



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting held at River Bourne Community Farm at 7.00pm on Monday 18th
October 2021

DRAFT MINUTES

Councillors Present: Baker (Chair), Barker, Hayes, Jones, Lynn, Maskell, McDonald, Rigiani, Schneider, Tucker, Waller

In attendance: Prince (Clerk), Deane (Deputy Clerk), Cavendish (Operations Officer), Whitfield (Community and Communications Officer)

Wiltshire Councillors Present: WCllr McLennan, WCllr Oliver

This was a hybrid Council Meeting. Members of the public were invited to join by Zoom. Councillors must attend in person to cast a vote. The public part of the Council meeting started at 7.03pm. Three members of the public attended in person and three members of the public attended online.

SCC and WCllr Cllr McGrath, the chair of the Milford Preservation Group and WCllr McLennan addressed the Council to support the extension of the 20mph limit on Milford Mill Road.

21.141 Apologies

It is noted that apologies were received from Cllr Warren during the meeting and therefore no resolution took place.

21.142 Declarations of Interest

There were no declarations of interest.

21.143 Approval of Minutes

It is noted that Cllr Lynn had sent apologies for the meeting in advance, but they had not been presented by the clerk during the meeting. The clerk issued an apology for the oversight.

Resolved: To approve the Minutes of the meeting held on 20th September 2021.

The Chair requested that item 21.151 be brought forward to assist a visiting Councillor and members of the public.

21.151 Highways Improvement Request

The Deputy Clerk explained to the Council the requirements of Speed Indicator Devices (SID) and why Milford Mill Road is not a suitable site. A discussion was held and councillors noted reasons to extend the 20mph zone to the Parish boundary at the railway bridge including safeguarding pedestrians, horses, children and residents of the care home. The Chair differentiated the semi-rural nature and residential nature of the road raising

the question whether two speed limits were required to reflect the differing nature.

The Deputy Clerk advised that if the request is submitted to Community Area Transport Group (CATG) for assessment by highway technicians, the request may be thrown out entirely if it doesn't meet the criteria for a 20mph road. It was suggested that two options would be submitted to Cat G.

Resolved: Complete a highways improvement request to Wiltshire Council. The request will state the Councils first preference would be to extend the 20mph zone to traffic lights at the railway bridge. If this is not acceptable to Highways' engineers, the Council would request extension of the 20mph zone to beyond junction of Queen Manor Road. The justification for the request was the narrow nature of the road, safeguarding residents of the care home and the lack of paths for pedestrians.

21.144 Referral of Committee Minutes

Three sets of minutes, with two proposing to change scheme of delegation. The minutes were noted at this meeting.

1. Personnel Committee 2nd August 2021
Cllr Tucker presented the reviewed personnel policy and addressed appraisal with advice from consultants. Policy will be brought to a vote at the next meeting with a separate vote to the scheme of delegation. Cllr Waller requested an amendment to wording of policy.
2. Finance and General Purposes Committee 7th October 2021
3. Communications and Community Engagement Committee 14th September 2021
Cllr Waller presented priorities. It was agreed that an Annual Report was not necessary at this time. A formal vote regarding priorities was not required but Councillors carried out an indicative vote which received full support.

21.145 Matters Arising

Action List and Minutes

The Clerk reported to the Council regarding the Central Link Path between Longhedge and Old Sarum. The Highways Officer did not have a comment. The planning officer recommended that developer applies to discharge the condition, although it was unlikely any enforcement action would be taken. The Council will reconsider the provision of a central link path after construction of the eastern link path is completed.

Approval of C&CE Committee Meeting Dates and Priorities

No action required at this meeting.

21.146 Proposed Changes to Scheme of Delegation

Changes to the Scheme of Delegation for the Communications and Community Engagement Committee and Personnel Committee, as shown in Annex One and Two attached, were proposed. Councillors will consider the changes, and a vote on the proposals will be taken at the November meeting.

21.147 Grant Application

The grant application has been postponed as requested by Carer Support Wiltshire.

21.148 Planning

PL/2021/09292 Erection of 14 dwellings at Yard and Buildings to the rear of Neal Close and Gibbs Close, Hampton Park Salisbury

Concerns were raised regarding access, charging points, bin storage, internal storage, and biodiversity. The Clerk summarised the application for all councillors and members of the public. There are three relevant conditions in the outline permission 16/06690/OUT including highways access, details of controlling construction traffic and ongoing use of the track to ensure safe relationship between road and park users.

WCllr McLennan addressed the Council and advised that the Council write to the planning officer to request consultation regarding the access and the conditions should not be discharged without consultation with the Parish Council.

Resolved: To object to the application PL/2021/09292 on the basis of lack of charging points, bin storage, lack of provision for barn owls, lack of solar panels and requesting consultation regarding access issues. A copy of the council's full response is attached in Annexe Three.

Planning Application Log

Resolved: To approve the following responses.

PL/2021/08547 Erection of a first floor extension above existing garage at 4 Riverside Close.

No Comment

PL/2021/09193 Single store rear and side extension at 14 Walter Way, Old Sarum.

No Comment

Longhedge

Cllr Barker raised issue of people using the tarmac link path to ride a motorised scrambler bike which has resulted in a near miss with a child. The Parish Clerk agreed to install staggered gates using CIL funding.

Action Clerk.

Neighbourhood Planning

The Amended Draft Plan for the approval of the Council has been delayed and will be presented at the November meeting. The Clerk will forward a report written by the Neighbourhood Planning Group.

21.149 IT Upgrade

Cllr Maskell explained benefits of IT Upgrade which included benefits for staff, improved data protection, online access to Microsoft package, easier access to emails with eventual benefits for councillors.

Resolved: To approve purchase from Hive of equipment including one laptop and services in accordance with item four of Report 21.149 up to the sum of £4,000.

21.150 Annual Governance and Accounting Review

Clerk noted for the minutes that the Council has been notified of the External Auditors Report for 2020/21.

21.152 Approval of Contract for Bus Shelters

The Deputy Clerk informed the Council that a Community Area Transport Group (CATG) funding application could be made but if it was not successful the cost would exceed the budget. The Clerk advised that Community Infrastructure Levy (CIL) funds could be used to supplement the budget.

Resolved: To approve the purchase of two bus shelters and benches from GWS Shelter Solutions Ltd and Glasdon UK Ltd at the total price of £6,296 each. An application to CATG will be made for 25% of funding.

21.153 Finance

Adoption of Monthly Accounts for September 2021

The Financial Statement had previously been circulated in Report 21.153. The total funds held at the end of September 2021 were £1,371,539.81 of which £1,236,935.92 were earmarked or restricted reserves.

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

Authorisation of Payments

The list of payments had been circulated in Report 21.153. Total cheque payments in October 2021 amounted to £15,490.59. Debit card and direct debit payments in September 2021 amounted to £1,955.61.

Resolved: To approve the cheque, direct debit and debit card payments.

Approval of Reserves and Treasury Deposit Reports

Summaries of Financial Reserves and Deposits had been presented in Report 21.153. Earmarked and restricted reserves at the end of September

2021 were £1,236,935.92. The balance of the 32 Day Notice Account at the end of September 2021 was £717,299.69 including interest of £5,416.28.

Resolved: That the Council has received reports of Financial Reserves and Treasury Deposits.

21.154 Clerk's Report and Correspondence

Traffic Regulation Order at Old Sarum

It has been proposed that a 20mph will be introduced on all roads of Old Sarum in anticipation of adoption of roads at Old Sarum. The Clerk will write to the Highway Officer requesting a Traffic Regulation Order for Waiting Restrictions on Sherbourne Drive.

Action Clerk.

Timetable of Budget Setting for Wiltshire Council

Deadline for Parish Council to set budget for 2022/2023 precept is 18th January 2022. The Clerk said there should be an Extraordinary Meeting to set the Budget and Precept.

Clerk's Role Within Council

The Clerk tendered his resignation from the Council giving one month's notice in accordance with his contract.

It was decided an informal Personnel Committee would be held on Thursday 21st October at 8pm at River Bourne Community Farm with the Clerk and Deputy Clerk to discuss potential outcomes for a handover. Any decisions could be ratified at a later date by either the Personnel Committee or at a Full Council meeting.

21.155 Exempt Business – Exclusion of the Press and Public

There being no exempt business this item was cancelled.

The meeting closed at 9.17pm.

NEXT MEETING The next meeting of the Council will be held at 7pm on Monday 15th November at Greentrees Junior School.

ANNEX ONE
SCHEME OF DELEGATION
COMMUNICATIONS AND COMMUNITY ENGAGEMENT COMMITTEE

Standing committee with delegated authority for personnel matters not otherwise delegated to the Clerk. **The Personnel Committee's aim is to develop, maintain and implement personnel policies that facilitate the smooth, efficient and effective running of Parish business and make the Parish a great place to work.**

Meets as required but not less than 2 times a year.

- Chair – Appointed by the Council at the Annual Parish Council Meeting not being a chair of any other committee
- Members- Chair of the Council
- Two other council members
- Administration- Parish Clerk

- 3.1 Forms a panel for any recruitment of the Parish Clerk.
- 3.2 Conducting the Parish Clerk's annual performance appraisal. (minimum of 3 members)
- 3.3 Receives reports from the Clerk on staff appraisals.
- 3.4 Holds meetings as required with the Parish Clerk to discuss any issues or concerns and report to the Parish Council.
- 3.5 Consider any grievances raised by the Parish Clerk.
- 3.6 To appoint, if necessary, a suitably qualified professional to conduct the investigations and/or hearing in the event that disciplinary action needs to be taken against the Parish Clerk.
- 3.7 Considers appeals in staff grievance and disciplinary matters following action by the Clerk.
- 3.8 Authority to dismiss staff failing to satisfactorily complete a probation period.
- 3.9 To settle disciplinary matters in accordance with the agreed Disciplinary Policy.
- 3.10 To receive any grievances against the Parish Clerk.

- 3.11 To authorise, if necessary, an independent professional to conduct any investigations as a result of a grievance or appeal.
- 3.12 To authorise commencement of any action or appeal before an industrial tribunal or in any court.
- 3.13 Consider any other matters delegated to it by the Parish Council
- 3.14 Oversee the development and implementation of employment policies subject to approval by the full council
- 3.15 Submits Minutes/Reports to the Full Council

Parish Appraisal Policy

1. Parish Employees will take part in an annual appraisal process using the Appraisal Form at Appendix/Link?. The Parish Clerk is the Line Manager for all other employees and 3 members of the Personnel Committee will act as the Line Manager for the Parish Clerk on behalf of the Parish Council.
2. The normal reporting year runs from start of January or the date of recruitment to the end of December or the date of leaving. Where the employee's performance is less than Expected or unsatisfactory the Reporting Period can be reduced to six months or 3 months and additional reviews added at the discretion of the Personnel Committee.
3. The reporting process:
 - a. The Employee completes Section 1, and together with their Line Manager agree the employee Objectives in Section 2, by the end of January or within a month of starting work.
 - b. The Employee and their Line Manager review performance at the Mid-Year point, normally no sooner than May and no later August.
 - c. At the end of the Reporting Period, the Employee completes their element of Section 2.
 - d. The Line Manager and employee then discuss the appraisal and the Line Manager completes Section 2, 3 and 4 and when complete the form is signed by both the Line Manager and the employee, with each keeping a copy.

ANNEXE TWO
SCHEME OF DELEGATION
COMMUNICATIONS AND COMMUNITY ENGAGEMENT COMMITTEE

COMMS

- 4.1 To develop and implement the Council's branding and oversee the communications and media programme i.e. social media, council website, newsletter, noticeboards.
- 4.2 Ensure consistent branding on signage at all Council property.
- 4.3 Oversee the Council's media relations activity and establish a process for responding to events and for briefing the news media of Council policies and programmes.
- 4.4 Oversee the development and implementation of the Council's community engagement programme.
- 4.5 Act as focal point for the management of Community events staged by the Parish Council in conjunction with ward councillors.
- 4.6 Management of any community project or communication programme specifically delegated to it by the Parish Council.
- 4.7 Consideration of any other matters delegated by the Parish Council.

ANNEXE THREE

FULL RESPONSE TO PLANNING APPLICATION



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

3 Pilgrims Way, Laverstock, Salisbury, SP1 1RZ

Development Management
Wiltshire Council
Bourne Hill
Salisbury
SP1 3UZ

18th October 2021

Dear Sir or Madam

PL/2021/09292 - Erection of 14 dwellings at Yard and Buildings to rear of Neal Close and Gibbs Close, Hampton Park.

This planning application was discussed at a meeting of the Full Parish Council held on 18th October 2021. The following response was approved.

The Council OBJECTS to the application for the following reasons.

1. There must be provision for electric vehicle charging points.
2. The dwellings should include measures to combat climate change including solar panels, insulation, and provision for easy conversion to a heat pump system at a later date.
3. There must be provision for bin storage.
4. The dwellings should include built-in habitats for bats, barn owls and swifts.

In addition, the Parish Council has major concerns about the ACCESS ROAD to this development.

The access road runs through the heart of a popular Country Park, owned by the Council but leased to and managed by The Land Trust. It is understood that the developer has spoken with the Land Trust about this road but there has been NO consultation with the Parish Council.

The Notification of Outline Planning (16/06690/OUT) dated 12th February 2021 contains three conditions relating to access. Condition 7 refers to the access junction with Roman Road. Condition 8

covers the protection of the Country Park land (and its users) during the construction phase. Condition 20 provides long-term protection for users of the Country Park from vehicles associated with the development.

The Parish Council insists that it **must be consulted by Wiltshire Council before any of these Planning Conditions are discharged**. Only the Council and its tenant, the Land Trust, have detailed knowledge of the multiplicity of Country Park users, how they use the Country Park and the land ownership on either side of the access road.

Reference is made to this Council's responses to 16/06690/OUT dated 26th April 2019 and 26th March 2020. It is noted that the Outline Conditions do not address the issue of preventing unauthorised access by vehicles on to the Country Park. This must be included in the plans for access. There is also potential encroachment on to Parish Council land if passing place are to be included in the final plans. If no passing places are included there must be a method of preventing the crossing of kerbs by vehicles attempting to pass.

The applicant or their agent must consult with the Parish Council before submitting the application(s) to discharge.

Yours faithfully



Andrew Prince
Parish Clerk

Sent by email only

Copied to: Cllr Ian McLennan
Mr Joe Richardson
Mr Richard Hughes