



Laverstock & Ford Parish Council

Incorporating Milford, Bishop down Farm, Old Sarum & Longhedge

1894 Meeting held at Greentrees Junior School at 7.00pm on Monday 16th May 2022

DRAFT MINUTES

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

In attendance: Cavendish (Operations Office - Online), Deane (Clerk), Prince (Responsible Financial Officer RFO)

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 7.10pm. Two members of the public attended online and five members of the public attended in person including PC Jung.

22.069 Election of Chair and Vice Chair

Cllr Baker confirmed that he wished to stand for the position of Chair. No other candidates came forward.

Resolved: To elect Cllr Baker as Chair of the Parish Council.

Cllr Baker confirmed that Cllr Maskell wished to stand for the position of Vice Chair. No other candidates came forward.

Resolved: To elect Cllr Maskell as Vice Chair of the Parish Council.

Cllr Baker and Cllr Maskell signed the Declaration of Acceptance of Office for Chair and Vice-Chair respectively.

Members of the public were at this point given the opportunity to address the Council. PC Jung provided an update to the Council regarding crime within the Parish.

A member of the public addressed the council regarding the removal of trees and shrubs in Bishopdown, by Wiltshire Council. The Chair encouraged the member of public maintain communication with the Clerk with regards to regeneration or supporting members of the public with replanting.

22.070 Apologies

Apologies were received for Cllr Lynn and Cllr Tucker

Resolved: To accept the Apologies given.

22.071 Declarations of Interest

No declarations of were made.

22.072 Approval of Minutes of Meeting held on 11th April 2022

Cllr Hayes requested item 21.058 be re-written for clarity. Minutes will therefore be put forward for approval at the June meeting.

22.073 Matters Arising

Action List and Minutes

Action PC342 The Clerk reported that Wiltshire Highways had inspected the access points to Castle Hill Country Park and found them to be safe. The fences can be removed after Highways repair the tarmac at Oldfield Road in late June. The Clerk will write to the neighbouring residents informing them of the Council's plans.

Action FGP366 The Chair reported that Vistry had declined to amend the changing rooms plans. The Chair felt that the next steps were to talk to the Scout's regarding an extension to the changing rooms.

22.074 Castle Hill Country Park

A representative of the Land Trust reported on proposals to designate Castle Hill Country Park as a site of biodiversity net gain. Councillors supported the plans.

The Chair brought forward item 22.083

22.083 Memorial Policy

Cllr Waller summarised the formation of the Memorial Policy. An amendment to remove plaques on trees after ten years but leave plaques on benches for the lifetime of the bench was agreed.

Resolved: To adopt the Memorial Policy with an amendment to remove plaques on trees after ten years.

22.075 Annual Investment Strategy

The Responsible Financial Officer had circulated a draft Annual Investment Strategy, following discussion at the May Finance and General Purposes Committee meeting. Councillors had no further questions.

Resolved: That the Council approve the Annual Investment Strategy dated 4th April 2022

Resolved: That the Council approve investment in the CCLA Public Sector Deposit Fund

22.076 Review of Financial Risk Assessment

The Chair suggested the risk of Financial Reporting should be increased to a Risk 2 as a result the transition to a new financial system, and that the risk of Cash Theft and Fraud be reduced to Risk 1 as the Council has not held any petty cash since 2013.

Resolved: To approve the Financial Risk Assessment dated 16th May 2022 as a true statement of financial risks to the Council with the following amendments:

- Financial Reporting: Lack of Information Communication increased to a Risk 2
- Cash & Petty Cash: Fraud or Theft reduced to a Risk 1

22.077 Review of Asset Register

The RFO explained the Asset Register to Councillors and clarified what constituted an asset. The RFO also informed Councillors that unlike in business, assets held by the Parish Council do not depreciate in the accounts.

Resolved: To acknowledge receipt of the Asset Register.

22.078 Approval of Insurance

The Council is in the second year of a three year insurance agreement with Zurich Municipal through Community First brokerage. The RFO recommended that the Council renew the policy.

Resolved: To approve the renewal of the insurance policy with Zurich Municipal.

22.079 Membership of External Organisations

The Clerk listed the External Organisation of which the Parish Council is a member - National Association of Local Councils, the Wiltshire Association of Local Councils, the Campaign for Rural England (CPRE), Natural England, Community First and Wiltshire Wildlife Trust. No concerns were raised.

22.080 Appointment of Committees

The Chair expressed gratitude to Councillors for the work done by committees.

Resolved: To approve maintaining the current committee structure with the addition of Cindy Vanstone to the Operations Committee.

22.081 Review of Policies

It was agreed the Information Protection Policy should fall under the Finance and General Purposes Committee, to sit alongside the Data Protection Policy.

The amendment to Standing Orders detailed in Report 22.081 was proposed and seconded. This item will be tabled for the next Parish Council meeting on 21st June 2022.

22.082 Church Road Traffic Regulation Order

The proposal has been supported by Local Highways and Footways Improvement Group (LHFIG) and will now be put to Area Board for approval. The Chair noted that the 25% contribution from the Parish Council would be £2,000 following an estimated total cost of £8,000.

Resolved: To approve the Parish Council contribution of £2,000 to Wiltshire Highways for the Church Road Traffic Regulation Order.

22.084 Land Adjacent to 29 Whitebridge Road

The Clerk reported that a strip of land, 26m x 1.5m, adjacent to 29 Whitebridge Road has been leased to the occupier for at least the past 14 years. On expiry of the current lease, the occupier would like to continue the arrangement and enter into a new 7 year lease. The lessee will meet the councils legal costs for preparation of the lease.

Resolved: To authorise Councillors to sign the lease at 29 Whitebridge Road with a rental increase to £70 per annum, in accordance with Standing Orders Para 23.

22.085 Planning

20/11145/OUT Outline application (all matters reserved except for access) for the subdivision of the residential plot and erection of up to 3 Residential dwellings (Use Class C3) Land SE of Bourne House, Ford Lane, Ford. Revised Plans.

Cllr Maskell and Cllr Barker felt that the frequent flooding and access to the proposed properties was on a blind corner.

Resolved: To object to the application due to the risk of flooding and access provisions.

Planning Log

Resolved: To approve the following responses.

PL/2022/02105 Demolition of existing agricultural buildings and erection of a religious meeting hall with associated access and parking provisions at Land north

of Longhedge Cottages, Longhedge, SP4 6BP

No

Comment

PL/2022/01577 Conversion and Extension of existing building to essential rural workers dwelling and replacement of toilets. River Bourne Community Farm, Cow Lane, Laverstock, SP1 2SR

Support subject to

conditions

PL/2022/03028 Rear extension with loft conversion. 124 Greenwood Avenue, Laverstock, SP1 1PE

No Comment

22.086 Finance

Adoption of Monthly Accounts for March 2022

The Financial Statement had previously been circulated in Report 22.086. The total funds held at the end of March 2022 were £1,310,786.06.

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

Adoption of Monthly Accounts for April 2022

The Financial Statement had previously been circulated in Report 22.086. The total funds held at the end of April 2022 were £1,451,928.23.

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

Authorisation of Payments

The list of payments had been circulated in Report 22.086. Total cheque payments in May 2022 amounted to £38,774.27. Debit card and direct debit payments in April 2022 amounted to £2,326.84.

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

Approval of Reserves and Treasury Deposit Reports

Summaries of Deposits had been presented in Report 22.086. Reserves were not available at this time. The balance on the 32 Day Notice Account at the end of March 2022 was £11,883.41 including interest of £5,530.34. There was a total of £717,413.75 on deposit at the end of April 2022.

Resolved: To approve the treasury deposit reports.

22.087 Clerk's Report and Correspondence

The Clerk reported that initial data from the Speed Indicator Device has shown that there are a number of vehicles travelling in excess of 70mph in a 30mph zone. The Clerk also reported that Council now have some high-vis tabards for staff working in the community.

22.088 Exempt Business – Exclusion of the Press and Public

There was no exempt business.

NEXT MEETING The next meeting of the Council will be held at 7pm on Monday 20th June at River Bourne Community Farm.