



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Parish Council held on Monday 21<sup>st</sup> October 2024  
at Old Sarum and Longhedge Community Centre

## DRAFT MINUTES

**Councillors present:** Baker (Chair), Harris, Jones, Lynn, McDonald, Schneider, Taylor, Williams

**In attendance:** Pettifer (Clerk), Prince (Responsible Financial Officer RFO), Deane (Administration Officer AO)

There were two members of the public in attendance as well as Wiltshire Councillor Oliver. Wiltshire Councillor McLennan joined the meeting online.

The treasurer of Old Sarum and Longhedge Community Centre spoke regarding the budget challenges they face and requested a meeting to discuss long term financial support. The treasurer agreed to prepare a business plan to present at a meeting ahead of the next Finance and General Purposes Committee meeting.

WCllr Oliver reported that the Wiltshire Council Draft Local Plan had been submitted for approval.

The meeting commenced at 7.19pm.

### 24.130 Apologies

Apologies had been received from Cllrs Barker, Vanstone and Waller

**Resolved:** to accept the apologies received.

### 24.131 Declarations of Interest

There were no declarations of interest.

### 24.132 Confirmation of Minutes

The AO advised the previously circulated draft minutes included the incorrect dated of 17<sup>th</sup> September, which had been amended in the minutes for approval.

**Resolved:** To approve the minutes of the meeting held on 16<sup>th</sup> September 2024 as amended.

### 24.133 Matters Arising

There were no matters arising.

### 24.134 Planning

Planning Log

**Resolved:** to approve the following responses

PL/2024/09091 Consent to works under TPO 5 St Albans Close, Bishopdown SP1 3FN  
OBJECT FOR REASONS

PL/2024/08309 Works to a Protected Tree WESTOVER KIA, OLD SARUM PARK, OLD SARUM, SALISBURY, SP4 6EB NO COMMENT

### 24.135 Write off of Assets – viewing platform at Whitebridge Spinney Boardwalk

This item was included in error – the write off had already been approved at the July meeting.

### **24.136 Highways**

The Clerk had circulated Report 24.136 in advance of the meeting with details of the scheme proposed to address parking issues around the Local Centre in Bishopdown.

**Resolved:** That the council resolves to contribute £1187.50 to LHFID item 13-23-22 Bishopdown Local Centre Parking

### **24.137 Bishopdown Land Transfers**

The Clerk has circulated Report 24.137 in advance of the meeting, setting out areas for the council to consider taking ownership of. The areas include driveways, public rights of way, and small areas of public open space.

**ACTION:** The Clerk will confirm if the Land Trust wish to accept the area adjacent to the Country Park, meet with Mr Pearce to discuss transfers and assess costs of transfer and future maintenance.

### **24.138 Policies**

Policies had been reviewed at the meeting in September.

**Resolved:** To adopt Financial Regulations, Constitution and Scheme of Delegation as circulated in Reports 24.124 (1,2 and 3) in September 2024.

### **24.139 Finance**

The RFO had circulated Report 24.139 (1&2) in advance of the meeting.

#### Half Year Report on Expenditure and Income

The RFO highlighted his current forecast to be over budget on revenue expenditure at year end, but that income was also expected to exceed forecast to cover this overspend.

#### Approval of new Earmarked Reserve for funding Hampton Park Pavilion alterations

Council had previously approved the use of funds from general reserve to fund building works at Hampton Park Pavilion. The RFO reported that moving this money into an earmarked reserve would mean spend on this project would come from the reserve, rather than distorting the revenue spend figure.

**Resolved:** to establish an earmarked reserve towards Hampton Park Pavilion project by transferring £82,000 from general reserves.

#### Budget 2025/26

The Operations and Communications Working Groups are both due to meet and will provide feedback on budget requirements, The RFO requested that the Personnel Committee consider staffing budgets for next year. The Chair reported that Personnel Committee had discussed professional Health and Safety and HR advice services and the Clerk will be producing costings.

The AO reported that Southern Area Board were looking into a project to recruit a youth worker which would require a contribution from a panel of parish councils. £5,000 had been suggested for Laverstock and Ford. Councillors supported extending Youth Support but would like more information about what services could be expected.

#### Officers Report

The RFO reported that he was expecting spend on tree works to exceed the budget shortly and overspends would be reported at future meeting. The invoice for the new Whitebridge Play Area was incorrect and had not therefore been processed. There may be an additional payment required for retrospective approval in November.

The Chair reported that Cllr Waller had checked the monthly finances and had confirmed she was content to recommend them for approval.

### **Adoption of Monthly Accounts for September 2024**

The Financial Statements had previously been circulated in Report 24.139(3). The total funds held on 30<sup>th</sup> September 2024 were £2,028,978.34.

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

### **Authorisation of Payments**

The lists of payments had been circulated in Report 24.139(3). Total cheque and BACS payments in October 2024 amounted to £34,946.27. Debit card and direct debit payments in September 2024 amounted to £602.69.

**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 24.139(3).

Earmarked Reserves held on 19<sup>th</sup> October 2024 are £1,719,481.05.

A total of £1,840,619.66 was held on deposit on 30<sup>th</sup> September 2024.

With Lloyds. £356,556.95 is invested in a 95-Day Notice account that yielded £1,151.80 interest. £10,323.49 remains in a 32-Day Notice account that yielded £21.96. £280,000 is invested in a 9-month Fixed Term account at 3.55%.

With CCLA. £1,193,739.22 is invested in the Public Sector Deposit Fund and earned a dividend of £5,084.75 in September. The dividend was re-invested.

Interest and dividends earned in September 2024 were £6,258.51.

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

### **24.140 Clerks Report and Correspondence**

The Clerk reported that Whitebridge Play Area had now been completed with an opening event planned for half term. The rotten pond spur at the boardwalk had been removed and contractors were awaiting delivery of materials. The Chair noted thanks for swift response from the Operations Officer in arranging for a fallen tree to be removed at the weekend. The grant had been approved for the Neighbourhood Plan review and meetings were being set up. Publicity had been issued for tree works at The Green in Bishopdown Farm. The Clerk reminded councillors of the Independent Remuneration Panel survey (councillors allowances) and Housing Ombudsman Call for Evidence (Housing standards) survey.

### **24.141 Exempt Business – Exclusion of the Press and Public**

**Resolved:** that in view of the commercial 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**

The Clerk reported that the directors cancelled the scheduled meeting. The council asked the Clerk to arrange a further meeting with Wilsons solicitors for advice on the way forward.

### **Pavilion Update**

The AO reported that meetings with the architect had suggested an amendment to plans to bring roof access within the current footprint rather than an external tower, which could make a significant saving on the build costs. This will be investigated. The Clerk and RFO had met with the committee and agreements were being drawn up for hire of the small committee room, and to draw up a 25 year lease with the committee.

**NEXT MEETING.** The next Parish Council Meeting will be held at 7.00pm on Monday 18<sup>th</sup> November 2024 at Old Sarum and Longhedge Community Centre, SP4 6GH.

SIGNED:

DATE: