



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**ANNUAL Meeting of the Parish Council held on
Monday 12th May 2025 at Old Sarum and Longhedge Community Centre**

MINUTES

Councillors present: Baker, Barker, Holland, Jones (Chair), Schneider (until 9.10pm), Taylor, Vanstone, Waller, Williams

In attendance: Brain (Communications and Community Engagement Officer CCEO), Castle (Community Venues Officer CVO), Deane (Interim Clerk), Prince (Responsible Financial Officer RFO)

Two members of the public were also in attendance. One spoke to query the minutes of the public session at the March meeting.

The meeting commenced at 7pm.

PC25.065 Election of Chair and Vice Chair

Councillor Jones was nominated as Chair. There were no other nominations.

Resolved: to appoint Cllr Jones as Chair of Laverstock and Ford Parish Council

Councillor Waller was nominated as Vice-Chair. There were no other nominations.

Resolved: to appoint Cllr Waller as Vice-Chair of Laverstock and Ford Parish Council.

The Chair and Vice-Chair signed Declarations of Acceptance of Office.

PC25.066 Apologies for absence

Apologies had been received from Cllr McDonald and Cllr Lynn.

Resolved: to approve the apologies received.

PC25.067 Declarations of interest

There were no declarations of interest. The Clerk reminded councillors of their obligation to check and complete their Register of Interests following recent elections.

PC25.068 Agreement for time extension for signing of Declaration of Acceptance of Office LGA 1972 s83(4)(c)

Resolved: to agree a time extension for Cllrs Lynn and McDonald to sign Declarations of Acceptance of Office until the June meeting of the council under LGA 1972 s83(4)(c)

PC25.069 General Power of Competence

The Clerk had circulated Report PC25.069 in advance of the meeting.

Resolved: The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 Chapter 1 and The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012. The Parish Council resolves to adopt a General Power of Competence.

PC25.070 Confirmation of minutes of previous meeting held on 14th April 2025

Resolved: To approve the minutes of the previous meeting held on 14th April 2025 as circulated.

PC25.071 Planning

PL/2025/02686 Land NE Old Sarum

Cllr Barker had circulated a summary of comments received regarding this application, with concerns regarding infrastructure, roads, traffic, speeding, facilities, health provision,

schools, parking and drainage. The Clerk reminded councillors of the Parish Council response agreed for this site during the consultation on the Wiltshire Draft Local Plan.

Resolved: that the council OBJECT WITH REASONS to the current application. The full response is attached Annex One.

PL/2025/01889 Manor Farm, Green Lane, Ford

Cllr Barker reported that revised plans addressed the parking issues but did not address noise and highways issues from the councils previous objection.

Resolved: that the council continues to OBJECT WITH REASONS. Further to previous comments submitted on 20th March, whilst parking provision has been improved, the issues with safety and access remain, as well as the noise issues with the adjacent shooting range and airfield. been

PL/2025/03776 Beehive Cottage, Portway

The council discussed the details of this application and the previous application.

Resolved: to approve the response NO COMMENT

To consider a proposed letter to John Glen MP regarding restrictive covenants – this item was deferred to the next meeting.

Planning Log

Resolved: to approve the following responses

PL/2025/03430 Illuminated signs West Over LandRover, Old Sarum Park *NO COMMENT*

PL/2025/02080 Replacement windows Tithebarn, Wolferstan Drive *NO COMMENT*

PL/2025/03160 Car Port 15 Robin Road, Old Sarum *NO COMMENT*

PC 25.072 Highways

Cllr Baker had circulated Report 25.072 in advance of the meeting with a summary of 299 responses to the survey for feedback on the Church Road TRO. It was agreed that further discussions should take place with residents and officers about the practicality and desirability of some further extension of the traffic restrictions to The Green.

Resolved: That the Parish Council recommends to Wiltshire Council that the double yellow lines in Woodland Way should be removed after the immediate corner with Church Road and discussions should take place with residents and the Highway engineering team about either having no restrictions or a single yellow line limited to Monday to Friday 2-4pm.

Resolved: That the Parish Council recommends there should be no further extension to the traffic restrictions in Elm Close, Bishop's Mead and Chestnut Close.

Resolved: That the Parish Council considers options to address potentially increased traffic speeds on Church Road (and Riverside Road). The Clerk will request a traffic survey outside the school.

PC25.073 Matters arising

There were no matters arising. The Clerk confirmed draft copies of the Parish Strategic Plan were available, with a final version still to be agreed.

PC25.074 Adoption of Model Publication Scheme

The Clerk had circulated Report PC25.074 in advance of the meeting.

Resolved: to adopt the Model Publication Scheme as circulated.

PC25.075 Review of Internal Audit Report and Comments

The RFO had circulated Report PC25.075 in advance of the meeting.

Resolved: That the Council has reviewed the Observations and Recommendations of the internal auditor and noted the Comments and corrective actions recorded by the Clerk and RFO in accordance with Financial Regulations Section 3

PC25.076 Review of Governance

The Clerk had circulated Report PC25.076 in advance of the meeting. Councillors noted the updates to Standing Orders, Scheme of Delegation and Constitution which will be taken to

Junes meeting for adoption. Financial Regulations had previously been reviewed in March 2025.

PC25.077 Review of Risk Management Arrangements

The RFO had circulated Report 25.077 in advance of the meeting. Further detail of risk management arrangements had been added following feedback from the external auditor. The RFO highlighted that the budget agreed had anticipated that Insurance Rent would be received from Hampton Park Pavilion, but any lease agreement would not be reached in this financial year, meaning income would therefore be approximately £1500 under budget.

Resolved: that the Council approve the Financial Risk Assessment as circulated.

PC25.078 Election of Committee Chairs and memberships

Resolved: that Cllr McDonald remains Chair of Operations Working Group. Members were confirmed as Cllrs Lynn, Barker, Williams and Taylor.

Resolved: that Cllr Williams becomes Chair of Communications and Community Engagement Working Group. Members were confirmed as Cllrs Barker, Lynn and Vanstone. As Chair of the Parish Council, Cllr Jones was confirmed as Chair of Finance and General Purposes Committee in line with Scheme of Delegation. Members were confirmed as Cllrs McDonald, Schneider, Waller and Williams. The RFO will action amendments to the bank mandate.

Resolved: that Cllrs Baker and Barker be removed from the bank mandate and Cllrs Jones and Williams be added. It was agreed that new councillors should be added before any councillors were removed.

Resolved: that Cllr Waller be appointed Chair of Personnel Committee. Members were confirmed as Cllrs Baker, Jones and McDonald. Membership may be reviewed once recruitment of the new Parish Clerk is concluded.

PC25.079 Review of Memberships and subscriptions

The Clerk had circulated Report PC25.079 in advance of the meeting. The council noted current memberships as Wiltshire Association of Local Councils, National Association of Local Councils, Community First, Natural England, Wiltshire Wildlife Trust and Society of Local Council Clerks.

Resolved: that the council joins Campaign for Protection of Rural England and Youth Action Wiltshire.

PC25.080 Approval of Insurance

The RFO had circulated Report PC25.080 in advance of the meeting with details of policy renewal. Community First, who broker the Zurich policy, have quoted £6,713.75 inc. IPT for the second year of our 3-year LTA. This is a 6.7% increase on 2024 25.

Resolved: That the Council approve the renewal of insurance with Zurich Municipal through Community First for the second year of a 3-year Long Term Agreement.

PC25.081 Review of Reserves Policy

This item was deferred until the June meeting.

PC25.082 Finance

The RFO had circulated Report PC25.082 in advance of the meeting.

The Clerk reported that a transfer from Lloyds to CCLA had been authorised by the RFO, Clerk and one councillor due to lack of councillor availability. Councillors noted the report.

The RFO noted that the reported figure of £113,000 for General Reserve at the April meeting was incorrect as end of year accruals had not been processed. The correct figure was £109,000. This is still in line with the Reserves Policy that General Reserve should be 4 months of Net Revenue Expenditure (3.9 months NRE). The RFO asked councillors to note a change to the Finance Report highlighting performance against budget lines, and the inclusion of a Reserves Transfer Report.

It was agreed timescales for producing finance reports would be discussed at the next FGP committee meeting.

