



# Laverstock & Ford Parish Council

## Incorporating Hampton Park & Old Sarum

**Meeting held at the Old Sarum Community Centre  
at 7.30pm on Monday 20<sup>th</sup> June 2016**

### MINUTES

**Councillors present:** Ansonia, Burnell, Burton (Chairman), Bussereau, Champion (from 7.47pm), Davis, Dean, Hayes, Law, Martin, Tunicliffe.

**Wiltshire Councillors present:** McLennan.

**Clerk:** Prince

The Chairman welcomed five members of public to the meeting. Sarah Jeffries introduced herself to the Council. She is Clerk to other Councils and is attending in order to observe and report as part of a Degree Course in Community Governance.

The meeting started at 7.32pm.

**16.058 APOLOGIES Nil**

**16.059 DECLARATIONS OF INTEREST.** Cllr Law declared a non-pecuniary interest in the River Bourne Community Farm and said that he would not participate in any discussion or vote on matters pertaining to the Farm. The Chairman declared a non-pecuniary interest because his daughter is a member of Laverstock Beavers.

**16.060 APPROVAL OF MINUTES.**

**Resolved:** To approve the Minutes of the meeting held at River Bourne Community Farm on 23 May 2016.

**16.061 MATTERS ARISING**

**Longhedge Street Naming.** Cllr Burnell reported that he and Cllr Ansonia had been discussing some themes including Flora & Fauna, Famous Wiltshire People, Wiltshire Scientists, and Airmen who had been awarded the Victoria Cross. He said he would email the themes to Councillors and ask for their preference. **Action Cllr Burnell**

**Longhedge Play Areas and Public Open Space** The Clerk gave a brief update. A landscape consultant to WYG is in the process of calculating the commuted sums that will apply to the various areas of Public Open Space.

**Action PC170. Draft tender document for Play Areas at Old Sarum.** This is still with the Clerk for comments. A forthcoming meeting with the Wiltshire County Archaeologist will clarify the requirements for play area construction on the Archaeology Open Space.

**Action PC179. Chase Wiltshire Council for clarification of CGR process & timescales.** It had been agreed that there would be no further meeting with the Working Group. The Revue will be placed before a full meeting of Wiltshire Council on 12 July. **Closed.**

A statement by the Leader of Salisbury Council was discussed. It contained incorrect information regarding the proportion of precept that was spent on the Clerk's salary. The Clerk was requested to send the correct information to the City Clerk. **Action Clerk**

**Action PC181. Simplifying Terms & Conditions for grant applications.** Submitted for approval at 16.065. **Closed**

**Action PC190. Draft response on amended plans for Old Sarum Airfield development.** Response is for approval at 16.063. **Closed**

**Action PC191. Closed.**

**Summer Meeting of Parish Council.** Following a suggestion by Cllr Champion at the May Council meeting it was agreed that a further full meeting of the Council would be held on Monday 22 August 2016. Preferred venue will be the Community Farm.

## **16.062 ANNUAL RETURN**

**Approval of Asset Register 2016.** The Clerk drew attention to the major amendments to the Asset Register. The value of the Pilgrims Way play area had been reduced to £1 as it had been transferred to the Council without charge.

**Resolved:** To approve the Asset Register dated 20 June 2016.

**Approval of Financial Risk Assessment 2016.** The Clerk gave a summary of actions taken and those that were outstanding.

**Resolved:** To approve the Financial Risk Assessment for 2016.

**Approval of Annual Governance Statement.** The Chairman read to Council each of Governance Statements.

**Resolved:** To agree that each of the Governance Statements were correct.

**Approval of Accounting Statement.** The Clerk gave a brief summary of the Statement.

**Resolved:** To approve the Accounting Statement for 2015/16.

**Approval of Internal Audit.** Councillors had been provided with copies of the report of the internal auditor, IAC Ltd. The Clerk drew attention to the Recommendations.

**Resolved:** To approve the Internal Audit report.

## **16.063 PLANNING**

**16/04706/FUL New 2-storey classroom building, Old Sarum Primary School.**

**Resolved:** To respond with NO COMMENT.

**16/04854/FUL Proposed Café and Shop building, River Bourne Community Farm.**

**Resolved:** To SUPPORT the application.

**16/05185/HRN Removal of approximately 60m of hedgerow to construct new water main for Longhedge.** The Chairman spoke about hedge replacement and recommended that a condition regarding species should be added to the Council's response.

**Resolved:** To SUPPORT the application with a recommendation that the hedge sections are restored with a mixture of shrub species of local provenance, which are typical of the National Vegetation Classification W21 *Crataegus monogyna* – *Hedera helix scrub*.

**15/04004/OUT Old Sarum Airfield.** Cllr Bussereau had previously circulated to Councillors by email a draft of a further response to the application. This followed on from meetings with Barton Willmore and their submission of new and amended documents.

**Resolved:** To submit the further response of OBJECTION to the application as drafted.

**16/04126/OUT Ten bungalows at Hilltop Way, Salisbury.** The Council has been consulted because the site is adjacent to the Laverstock & Ford Country Park. This is a resubmission following alterations to parking arrangements and tree planting.

