



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

**Meeting of the Parish Council held on Monday 15th June 2026 at
Old Sarum and Longhedge Community Centre**

DRAFT MINUTES

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

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

There were two members of the public in attendance along with PCSO Moss.

PCSO Moss delivered a verbal report to Council on recent matters that have drawn the attention of Wiltshire Police. These included bike thefts in the wider area, motorbike thefts, criminal damage within the parish and the misuse of off-road electric bikes around Salisbury generally.

The meeting commenced at 7.14pm.

PC26.071 Apologies for absence

Apologies had been received from Councillors Barker and McDonald.

Resolved: to accept the apologies received.

PC26.072 Declarations of interest

There were no declarations of interest.

PC26.073 Confirmation of minutes of previous meeting held on 18th May 2026

The Clerk had circulated Draft Minutes of the previous meeting.

Resolved: to approve the minutes of the meeting held on 18th May 2026.

PC26.074 Co-Option of Councillor

Resolved: to approve the co-option of Janet Mallett as Councillor for Ford, Old Sarum and Longhedge ward. Councillor Mallett signed the Declaration of Acceptance of Office form and joined the meeting at this point.

PC26.075 Adoption of Standing Orders, Constitution and Scheme of Delegation

The review of the governance documents had been considered at the May 2026 meeting under item PC26.057.

Resolved: to adopt Standing Orders, Constitution and Scheme of Delegations as circulated in Report PC26.057.

PC26.076 Planning

Resolved: to approve the comment written in Report PC26.076 for application PL/2021/04084 Roger Way/Block C Old Sarum. Cllr Baker abstained from voting in this matter.

The Planning Log had been circulated ahead of the meeting.

Resolved: to approve the following responses:

PL/2026/02891 Insertion of window Cranbrook, Laverstock Park, Laverstock SP1 1QJ.

No objection subject to condition of use of obscured glass

PL/2026/02684 Erection of 4 bed dwelling, garage and outbuildings at Land west of Green Lane SP4 6DX. *No comment.*

PL/2026/00652 Proposed new vehicular and pedestrian access re PL/2025/0997 Portway House, Old Sarum Park SP4 6EB. *To maintain objection following submission of new documents.*

Cllr Baker reported that he will remove his call in on Application PL/2026/1623 (extension to Premier Inn hotel including car park works) as his concerns regarding loss of parking had been alleviated.

PC26.077 Grants

The Clerk had circulated an application from St Andrews Laverstock Baby & Toddler Group. Two members of that group answered questions on the application.

Resolved: To award a grant of £950 to St Andrews Laverstock Baby & Toddler Group towards replenishing toys and equipment; funds to buy craft, and messy play materials; towards activities and strategies to attract volunteers and attendees; and to provide travel expenses to volunteers each week under the powers granted by Section 137 of the Local Government Act 1972.

Council requested that the applicants report back at a later date on the use and effectiveness of this award and that they supply an article about their group for publication in the Parish Newsletter.

PC26.078 Policy Reviews

Resolved: to return the amended Tree Policy (PC26.078(a)) to the Operations Working Group for revisions to the graduated risk table listed in section 2.10 of the draft policy.

Resolved: to adopt the Use of Council Land Policy (PC26.078(b)). Subject to the following amendments: (i) To amend the first sentence of the Scope so that it reads "This policy applies to all organised activities and events held on Parish Council-owned land that have a significant impact on other users." and (ii) to amend the fourth bullet point listing Permissible Uses to read "Cultural and religious events, fairs, and festivals."

Resolved: to adopt the revised Expenses Policy (PC26.078(c)).

PC26.079 Replacement of Boundary Fencing @ Old Sarum Community Centre Play Park

The clerk circulated report PC26.079 ahead of the meeting.

Resolved: to appoint Tender 4 (Alvian Ltd) to carry out the fencing replacement work at the specified value of £15,949 (incl. green powder coating), ex VAT.

PC26.080 A30 London Road Speed Limit Assessment

Resolved: To ask the Local Highway and Footway Improvement Group to carry out a further assessment of the viability of introducing reduced speed limits on the section of the A30 within the Parish.

PC26.081 Appointment of AgeUK Wiltshire for Community Connector service

Resolved: to appoint AGE UK to provide a Community Connector in the parish, for the remainder of the 2026/27 financial year for a sum of £8,500.00.

PC26.082 Approval of quote for VAT Advice

Resolved: to accept the quoted fixed fee of £975 plus VAT from Parkinson Partnership to provide VAT advice in relation to the community venues project.

PC26.083 Change of Bank Mandate details

Resolved: to remove Cllrs Schneider and Baker and add Cllr Holland as signatories to the Lloyd's bank accounts.

PC26.084 Finance Report

The RFO reported that the Council had recently renewed its insurance policy. He referenced the Fidelity Guarantee limit in the policy in regard to the three named officers therein is £2million but that we currently hold £2,107,915.59 on account. His opinion is that the holdings will reduce under the limit within a period of two months and so no change to the insurance limit should be sought. He also reminded Councillors that CiL monies received come with time limits by which those monies should be spent, ringfenced or allocated otherwise they may be liable for repayment to Wiltshire Council. He is due to send the annual report on the Parish Council's CiL holdings and expenditure to Wiltshire Council.

The RFO had circulated PC26.084 in advance of the meeting. Cllr Waller confirmed she had checked the accounts in detail this month.

To adopt monthly accounts for May 2026

The total funds held on 31st May 2026 were £2,107,915.59.

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

Authorisation of payments

The list of payments had been circulated in Report PC26.084. BACS payments for this month total £28,503.91 plus an additional BACS payment of £8,500 as required by agenda item PC26.081.

Resolved: that the Council authorises the debit card, direct debit and standing order payments of £2,441.55 in May 2026 and the BACS payments of £28,503.83 plus £8,500 in June 2026.

Review of Reserves and Treasury Deposit Report

Reserves and Treasury Reports had been presented in report PC26.084. £2,055,402.71 was held on deposit on 31st May 2026.

With Lloyds. £275,092.97 is invested in a 95-Day Notice account that yielded £574.22 interest at 2.63%.

With CCLA. £1,780,309.74 is invested in the Public Sector Deposit Fund and earned a dividend of £4,701.51 in May. The dividends were re-invested. The current yield is 3.79%. £100,000 was invested on receipt of s106 contributions from the Westside Close development.

Total interest and dividends earned in May 2026 were £5,275.73. The monthly budget is £4,500.

Earmarked Reserves held on 16th June, after all payments have been made, will be £1,806,008.35. Maintenance Reserves have been written down by £56,342 to support Revenue Budget expenditure.

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

PC26.085 Clerk's Report – verbal

The Clerk reported that the venues project is progressing and lawyers are almost ready to submit application details to the Charity Commission for the new CIO. Although no significant progress has been made on the lease element for Laverstock Village Hall as he is still waiting for details of the Parochial Church Council's legal representatives.

The Clerk reported his recent regular meeting with the manager and a director of River Bourne Community Farm where he received their interim accounts. And was asked to enquire if Council may support their plans to fix the drains and replace a shed-style

building. Council were minded to support these requests but asked to see building design plans before deciding.

The Clerk reminded Councillors to comment on his draft strategic plan by 22nd June to allow its development to progress on schedule.

A discussion was held on the management of Castle Hill Country Park and Council asked the Clerk to invite representatives of The Land Trust to a site meeting as soon as possible.

Confidential Session

At the conclusion of this part of the Agenda, the Chair moved the following resolution:

That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

Resolved: to exclude the press and public from the meeting at this point.

PC26.086 Exempt business - Staff matters in confidence

The Clerk had circulated Report PC26.086 ahead of the meeting.

Resolved: to accept the recommendations therein and amend the Clerk's, RFO's and Operations Officer's salaries by the spinal points and on the dates written.

PC26.087 Exempt business - IT services contract

The Clerk had circulated Report PC26.086 ahead of the meeting.

Resolved: to appoint CloudyIT, on the terms indicated in the report, as the Council's IT support supplier for a three-year period.

Date of next meeting: To note the date of the next meeting which is scheduled for Monday 20th July 2026 at Old Sarum and Longhedge Community Centre.

SIGNED:

DATE: