



**Meeting of the Parish Council held on  
Monday 17 February 2025 at 7.00pm  
Hampton Park Pavilion SP1 3GY**

**MINUTES**

Present: Cllr N Baker, I McDonald, L Waller, L Barker, P Schneider, K Lynn

Also present: CCllr Oliver; CCllr McLennan (online)

Officers present: G Pettifer (Clerk), A Prince (RFO), J Brain (CCO)

There were four members of the public present, one of whom spoke in support of St. Thomas's Bridge Pedestrian Crossing. Two member of the Police Community Team were also present. PC Jenni Moss introduced PC Rachel Wood who will be taking up duties short-term while PC Rachel Gunn is on secondment. They gave a short update about policing matters in the Parish. They also made a request for residents to make reports directly to the police about issues rather than using social media, such as Facebook.

The meeting commenced at 7.03pm.

**PC25.018 Apologies for absence**

Apologies received and accepted from Cllr Jones, Cllr Vanstone, Cllr Harris, and Cllr Taylor.

**PC25.019 Declarations of interest**

There were no declarations of interest.

**PC25.020 Public participation time**

See above.

**PC25.021 Confirmation of minutes of previous meeting held on 20<sup>th</sup> January 2025**

The minutes were confirmed as a correct record of the previous meeting and would be signed by the Chairman after the meeting.

**PC25.022 Matters arising from the previous meeting held on 20<sup>th</sup> January 2025**

There were no matters arising.

**PC25.023 Planning**

To consider the following planning applications received:

- 20/11598/OUT 49 Dwellings Church Road. It was **RESOLVED** to approve the updated submission, drafted by Cllr McDonald, for the Planning Appeal relating to the Church Road Site.

- Planning Log

PL/2025/00941 Works to trees in a conservation area 15 Green Lane, Ford SP4 6DE

**NO COMMENT**

PL/2025/00525 Replacement of conservatory with extension 9 Norton Drive, Ford SP4

**NO COMMENT**

PL/2025/00429 Porch and extensions 71 Church Road, Laverstock SP1 1QZ **NO**

**COMMENT**

PL/2025/00241 Works under tree preservation order 8 Norton Drive, Ford **NO**

**COMMENT**

### **PC25.024 Approval of minutes of Standing Committees**

**RESOLVED** that the recommendations in the draft minutes of the Personnel Committee were approved. The Chairman gave thanks to Andrew Prince for performing the duties of Deputy Clerk.

### **PC25.025 Record of Working Groups**

To receive the record of the notes and actions from Communications & Community Engagement Working Group. *This item was deferred until the next meeting.*

### **PC 25.026 Highways**

- **PC25.026a** To consider progress on LHFIG issue 13-20-16 - St Thomas' Bridge Pedestrian Crossing.  
**RESOLVED** to defer voting until the next meeting and for the Clerk to get an update from Paul Shaddock (Senior Engineer, Wiltshire Council) to check whether the crossing assessment can be carried out and confirm costs.
- **PC25.026b** To consider progress on LHFIG issue 13-23-19 Riverbourne Road.  
**RESOLVED** to approve 25% contribution of £999.50 spending for yellow lines to be applied to the corner of Riverbourne Road.
- **PC25.026c RESOLVED** to support Dr Walker's application to LHFIG for the installation of a dropped kerb on Sherbourne Drive and Barker Close, with an amendment to request the footpath at Sherbourne Drive be completed.

### **PC25.027 Grant Applications**

To consider grant applications from

- **PC25.027(a)** It was **RESOLVED** that, *under Local Government Act 1972, s.137*, St Joseph's Catholic School be awarded £1,000 towards the purchase of five mountain bikes for Bikability sessions. *Councillors acknowledged that this award would incur an overspend of £300.00 on the Grant Budget.*
- **PC25.027(b)** It was **RESOLVED** that Old Sarum Community Centre be awarded £100.00, to pay towards the cost of replacing a broken glass panel in the reception door, which would be paid for from the Community Facilities budget under *Local Government (Miscellaneous Provisions Act) 1976, s.19.*

### **PC25.028 Grounds Maintenance Tender**

Councillors reviewed a report from the panel assembled to process the Invitation To Tender application.

**RESOLVED** that the Grounds Maintenance Contract be awarded to Hurdcott Landscapes Ltd.

### **PC25.029 Finance Report – to follow**

The Responsible Financial Officer (RFO) gave a Summary Report for the period 1st April to 31st December 2024. At the end of January (month 10 of 12) there is 15.25% of the Revenue Budget remaining, with approximately 8% predicted for February. While the current situation is on track there are some large invoices yet to be received, and the Council will be overbudget. This is due to extra invoices being expected due to Salisbury City Council failing to invoice for the Youth Club at Bishopdown Farm. Professional Fees and Community Buildings are over budget by £13,747 and £2,960 respectively. Tree work is over budget by £2,795.00.

### **Adoption of Monthly Accounts for January 2025**

The Financial Statements had previously been circulated in Report 25.029. Total funds held on 31 January 2025 were £1,848,124.64.

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

### **Authorisation of Payments**

The lists of payments had been circulated in Report 25.029, including staff salaries and pension contributions, which are £15,618.30. Other payments include £4,140 to Wilsons Solicitors, which means that Professional Fees are now over budget by £17,197, and £1,290 to Paul Stevens Architecture for the submission of the planning application for alterations to the Hampton Park Pavilion.

**Resolved:** To accept debit card and direct debit payments in January 2025 amounting to £1,723.45.

**Resolved:** Total cheque and BACS payments in February 2025 amounted to a total of £27,652.54.

### **Review of Reserves and Treasury Deposit Report**

£1,824,636.57 was held on deposit on 31st January 2025. Lloyds £359,925.72 is invested in a 95-Day Notice account that yielded £1,069.04 interest. £10,387.08 remains in a 32-Day Notice account that yielded £20.34. £280,000 is invested in a 9-month Fixed Term account at 3.55%. This will yield £7,434.58 on 25th March 2025.

CCLA. £1,173,234.39 is invested in the Public Sector Deposit Fund and earned a dividend of £4,815.48 in January. The dividend was re-invested. £20,000 was withdrawn from this fund on 13th January to assist cash flow and a further £20,000 has been withdrawn on 10th February 2025. Total interest and dividends earned in January 2025 were £5,904.86. The total at the end of January is £63,671.93. The budgets for interest & dividends for the whole year are £50,000.

Earmarked Reserves held on 18th February 2025, after all payments have been made, will be £1,682,252.01. Earmarked Reserves are allocated as follows: Capital Asset Replacement Reserve, funded from precept, £192,204.69. Community Infrastructure Levy Reserve, £66,106.46. Earmarked Maintenance Reserves, funded by developers, £1,195,648.78. Play area improvement and Youth and Adult Recreation £132,112.67.

HP Pavilion Parish Office Project Reserve. £79,163.87. Miscellaneous including Grant Reserve, HP Dilapidations, Youth grant, Art Pillars Restoration and Neighbourhood Planning £17,015.54.

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

The Chair clarified that Councillor's authorising payments should do so ideally on the day preceding the deadline to ensure that any .

### **PC25.030 Clerk's Report - verbal**

The Clerk informed Council that the membership to the Campaign for the Protection of Rural England had been renewed, according to Minute no. 24.017 (20/05/24).

### **PC25.031 Exempt Business/Matters in Confidence**

To consider the following items:

- **PC25.031(a)** To receive confidential report regarding River Bourne Community Farm.

The Chairman gave an update to the Council regarding the progress with River Bourne Community Farm. It was agreed that the Chair and the Clerk attend a 'without prejudice' meeting the farm director and John Glen MP. A request for a space for parking a commercial vehicle was denied. A request for permission to refurbish the café was approved, subject to evidence of plans for the changes to layout required and that any modifications remain in the current footprint of the building.

**Date of next meeting:**

To note the date of the next meeting, which is scheduled for Monday 17 March 2025 at 7.00 pm, and held at Old Sarum Community Centre, Pheasant Drive, Old Sarum, Salisbury SP4 6GH.

Meeting finished – 8.45pm.