



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

## Annual Meeting of the Parish Council Held at 7.00pm on Monday 17<sup>th</sup> May 2021 at the Old Sarum Community Centre **MINUTES**

**Councillors present:** Baker (Chair), Barker, Hayes, Lynn, Maskell, McDonald, Rigiani, Tucker, Waller, Warren.

**In Attendance:** Deane (Deputy Clerk), Cavendish (Operations Officer), Whitfield (Communications and Community Engagement Officer).

**Wiltshire Councillor present:** Cllr McLennan.

There were four members of the public present.

### **21.065 Declarations of Acceptance of Office.**

The Deputy Clerk confirmed all councillors present had signed the Declaration of Acceptance of Office.

### **21.066 Election of Chair and Vice-chair.**

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

**Resolved:** to elect Cllr Baker as Chair of the Laverstock and Ford Parish Council.

Cllr Maskell confirmed that he would like to stand for the position of Vice-Chair. No other candidates came forward.

**Resolved:** to elect Cllr Maskell as Vice-Chair of the Laverstock and Ford Parish Council.

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

### **21.067 Apologies**

Apologies had been received from Cllr Schneider and Andrew Prince, Parish Clerk.

### **21.068 Declarations of Interest**

The Chair reminded new councillors that they must complete their Register of Interests, and that all councillors should review their declaration, following the recent elections.

Cllr Baker declared a non-pecuniary interest in the Grant Application from 1<sup>st</sup> Laverstock Scouts, as a parent of a scout and a Scout Leader. Cllr Baker abstained from the vote on this application.

### **21.069 Grant Applications.**

1<sup>st</sup> Laverstock Scouts – The Scout Leader explained their grant application for funds towards a Nature Discovery Area on Laverstock Watermeadows, for use by the whole community. This will include signage, seating and planting of a riverbank area. The intention is to seek matched funding from Southern Area Board.

**Resolved:** to grant £1708.44 to 1<sup>st</sup> Laverstock Scouts towards the creation of a Nature Discovery Area under the powers granted by Section 137 of the Local Government Act 1972.

Old Sarum Monday Monkeys – the leader of Monday Monkeys Toddler Group explained their grant application for funds to improve their toddler group to provide support and a community hub for local families.

**Resolved:** to grant £950.00 to Monday Monkeys Toddler group for the purchase of active play, role play, toys and other resources including crafts, baby changing equipment and a wireless speaker, under the powers granted by Section 137 of the Local Government Act 1972.

**21.070 Approval of Minutes** of meeting on 19<sup>th</sup> April 2021.

**Resolved:** to approve the minutes of the meeting of 19<sup>th</sup> April 2021

**21.071 Matters Arising - from Action List & Minutes**

PC 351 - Chair to write to NALC requesting the re-writing of governance documents into plain English. The Deputy Clerk confirmed the letter had been sent on 19<sup>th</sup> April and this action was now closed.

**21.072 Planning**

**Planning Application Log – Approval of Responses**

PL/2021/03995 Permission in principle for a residential development of 1 no: dwelling. Land adjacent Fairfield, Duck Lane, Laverstock

**Resolved:** to approve the Parish Council response of OBJECT WITH REASONS

PL/2021/03170 Two storey rear extension. 22 Potters Way, Laverstock – NO COMMENT

21/02466/FUL Part two storey, part single storey rear extension along with changes to front entrance porch & removal of existing conservatory. 16 Riverside Close, Laverstock – NO COMMENT

**Resolved:** to approve the above responses.

The Chair reported that Wiltshire Council Planning had raised further questions with the developers regarding the Church Road Planning Application (20/11598/OUT), in response to queries raised by Natural England and Archaeology, and the final decision had not yet been made.

Longhedge update – the Deputy Clerk reported that the Clerk had met with Wiltshire Council and that further details from the developers were still needed regarding the Community Open Space.

Neighbourhood Planning update – there had been a full update on the Neighbourhood Plan in the Annual Parish Meeting. The Chair again asked all present to encourage responses to the consultation.

**21.073 Committee Membership, Election of Chairs & Timetable.**

**Finance and General Purposes Committee**

Cllr Baker, as Chair of the Parish Council, is appointed as Chair of Finance and General Purposes Committee, as set out in the Scheme of Delegation. The Chair of the Operations Committee and the Chair of the Communications and Community Engagement Committee are members as set out in the Scheme of Delegation. Cllrs Tucker and Schneider were appointed as members.

**Operations Committee**

Cllr Maskell was elected as Chair of the Operations Committee. Cllrs Rigiani, Warren, McDonald and Lynn were appointed as members.