**Resolved:** To respond with NO COMMENT.

**Appeal hearing 14/12175/FUL 65-bed hotel with drive thru restaurant.** A brief discussion took place. The Council's objection to this development remains. Cllr Dean said that he would attend the hearing at some point. The Chairman said that he would support him if required.

**Laverstock & Ford Country Park (16/00048/OUT)** Cllr Bussereau reported that the developer has submitted 23 new documents for the Country Park and that there was a further period of consultation, but that the Council has not been informed. The case Planning Officer has agreed to extend the consultation until the end of June, because the Council's response is most important. The Chairman said that he would draft a response after meeting with the Wiltshire Council Archaeologist on 27 June. **Action Chairman**

**16.064 THE LAND TRUST** The Chairman had previously circulated a paper with a draft resolution confirming that the Council would like to explore a partnership deal with The Land Trust to deliver and manage the Laverstock & Ford Country Park. The trustees need this confirmation in order for the trust to devote time and resources to the project.  
**Resolved:** The Council commits to work in partnership with The Land Trust to explore how, together, we can deliver and manage Laverstock and Ford Country Park.

#### **16.065 FINANCE**

**Adoption of Monthly Accounts** The Financial Statement had previously been circulated by email and copies were provided. The total funds held at the end of May 2016 were £167,027.60 of which £109,562 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. Cheque payments amounted to £2,570.80. Debit card payments in May 2016 amounted to £74.08.

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

**Approval of Parish Council Grant Scheme Criteria** The criteria had been revised by Cllrs Burnell & Hayes and had been circulated to Councillors before the meeting. The aim was to simplify the criteria and encourage more applications.

**Resolved:** To approve the revised Parish Council Grant Scheme Criteria.

### **Grant Application Salisbury & South Wiltshire District Scouts**

**Resolved:** To approve a grant of £300 to Salisbury & South Wilts District Scouts to assist with the replacement cost of the districts minibus.

### **16.066 OFF-SALES LICENCE APPLICATION BREW UK LTD, OLD SARUM**

There was a brief discussion and no problems were foreseen with this Licence that is for standard business hours of Monday to Friday from 0900 to 1700.

**Resolved:** To respond with NO OBJECTION to the application.

### **16.067 CLERK'S REPORT & CORRESPONDENCE**

#### **Wiltshire Council Briefing for Towns and Parishes on Community Asset Transfers.**

WCllr Dick Tonge and Dr Carlton Brand have issued an invitation to Town & Parish Councils to attend a meeting on 28<sup>th</sup> June to discuss substantial packages of assets for transfer from Wiltshire Council. It was agreed that, given the small number of such assets in the Parish, the Council would not attend.

**Complaint regarding Trees at Whitebridge.** A resident has complained that trees on public open space owned by the Council have grown so tall that he has lost his television signal. This has previously been circulated to Councillors. It was agreed that no action would be taken. The trees were surveyed in 2015 and no work had been recommended.

**Highways & Streetscene** A monthly Newsletter had been circulated to Councillors. The Clerk reported on a briefing that he attended on the new Parish Steward scheme. This will commence on 1 October. It will be operated by Ringway and will only operate on Highways land covered by their contract. All requests for work by the Parish Steward must be sent by the Clerk.

**Overgrown Footpaths** A complaint from a resident about footpaths that were impassable due to brambles and nettles. These were LAF016 and LAF020 adjacent to Clarendon CP. They had requested the loan of the Council's petrol strimmer. It was agreed that there are issues of Health & Safety, and compliance with mandatory training. The Chairman agreed to work with Cllr Hayes to see if a solution could be found. **Action Chairman**

**CIL funding from the Hampton Park Inn Extension.** The first tranche of CIL funding for the Parish Council is available but there is a problem because the Civil Parish boundary runs through the centre of the building. A pro rata division of funds is likely.

**Wiltshire Council's My Wiltshire Reporting System.** The Clerk spoke about the increasing number of occasions when responsibility for a reported problem is denied by Wiltshire Council with no attempt to solve the problem except by referring the complainant to the Parish Council. Two common examples are highway problems on highways still owned by a developer, and vegetation on private land that is obstructing the highway and footpaths. The standard response would be as follows. 'Thank you for submitting this report. However, the location is not the responsibility of Wiltshire Council. Your local town/parish council may be able to help.'

### **16.068 REPORTS**

**Cllr Bussereau** He will be attending the CATG on Wednesday. The Portway speed limit issue will be on the Agenda.

**Cllr Ansonia** He reminded Councillors that he maintains the Council Facebook page and requested input.

**Cllr Davis** He advised Councillors that his wife Sabrina does an enormous amount of voluntary work delivering newsletters and flyers around the Parish. The last delivery was 850 leaflets. The Chairman acknowledged her hard work, including her activity in the OS Community Garden, and asked Cllr Davis to pass on the thanks of the Council.

**Cllr Martin** She said that she had made contact with the Pavilion charity and will report in due course.

**Chairman** He reported on the positive feedback that he received from residents when delivering leaflets around Laverstock.

**16.069 EXEMPT BUSINESS – EXCLUSION OF THE PRESS & 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 Section 100.

**The meeting concluded at 9.45pm.**

**The next meeting of the Parish Council will be held at the River Bourne Community Farm at 7pm on Monday 18 July 2016.**