



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting held at the River Bourne Community Farm
at 7.00pm on Monday 16th September 2019**

MINUTES

Councillors present: Bussereau, Dean, Hayes, Hilliard, Lovibond, Tucker, Waller

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

The meeting started at 7pm.

Cllr Bussereau addressed the Council to explain that in the absence of the Chairman who is away on business there was no one to chair the meeting. Cllr Hayes proposed that Cllr Bussereau should chair the meeting.

Resolved: To elect Cllr Bussereau to chair this meeting of the Council.

The meeting stood adjourned while Cllr Bussereau welcomed one member of the public.

The meeting resumed at 7.02pm.

19.131 APOLOGIES. Apologies had been received from Cllr Birkett and Cllr Watson who are both absent on business.

19.132 DECLARATIONS OF INTEREST. Cllr Lovibond declared a non-pecuniary interest in the grant application by the Milford Preservation Group of which he is Honorary Secretary. He will answer questions about the grant application but not vote.

19.133 APPROVAL OF MINUTES. The Clerk reported on a request to amend the Minute of Exempt Business by adding the words 'rent free' at the end of paragraph 4.

Resolved: To approve the Minutes of the meeting held on 19th August 2019.

19.134 MATTERS ARISING

Action PC307. Investigate possibility of purchasing a Speed Indicator Device jointly with Alderbury Parish Council. Cllr Bussereau reported that a meeting to take this forward was scheduled for 15th October. Open.

Action PC315. Make new Grant Application form more user-friendly. The Clerk reported that the new form had been produced but was not yet in a writable pdf format. Open.

Action PC317 and PC319. Closed

Action PC320. Arrange meeting to discuss with Wiltshire Council the Service Devolution of Wiltshire Council Assets. The Clerk said he had a meeting with Estates Officers on 18th September to move this forward. Closed.

19.135 PLANNING

19/06409/FUL. Amended plans for 123 Church Road. Cllr Hayes described the latest plans for the decking area behind 123 Church Road. Copies were provided with Supporting Papers. He recommended that the Council's objection should remain for the same reasons as before but with an additional comment regarding Wiltshire Council Core Policy 57.

Resolved: To object again to the application on the grounds of quality of design and significant overbearing impact on neighbouring properties, and to draw attention to the fact that this application is not in accordance with Wiltshire Council Core Policy 57.

Old Sarum update. The Clerk reported on two issues. First, a complaint by a resident about the way in which the Council maintained the public open space, in particular the Swales and Area 9A/9B. Second, the delay in completion of Virginia Way Play Park.

Skatepark update. A draft Invitation to tender has been produced but not yet published.

Old Sarum Airfield update. Cllr Bussereau reported that Old Sarum Airfield Limited have applied for a judicial review of the Planning Inspector's decision to dismiss the Planning Appeal. The application will be opposed.

Longhedge update. The Clerk reported that there had been no progress with land transfers or with the shared use link path to Old Sarum. There has been no movement on the hybrid application for the employment land but the Clerk reported that, if approved, there could be an extra £100k of recreation funding available from this development.

Castle Hill Country Park update. The Ranger's update had been circulated and included with Supporting Papers. Cllr Bussereau spoke about a problem with the planned location of dog agility areas and the trim trail and possible solutions.

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

19/07596/TPO. Work to trees at Partridge Way, Old Sarum. No Comment.

19/07652/FUL. Single storey rear and first floor extensions and alterations. 1 St Christophers Close, Bishopdown. No Comment.

19/07709/ADV. Advertisement consent. 3m high estate sign and LED uplighter. Longhedge Local Centre. No Comment.

Resolved: To approve the above responses.

Neighbourhood Planning Steering Group update. Cllr Bussereau reported that the Residents' Questionnaire had been circulated and so far there have been over 200 responses plus an unknown number online. The Business Questionnaire is almost complete and will be distributed this week. The Group is in the process of recruiting a landscape architect to produce an impact statement. The Assistant reported that the Council has been awarded a grant of £8,364 by Locality to assist with the Neighbourhood Planning process.

19.136 PARISH NEWSLETTER. Cllr Bussereau outlined the options available and reported that an informal meeting of Councillors had agreed to proceed with the next issue to be published on 1st November. This would be produced by a private company using material supplied by the Clerk and Assistant. The Clerk reported on a likely extra cost of between £400 and £500 to produce a 32-page issue. There was currently £3,843 available in the Newsletter budget. He has not yet decided which company to use. Cllr Hayes said that he would prefer that the Council employ the current printer to produce the newsletter. Cllr Waller said that the Council should also be planning ahead for future issues. Cllr Lovibond said the Council should be giving consideration to the level of funding of a future Editor.

19.137 AMENDMENT OF STANDING ORDERS. The Clerk outlined changes to Section 35 of Standing Orders, Subgroups and Councillor Responsibilities. An amendment version was included with Supporting Papers. Cllr Bussereau said that there needed to be an additional Staff Management or HR Subgroup.

Cllr Tucker proposed the following amendments to Standing Orders section 35.

- Corporate Responsibility Subgroups.
 - i. Delete 'Business Management'.
 - ii. New subgroup. 'Business Management – Communications – to include Website, Newsletter and other Social Media aspects'.
 - iii. New subgroup. 'Business Management – Council Organisation and Development – to include arrangements for Council meetings, Council performance and Standing Orders'.
 - iv. New subgroup. 'HR Subgroup – to include Clerk's Pay and Assessment.'
 - v. New subgroup. 'Community Farm'.
- Project Subgroups
 - i. New project subgroup. ' Castle Hill Country Park'.
- Paragraph (e) – individual responsibilities.
 - i. Delete. 'Community Farm'.

19.138 COUNCILLOR RESPONSIBILITIES AND SUBGROUPS. Cllr Bussereau observed that there were many gaps in the current list on the Council website. He suggested that the Business Management – Council Organisation and Development Subgroup, currently the Chairman, Cllr Bussereau and Cllr Waller, meet informally and make suggestions to fill the vacancies.

Action Business Management – Council Organisation and Development Subgroup.

19.139 COMMUNITY GOVERNANCE REVIEW. Cllr Bussereau reminded Councillors that in July Wiltshire Council had asked for an early indication from Town and Parish Councils of a review of their external boundaries or wards. WCllr McLennan had suggested that this Council might wish to review the external boundary in the vicinity of London Road. After a lengthy discussion there was a consensus among Councillors that the Council should not pursue a Governance Review.

19.140 GRANT APPLICATIONS.

Milford Preservation Group. Cllr Lovibond spoke in support of the application and answered questions from Councillors.

Resolved: To grant £750 to the Milford Preservation Group towards the cost of production, design, manufacture and placing of an Information Board at Milford Mill Bridge.

St John's Ambulance. The Council had received a fund-raising letter from St John's Ambulance based in Devizes. The Clerk said that he had informed the organisation of the Council's grant policy and invited them to submit an application with information on local activity. The fund-raiser had responded favourably to this suggestion but no application had been forthcoming. The Council agreed to defer any decision until more information was available preferably with a member of the organisation present to answer questions.

Action Clerk

19.141 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 August 2019 were £2,486,629.79 of which £2,424,096.57 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 September 2019 amounted to £21,094.54. Debit card payments in August 2019 amounted to £619.82.

Resolved: To approve the cheque and debit card payments.

Treasury Deposit Report. The Clerk presented a brief report listing three Fixed Term Deposits and the balance of the 32-day Notice Account at the end of August. Since being opened on 19 July 2019 this has earned interest of £616.14. There was a total of £2,345,483.90 on deposit at the end of August.

Approval of Fencing Expenditure for Saunders Avenue Multi-Use Games Area. The Clerk explained the requirement for a 2m high fence around three sides of the MUGA to protect newly planted shrubs and trees. Three quotes had been received. A final selection has not yet been made. All quotes were outside the Clerk's approved level of expenditure and required Council Approval. He recommended that the project should be funded from Community Infrastructure Levy.

Resolved: To approve expenditure of up to £3,400 for the new fence around the Sycamore Drive Multi-Use Games Area using funds from Community Infrastructure Levy.

Council Tax Setting Programme 2020-2021. The Clerk had previously circulated an email from Financial Planning at Wiltshire Council outlining the Council Tax Setting Programme. This was essentially the same as last year with the addition of a consultation on the Council Tax Reduction Scheme. Cllr Tucker said that he would look at the consultation documents and report back to the Council. The consultation ends on 11th November 2019.

Action Cllr Tucker

19.142 CLERKS REPORT & CORRESPONDENCE

Community First AGM. An invitation to all Councillors to attend on 9th October 2019.

Salisbury to Porton Cycle Routes. A Senior Transport Planner at Wiltshire Council is resurrecting the stakeholder group that is investigating this cycle route. In the past former Councillor Champion had attended these meetings. Cllr Lovibond said that he would take on this role and attend the meeting on 16th October.

Consultation on Schedule of Further Main Modifications to the Housing Site Allocation Plan. This consultation ends on 25 October 2019. It will be on the Agenda of the next Council meeting.

19.143 LATE NOTICE ITEMS. Cllr Bussereau referred to a Special Meeting of the South Wiltshire Community Area Transport Group that will be held on 25th September. He is away on that date and is looking for someone to stand in for him at this meeting.

19.144 EXEMPT BUSINESS – EXCLUSION OF THE PRESS AND PUBLIC

Resolved: That in view of the COMMERCIAL-IN-CONFIDENCE and PERSONAL-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 9.50pm.

The next meeting of the Council will be held at 7.00pm on Monday 21st October 2019 at the River Bourne Community Farm.