Adoption of Monthly Accounts for April 2025

The Financial Statements had previously been circulated in Report PC25.082. The total funds held on 30th April 2025 were £1,961,442.40

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 PC25.082. Total cheque and BACS payments in May 2025 amounted to £46,327.73. Staff salaries, including pension contributions are £13,558. Other payments include £3,960 for replacement of life-expired benches in Laverstock and £2,622 for an 8ft storage container that will be used for CERV equipment to be lodged at Hampton Park. Debit card and direct debit payments in April 2025 amounted to £605.87.

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 PC25.082.

A total of £1,906,341.73 was held on deposit on 30th April 2025.

Lloyds: £614,549.65 is invested in a 95-Day Notice account that yielded £1,530.41 interest. This includes £250,000 that was returned from a Fixed Rate account at the end of March. The 32-Day Notice account was closed on 3rd April and £10,446.72 remained in a 32-Day Term account that matured on 6 May.

CCLA: £1,281,345.36 is invested in the Public Sector Deposit Fund and earned a dividend of £4,304.14 in April. The dividend was re-invested. £165,000 was invested in this fund on 25th April. This came from the 50% Precept payment.

Total interest and dividends earned in April 2025 were £5,834.55.

Earmarked Reserves held on 13th May 2025, after all payments have been made, will be £1,667,537.30.

Resolved: to note the reserve and treasury deposit reports

PC25.083 Clerk's Report

The Clerk introduced councillors to Eloise Castle, new Community Venues Officer for the council, who updated councillors on work so far to streamline booking processes.

The Clerk reported on a letter received from a resident claiming copyright infringement. The claim is rejected and a letter drafted by solicitors had been sent in response.

The Clerk reported that a letter had been received enquiring about selling the site of the Vodafone mast at Cow Lane, instead of the current rental arrangement. Councillors did not wish to pursue.

The Clerk informed councillors that Cllr Baker and Cllr Barker had been given permission to use the Parish Council meeting office at River Bourne Community Farm for Wiltshire Council meetings. There would be no cost to the Parish Council.

PC25.085 Exempt Business/Matters in Confidence

Resolved: that in view of the Staff in confidence nature of the business about to be transacted, the public and press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 s100

The Clerk reported on progress with Parish Clerk recruitment and possible upcoming staff changes.

The meeting closed at 9.20pm.

Date of next meeting:

To note the date of the next meeting, which is scheduled for Monday 16th June at 7.00 pm, and held at Old Sarum and Longhedge Community Centre.

ANNEX ONE

PL/2025/02686 Land NE Old Sarum

At its meeting on 12th May 2025, the Parish Council resolved to OBJECT to this application for the following reasons:

1. The increase of cars onto the Portway, where speeding already exists, is both dangerous and will result in an increase of congestion into Salisbury. The High Post Road and Down Barn Road will be used as a rat run to the A345. Down Barn Road exit in particular has already been the scene of accidents as motorists attempt to cross the A345 to exit in a northerly direction.
2. The one Primary school in the area, whilst it has some vacancies at present, will already have further pupils from the development at Westfield Close. Secondary school pupils will necessitate parents driving to schools in Laverstock as the site is not within a reasonable, or safe, walk.
3. Facilities, particularly health facilities are non-existent in Old Sarum and the health facilities in Salisbury are already under significant pressure. The NHS has already said there is insufficient capacity in the Salisbury area to address the demand that will be generated by the development and further infrastructure would be required. There is no evidence of how this will be achieved. The Parish Council fully support the NHS comments submitted.
4. The development plans show a significant amount of tandem parking. We already know this does not work as residents will park on the road to avoid moving cars in and out of driveways. It is disappointing that the plans provide the minimum parking requirement. Of 294 properties, 94 will be 3 bed and 94 will be 4 bed, yet there are only 658 spaces, plus 59 visitor spaces, for the entire development.
5. Run off water from the development may adversely affect the houses on Norman Drive due to the sloping aspect of the site.
6. The Parish Council note the comments submitted by Public Open Space relating to LAPs. The Parish Council would prefer the inclusion of a Multi Use Games Area MUGA on the site, in preference to the LAPs.
7. Due to the landscape sensitivity of this site, the scale of development and use of the higher elevation land creates a prominent urban edge rising above existing housing and obscuring views of Old Sarum Hillfort on the approach to Salisbury (Laverstock and Ford Neighbourhood Plan Landscape Sensitivity Assessment points 8.24 and 8.25 refer). The number of dwellings needs to be significantly reduced to allow only lower elevations to be used.