



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting held at Greentrees Junior School at 7.00pm on Monday 15<sup>th</sup> November 2021

## DRAFT MINUTES

**Councillors Present:** Baker (Chair), Barker, Hayes, Jones, McDonald, Rigiani, Tucker, Waller

**In attendance:** Prince (Clerk), Deane (Deputy Clerk), Cavendish (Operations 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.

PC Jung addressed the council and introduced himself to the council as the Area Officer covering the Laverstock and Ford Parish. PC Jung summarised the activity of the police within the Parish.

Edward Esdon spoke of the planning application at River Bourne Community Farm as the architect.

### 21.156 Apologies

Apologies were received for Cllr Maskall and Cllr Schneider.

**Resolved:** To accept the Apologies given.

### 21.157 Declarations of Interest

No declarations of interest were received.

### 21.158 Approval of Minutes

**Resolved:** To approve the Minutes of the meeting held on 18<sup>th</sup> October 2021.

### 21.159 Referral of Committee Minutes

No comments were received regarding committee minutes.

### 21.160 Matters Arising

#### Action List and Minutes

A response has been received by Mr Old following the letter written in relation to planning application PL/2021/09292 which also requested consultation on the access route. Mr Old provided the council with a detailed response and drawings. Mr Old informed the council that the application to discharge the access conditions, set out in the outline application PL/16/06990/OUT, has

already been submitted. The response offered an onsite meeting with the council and interested parties.

Cllr Waller would favour taking up Mr Old's offer of a meeting on site. The Clerk will propose dates to Mr Old for the site meeting.

The Chair requested that item 21.162 be brought forward to assist members of the public.

## **21.162 Planning**

### **PL/2021/09691 Residential bungalow. River Bourne Community Farm**

A meeting has been held at River Bourne Farm with staff from River Bourne Farm, Councillors of the Laverstock Ward, the Clerk and Deputy Clerk. The Planning Group recommended supporting subject to conditions.

**Resolved:** The response of Laverstock and Ford Parish Council is 'support subject to conditions' listed below:

1. That the dwelling is subject to an Agricultural Tie as a dwelling for a farm worker, as outlined in the application.
2. That no gas or oil fired boiler or system is installed at the dwelling.

### **PL/2021/09567 Outline Application: 46 Dwellings land at Westside Close**

Cllr Tucker summarised the application for the benefit of the Council. The site is already allocated for housing and benefits from direct access from the Portway. The Planning Group therefore proposes supporting the application subject to conditions.

Cllr Barker expressed concerns regarding existing residents and the proposed cycle paths. The Clerk proposed a staggered barrier to slow cyclists. WCllr McLennan proposed that the development should be linked to Partridge Way to ensure that Partridge Way is not cut off from the rest of the development. WCllr McLennan also requested Early Years Funding for the nursery. WCllr McLennan has an interest in the nursery as a board member.

**Resolved:** The response of Laverstock and Ford Parish Council is 'support subject to conditions' as listed below.

1. Environmental Considerations  
As a minimum, that electric vehicle charging points be provided at each property, but that consideration is also given to the provision of sustainable energy sources such as solar panels and heat pumps.
2. Refuse Storage  
That each property is provided with adequate storage for three wheelie bins and one black box.
3. Access to The Green

That a fence and staggered gate/cycle barrier is installed on the boundary of Parish Council owned land at The Green, to the west of the proposed development, to protect users of this recreation space.

4. Education Provision

That any education funding arising from this development considers adequate early years provision to Old Sarum Nursery, who are already operating at capacity, with a waiting list for new spaces. Old Sarum Nursery are a charity, operating from Old Sarum Community Centre and looking to secure funds to expand. The charity objectives are:- to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups. The Charity is called the Old Sarum Nursery number 1147418.

5. Access

That the developer ensures they secure the rights to the pedestrian access paths to the development, in particular to Partridge Way.

### Planning Application Log

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

PL/2021/09907	Provision of security fencing. Land adj to St Josephs Catholic School, Church Road, Salisbury, SP1 1QY No Comment
PL/2021/09883	Two storey rear extension. 4 St Matthews Close, Bishopdown, Salisbury, SP1 3FJ No Comment
PL/2021/09447	Replacement of existing 1 metre boundary fence by 2 metre close boarded wooden fence. 18 The Steadings, Ford No Comment

### Neighbourhood Planning

The Neighbourhood Planning group was represented at the meeting by Jim Boadman. Jim confirmed an environmental assessment was not required by Wiltshire Council. Documents will be available to the Parish Council no later than the 9<sup>th</sup> December. The Neighbourhood Plan will be presented to the Parish Council at the December meeting.

### 21.161 Proposed Changes to the Scheme of Delegation

**Resolved:** To approve the proposed changes to the scheme delegation of Communications and Community Engagement Committee as detailed in Annexe Two.

**Resolved:** To approve the proposed changes to the scheme of delegation of the Personnel Committee as detailed in Annexe One.

### **21.163 Resolution to Sign**

The Clerk presented to the Council the land to be transferred into the ownership of Laverstock and Ford Parish Council from Wiltshire Council. The land includes seven parcels including one parcel of land falling within Salisbury City Council's boundary. The Clerk is concerned about the condition of the play areas which have not been inspected by ROSPA. There is not currently a budget for the costs incurred by the land transfer. The Clerk recommended that the costs be paid from the general reserve. The Clerk has proposed that St Peter's and St Luke's parks are closed until they are refurbished.

The Chair expressed desire for the reasoning behind closure be communicated with residents.

**Resolved:** To accept the resolution to transfer the following parcels of land into the ownership of the Parish Council:

1. Land on the north and south of St Thomas Way, Salisbury held under the title number WT197888.
2. Land on the south side of Pearce Way, Salisbury held under title number WT415869.
3. Land on the north and south sides of St Clements Way, Salisbury held under title number WT216133.
4. Land on the west side of Sycamore Drive, Salisbury held under the title number WT182732.
5. Land known as Hampton Park, Salisbury held under the title number WT240235.
6. Land adjoining Hampton Park, Salisbury held under the title number WT2585293
7. Land at Duck Lane, Laverstock, Salisbury held under the title number WT269190.

### **21.164 Traffic Regulation Order (20mph Speed Limit – Old Sarum)**

A Draft Traffic Regulation Order has been proposed to impose a 20mph speed limit in anticipation of adoption by Wiltshire Council. WCllr McClennan advised that all new estates will have a 20mph speed limit.

**Resolved:** To support the Traffic Regulation Order at Old Sarum to implement at 20mph speed limit on all roads in Old Sarum with the condition of requesting a highways engineer investigate waiting restrictions on Sherbourne Drive.

### **21.165 Proposed Traffic Regulation Order (TRO)**

WCllr McLennan would like to propose a 20mph speed limit on Potters Way, Queen Manor Road and Riverbourne Road. WCllr McLennan explained that this has been requested by residents and a survey of residents has been carried out. If the proposal is supported, it can be added to the existing Highway's Improvement Request for Milford Mill Road. The Deputy Clerk

raised concerns that the Parish Council will have contribute costs of 25% for surveys, signage and road markings.

**Resolved:** To support extending the Highways Improvement Request at Potters Way, Queen Manor Road and Riverbourne Road.

#### **21.166 Budget for 2022 - 2023**

The Clerk addressed the council regarding the coming budget. The tax base has reduced in the previous year. The Personnel Committee is anticipating a £20,000 increase of staffing costs.

The Chair proposed three potential options to councillors which include no increase, a small increase in line with inflation or a larger increase.

#### **21.167 Finance**

##### **Adoption of Monthly Accounts for October 2021**

The Financial Statement had previously been circulated in Report 21.167. The total funds held at the end of October 2021 were £1,384,369.18 of which £1,233,447.66 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 21.167. Total cheque payments in November 2021 amounted to £15,339.80. Debit card and direct debit payments in October 2021 amounted to £381.65.

**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 21.167. Earmarked and restricted reserves at the end of October 2021 were £1,233,447.66. The balance of the 32 Day Notice Account at the end of October 2021 was £711,883.41 including interest of £5,433.39.

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

#### **21.168 Clerk's Report and Correspondence**

The Clerk raised the matter of the School Liaison Meeting. The Chair proposed that the Church Road Traffic Meeting take priority in the interim and other matters discussed in the 'AOB' section of the meeting.

The Clerk also raised the Community Cup's which have not been presented in recent years. The Chair will raise at the Church Road Traffic Meeting.

Clerk requested to accept the apologies of Cllr Lynn for this meeting.

**Resolved:** To accept the apologies of Cllr Lynn.

The Deputy Clerk informed the Council of the proposed Community Growing Space located on Liddell Gardens, Longhedge. A public meeting will be held on 27<sup>th</sup> November 2021. There have been a number of positive comments and three negative comments regarding the project.

**21.169 Exempt Business – Exclusion of the Press and Public**

**Resolved:** To approve the exclusion of the Press and Public.

The meeting closed at 21.43pm.

**NEXT MEETING** The next meeting of the Council will be held at 7pm on Monday 20<sup>th</sup> December at River Bourne Community Farm.

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.