



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Parish Council held on Monday 17 September 2024
at the Boscombe Down Aviation Collection

DRAFT MINUTES

Councillors present: Baker (Chair), Jones (Vice Chair from 7.07pm), Barker, Harris, Lynn, McDonald, Taylor, Vanstone, Waller, Williams.

In attendance: Pettifer (Clerk), Deane (Administration Officer AO) Brain (Communications and Community Engagement Officer CCEO), and WCllr Oliver. Prince (RFO/Deputy Clerk) and WCllr McLennan joined the meeting online.

There were eight members of the public in attendance and five joined the meeting online.

Paul Shaddock, Senior Engineer (Traffic Engineering) Wiltshire Council, and PC 2737 Rachel Gunn Neighbourhood Policing Team, Wiltshire Police also joined the meeting online.

Public Participation

One member of the public spoke about the Parish Council's Tree Policy. **ACTION:** Operations Working Group to discuss and feedback to Full Council.

Six members of the public spoke about the Traffic Regulation Order (TRO) on Church Road and the impact of new parking restrictions. Paul Shaddock (Traffic Engineering) responded and gave an explanation of the scheme, confirming amendments could be requested via the Local Highways and Footpath Improvement Group process. **ACTION:** Paul Shaddock to site visit and check the current signage on display.

PC Rachel Gunn reported a delay in receiving details of the TRO. **ACTION:** Paul Shaddock to send TRO to Wiltshire Police.

It was confirmed that yellow lines for Wiltshire Council to enforce; obstruction of property for the police to enforce; and school 'Keep Clear' road markings for Wiltshire Council or the police to enforce.

ACTION: Paul Shaddock/Wiltshire Council to engage with Wiltshire Police and the School Working Group to get information out to parents regarding enforcement.

ACTION: Cllr Baker to arrange a meeting with School Working Group, residents to be informed of date. Cllr Baker thanked Paul Shaddock and PC Gunn for attending the meeting.

WCllr McLennan voiced his frustration about a lack of temporary measures which could be amended more easily.

PC Gunn reported that several incidents of Antisocial Behaviour had been brought to the attention of the Community Policing team and were being investigated.

The meeting commenced at 7.48pm.

24.116 Apologies

Apologies were received from Cllr Schneider

Resolved: to accept the apology received

24.117 Declarations of Interest

There were no declarations of interest.

24.118 Approval of Minutes

Resolved: to approve the minutes of the Full Council meeting, held on 15 July 2024.

Resolved: to approve the minutes of the Operations Committee meeting, held on 29 February 2024.

Resolved: to approve the minutes of the Communications and Community Engagement Committee meeting, held on 2 April 2024.

24.119 Matters Arising

There were no matters arising.

24.120 Planning

PL/2024/06426 Variation of Conditions Transport Storage Depot, Old Sarum

Cllr Barker spoke regarding this application.

Resolved: to approve the response OBJECT with reasons as below:

Laverstock & Ford Parish Council wish to object to this application. The site is located within the Old Sarum Airfield Conservation Area and the area identified in policy CP25 of the Wiltshire Core Strategy in relation to development at Old Sarum airfield. It is located in an elevated position, readily visible in the landscape, under the flight path of aircraft using the aerodrome. The application is not accompanied by a Heritage Assessment Landscape Visual Impact Assessment (or similar visual assessment). It is not clear how the proposal helps retain and safeguard flying activity. The current protective Bund is an ineffective design and build, and the visual impact on the landscape of something more robust would poorly impact the surrounding conservation area. The flouting of the original planning restrictions has caused noise and light pollution, affecting local residents. This application does not adequately address safety concerns, environmental impact concerns or ecological concerns.

PL/2024/07213 Land SE of Ford House

Cllr Barker spoke regarding this application. Whilst some concerns were raised over possible future development at the site, councillors had no comments to make on the application as submitted.

Resolved: to approve the response – NO COMMENT

PL/2021/04084 Land at Roger Way and Old Sarum Local Centre

Resolved: to approve the response OBJECT with reasons as below:

Laverstock and Ford Parish Council had previously submitted the response 'OBJECT with reasons' to the original application. The council notes the revisions but continues to object to the unsuitability of this site, echoing the comments and issues raised by the Public Protection Officer. We note that tandem parking areas are being offered at the back of the houses between the boundary with the football pitch and the houses, this is likely to encourage homeowners to instead park on the road at the front of the housing due to the inconvenience of tandem parking. This road is a popular route for children crossing to and from schools, and to pick up buses on the Portway, Old Sarum, with or without additional cars parking there is increased risk from additional traffic. This is already an issue on Sherbourne Drive and elsewhere in Old Sarum due to narrow roads and a proliferation of parked cars on these roads, despite many homes having allocated parking spaces.

The recent promotion of Salisbury Football Club also means that there will be an increase of noise and an increase in matches. The Football Pitch which was present before housing was built, and which is a valued community asset plays an important role within the wider South Wiltshire Area. Developing housing so close to the boundary of the pitch will inevitably create tension due to noise and light pollution between residents and the Football Club, the proposed amendments do not appear to satisfactorily address this other than to reduce some of the potential light pollution.

Planning Log

Resolved: to approve the following responses:

PL/2024/07470 Retention of Storage Containers Distloc House, Old Sarum Airfield NO COMMENT

PL/2024/07869 Retention of Storage Containers Distloc House, Old Sarum Airfield NO COMMENT

PL/2024/08075 Works to protected tree 14 Green Lane, Ford NO COMMENT

Local Plan update – NO UPDATE AVAILABLE

NPPF Response – Councillors agreed NO RESPONSE

Gypsy and Traveller Plan Consultation – Councillors agreed NO RESPONSE

24.121 Whitebridge Boardwalk Change of Contractor

Resolved: Following recommendation from the FGP committee, that the council resolves to withdraw the resolution made on 15th July 2024 (Min ref 24.110) to appoint G Farwell Ltd

Resolved: That the council resolves to appoint A D Southern to repair the pond spur at Whitebridge Boardwalk for a sum of £11,675 + VAT in accordance with their quote dated 12th August 2024.

The Administration Officer reported that a water vole survey had concluded that no voles were present and the work could commence accordingly.

24.122 Neighbourhood Plan Review

Resolved: to delegate responsibility to Clerk to appoint Master Land & Planning to carry out a review of the Laverstock and Ford Communities Neighbourhood Plan, at a cost of £9826.00, subject to

successful grant funding from Locality and meeting with NPSG. **ACTION:** Interim meeting to be held with the Neighbourhood Plan Steering Group and consultant, with Cllr N Baker and Cllr I McDonald representing the Parish Council.

24.123 Review of Policies

The following updated policies were circulated in advance of the meeting – *Reports 24.123 (1), (2), & (3)*.

Resolved: to table the following updated policies at the next Full Council meeting for adoption.

- Financial Regulations
- Constitution of Laverstock & Ford Parish Council
- Scheme of Delegation

24.124 Highways

Deferred: LHFIG issue 13-23 Riverbourne Road – Item delayed until next Full Council meeting to give time for residents feedback to be given to Senior Engineer, Traffic Engineering Team, Wiltshire Council in order for a new scheme to be designed and costed.

24.125 Write off of Assets

The RFO circulated Report 24.125 prior to the meeting. The RFO reported the following assets as recommended for write-off by the Council, following redevelopment of Whitebridge Play Area.

- Asset no: 1. Whitebridge Play Area initial build. Pre-2006. £22,300.
- Asset no: 8. Baby swing addition to Whitebridge Play Area. Pre-2006. £4,677.
- Asset no: 37. Whitebridge Play Area refurbishment including partial play surface renewal. December 2014. £8,176.
- Asset no: 66. Replacement timber surround for Whitebridge Play Park. August 2018. £790.
- Asset no: 131. Replacement of timber components of original Whitebridge Play Area. October 2020. £1,919

Resolved: that the Council approves the write-off of assets 1, 8, 37, 66 and 131 with a total value of £37,862.

24.126 Hampton Park Pavilion update

The AO had circulated Report 24.126 in advance of the meeting. Councillors requested that a public art project (mosaic suggested) be included as part of the design, and that the extent of project management included in the fee be quantified.

Resolved: to appoint Paul Stevens Architecture to produce detailed plans for alterations to Hampton Park Pavilion at a cost of £8,950.00.

24.127 Finance

The RFO updated the Councillors regarding - Budget 2025/26 to include inflation allowance and community buildings

Resolved: Budget 2025/26 to include inflation allowance – Cllrs agreed a 5% increase, which the RFO advised might affect the precept.

