



# **Laverstock & Ford Parish Council**

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Parish Council Meeting held at Greentrees Junior School  
at 7.00pm on Monday 19<sup>th</sup> July 2021**

## **MINUTES**

**Councillors present:** Baker (Chair), Barker, Hayes, Jones, Lynn, Maskell, McDonald, Regiani, Schneider, Tucker.

**Wiltshire Councillors present:** WCllr Oliver (until 8.30pm)

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

The chair opened the meeting at 7.00pm. There were no members of the public present.

**21.104 Apologies.** Apologies had been received from Cllr Waller.

**21.105 Declarations of Interest.** Cllr Lynn, being a trustee of the Old Sarum Community Centre, declared an interest in their Grant Application. He would speak in support but abstain from voting.

**21.106 Approval of Minutes.**

**Resolved:** To approve the minutes of the Council Meeting held on 21<sup>st</sup> June 2021.

**Resolved:** To approve the minutes of the Extraordinary Council Meeting held on 28<sup>th</sup> June 2021.

**21.108 Matters Arising – from Full Council Minutes.**

**Action PC348. Renew Asset of Community Value for MOD land at Manor Farm Road.**

The Deputy Clerk reported that this had been renewed for a further 5 years. Closed.

**21.107 Referral of Committee Minutes.** The draft Minutes of the Finance and General Purposes Committee held on 6<sup>th</sup> July and the Operations Committee held on 7<sup>th</sup> July had previously been circulated and were noted by the Council.

Cllr Lynn queried the reason for not supporting the request for a defibrillator at Longhedge. The Operations Officer had investigated and reported that there was no suitable location that would give rapid access across the large Longhedge development. Cllrs Barker and Hayes both said that it was far more important to phone for assistance and start CPR than to waste valuable time trying to locate a defibrillator. The resident had been invited to apply for grant if they wished to continue. The Chair requested that the Operations and Communications Officers promote the availability of First Aid instruction courses to our residents.

**Action Ops & Comms Officers**

## **21.109 Grant Applications.**

### **Old Sarum Community Centre – Old Sarum and Longhedge Community Fridge.**

Cllr Lynn described the project, which will provide free food to those in need and reduce food waste. The fridge will be located in a locked shed outside of the centre and a rota of volunteers will provide access.

**Resolved:** To grant £907 to the Old Sarum Community Centre CIO for the provision of an Old Sarum and Longhedge Community Fridge under the powers granted by Section 137 of the Local Government Act 1972.

**Wiltshire Citizens Advice.** A detailed application had been received and circulated to Councillors. It included statistical information on the support that had been provided to residents of the parish over one year.

**Resolved:** To grant £500 to Wiltshire Citizens Advice to assist with the IT and telecoms infrastructure required to offer support to residents under the powers granted by Section 137 of the Local Government Act 1972.

## **21.110 Planning**

**Planning Application Log.** The following responses have been made since the last Council meeting.

PL/2021/06214. Consent under Tree Preservation Order. 20 Norton Drive, Ford. No Comment.

PL/2021/05255. Proposed solid roof rear conservatory. 9 Lark Lane, Old Sarum. No Comment.

PL/2021/05003. Installation of buggy storage unit. 29-61 Castle Well Drive, Old Sarum. Support.

PL/2021/04902. Single storey side extension. 10 Lapwing Drive, Old Sarum. No Comment.

PL/2021/04612. Two storey side extension to provide lift access to garage and first floor, and associated works. No Comment.

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

**Longhedge update.** The Clerk reported on two problems with play areas. First, Play Area 11, McLeod Green. He has asked for a review of the transfer plan which has not yet been agreed. Second, Play Area 7, McCudden Grove. The provision of this large Neighbourhood Equipped Area for Play is over one year late. The Clerk will continue to press for its early provision. Cllr Lynn raised an issue about the central link path to Old Sarum. The Clerk had requested that it be moved from the corner of Beauchamp-Proctor Rise to a point closer to Sherbourne Drive in Old Sarum. The original position would end at a deep gully on the Old Sarum side. A desire path has already been created at the new site. This central path will be constructed of self-binding gravel and will not be adopted. A nearby resident is objecting to its location. The Clerk will attempt to resolve the issue.

**Action Clerk**

**Skatepark update.** The Deputy Clerk reported that construction was progressing well, and it is hoped to have the park open in time for a launch at the Old Sarum Fun Day on 14<sup>th</sup> August.

**Neighbourhood Planning update.** The Chair reported that there had been two Question and Answer sessions following the start of the public consultation phase. The consultation ended formally on 2<sup>nd</sup> July. The website has been visited 839 times and had 26 formal

responses. Responses are awaited from Salisbury City and Wiltshire Council. There have been two responses from developers. One relates to the site S80 at Old Sarum and the other to a site in Milford Mill Road. A final version of the Plan will be presented for the agreement of the Council in September before being sent to Wiltshire Council for examination

**21.111 Future Meetings.** The Clerk reported briefly on the schedule of Council meetings for the remainder of 2021. With the relaxing of Covid regulations it was now possible to revert to the previous schedule alternating between the Community Farm, and Old Sarum and Bishopdown. The programme of meetings for 2021 was agreed and is attached at the Annex to these Minutes. The Chair said that he would like the distribution of meetings to be more even between wards in 2022. Consideration should also be given to adjusting the Council meeting to the first Monday of each month with the Finance and General Purposes Committee to follow on the third Monday.

