



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting of the Parish Council held on Monday 20th October 2025 at
Old Sarum and Longhedge Community Centre**

DRAFT MINUTES

Councillors present: Baker, Barker, Jones (Chair), McDonald, Waller, Williams

In attendance: Sloan (Clerk), Deane (Deputy Clerk)

There were 5 members of the public in attendance. Cllr Holland and the Communications and Community Engagement Officer joined the meeting online.

Two members of the public spoke supporting item PC25.138 and the need for parking controls in Old Sarum. Concern about lorries parking overnight and a lack of dropped kerbs was also mentioned.

The meeting commenced at 7.07pm.

PC25.132 Apologies for absence

Apologies had been received from Cllrs Holland, Lynn, Schneider and Vanstone.

Resolved: to accept the apologies received.

PC25.133 Declarations of interest

Cllr Barker declared a non-pecuniary interest in item PC25.138 as a resident of Sherbourne Drive.

PC25.134 Grant Applications

The Deputy Clerk had circulated Report PC25.134 ahead of the meeting with copies of grant applications received.

Old Sarum and Longhedge Pantry shopping subsidy

The applicant outlined the application and other fundraising activities underway, and answered questions from councillors.

Resolved: That the council grants £1000 to Old Sarum and Longhedge Community Pantry towards subsidised shopping under the powers granted by Section 137 of the Local Government Act 1972.

Old Sarum Primary School PTA Thrive Room project

The applicant outlined the application and the activities planned. Councillors debated the application and whether the project should be funded by the Parish Council or Wiltshire Council.

Resolved: That the council grants £973.93 to Old Sarum Primary School PTA towards their Thrive Room under the powers granted by Section 137 of the Local Government Act 1972.

PC25.135 Confirmation of minutes

Resolved: to approve the minutes of the meeting held on 15th September 2025

PC25.136 Matters arising

The Clerk confirmed the visit to Devenish Bradshaw land would be planned for the spring.

PC25.137 Planning

Wiltshire Draft Local Plan Examination

The Deputy Clerk had circulated Report PC25.137(1) in advance of the meeting, regarding the next stage in the Local Plan examination process and the options for further professional advice. The options were debated by councillors who felt further professional advice was unlikely to result in any successful challenge.

Resolved: that the Parish Council takes no further action at this stage.

Planning Log

The Deputy Clerk had circulated Report PC25.137(2) in advance of the meeting.

Resolved: to approve the following responses

PL/2025/06026 Change of use Open View, Main Road, Winterbourne Earls NO COMMENT

PL/2025/06810 Change of use agricultural land to garden Weatherboard Barn, Milford Mill Road, Salisbury SP1 1NJ NO COMMENT

PL/2025/07402 Operational works concerning change of use Willow Tree Barn, Ford Lane, Ford NO COMMENT

PC25.138 Highways

LHFIG Issue 13-22-13 Sherbourne Drive Waiting Restrictions

The Deputy Clerk had circulated Report PC25.138 in advance of the meeting with a draft plan from Wiltshire Highways of parking restrictions in Sherbourne Drive. Councillors discussed the plan in light of the comments received from residents. Cllr Barker confirmed dropped kerbs were also being planned, and raised concerns over the bus stop nearest the path to Longhedge. Councillors agreed to request parking restrictions be extended further towards the bus stop.

Resolved: That the council approves a contribution of up to £2125 towards LHFIG Scheme 13-22-13 Sherbourne Drive Waiting Restrictions and requests the extension of parking restrictions

PC25.139 Standards and Policies

The Clerk had circulated draft revisions and policies for consideration in advance of the meeting which had previously been reviewed by the Personnel Committee with some minor changes agreed. The Clerk confirmed that policies were based on model policies from WALC and that personal email addresses would be classed as personal data under GDPR. Cllr Waller requested that the IT and GDPR policies be amended to include specific reference to sharing of email addresses, but other councillors did not support varying the model policies. Cllr Waller requested that her concerns be minuted. The Clerk confirmed that he was the nominated data manager for the council and would answer any questions or queries that may arise.

Resolved: to adopt the Sickness and Absence Policy as circulated.

Resolved: to adopt the LGPS Discretions Policy as circulated.

