



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of Laverstock and Ford Parish Council held on Monday 17th October at Old Sarum Community Centre.

MINUTES

Councillors present: Baker (Chair), Hayes, Jones, Lynn, McDonald, Schneider, Vanstone, Waller (until 8.20pm)

In attendance: Brain (Communications and Community Engagement Officer CCEO), Cavendish (Deputy Clerk – online only), Deane (Clerk), Prince (Responsible Financial Officer RFO)

Wiltshire Councillors in attendance: WCllr McLennan

Two members of the public joined the meeting, as well as PC Jung and PCSO Moss from Wiltshire Police. One further member of the public joined the meeting online. The meeting commenced at 7.01pm.

PC Jung and PCSO Moss reported on attempted break ins at St Edmunds School and theft of a bike in Laverstock, theft from a shop in Longhedge and plans to tackle ASB in Longhedge. PC Jung also reported on the traffic 'chaos' he experienced outside the Laverstock Schools.

22.133 Apologies

Cllrs Barker and Rigiani had sent apologies for the meeting.

Resolved: to accept the apologies received.

22.134 Declarations of Interest

There were no declarations of interest.

22.135 Co-Option of Councillor

The Chair introduced James Smith who wished to join the Parish Council in the Laverstock and Milford ward. James answered questions from councillors present.

Resolved: to co-opt James Smith to the Laverstock and Milford Ward of Laverstock and Ford Parish Council.

James signed the Declaration of Acceptance of Office and joined the meeting.

22.136 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 26th September 2022

22.137 Matters arising

No matters arising were raised.

22.138 Highways Improvement Requests

The Highways Improvement Request HIF for Ford discussed at the last meeting had been updated with data recorded by the Speed Indicator Device and circulated in Report 22.138(1). A member of the public reported on previous investigations carried out in the area that recorded similar speeds and resulted in the existing build outs, as well as noise and vibration potentially caused by speed tables.

Resolved: to support the Highways Improvement Request for submission to Local Highways and Footpath Improvement Group LHFIG.

Cllr Baker had submitted a HIF on behalf of Wild About Laverstock regarding hedgehog casualties on Church Road, requesting small mammal signs to highlight their presence to drivers.

Resolved: to support the Highways Improvement Request for submission to Local Highways and Footpath Improvement Group LHFIG.

LHFIG Update

The Clerk reported on works proposed through LHFIG for Sherbourne Drive in response to the previous HIF raised, creating 'clearways' around the bus stops. The Parish Council contribution to these works would be approximately £580.00, which was supported by councillors. Further design works are continuing for the rest of Sherbourne Drive.

A36 and Milford Mill Road – the Clerk reported that the Parish Council contribution to these works would be £1,400.00 but full details of the proposals had not yet been received. This will be carried forward to the next meeting.

22.139 Planning - Planning Log

Resolved: to approve the following response

PL/2022/06709 Construction of garage at 27 Melvin Close, Laverstock, Salisbury, SP4 1PG **No Comment**

22.140 Hampton Park Pavilion and Old Sarum and Longhedge Community Centre

The Clerk reported that a further meeting was planned with the owner of the Pavilion. The Clerk reported that trustees of Old Sarum and Longhedge Community Centre OSCC were considering the future of the current community interest company. The Parish Council may need to consider involvement in the running of either or both buildings. The RFO noted possible financial implications should be considered when budget setting for 2023/24. The Chair requested that OSCC Trustees be invited to the next Finance and General Purposes meeting. **ACTION CLERK**

22.141 Longhedge Football Pitch and Changing Rooms

The Clerk reported that the maintenance sum on offer had still not been confirmed by Vistry.

22.142 Adoption of Policies

Anti Bullying and Harassment Policy

The proposed new policy had been circulated under Report 22.142(1)

Resolved: to adopt the Anti Bullying and Harassment Policy attached Annex One.

Grants Policy

The proposed updated policy had been circulated under Report 22.142(2). Cllr Waller requested that clarification be added that category B applications will only be considered at the end of the financial year.

Resolved: to adopt the updated Grants Policy attached Annex Two, amended as above.

Communications Policy and Child Protection and Safeguarding Policy

The CCEO is working on updates and these will be presented at the next meeting. Cllr Waller left the meeting at 8.20pm.

22.143 Finance

Adoption of Monthly Accounts September 2022

The Financial Statements had previously been circulated in Report 22.143. The total funds held at the end of September 2022 were £1,350,559.55 of which £1,300,725.44 were earmarked or restricted reserves.

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

Authorisation of Payments

The lists of payments had been circulated in Report 22.143. Total cheque and BACS payments in October 2022 amounted to £21,478.41. Debit card and direct debit payments in September 2022 amounted to £530.08.

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

Review of Reserves and Treasury Deposit Reports

Summaries of Financial Reserves and Deposits had been presented in Report 22.143. Earmarked and Restricted Reserves at the end of September 2022 were £1,300,725.44. The balance on the 32 Day Notice Account at the end of September 2022 was £361,883.41 including interest of £5,662.87. The balance on the CCLAPSDF was £983,013.27 including dividends awarded of £2,069.27. There was a total of £1,350,559.55 on deposit at the end of September 2022.

Resolved: To note the reserve and treasury deposit reports.

The RFO reported that he had received notification of the sale of Rialtas to a Canadian company, Due to previous issues with a lack of support from Rialtas, and research into more suitable products, the RFO is investigating an alternative accounting package.

22.144 Clerk's Report and Correspondence

The Clerk extended thanks and good wishes to the Deputy Clerk who was shortly to commence maternity leave.

22.145 Exempt Business – Exclusion of the Press and Public

There being no exempt business, the meeting closed at 8.30pm.

NEXT MEETING. The next meeting of the Parish Council will be held on Monday 21st November 2022 at Greentrees Primary School (Junior site)

SIGNED:

DATE:

Annex One

LAVERSTOCK AND FORD PARISH COUNCIL ANTI-HARASSMENT AND BULLYING POLICY

Purpose/Principles	To provide guidance on what to do if you are concerned about bullying or harassment
Scope	Employees, Councillors, Members of the public, suppliers, contractors
Date adopted:	17 th October 2022
Minute Reference:	22.142
Previous versions (Dates):	None
Next review:	September 2024
Policy owner:	Personnel Committee
Supersedes:	None

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Introduction

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

Policy

The Council does not tolerate bullying or harassment in the workplace. This is the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere; whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

What type of treatment amounts to bullying or harassment?

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or injures the person on the receiving end.

Harassment is unwanted conduct related to relevant 'protected characteristics', which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age. Harassment amounts to unlawful discrimination if it relates to a 'protected characteristic'.

Examples of bullying and harassment include:

- Verbal abuse or offensive comments, jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Lewd or suggestive comments
- Deliberate exclusion from conversations or work activities
- Withholding information, a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals

- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Subjecting a person to humiliation or ridicule, belittling their efforts, often in front of others
- Abusing a position of power

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

Reporting concerns

What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk or a councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer at Wiltshire Council. The 3 responsibilities defining the core activities of a Monitoring Officer are:-

- to report on matters he/she believes are, or are likely to be, illegal or amount to maladministration, or breach of a statutory code
- to be responsible for matters relating to the conduct of Councillors and Officers
- to be responsible for the operation of the Constitution & Standing Orders

Wiltshire Councils guidance on the procedure can be found [here](#).

<https://www.wiltshire.gov.uk/article/1735/About-the-council>

What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Clerk, a colleague or another councillor to put this on your behalf or to be with you when confronting the perpetrator(s). If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Chair of the Council. The Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff;

- That such behaviour is contrary to our policy;
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential. In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint...

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed. The Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

... against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

During the investigation

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

Hearing

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

Victimisation

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False allegations

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

Disclosure and confidentiality

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

Use of the disciplinary procedure

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

This is a non-contractual procedure which will be reviewed from time to time.



Laverstock & Ford Parish Council GRANTS POLICY

Purpose/Principles	To provide guidance on dealing with Grant Applications
Scope	Employees, Councillors, Members of the public
Date adopted:	17 th October 2022
Minute Reference:	22.142
Previous versions (Dates):	Sept 17, Apr 18
Next review:	October 2024
Policy owner:	Finance and General Purposes Committee
Supersedes:	None

PARISH COUNCIL GRANT SCHEME: POLICY AND GUIDANCE FOR APPLICANTS

Aim

The aim of the scheme is to ensure that grant awards make the best use of the public funds by helping to achieve our Neighbourhood Plan and Parish Action Plan priorities and other endeavours that benefit residents of the Parish. For example the scheme has helped fund the set up costs of a cricket club at Laverstock, supported the Citizen's Advice Bureau and provided contributions to equipment for both youth groups and adult community groups.

Size and Source of Scheme Funding

The current grant programme is set annually funded from a mixture of revenue from a Parish owned asset and the Parish precept. We will consider a grant contribution to a project delivered by any group. The size of the grant scheme and refining of grant scheme priorities are reviewed annually following the steps outlined in Figure 2.

Eligibility

To be eligible applicants must fall into one of two categories.

Category A

Registered Charities, Community Interest Companies, and not-for-profit clubs and community groups applying for funding for a project which will benefit wholly or mainly residents of the Parish of Laverstock & Ford.

Category B

Registered Charities with significant operations within the South Wiltshire area which are accessible to the residents of the Parish of Laverstock & Ford.

Category A applications will be considered at any time throughout the year. Category B applications will be considered at the March Parish Council meeting at the end of the financial year.

Applications will not be considered if they are:

- For commercial ventures or private gain
- For the advancement of political or religious beliefs (although applications will be considered from charities with a religious basis for projects providing a community benefit which can be accessed regardless of religious belief or any other protected characteristic under the Equality Act 2011).
- For the benefit of an individual person.

Applications in respect of expenditure that has already taken place will not normally be considered, except in exceptional circumstances at the discretion of the council.

Applicants must have a bank account registered in the name used in the grant application.

The Application Process

Applications should be made in writing to the Parish Clerk by completing the grant application form available on our web-site homepage. They should provide supporting evidence and will be considered at a monthly Parish Council meeting. Should an application be received without a completed Grant Application Form, the Council may still consider it at its sole discretion. So doing will not be deemed to have set a precedent.

Although attendance by the requestor at the meeting is not required it is advised as the Councillors may wish to ask questions.

Applicants must submit their applications to the Parish Clerk at least ten working days before the date of the next meeting to ensure it can be included on the agenda and circulated to Parish Councillors for their consideration ahead of the meeting. Meeting dates are published on the Parish Council [web site](#) and in the Parish newsletter.

Assessment Criteria

- The extent to which the project will provide a measurable improvement to the community and achieve the aims of the Parish Council Grant Scheme.
- No grants will be awarded for commercial ventures or private gain.
- Grants will not be awarded for political or religious campaigns or activities.
- Grants will not normally be made retrospectively.
- Financial assistance will not be awarded to individuals (section 137 of the Local Government Act 1972).
- How effectively the grant will be used e.g. has the best deal been sought for the purchase of the equipment.
- The anticipated costs and outcomes of the project are appropriate, realistic and an effective use of Parish Council financial resources.
- Full disclosure of all other grants applied for with respect to the project proposal.
- Evidence that the funds could not be raised from another more appropriate source for the project (including the applicants own reserves).
- The grant contribution will be considered in the context of related facilities provided by the applicant, other organisations and the parish council (see figure 1)
- All applicant organisations that request a grant of £1,000 or above must disclose their financial reserves in their application.

Monitoring and Evaluation

The Parish Council will expect an update on the expenditure of the monies and the benefits delivered at an appropriate point following the approval of the grant. The level of reporting detail expected will be commensurate with the size of the grant. For small grants a short follow- up letter confirming that the funding has been spent as proposed will suffice. For grants of £250 or more, applicants should provide photographic and / or written evidence that the grant has benefitted our community.

Figure 1 Decision Tree to Prioritise Grant Applications in the Context of Related Service Provision

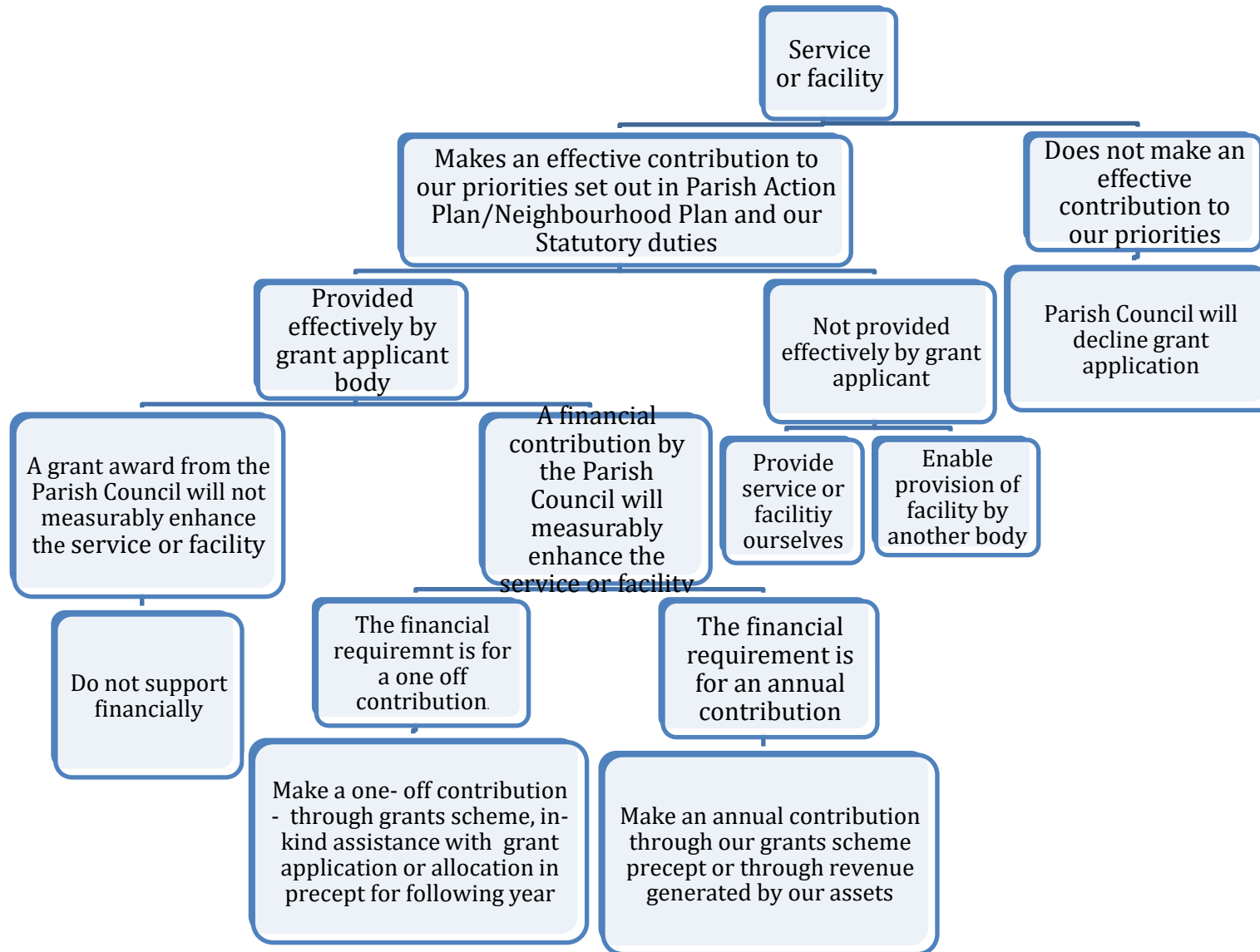


Figure 2 Annual Review Process for Grant Scheme