**21.112 Hybrid Meetings and Cloud Based Systems.** The Deputy Clerk had circulated and published online a report on possible changes to IT systems and implementation of hybrid meetings. She was seeking the support of the Council to proceed with further investigations and to obtain quotations. The Chair and Vice-chair spoke in support of this work. It was agreed to establish an IT Working Group consisting of Vice-chair, Deputy Clerk and Cllr McDonald to bring a recommendation to the September meeting of the Council.

**Action IT Working Group.**

**21.113 Professional Advice for Personnel Committee.**

The Chair and Cllr Tucker had circulated a Report recommending that the Council engage the services of Keelys LLP to provide employment advice to the Personnel Committee at a cost of £1,500 for one year. The Chair said that the Council has previously agreed that it would like to achieve the Power of General Competence. This will require a different staffing structure. The Council may need to make some staffing changes while respecting the rights of current staff, and therefore needs legal advice.

The Clerk said that he had not been consulted by the Chair or Cllr Tucker prior to this proposal. As the Council should always endeavour to obtain three or more quotations before placing an order the Clerk had contacted LGRC Ltd and Ellis Whittam Ltd. LGRC Ltd were unable to assist until September. The Clerk had circulated a Report with an alternative proposal from Ellis Whittam Ltd. The Clerk recommended the engagement of Ellis Whittam Ltd because of their greater experience of working with Local Councils. The cost of the two providers was very similar.

The Chair proposed engaging Keelys LLP, seconded by Cllr Tucker. Cllr Barker proposed an amendment to engage Ellis Whittam Ltd, seconded by Cllr Schneider. A vote was taken. Three Councillors voted for the amendment; five Councillors voted against the amendment. There were two abstentions. The amendment failed. A vote was then taken on the first proposal.

**Resolved:** That the Council engage Keely's LLP via their Employment Healthcheck Plan to provide advice to the Personnel Committee.

**21.114 Finance.**

An abbreviated monthly Report 21.114 on Finance had been circulated by the Clerk and was available online.

The Chair raised an issue regarding Payments. He said that it was his responsibility in accordance with current Financial Regulations to authorise the overtime of the Clerk but the current level of expenditure on salaries meant that the annual budget was going to be exceeded by circa £10,000 if this level continued. Even if all overtime was stopped the salary budget would still be exceeded by c.£4,200. He therefore felt unable to authorise the overtime payment and would like this to fall to the Council. He would however recommend that the Council does approve the payment. Cllr Tucker said that all overtime should be authorised in advance.

**Adoption of Monthly Accounts.** The Financial Statement had previously been circulated in Report 21.114. The total funds held at the end of June 2021 were £1,361,353.28 of which £1,251,725.53 were earmarked or restricted reserves.

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

**Payment of Salaries including Overtime.** The Chair proposed that the Council approve the payment of salaries including overtime and pensions amounting to £7,725.54. Seconded by Cllr Hayes.

**Resolved:** To approve the payment of salaries including overtime and pensions amounting to £7,725.54.

**Other Cheque & Debit Card Payments.** The list of payments had been circulated in Report 21.114. Total cheque payments in July 2021 excluding salaries, tax, NI, and other payments, amounted to £15,991.68. Debit card and direct debit payments in June 2021, excluding pensions, amounted to £175.12.

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

**Reserves and Treasury Deposit Report.** Summaries of Financial Reserves and Deposits had been presented in Report 21.114. Earmarked and Restricted Reserves at the end of June 2021 were £1,251,725.53. The balance on the 32 Day Notice Account at the end of June 2021 was £717,245.41 including interest of £5,362.00. There was a total of £717,245.41 on deposit at the end of June 2021.

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

## **21.115 Clerk's Report & Correspondence.**

**Gambling Statement of Licensing Principles - Review.** A consultation into a review of Wiltshire Council's Gambling Statement of Licensing Principles is under way. The Clerk can provide further information. The consultation runs until 22<sup>nd</sup> August.

**Parish Emergency Assistance Scheme (PEAS) 2021-22.** The Clerk outlined the scheme, run by Wiltshire Council, which provides materials to assist with flooding and snow emergencies. The materials such as 25kg bags of salt and gel sacs must be ordered in advance and collected on 22<sup>nd</sup> October from the Wilton Highways Depot. Storage and distribution have always been a problem and the Council's participation in the past has been minimal. The Operation's Officer will investigate further and report at the next meeting of the Operation's Committee.

**Action Operations Officer.**

**Parish Tour.** The Clerk outlined a possible programme for a tour around the Parish for new Councillors. The last tour took place in 2017. Now that Covid security measures are being relaxed it should be possible to hold one again. The tour would start at the

Community Farm and would last about 3 hours. It was agreed that the Clerk would schedule some possible dates for the second half of September.

**21.116 Exempt Business - Exclusion of the Press and Public.**

**Resolved:** That in view of the STAFF-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.

**The meeting closed at 21.13pm.**

The next meeting of the Council will be held at 7pm on Monday 16<sup>th</sup> August at the River Bourne Community Farm.

**ANNEX A to Minutes of Meeting held on 19<sup>th</sup> July 2021.**

**PARISH COUNCIL MEETINGS 2021**

<b>DATE</b>	<b>VENUE</b>	
Monday 16 <sup>th</sup> August	River Bourne Community Farm	7pm
Monday 20 <sup>th</sup> September	Old Sarum Community Centre	7pm
Monday 18 <sup>th</sup> October	River Bourne Community Farm	7pm
Monday 15 <sup>th</sup> November	Greentrees Junior School	7pm
Monday 20 <sup>th</sup> December	River Bourne Community Farm	7pm