Resolved: to adopt the GDPR Policy as circulated.

Resolved: to adopt the IT Policy as circulated.

Councillors discussed the decision and appeal process for Vexatious Complaints and agreed the initial decision should be made by Finance and General Purposed Committee, and any appeal should be considered by Full Council.

Resolved: to adopt the Vexatious Complaints Policy as amended.

PC25.140 Public Open Space protection

The Clerk had circulated Report PC25.140 from the Operations Working Group in advance of the meeting, who had considered the options to prevent unauthorised incursions on Parish Council land. The effectiveness and cost of options presented, the 'displacement' effect on other areas and future initiatives to work with Wiltshire Police and Salisbury City Council were all discussed. Councillors supported the working group recommendation to not pursue the installation of physical barriers, but instead seek to liaise with other agencies on more efficient and effective interventions.

PC25.141 Approval of updated logo

The Clerk had circulated an updated design of the Parish Council logo in advance of the meeting, incorporating the ward names around the existing LFPC design. Councillors agreed a minor change of the positioning of some words.

Resolved: to adopt the revised logo as agreed.

The new logo is shown at the top of these minutes.

PC25.142 Conclusion of External Audit

The Deputy Clerk reported on the Conclusion of External Audit received and passed with no comments. The Notice of Conclusion of External Audit was posted to the website and noticeboards. Councillors noted the document received.

PC25.143 Finance

The Deputy Clerk had circulated Report PC25.143 in advance of the meeting and noted the figures to end of September represented half of the financial year completed. The Deputy Clerk highlighted the spend of £1249 by Debit Card to John Lewis for a new MacBook which requires authorisation by councillors.

Resolved: to approve (retrospective) the debit card spend of £1249 to John Lewis in accordance with Financial Regulations 9.1

Cllr Waller confirmed that she had checked the accounts in detail this month and was happy to recommend them as correct. Election Invoices received in September were discussed.

Adoption of monthly accounts for September 2025.

The Financial Statements had been circulated in Report PC25.143. The total funds held on 30th September 2025 were £1,977,757.22.

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 PC25.143. Total cheque and BACS payments in October 2025 amounted to £43,804.34. Debit card, standing order and direct debit payments in September 2025 amounted to £2,221.73.

Resolved: To approve the cheque, BACS, direct debit and debit card payments.

Review of Reserves and Treasury Deposit Report

The Treasury Deposit Reports had been presented in Report PC25.143. £1,882,733.64 was held on deposit on 31st August 2025.

With Lloyds, £270,274.41 is invested in a 95-Day Notice account that yielded £654.17 interest. £350,000 is in a 95 Day Term account that will mature on 28th October and yield £2,578.01.

With CCLA, £1,262,459.23 is invested in the Public Sector Deposit Fund and earned a dividend of £4,221.70 in September. The dividends were re-invested.

Total interest and dividends earned in September 2025 were £4,875.87.

Earmarked Reserves held on 21st October 2025, after all payments have been made, will be £1,679,265.21.

Resolved: to note the treasury deposit report

PC25.144 Clerk's Report

The Clerk reported that legal advice received indicated it would probably not be possible to sell land adjacent to the Pavilion for the purposes of a dental surgery due to numerous restrictive covenants. It was agreed that the Clerk inform the parties that no further action would be taken by the council in this regard.

The planned councillor visit to Devenish Bradshaw Water Meadows would be in the spring.

The Clerk updated councillors on progress regarding the future of the community venues and legal advice requested. A meeting was being arranged regarding a future lease of Laverstock Village Hall.

Cllrs Baker and Williams volunteered to review a proposed councillor induction pack.

A new member of staff in Operations will start on 1st November.

The Clerk continues to follow up on planning matters at Old Sarum and Longhedge.

Discussions continue with River Bourne Community Farm.

A possible joint project with Area Board, other Parish Councils and Age UK to fund a support worker for older and vulnerable people was discussed.

The Clerk reminded councillors that they must only use their .gov.uk council email addresses for any Parish Council business.

PC25.145 Exempt Business

There was no exempt business.

The meeting closed at 8.56pm.

Date of next meeting: The next meeting is scheduled for 17th November 2025 at Old Sarum and Longhedge Community Centre

SIGNED:

DATE: