

Report Item 21.145

This report lists the Actions on Officers and Councillors that are outstanding from previous meetings of Laverstock and Ford Parish Council.

Following discussion at Council meetings requests are made to officers and councillors to follow up, investigate and implement the instructions of the Council. The requests When the Action has been completed and reported to the Council the Action is closed.

Some Actions arise from Exempt Business i.e. when the press and public have been excluded from the meeting because of the confidential nature of the business being

The list of Actions that remain open are below.

Councillors and Officers should note the content of the Action List and report completion or progress with the Action.

LAVERSTOCK & FORD PARISH COUNCIL MTG - ACTIONS

as at the issue of the draft minutes for PC mtg 20 September 2021, Ops 30 September and FGP 7 October

plus current situation as at 14 October 2021

Action No	Date of Mtg	Action	Action by	Status	Date closed	Remarks
PC197	Jun-16	Set up meeting to discuss possibility of transfer of HP Pavilion to Parish.	Chairman	Open		Meeting held with owner and Trustee of Pavilion to discuss options. Chairman to produce notes and arrange meeting of Cllrs on way forward. To be discussed at meeting on 31 Oct 2016. Further meeting required. A draft paper had been circulated to Cllrs containing options for transfer. On hold awaiting determination of linked Planning Application. Target date for determination now 31 Aug 17. Target date passed and still no determination. New target date 30 May as developer is attempting to get this site added to the draft WC Housing Site Allocation DPD which will go to Cabinet in May. Target date slipped for determination has slipped again to 28 Feb 2019. See also PC304. Further slip to target date - now 31 Mar 2020. Application still waiting to be determined. Last PC submission dated 26 Mar 20 send to agents by WC. Legal discussions between WC and developer still continuing. Determination awaited. Current situation: Planning permission has been granted but no mention of Pavillion in Farmyard S106. Wiltshire Councils current lease on the Pavillion will expire early 2023. The Clerk will contact interested parties and prepare a report for full council regarding the future of the Pavillion.
PC307	May-19	Investigate possibility of purchasing a SID jointly with Alderbury.	Deputy Clerk	Open		Current situation: 3 sites have been risk assessed - Church Road, Laverstock, Roman Road, Ford and The Portway, Old Sarum. Purchase of SID and associated works by Highways approved at 17/5/21 meeting. CATG have approved 75% funding of posts and ground sockets - waiting for proposals and start dates from Highways.
PC336	Dec-19	Address Parish-wide problem of lack of road signs.	Deputy Clerk	Open		Current situation: Salisbury Area Board have agreed to fund Bishopdown Farm signs and have been chased for an update. Ringway have installed signs ordered in Laverstock, Ford and Old Sarum.
PC342	Aug-20	Follow up with WC : transfer of play parks and land to PC, Highways enforcement action re The Oakbournes and Oldfield Rd.	Parish Clerk	Open		Current situation: WC have at last appointed a solicitor to carryout the transfers. This was confirmed on 20th October 2020. WC Highways and Property have refused to take responsibility for opening the access points. Their solution is for the Parish Council to take ownership of the buffer land and to open them ourselves. Solicitors are now progressing transfers. Play Areas at St Judes, Drake Close and Partridge Way are not on land to be transferred to the PC - we are taking over management only of these 3. Area Boards contributing £1500 to St Judes and £5K to Partridge Way. Partridge Way completed 6/10/21. St Judes due to start 18/10/21.
PC345	Dec-20	River Bourne Community Farm - to progress memorandum of understanding and lease revision with council solicitor	Clerk	Open		Current situation: Clerk is in correspondence with new solicitor
PC349	Mar-21	Investigate possible provision of Allotments	Operations Officer/Deputy Clerk	Open		Current situation: to be discussed with Land Trust regarding possible suitable sites on Country Park. Deputy Clerk is investigating alternative sites. Community Infrastructure Levy from Longhedge may be available to assist funding.
OPS351	Jul-21	Defibrillators in the Parish	Cllr Maskell/Operations Officer	Closed		Current situation: Alternative funding for the Defib has been obtained and installation arranged on the wall of a unit in the retail area. Ops and Comms Officer to promote availability of First Aid Training as CPR can be more effective. Operations Officer has received quotes for courses but the Parish Council cannot provide large scale or sustained training. Groups interested will be encouraged to apply for grants to setup their own courses. CLOSED.
OPS353	Jul-21	Biodiversity in the Parish	Operations Officer/Deputy Clerk	Open		Current situation: Operations Officer to obtain costings for a biodiversity survey of the parish. Deputy Clerk to discuss ideas for biodiversity project on swales at Longhedge with developers. Operations Officer to share results of surveys with Neighbourhood Plan Steering Group. 30/9 - Survey Costs have proved prohibitive for a small parish. The Operations Officer will discuss surveys with volunteer groups and start a first draft of our Environmental Policy.

OPS355	Jul-21	Parish Steward	Clerk	Closed		Current situation: Clerk to establish when Local Highways Group will be restarting post COVID. Local Highways meetings MIGHT restart in 2022 but it is not confirmed due to staff shortages. CLOSED
OPS356	Jul-21	Tree Management Policy	Operations Officer	Open		Current situatuon: Operations Officer to produce a timeline and plan of works for Tree Management
PC358	Jul-21	Link Path to Longhedge	Clerk	Open		Current situation: Residents have raised concerns regarding the location of the central path. WC Highways have no concerns about deleting central path. Planning would advise the developer to apply for an amendment, but enforcement if not provided is unlikely. Central path to be left 'on hold' until the development and alternative paths are complete.
PC359	Jul-21	Investigate provision of Microsoft 365	Deputy Clerk, Cllr Maskell, Cllr McDonald	Closed		Current situation: 7 companies have been approached to quote. IT Working Group have reviewed quotes. See Agenda Item 21.149 Full Council 18/10/21 CLOSED
PC360	Jul-21	Parish Emergency Assistance Scheme PEAS	Operations Officer	Closed		Current situation: Ops Officer will investigate solutions for storage and distribution of salt and gel sacs. No appropriate locations identified and deadline expired for 2021. Operations Officer to review for 2022 allocation. CLOSED
PER361	Aug-21	Review of role and Terms of Reference for Personnel Committee	Cllr Tucker	Open		Current situation: Cllr Tucker to draft a document defining role of Personnel Committee
PER362	Aug-21	Keeleys Employment Health Check	Cllr McDonald/Clerk	Open		Current situation: Keeleys are reviewing the current HR policies to suggest amendments. Cllr McDonald and the Clerk to assist in administration of the process
PER363	Aug-21	Staff Appraisal Plan	Cllr Tucker	Open		Current Situation: Cllr Tucker to create staff appraisal plan with assistance of Keeleys
PC364	Aug-21	Planning Gains	All Cllrs	Open		Current situation: All councillors to provide a list of desirable planning gains for their ward to the Clerk
PC365	Aug-21	Councillor Co-Option	Deputy Clerk	Closed		Current situation: Deputy Clerk to update the initial application form for potential councillors for co-option. New process adopted and forms on file. CLOSED
FGP366	Sep-21	Longhedge Football Pitch	Clerk	Open		Current situation: Clerk has arranged an all-party meeting for 21st October to discuss Longhedge Football pitch and changing rooms. The Clerk has contacted Wiltshire Council for their view on Vistrys proposal to transfer ownership to the management company.
FGP367	Sep-21	Bus Shelter Budget	Clerk	Closed		Current situation: Clerk to produce a report explaining current situation with Bus Shelter budget. Reported at October FGP. See agenda item 21.152 Full Council October. CLOSED
CCE368	Sep-21	Newsletter Volunteers	Communications and Community Engagement Officer	Open		Current situation: CCE Officer to organise Christmas Cards for all volunteers
OPS369	Sep-21	Skatepark	Operations Officer/Deputy Clerk	Open		Current situation: The Operations Officer will discuss proposals to run a street art project with Old Sarum Youth Club to decorate the bare walls at the skatepark. The Deputy Clerk offered help with any grant applications and to speak to the CEM regarding the work of Outreach Youth workers and the possibiity of them attending the skatepark.
OPS370	Sep-21	Use of Old Sarum Youth and Adult Offsite Recreation Fund	Operations Officer/Deputy Clerk	Open		Current situation: Officers will investigate a possible location for a MUGA/Ball Court and obtain a quote for ground stabilisation for the banks at the skatepark.
FGP371	Oct-21	Review of Expenditure	Clerk	Open		Current situation: the Clerk will produce a written report regarding salaries and overtime for the November FGP meeting.