



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting of the Parish Council held on
Monday 15th December 2025 at 7.00pm
Old Sarum & Longhedge Community Centre, SP4 6GH**

MINUTES

Councillors present: Jones (Chair), Baker, McDonald, Williams, Schneider, Vanstone, Holland, Lynn

In attendance: Deane (Deputy Clerk), Prince (Responsible Financial Officer RFO)

There were 5 members of the public in attendance. Plus 1 online.

One member of the public spoke supporting item PC25.149 (parking restrictions on Boundary Road). Another member of the public (the Chair of the local Neighbourhood Watch) spoke in support of the announcement from the Police and Crime Commissioner on proposed location of the new policing hub at Old Sarum.

The meeting commenced at **7.09pm**.

PC25.146 Apologies for absence

Apologies received from Cllrs. Barker and Waller.

Resolved: to accept the apologies received.

PC25.147 Declarations of interest

No interests were declared.

PC25.148 Confirmation of minutes of previous meeting held on 20th October 2025

Resolved: to approve the minutes of the meeting held on 20th October 2025

PC25.149 Highways

The Deputy Clerk had circulated Report PC25.149 in advance of the meeting with details of requests to improve parking in Boundary Road and landscape improvements to the roundabout on the A30/A338 St Thomas bridge junction.

Resolved: to approve the request for Boundary Road parking assessment.

Resolved: to approve the request for St Thomas Bridge Roundabout LHFIFG costs exploration

The Deputy Clerk provided a verbal update on other LHFIFG matters.

PC25.150 Planning

Wiltshire Council is the local Planning Authority and consults Laverstock & Ford Parish Council on planning applications received for the parish.

PL/2025/07869 2 Sarum Cottages, Portway

Resolved: to retrospectively approve an objection comment to this application (this application was withdrawn by the applicant between issuing and this meeting).

Planning Log

Resolved: to approve the following responses:

PL/2025/07572 Single storey extension 2 Norton Drive SP4 6DA NO COMMENT

PL/2025/07918 Certificate of lawful development Green Guard Storage SP4 6DR NO COMMENT

PL/2025/08473 House and Garage Kismet Riverside Road SP1 1QP NO COMMENT

PL/2025/08797 Variation of conditions 9 Riverbourne Road SP1 1NU NO COMMENT

PL/2025/09601 Works to TPO trees 9 Monxton Close SP1 3WY NO COMMENT

PC25.151 Review of Policies

The Clerk had circulated draft copies of the following policies in advance of the meeting:

- (a) Tree Management Policy (Operations Working Group OWG)
- (b) Document Retention and Deletion Policy (Finance and General Purposes Committee FGP)
- (c) Councillor and Employee Expenses Policy (FGP)
- (d) Safeguarding Policy (Communications and Community Engagement Working Group CCEWG)
- (e) Lone Working Policy (Personnel Committee)
- (f) Driving for Work Policy (FGP) – Report PC25.151(f)

Resolved: to approve policies (a), (b), (c), (d), (e) as submitted.

ACTION: Councillors to send Clerk any comments for future updates to adopted Tree Management Policy for consideration by Operations WG.

Resolved: to approve policy (f) Driving for Work using option (c) in Report PC25.151(f) - specifically removing the ongoing financial support text (highlighted yellow in the submitted Draft policy) but amending recommendation (c) in order to give the Clerk the power (available by way of s.1 Localism Act 2011), at his discretion, to offer a one off payment this year only using delegated financial spending powers to support any staff members with the costs of making a change to their driving insurance policy necessary for them to become compliant with the insurance provisions in the adopted Policy.

ACTION: Clerk to continue to explore the costs of leasing a pool vehicle for Council use. To return to Council with a report on such asap.

PC25.152 River Bourne Community Farm

The Deputy Clerk reported on a request from the community farm for permission to install solar panels which had been discussed at the recent FGP committee meeting.

Resolved: to approve the request for permission to install solar panels.

PC25.153 Approval of Budget 2026/27

The RFO had circulated Report PC25.153/154 ahead of the meeting with full details of the annual budget and precept requirement for 2026/27.

Resolved: to approve the Budget for 2026/27 in the amount of £460,950.

PC25.154 Approval of Precept 2026/27

Resolved: to approve the Precept for 2026/27 in the amount of £436,207.

PC25.155 Finance

The RFO circulated report PC25.155 in advance of the meeting. The Revenue Budget was reported as positive as is Revenue Income but that is counterbalanced by overspends on Business Support, and Office Sundries. Tree Management was highlighted as a budget line to continue to actively monitor given there are three months to year end.

Adoption of monthly accounts for October and November 2025

Resolved: To adopt the monthly accounts for October and November as a true record of the Council's finances

Authorisation of payments for November (retrospective) and December 2025

Resolved: To approve the direct debit and debit card payments totalling £3,301.89 for October and November, and BACS payments of £61,801.68 for November and December.

To review Reserves and Treasury deposit report

Resolved: to note the reserves and treasury deposit report.

ACTION: RFO to investigate legality of borrowing against Council Reserves in order to fund capital projects, namely Hampton Park Pavilion redevelopment. To produce a report for next FGP on such.

PC25.156 Clerk's Report – verbal

The Deputy Parish Clerk reported on the progress of the Hampton Park Pavilion redevelopment project. Still waiting for updates from architects and no allowance for the building works in 2026/27 budget due to likelihood that such budget funds would only be needed towards the end of the project, that is beyond the upcoming fiscal year.

The Community Venues Project was discussed. Namely ongoing discussions with various solicitors to obtain costs for possible outcomes. The Clerk has also met with the Vicar of Laverstock to discuss renewing the lease for Laverstock Village Hall. Meetings are planned for early January with two solicitors to discuss options and costs.

The Clerk is working on councillor recruitment and is looking into a specific campaign to support this in the new fiscal year.

The Clerk continues to liaise with developers Vistry and Bloor on matters related to their estates at Longhedge and the s80 site along the Portway in Old Sarum.

The officer team is working with WorkNest on HR and health and safety matters. Staff appraisals have been conducted.

The Wiltshire Local Plan was discussed as further comments on it are being requested.

The finger post in Ford is due to be refurbished by the Parish Council though there are no plans to take this on permanently.

The meeting closed at 8:52pm

Date of next meeting: To note the date of the next meeting which is scheduled for Monday 19th January 2026 at Old Sarum and Longhedge Community Centre.

SIGNED:

DATE: