



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

## Meeting of the Parish Council held on Monday 17<sup>th</sup> July 2023 at River Bourne Community Farm

### MINUTES

**Councillors present:** Barker, Hayes, Jones, Maskell (Vice-Chair and Chair for this meeting), McDonald, Waller

**In attendance:** Brain (Communications and Community Engagement Officer CCEO), Deane (Clerk), Prince (Responsible Financial Officer RFO)

**Wiltshire Councillors in attendance:** WCllr Oliver

There were 5 members of the public in attendance, including members of the Neighbourhood Plan Steering Group NPSG.

The meeting commenced at 7pm.

#### **23.092 Apologies**

Apologies had been received from Cllrs Baker, Lynn, Rigiani, Schneider and Smith. WCllr MClennan had also sent apologies.

**Resolved:** to accept the apologies received

#### **23.093 Declarations of Interest**

There were no declarations of interest.

#### **23.094 Approval of Minutes**

The Clerk reported that an error had been made in the draft minutes relating to planning reference numbers for Distloc House, which had been corrected to 03387 and 03576.

**Resolved:** to approve the minutes of the meeting held on 19<sup>th</sup> June 2023

#### **23.095 Grant Applications**

##### **Wiltshire Wildlife Trust**

The Community Empowerment Officer answered questions from councillors regarding their grant application for facilities for the Community Fun Day.

**Resolved:** That in accordance with the powers granted under Section 137 of the Local Government Act 1972, the council grants £364 to Wiltshire Wildlife Trust for the provision of toilets and a generator at the Community Day

##### **St Josephs Catholic School Water Sampling Kits**

St Josephs Catholic School had applied for £50 to buy two water sampling kits as part of enrichment activities planned for a visit to Whitebridge Spinney.

**Resolved:** That in accordance with the powers granted under Section 137 of the Local Government Act 1972 the Parish Council grants £50 to St Josephs Catholic School towards the purchase of water sampling kits.

##### **Salisbury Pantry**

An officer from Salisbury City Council answered councillors questions regarding their application for funding to open Salisbury Pantry to Laverstock and Ford residents.

**Resolved:** That in accordance with the powers granted under Section 137 of the Local Government Act 1972 the Parish Council grants £1750 to Salisbury City Council towards Salisbury Pantry

#### **23.096 Matters arising**

Cllr Waller reported that the Communications and Community Engagement Committee were considering whether to pursue a change of name for the Parish Council. A recommendation would be made after the public events due to be held this summer.

The Clerk reported that the Strategic Plan would be reviewed quarterly with the next review due in September.

### **23.097 Planning Westside Close PL/2023/04526**

The Clerk had circulated the notes resulting from the previous presentation made by the applicants at the Parish Council meeting in June. Cllr Waller requested that adoption of the roads within the development should be added as a condition. Cllr Barker added swift boxes should be requested.

**Resolved:** to object with reasons as previously discussed and the addition of comments regarding adoption of the highway and swift boxes. The full response is attached as Annex One.

### **Planning Log**

**Resolved:** to approve the following responses

PL/2023/03987 Conversion of existing stables at Greenacres, Ford SP4 6DX NO COMMENT

PL/2023/04612 Listed building consent replacement doors and windows at Wolferstan Barn, Wolferstan Drive, Bishopdown Farm SP1 3XZ NO COMMENT

PL/2023/05158 Consent for tree works at land adj to 3, 4 & 5 Norton Drive, Ford SP4 6DA NO COMMENT

PL/2023/04590 New garage at 42 Greenwood Ave, Laverstock SP1 1PD NO COMMENT

### **Neighbourhood Plan**

The Clerk requested councillors to consider the Neighbourhood Plan review process. The previous Chair of the NPSG encouraged councillors to consider the emerging Wiltshire Local Plan when reviewing the Neighbourhood Plan. There were no volunteers to take over as Chair of NPSG. The Chair expressed thanks for the continued support of the NPSG members present.

### **Wiltshire Design Guide**

The Clerk reminded councillors of the upcoming webinar and that a response would be required in advance of the next meeting.

### **Wiltshire Draft Local Plan**

The Clerk had circulated a copy of a submission made by WCllr McLennan for the upcoming Wiltshire Council meeting regarding policies within the draft plan which affect Laverstock and Ford. Cllr McDonald agreed to attend the meeting and speak on behalf of Laverstock and Ford. A draft statement from Laverstock and Ford PC had been circulated by Cllr Baker. It was agreed to add in a reference to the Church Road site being outside the settlement boundary, and Cllr McDonald will abbreviate to ensure delivery can be achieved within the 3 minute time slot allocated.

**Resolved:** that the statement was agreed as amended (attached as Annex Two).

### **23.098 Community Governance Review**

The Clerk had circulated Report 23.095 regarding an application from Winterbourne Parish Council to review the parish boundary near Broken Cross Bridge at Ford. Councillors felt the opinion of the residents affected should take priority. WCllr Oliver reported that he was due to attend the Winterbourne Parish Council meeting later that week and would feed back those comments.

### **23.099 Anti Social Behaviour Old Sarum and Longhedge**

The Clerk had circulated Report 23.099 with a proposal from Cllr Schneider regarding the organisation of an all-stakeholder meeting. The Clerk reported on meetings already held with the local police team where such a meeting had already been discussed. Councillors requested that the Clerk contact the Police team and request they convene such a meeting.

### **23.100 Committee Membership and Planning Leads**

It was noted that Cllr Vanstone had stepped down from the Operations Committee. There are currently vacancies for councillors on the Operations, Communications and Finance and General Purposes Committees. Cllr Barker agreed to take on the role of Planning Lead for Ford, Old Sarum and Longhedge. The Clerk will circulate details of current committee membership.

### **23.101 Code of Conduct**

The Clerk had circulated Report 23.101 with an update to the Code of Conduct based on the adoption of a new Code of Conduct by Wiltshire Council. Attached as Annex Three.

**Resolved:** to adopt the Code of Conduct as attached, replacing the previous version dated 16th July 2012

### **23.102 Tree Policy**

The Clerk had circulated Report 23.102 with the proposed Tree Policy. Cllr Waller asked that reference to the Memorial Policy be added for clarity. The updated policy will be brought back to a future meeting.

### **23.103 Finance**

#### Reserves Policy

The RFO will revise the policy previous submitted to the Finance and General Purposes committee, in line with the information and reports produced from Scribe, and present at a future meeting.

#### Grant Reserve

The RFO reported that the current grant budget comes from the rent received for the telecoms mast in Laverstock, and unspent funds have previously been added to General Reserve at year end with all other unspent revenue funds. The agreement upon transfer of the land was that the income would not be used to support the precept. Councillors agreed that £5289 which was left in the grant budget at the end of 2021/22 should be transferred back into the grants budget. The RFO will amend Financial Regulations for future approval, to make an exception for grant funds to be carried forward and not transferred to reserves.

The RFO had circulated Report 23.103 in advance of the meeting, including pages from the new Scribe accounting system. Cllr Maskell confirmed that he had checked the finance reports this month and was satisfied all were correct and recommended acceptance.

#### Adoption of Monthly Accounts for June 2023

The Financial Statements had previously been circulated in Report 23.103. The total funds held at the end of June 2023 were £1,491,077.69 of which £1,320,425.92 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 23.103. Total cheque and BACS payments in July 2023 amounted to £27,031.05. Debit card and direct debit payments in June 2023 amounted to £1,556.24.

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

#### Review of Reserves and Treasury Deposit Report

Reserves and Treasury Deposit Reports had been presented in Report 23.103. Earmarked and Restricted Reserves at the end of June 2023 were £1,320,425.92. The balance on the 32 Day Notice Account at the end of June 2023 was £442,608.87 including interest of £10,725.46. The balance on the CCLAPSDF was £1,027,192.07 including dividends awarded of £26,248.07. There was a total of £1,469,800.94 on deposit at the end of June 2023.

**Resolved:** To note the reserve and treasury deposit reports

### **23.104 Clerk's Report and Correspondence**

The Clerk reported that the first regular meeting had been held with the new directors of the farm and that a meeting was scheduled with Wiltshire Highways to discuss the progress of highways projects. The Clerk also reported on discussions with Salisbury City Council to run a Youth Club at Bishopdown Farm. Councillors confirmed that they would be happy for the Clerk to enter an agreement with Salisbury City Council Youth Team for the operation of a Youth Club at Bishopdown Farm, subject to approval of matched funding grants from Area Board. The Clerk reminded councillors that funding from Area Board may not be available in future, so councillors should consider that the Parish Council may need to fund the total cost in future.

Cllr Hayes informed those present that he intended to retire as a councillor at the end of July, after a period of 16 years service. Cllr Hayes reflected on the many changes during his time as a councillor and his time leading the steering group which drew up the Parish Plan, adopted in 2009. The Chair expressed heartfelt thanks to Cllr Hayes for his service.

The CCEO expressed her concerns that the many organisational changes which occur at Wiltshire Council lead to frequent problems in contacting the correct member of staff or department.

Councillors supported the CCEO writing to the Leader of Wiltshire Council on behalf of the Parish Council to raise these concerns. The CCEO will circulate a draft letter.

**23.105 Exempt Business**

**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 the meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972.

Local Council Consultancy Staff Review

Councillors discussed and agreed new pay scales for staff following a review by Local Council Consultancy.

The meeting closed at 9.26pm.

**NEXT MEETING.** The next Parish Council Meeting will be held at 7pm on Monday 21<sup>st</sup> August 2023 at River Bourne Community Farm.

SIGNED:

DATE:

## **ANNEX ONE PL/2023/04526**

The applicant made a presentation to the Parish Council at its meeting on 19<sup>th</sup> June 2023, and may state this as evidence of consultation. However, the applicant has made no changes to the plans submitted, despite detailed comments from councillors at the presentation.

At its meeting held on 17<sup>th</sup> July 2023, the Parish Council resolved to **OBJECT** to this application for the reasons below:

### **Access**

Apart from the main highway, the plans appear to show a pedestrian footpath only from Bunting Lane. It is not clear where any other proposed access points enter the development. Residents will be unable to integrate with the surrounding community if they are left isolated. Shared use paths, to facilitate cycling should be provided to fully intergrate the development. The Parish Council were very concerned to hear from the applicants, that they are proposing to provide any paths up to the boundary only. The applicants have a responsibility to ensure agreements are reached with adjoining landowners to connect these paths to the wider community. We are aware there is a ransom strip around the site and would expect to see agreements in place with both the ransom strip owner, and adjoining landowners. The Parish Council request that the roadways within the development should be of sufficient standard to be adopted by Wiltshire Highways on completion.

Appendix 3 of the made Laverstock and Ford Neighbourhood Plan refers – Design Guide s 5.2, 15.1, 15.5, 15.10, 15.11

### **Storage**

It is understood none of the properties have garages, and only the larger properties have a utility room. The design does not provide adequate internal storage, or external storage for things such as wheelie bins. From experience, residents will choose to leave bins in front gardens, on drives or on the pavement if there is no storage provided.

Appendix 3 of the made Laverstock and Ford Neighbourhood Plan refers–Design Guide S 3.4, 3.5, 5.4

### **Environment**

The Parish Council are disappointed to see no provision of green energy on the site. None of the properties appear to have any provision for solar panels, rain water harvesting, heat pumps etc. Councillors would encourage the applicant to be more ambitious for the 'green' credentials of this site. The Parish Council are also disappointed in the lack of ecological enhancements within the plans, such as swift boxes.

Appendix 3 of the made Laverstock and Ford Neighbourhood Plan refers – Design Guide S 3.1, 3.3

### **Play Space**

It is understood the S106 agreed on the outline application provided for a LEAP, but this has been downgraded to a LAP on the proposed plans. The Parish Council are supportive of play opportunities for all, and would ask for an accessible LEAP to be provided in this location.

Appendix 3 of the made Laverstock and Ford Neighbourhood Plan refers – Design Guide S 14

### **Parking**

The Parish Council have significant concerns about the provision of the minimum standards in parking arrangements. Old Sarum estate already experiences significant parking problems. We would expect at least two spaces for every property, more for the larger properties, and an adequate provision of visitor spaces for 46 properties. If the residents parking provision is not sufficient, visitor spaces will simply be filled by residents cars. Tandem parking only encourages parking on the roads by residents who do not wish to 'shunt' cars around on the drive. We are concerned that no charging provision has been made, which would surely be much easier to provide at construction stage than residents attempting to retro fit.

Appendix 3 of the made Laverstock and Ford Neighbourhood Plan refers – Design Guide s 3.6, 5.4

### **Flats**

The Parish Council would like to see well designed and constructed buildings. In particular, concerns were raised about the soundproofing and standards within the apartment block.

## **ANNEX TWO**

### **18-07-2023 LFPC Oral Statement to WC**

Laverstock and Ford Parish Council notes the Draft Local Plan allocates three strategic areas for development within our parish and we look forward to engaging in the consultation phase in relation to policies 23 and 25. However we ask for the removal of Policy 30 before that phase.

Laverstock itself is defined in both the Draft Local Plan and our Neighbourhood Plan as a small village. It does not adjoin the settlement boundary of Salisbury, falling outside both the railway line and London Road, and has limited facilities, with one shop, one pub and, except for local schools, only one significant place of employment. Hence there is an expectation that any development should be infill to meet identified local needs and not a strategic allocation.

Our Neighbourhood Plan contains a well-argued, professionally commissioned land sensitivity survey which identified the Policy 30 site as of medium to high sensitivity and unsuitable for large scale development, and furthermore, that development should be avoided along the green areas along Cockey Down which include this site.

This site also has enormous emotional significance: it is our only window from the village to the expanse of the ancient and beautiful downland for which our County is famous. It provides a healthy breathing space in a developed environment and enables those who cannot walk the downs to enjoy a wide vista on the changing natural world; watch the buzzards and kites, the arrival of the swallows and swifts in the Spring, and hear the birdsong clearly; to see the pink and purple orchids, the yellow cowslips, and the blue scabious in season; and to watch the hares and the occasional deer on the lower slopes.

We argue there is conflict between Policy 30 and our Neighbourhood Plan, and the treatment of small villages in the remainder of the Draft Local Plan and therefore Policy 30 should be removed before the consultation stage.

Our Neighbourhood Plan is the product of thousands of hours of volunteer work, extensive consultation with our local community and a referendum under the Localism Act 2011. We fear the inclusion of policy 30 in the consultation draft one year after that referendum will seriously undermine our residents' confidence and future participation in Neighbourhood Planning, localism and and spatial planning.

## ANNEX THREE

Purpose/Principles	To set out the expectations on councillors of behaviour
Scope	Councillors
Date adopted:	
Minute Reference:	
Previous versions (Dates):	July 2012
Next review:	July 2025
Policy owner:	Full Council
Supersedes:	None

## CODE OF CONDUCT FOR PARISH COUNCILLORS

As a Member or Co-opted Member of Laverstock & Ford Parish Council, I shall have regard to the following principles:

- **Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership**

To uphold these principles, I will follow the below Code of Conduct whilst carrying out my role.

### 1. Respect

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat Parish Council employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

### 2. Bullying, harassment, and discrimination

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equality and do not discriminate unlawfully against any person.

### 3. Impartiality of officers of the parish council

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Parish Council.

### 4. Confidentiality and access to information

4.1 I do not disclose information:

4.1.1 given to me in confidence by anyone;

4.1.2 acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

4.1.2.1 I have received the consent of a person authorised to give it;

4.1.2.2 I am required by law to do so;

4.1.2.3 The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

4.1.2.4 The disclosure is:

a) Reasonable and in the public interest; and

b) made in good faith and in compliance with the reasonable requirements

of the Parish Council; and

c) I have consulted the Parish Clerk prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a Parish Councillor for the advancement of myself, my friends, my family members, my employer or my business interests

4.3 I do not prevent anyone from getting information that they are entitled to by law

## **5. Disrepute**

5.1 I do not bring my role or local authority into disrepute

## **6. Use of position**

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.2 I do not place myself under a financial or other obligation to outside individuals or organisations that might seek to influence me in the performance of my official duties.

## **7. Use of local authority resources and facilities**

7.1 I do not misuse parish council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

7.2.1 act in accordance with the local authority's requirements; and

7.2.2 ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

## **8. Complying with the Code of Conduct**

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with all sanctions imposed on me and any recommendations agreed to be undertaken by me following a finding that I have breached the Code of Conduct and any undertakings that I have agreed to fulfil as part of the informal/alternative resolution of any alleged breach of the Code of Conduct.

## **9. Interests**

9.1 I register and disclose my interests, both pecuniary and non-pecuniary, that relate to my public duties and take steps to resolve any conflicts arising in a way that protects the public interest. I understand that my interests include those of my spouse, civil partner or somebody with whom I am living as a husband or wife.

9.2 I will ensure that any changes to my interests are disclosed and registered within 28 days of such change.

9.3 I understand that, unless dispensation has been granted, I may not participate in any discussion of, or vote on, or discharge any function related to any matter in which I have a pecuniary interest.

## **10. Gifts and Hospitality**

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority, or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept

## **11. Taking Decisions**

11.1 When carrying out my public duties, I make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

11.2 I am as open as possible about my decisions and actions and the decisions and actions of my authority, and am prepared to give reasons for those decisions and actions.

11.3 I am accountable for my decisions to the public and will co-operate fully with whatever scrutiny is appropriate to my office.

This Code of Conduct sets out the minimum standards of conduct required of you as a Parish Councillor.