminded the Council that in June they had approved a payment of £12,398 for the new tarmac path to Greentrees Junior School. This had been funded with £7,269.25 of grants from Area Boards, the Bishopdown Farm Residents Association, the Friends of Greentrees School and a Wiltshire Council School Travel Plan contribution. The Clerk asked that the balance of £5,128.75 be allocated from the Community Infrastructure Levy arising from the Hampton Park Inn Annex.

Resolved: To pay £5,128.75 of Community Infrastructure Levy funds to the balance on the Greentrees School footpath.

Cheque & Debit Card Payments. The list of payments had been circulated by email and copies were provided. Total cheque payments in July 2019 amounted to £62,302.16. The largest single payment was £53,454.55 to the Land Trust. The Clerk said that this was largely an advance payment for goods and services relating to the construction of the Country Park for the period July to August. Debit card payments in June 2019 amounted to £435.07.

Resolved: To approve the cheque and debit card payments.

19.113 CLERK'S REPORT & CORRESPONDENCE

Salisbury City Avenue Cemetery Contribution. The Clerk reminded the Council that, following a briefing and request from Cllr Dean and the City Clerk, the sum of £4,054 had been included in the budget as a contribution towards the annual maintenance costs of the new Avenue Cemetery. He now had confirmation that the City Council were proposing a 20% reduction on internment costs for Laverstock and Ford residents in return for this contribution.

Substantive Highways Scheme Fund Bid Application Process. The Clerk briefly described the bid process that had been circulated on 20th June in Councillors Briefing Note No: 19-018. This required Parish and Town Councils to submit detailed and fully costed bids, through Area Boards, by 9 August 2019 for inclusion in the 2020/21 budget. The Clerk said that he would like to see a major scheme that could alleviate the school-run chaos in Church Road, Laverstock but the time scale of this bid process was unrealistic. Cllr Bussereau said that he would investigate further with the Community Area Transport Group.

Action Cllr Bussereau

Weeds in gutters. The Clerk reported that he has had several complaints about the state of gutters and footpaths in residential streets due to weed growth. He will investigate the rental of street sweeping machines for next year.

19.114 LATE NOTICE ITEMS.

Community Governance Review. Expressions of interest from parishes.

Cllr Bussereau reminded the Council of the process that has just commenced that requires towns and parishes to submit a request for a review of their governance arrangements by October 2019.

Biting Horses. Cllr Hayes reported on a problem with horses in a field alongside Riverside Road in Laverstock. The horses may be on the land without the owner's permission and one of them had bitten two members of the public. No official organisation seemed willing to take action.

Cllr Karen Beard. The Chairman offered the thanks and appreciation of the Council to Karen Beard who has recently resigned. She carried out some extremely valuable work in drafting Council policies and the responses to the Local Government Boundary Commission for England. She is also to be commended for organising the new tarmac path to Greentrees Junior School.

19.115 EXEMPT BUSINESS – EXCLUSION OF THE PRESS AND PUBLIC

Resolved: That in view of the COMMERCIAL-IN-CONFIDENCE and STAFF-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 10.05pm.

The next meeting of the Council will be held at 7.00pm on Monday 19th August 2019 at the River Bourne Community Farm.