



Laverstock & Ford Parish Council ***Incorporating Milford, Bishopdown Farm, Old Sarum*** ***& Longhedge***

**Meeting of the Parish Council held on Monday 18th May 2026 at
Old Sarum and Longhedge Community Centre**

DRAFT MINUTES

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

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

There were four members of the public in attendance.

The meeting commenced at 7.01pm.

PC26.049 Election of Chair and Vice Chair

Cllr Jones confirmed she wished to stand for election as Chair. No other councillors wished to stand.

Resolved: to elect Councillor Laura Jones as Chair of Laverstock and Ford Parish Council. Cllr Jones signed the Declaration of Acceptance of Office.

Cllr Barker confirmed she wished to stand for election as Vice Chair. No other councillors wished to stand.

Resolved: to elect Councillor Lainey Barker as Vice Chair of Laverstock and Ford Parish Council. Cllr Barker signed the Declaration of Acceptance of Office.

PC26.050 Apologies for absence

Apologies had been received from Councillors Schneider, Vanstone and Waller.

Resolved: to accept the apologies received.

PC26.051 Declarations of interest

There were no declarations of interest.

PC26.052 Confirmation of minutes of previous meeting held on 20th April 2026

The Clerk had circulated Draft Minutes of the previous meeting.

Resolved: to approve the minutes of the meeting held on 20th April 2026.

PC26.053 Grants

The Clerk had circulated an application from District Sports for funds towards Get Out Get Active GOGA sessions in Old Sarum and Longhedge ahead of the meeting. A member of staff from District Sports answered questions from councillors regarding the delivery of the sessions, and the structure of the company. Whilst councillors supported the aims of the sessions, they felt the structure of the company did not comply with our Grant Policy, and decided to commission initial sessions at £50 per session from the Age Support budget.

Resolved: to commission District Sports for an initial period of 3 months at a cost of £50 per session to deliver Get Out Get Active sessions in Old Sarum and Longhedge.

The RFO confirmed he would issue a purchase order.

PC26.054 Planning

The Planning Log had been circulated ahead of the meeting as Report PC26.054.

Resolved: to approve the following responses

PL/2026/02255 Single storey side extension 6 Sycamore Drive, Bishopdown SP1 3GZ

No Comment

PL/2026/02273 Extension to garage and replacement of bay window at Cranbrook, Laverstock Park, Laverstock SP1 1QJ *No Comment*

PL/2026/02220 Single storey rear extension 63 Fiander Lane, Bishopdown SP1 3BD *No Comment*

Cllr Baker reported on possible amendments to the ASDA application on London Road.

PC26.055 To sign the engrossments relating to the transfer of an unregistered strip of land at Old Sarum / Longhedge

Report PC26.055 had been circulated in advance of the meeting, setting out the background for the adoption of land at Longhedge.

Resolved: That the council approves the signing of transfer deeds and any attached plans for the land at Longhedge, as identified in the report, by any two parish councillors in accordance with Standing Order 23.

PC26.056 Policy Reviews

Resolved: to adopt the Staff Appraisal Policy as circulated in Report PC26056(a)

Resolved: to adopt the Stress Management Policy as circulated in Report 26056(b)

Cllr Baker questioned the use of the word 'confront' and it was agreed to amend a section under 'Informal Resolution' from 'confronting the perpetrator(s)' to 'putting the matter to the alleged perpetrator(s)' in the Anti Bullying and Sexual Harassment Policy.

Resolved: to adopt the Anti Bullying and Sexual Harassment as circulated in Report PC26056(c), as amended.

Resolved: to note the review the Complaints Procedure as circulated in Report PC26056(d)

Resolved: to note the review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation as circulated in Report PC26056(e)

Resolved: to note the review of the Council's policy for dealing with the press/media as circulated in Report PC26056(f)

Resolved: to note the review of the Council's employment policies and procedures as circulated in Report PC26056(g)

Resolved: to note the review of the Reserves Policy as circulated in Report PC26056(h)

PC26.057 Review of Governance

The Clerk had circulated Report PC26.057 ahead of the meeting. The Clerk reported changes to current Standing Orders in Section 5J to extend the period for review of some policies.

In line with Constitution 6 (c), revised Governance documents referenced in this report, with the exception of the Financial Regulations (which have already been adopted), were reviewed and tabled for adoption at the next (June) meeting of the Parish Council

PC26.058 Review of Compliance with AGAR Assertion 10

Report PC26.058 had been circulated ahead of the meeting, setting out the steps the council had taken to meet the new Annual Governance Statement Assertion 10.

Resolved: That the Council:

- a) Notes the requirements of Assertion 10 – Digital and Data Compliance;
- b) Confirms, having considered the report and the advice of the Clerk, that the Council is compliant with the requirements of Assertion 10 and has met the relevant 'proper practices' during the financial year
- c) that the Council may answer 'Yes' to Assertion 10 in the Annual Governance Statement for the financial year 2025/26.

PC26.059 Review of Assets

Councillors noted that the Asset Register was previously adopted in April's Meeting (PC26.046).

PC26.060 Election of Committee Chairs and memberships

In line with Scheme of Delegation, it was noted that Cllr Jones was Chair of Finance and General Purposes Committee as Chair of the Council, with committee chairs Cllrs McDonald and Williams as members.

Resolved: to appoint Cllrs Holland and Waller as members of Finance and General Purposes Committee.

Resolved: to appoint Cllr Waller as Chair of Personnel Committee, with Cllrs Baker, Jones and McDonald as members.

Resolved: to appoint Cllr McDonald as Chair of the Operations Working Group, with Cllrs Barker, Lynn and Williams as members.

Resolved: to appoint Cllr Williams as Chair of the Communications and Community Engagement Working Group, with Cllrs Barker, Holland and Lynn as members.

PC26.061 Review of Memberships and subscriptions

Reports PC26.061 confirmed current memberships/subscriptions as Wiltshire Association of Local Councils, National Association of Local Councils, Community First, Campaign for the Protection of Rural England, Society of Local Council Clerks and Youth Action Wiltshire. The Clerk highlighted that membership of Wiltshire Wildlife Trust WWT had lapsed.

Resolved: That in line with Standing Order 5 (j) the Council notes the existing memberships and subscriptions, and reinstates membership of WWT.

PC26.062 Approval of Insurance

The RFO had circulated Report PC26.062 in advance of the meeting detailing the councils insurance arrangements with Zurich.

Resolved: that the Council approves the renewal of insurance with Zurich Municipal through Community First for the third year of a 3-year Long Term Agreement.

PC26.063 Review of Effectiveness of Internal Controls

The RFO had circulated Report PC26.063 summarising the actions the council takes to ensure internal control of finances.

Resolved: that the Council confirms that all processes and procedures are in accordance with Financial Regulations and that it has conducted a review of the effectiveness of the system of internal control as required by regulations 3 and 6 of The Accounts and Audit Regulations 2015.

PC26.064 Approval of Internal Audit

Report PC26.064 had been circulated in advance of the meeting with the Internal Audit Report from IAC Audit Solutions.

Resolved: That the Council approves the Annual Internal Report 2025/26 for inclusion in the Annual Governance and Accountability Return 2025/26.

PC26.065 Approval of Annual Governance Statement

Report PC26.065 had been circulated in advance of the meeting with a copy of Form 3, setting out the reasons for approval, and the Chair read each of the assertions to councillors.

Resolved: that the Council agrees with each of the governance statements and approve the Annual Governance Statement 2024/25.

PC26.066 Approval of 2025-26 Accounting Statement

The RFO had circulated Report PC26.066 in advance of the meeting, presenting the accounting statements.

Resolved: that the Council approves the Accounting Statements 2025/26 as circulated.

PC26.067 Approval of the Notice of the Period for Exercise of Public Rights

The RFO had circulated Report PC26.067 in advance of the meeting, outlining the requirements and stating the dates for Financial Year 2025/26.

Resolved: that the Council approves the dates of the Notice of the Period for the Exercise of Public Rights.

The Chair signed the Confirmation of dates.

PC26.068 To note the end of year Bank Reconciliation

The RFO circulated Report PC26.068 in advance of the meeting with a copy of the signed end of year Bank Reconciliation.

Resolved: that the Council notes the End of Year Bank Reconciliation in line with Financial Regulation 2.6

PC26.069 Finance Report

The RFO reported that expenditure included two items from Earmarked Reserves, and that the insurance renewal was included to ensure payment before expiry of the current year. The RFO noted he was still awaiting the invoice from the Internal Auditor.

The RFO had circulated PC26.069 in advance of the meeting. Cllr Williams confirmed she had checked the accounts in detail this month.

To adopt monthly accounts for April 2026

The total funds held on 30th April 2026 were £1,996,998.21.

Resolved: To adopt monthly accounts for April 2026 as a true record of the Council's finances.

Authorisation of payments

The list of payments had been circulated in Report PC26.069. BACS payments for this month include two payments from Earmarked Reserves: £462.80 from Community Infrastructure Levy for a new bin at Old Sarum and £2,410 from the Grant Reserve which was unspent from 2025/26.

Resolved: that the Council authorises the debit card, direct debit and standing order payments of £745.43 in April 2026 and the BACS payments of £36,450.20 in May 2026.

Review of Reserves and Treasury Deposit Report

Reserves and Treasury Reports had been presented in report PC26.069. £1,950,126.98 was held on deposit on 30th April 2026.

With Lloyds. £274,518.75 is invested in a 95-Day Notice account that yielded £592.76 interest at 2.63%.

With CCLA. £1,675,608.23 is invested in the Public Sector Deposit Fund and earned a dividend of £4,912.91 in April. The dividends were re-invested. The current yield is 3.76%. £35,000 was withdrawn from the PSDF account in April to meet payments, and £180,000 was invested on receipt of precept.

Total interest and dividends earned in April 2026 were £5,505.67. The monthly target is £4,500.

Earmarked Reserves held on 19th May, after all payments have been made, will be £1,662,187.45. Maintenance Reserves have been written-down by £56,342 to support Revenue Budget expenditure.

Resolved: to note the report on Treasury Deposits and Reserves.

PC26.070 Clerk's Report – verbal

The Clerk reported that a resolution was passed at the Annual Parish Meeting which allowed the project to form a new charity to proceed, but the name was still to be decided. Specialist VAT was still to be requested.

The Operations Working Group were working on a 'land use' policy for council owned Public Open Space. A request had been requested from Salisbury Football Club for a careers fair which councillors were happy to support.

The Police had sent apologies but reported no significant issues within the parish.
The Clerk reported he was still waiting for further updates from the Land Trust on maintenance and management plan updates at Castle Hill Country Park.
Councillors expressed how much they had enjoyed the visit with Devenish Bradshaw Charitable Trust to the watermeadows.
The Clerk reported that one candidate for councillor co-option had pulled out but three others were progressing.
Discussions on improvements to play provision in the application for Land NE Old Sarum were continuing and officers were optimistic better quality provision could be secured.
Issues with Vistry and the management company at Longhedge continue.
The Clerk highlighted new documents on the application for land at Roger Way adjacent to the football pitch. Cllr Barker reported that she was still looking into this.
The side agreement regarding Westside Close had been completed and funds were expected soon. Remedial works were in hand with the developer.
The tender process for redevelopment of the Hampton Park Pavilion to form council offices was underway.
A recruitment process was continuing for a new Communications and Community Engagement Officer, with a closing date of 22nd May.
Cllr Barker expressed disappointment that the local police team had not attended the parish council meetings in recent months.
There was no further business and the meeting closed at 9pm.

Date of next meeting: The next meeting is scheduled for Monday 15th June 2026 at Old Sarum and Longhedge Community Centre.