The RFO reminded Councillors that the three community buildings owned/leased by the Council – Laverstock Village Hall (LVH), Old Sarum Community Centre (OSCC), and the Bishopdown Farm Pavilion (BFP) would need to be considered in the next round of budget setting. **ACTION:** Cllr Jones to speak to LVH; Cllr Lynn to speak to OSCC; and Clerk to speak to BFP - to enquire about future building/staffing projects for next year and feed forward to Finance & General Purposes Committee.

Amendment of Bank Mandate – addition and deletion of signatories

Report 24.127(1) was circulated prior to the meeting.

Resolved: To approve the deletion of ex-Cllr Tucker and the addition of the Cllr Barker and the Clerk as full power signatories on the bank account.

Resolved: To approve the issue of a Debit Card to the Clerk.

Resolved: To approve the addition of the Clerk and the removal of Deane as a signatory on the CCLA PSDF account

Officers Report – Responsible Financial Officer gave his report

Adoption of Monthly Accounts for July and August 2024

The Financial Statements had previously been circulated in Report 24.127. The total funds held on 30th August 2024 were £1,875,663.94 of which £1,665,577.75 were earmarked or restricted reserves.

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

Authorisation of Payments

The lists of payments had been circulated in Report 24.127. Total cheque and BACS payments in August 2024 amounted to £57,959.35, including £21,353.38 on replacing goal posts at Saunders Ave MUGA and £7,752 on tree work and inspection. Total cheque and BACS payments in September 2024 amounted to £24,901.89 including external audit fee of £2,016, which means Professional Fees budget will be overspent by £11,250.80.

Debit card and direct debit payments in July 2024 amounted to £461.65. Debit card and direct debit payments in August 2024 amounted to £1,927.63.

Resolved: To approve the cheque, BACS, direct debit and debit card payments, including retrospective approval of August payments (due to no meeting in August) Total debit card and direct debit payments of £2,389.28 and BACS payments of £82,861.24

Review of Reserves and Treasury Deposit Report

Reserves and Treasury Deposit Reports had been presented in Report 24.127. A total of £1,834,361.15 was held on deposit on 31st August 2024. With Lloyds, £355,405.15 is invested in a 95-Day Notice account that yielded £1,160.89 interest in August. £10,301.53 remains in a 32-Day Notice account that yielded only £21.12. £280,000 is held in a 9-month Fixed Term account at 3.55%. With CCLA, £200,000 was transferred from Lloyds 32-day deposit a/c. The balance in the Public Sector Deposit Fund is £1,188,654.47. A dividend of £4,414.04 was paid in August and re-invested. Interest and dividends earned in July and August 2024 were £12,057.

Resolved: to note the reserve and treasury deposit reports

24.128 Clerks Report and Correspondence

The Clerk updated councillors regarding -

Confirmation that Wiltshire Public Art are funding the project to repair and reinterpret the Castle Hill Country Park pillars with funds of £8,796.75, which has already been received by the RFO.

A successful application to Southern Area Board has been made in favour of Bishopdown Farm Youth Club with a grant of £2,500.00.

The Mask Maker's memorial bench has been repaired and reinstalled.

A meeting was held between Cllr Waller, WCllr McLennan, the Clerk, and John Glen MP regarding the state of repair and lack of maintenance to the properties owned by Sanctuary Housing. A further meeting has been arranged which Cllr Waller and WCllr McLennan are unable to attend. Cllr's Jones and Barker expressed an interest in attending the meeting. **ACTION:** Clerk to send details of meeting to Cllrs Jones and Barker.

24.129 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, that the public and press be temporarily excluded from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 s100.

River Bourne Community Farm

After a brief discussion it was agreed to pursue a meeting with RBCF. **ACTION:** Clerk to arrange meeting with Directors of River Bourne Community Farm CIC.

SCP for Parish Clerk and Administration Officer

The AO had circulated confidential Report 24.129 in advance of the meeting.

Resolved: to appoint Gale Pettifer as Parish Clerk and confirm pay arrangements as set out in the confidential report.

Resolved: to appoint Trudi Deane as Administration Officer and confirm pay arrangements as set out in the confidential report.

The meeting closed at 9.27pm.

NEXT MEETING. The next Parish Council Meeting will be held at 7.00pm on Monday 21 October 2024 at Old Sarum and Longhedge Community Centre.