**Resolved:** to elect Cllr Maskell to the role of Chair of the Operations Committee.

**Communications and Community Engagement Committee**

Cllr Waller was elected as Chair of the Communications and Community Engagement Committee. Cllrs Hayes, Lynn and Barker were appointed as members.

**Resolved:** to elect Cllr Waller to the role of Chair of the Communications and Community Engagement Committee.

**Personnel Committee**

Cllr Tucker was elected as Chair of the Personnel Committee. The Chair of the Parish Council is a member of the Personnel Committee, as set out in the Scheme of Delegation. Cllrs Waller and McDonald were appointed as members.

**Resolved:** to elect Cllr Tucker to the role of Chair of the Personnel Committee.

Chairs were advised that informal discussions via Zoom could take place of the new committees, but that formal meetings must be face to face public meetings, with appropriate notice given, and should be after the June Parish Council meeting, as procedures and staffing would have to be organised.

**21.074 Operational and Strategic Planning.**

The Chair had previously circulated his report on Strategic Planning and reviewing the Parish Plan. All committee chairs were asked to consider their short and long term aspirations and aims to inform budget setting in January, and for a 3 year budget plan.

**21.075 Governance. Submission and adoption of Financial Regulations**

As the Clerk was not in attendance at this meeting, this item was deferred to the June meeting.

**21.076 Highways.** Approval of SID purchase plus posts and sockets.

The Deputy Clerk had previously circulated a report regarding the purchase of a Speed Indicator Device, and installation of posts and ground sockets at 3 locations – The Portway, Church Road and Roman Road.

**Resolved:**

- That the council approves the purchase of an Evolis Radar Speed Sign with Solar Pack from Elan City for the sum of £1889.00. (£400 CATG funds, £1489 Parish Council funds)
- That the council approves the purchase of a 4m 89mm post and installation of 3 ground sockets for a sum of up to £1883.38, subject to any funding granted by CATG
- That the council approves the submission of the attached Highways Improvement Request Form, applying for 75% funding from CATG for the post and ground sockets works.

**21.077 Play Areas - Appointment of Contractors.**

The Deputy Clerk had previously circulated a report with proposals for St Judes and Partridge Way play areas.

**Resolved:** That the council approves the appointment of Wicksteed Playgrounds for the sum of £24999.70 for works to Partridge Way Play Area and the sum of £24998.00 for works to St Judes Close Play Area.

**21.078 Finance**

CLr Tucker confirmed that he had reviewed the monthly accounts, payments and reserves and treasury deposit reports, which have been circulated to councillors and are available online. The Chair reported that accounts were transferring to a new software package and a new format of reports would probably be in place for the next meeting.

**Adoption of Monthly Accounts**

The total funds held at the end of April 2021 were £1,378,498.01.

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

**Cheque, Debit Card and Direct Debit Payments**

Debit card & direct debit payments in April 2021 amounted to £1,380.23. Total cheque payments in May 2021 amount to £18,434.11.

**Resolved:** To approve the cheque, debit card and direct debit payments, including the Grants of £10,000.00 to Riverbourne Community Farm, and £787.45 to Wiltshire Search and Rescue, approved at the meeting on 19<sup>th</sup> April and cheques raised on 28<sup>th</sup> April 2021.

**Treasury Deposit Report.** The balance on the 32 Day Notice Account at the end of April 2021 was £717,209.42 including interest of £5,326.01. There was a total of £717,209.42 on deposit at the end of April 2021.

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

**21.079 Clerk's Report & Correspondence.**

The Deputy Clerk reported that the payments approved at the meeting included the payment to Ringway, and that the work replacing Street Nameplates would now be scheduled.

The Chair reported that issues with access to Tryhorn Drive were still being discussed. Wiltshire Council had refused permission for the Parish Council to deal with the gate. The Land Trust and Wessex Ground Services are preparing proposals for works to protect the bund.

CLr Rigiani asked about access for horses to the Longhedge Open Space. The Deputy Clerk confirmed there were currently no plans to exclude horses from the Open Space, but there were no plans for a dedicated bridleway. This would be reviewed if there was conflict between users.

CLr Lynn asked about the installation of a noticeboard at Longhedge. The Deputy Clerk reported that she was in contact with the managing agents to agree a location.

**21.080 Exempt Business - Exclusion of the Press & Public**

There being no exempt business, this item was cancelled.

The meeting closed at 8.19pm.

**NEXT MEETING.** The next meeting of the Parish Council will be held at 7pm on Monday 21<sup>st</sup> June 2021. Venue to be confirmed.