# Laverstock & Ford Parish Council

**Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge**

**Meeting of the Parish Council held on Monday 21st September 2026 at 7.00pm Old Sarum and Longhedge Community Centre**

## MINUTES

**Councillors present:** Baker, Holland, Jones (Chair), Lynn, McDonald, Vanstone, Waller, Williams and Horan (after his co-option)
**In attendance:** Sloan (Clerk), Prince (Responsible Financial Officer), Heather (Operations Officer), Coowar (Communications and Community Engagement Officer).
There were 6 members of the public (including one online) present.
The meeting commenced at 7:03pm.

**PC26.103 Apologies for absence**
Apologies were received from Cllrs Barker and Mallett.
**Resolved:** to accept the apologies.

**PC26.104 Declarations of interest**
Cllr Holland declared an interest in item 26.108 in her capacity as trustee of Old Sarum and Longhedge Community Centre.

**PC26.105 Confirmation of minutes of previous meetings held on 20th July 2026**
**Resolved:** to confirm, as a correct record, the minutes of the meeting held on July 20, 2026.

**PC26.106 Co-Option of Councillor**
Two candidates were proposed for the vacant seats in the Ford, Old Sarum and Longhedge ward.
**Resolved:** That James Horan be co-opted as a member of this council to fill the vacancy in the Ford, Old Sarum and Longhedge ward.
**Resolved:** That Byron Logue is not co-opted as a member of this council.

**PC26.107 GOGA Service Renewal**
It was noted that Age Support Cost Code is overspent by £650. Further support requires an increase to this overspend.
**Resolved:** to provide funding of £650 to support a further 13-week trial of the GOGA Programme. That the Communications and Community Engagement Working Group liaises with District Sports to define a reporting methodology for the programme.

**PC26.108 Grants**
Consideration of the grant application from Hope Church Parent and Toddler Group was deferred as the applicant was not present to answer councillor questions.

**PC26.109 Tree Management Report**
**Resolved:**

(a) To receive and note the contents of the Tree Management plan 2026-2031_AW, the Councillor Summary and the Q&A with the consultant.
(b) To recommend that the financial implications identified within the report be taken into account during preparation of the Council's 2027/28 budget and any Medium-Term Financial Planning process, subject to future decisions of Full Council.
(c) To adopt the Tree Management Plan as the Council's strategic framework for tree management for the period 2026-2031.

**PC26.110 Planning**
Planning Log
REPORT PC2626110 Planning Log had been circulated in advance of the meeting.
**Resolved:** to approve the following responses:
PL/2026/05369 Consent to display advertisement totem at Plot 2 Westover Kia, Old Sarum Park SP4 6EB. *NO COMMENT*
PL/2026/05572 Outline application with all matters reserved for a policing hub, etc, at Mitre Way, Old Sarum SP4 6GW. Cllr Baker abstained from voting on this specific application. *NO COMMENT*
PL/2026/05640 Works to trees in conservation area 1 The Close, Old Sarum SP4 6DB. *NO COMMENT*
PL/2026/04842 External and internal alterations to existing agricultural barn Meadow View, Ford SP4 6DH. *NO COMMENT*
PL/2026/05365 Tree works Land at Norton Drive, Ford. *NO RESPONSE* as LFPC Application.
PL/2026/05371 Tree works Land at Westside Close, Old Sarum. *NO RESPONSE* as LFPC Application
PL/2026/04905 Installation of generator Mulberry Barn, Wolferstan Drive, Bishopdown SP1 3XZ. *NO COMMENT*
PL/2026/05149. Tree works Hanger 3, Lancaster Road, Old Sarum SP4 6DZ. *NO COMMENT*
PL/2026/03307 Demolition, change of use, new stables at Willow Tree Farm, Ford Lane, Ford SP4 6D. *NO RESPONSE*
PL/2026/04207 Land East of Church Road, Laverstock.
Cllr Baker abstained from voting on this matter.
**Resolved:** *OBJECT WITH REASONS.* To submit the comments contained in REPORT PC26110 Planning PL202604207 as the stated reasons amending Reason 6 to reference the proposed additional crossings (plural).
PL/2021/04084. Residential development of 49 new dwellings (Roger Way) and change of use Block C Old Sarum Local Centre.
Cllr Baker abstained from voting on this matter.
**Resolved:** To endorse the recommendations and questions in the Briefing Notes contained in REPORT PC26110 SAPC PL202104084. To authorise the Clerk to circulate those Briefing Notes to Wiltshire Council Southern Area Planning Committee members and relevant officers. To authorise Cllr Holland to attend the Southern Area Planning Committee meeting on behalf of this Council to speak in support of the matters raised in the two Briefing Notes.
Draft Local Plan Consultation Responses
**Resolved:** To submit a response to the Local Plan consultation using the wording contained in REPORT PC26110 Response to Local Plan Scoping Consultation.

**PC26.111 Amendment to Financial Regulations for critical safety works**
**Resolved:** to amend Financial Regulation 5.18 as follows:

5.18 In cases of:

(a) serious risk to the delivery of council services;
(b) serious risk to public safety;
(c) serious risk to council assets; or
(d) where a qualified professional has identified a defect, hazard or risk and the Clerk reasonably considers that delaying remedial works until the next available meeting of the Council would expose the Council, members of the public or third-party property to an unacceptable level of risk, the Clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other works considered reasonably necessary.

Before exercising this authority, the Clerk shall, wherever practicable:

*(i)* obtain and retain relevant professional advice and supporting evidence;
*(ii)* comply with the Council's procurement requirements and obtain quotations where practicable;
*(iii)* ensure sufficient budget provision exists unless the circumstances otherwise justify emergency expenditure;
*(iv)* consult the Chair of the Council and the Chair of the relevant Committee where expenditure exceeds £5,000 excluding VAT;
*(v)* maintain a written record of the reasons for the decision and the basis upon which the expenditure was authorised.

All expenditure authorised under this regulation shall be reported to the next available meeting of the Council.

Wherever practicable, the Council's procurement requirements shall continue to apply to expenditure authorised under this regulation. Any departure from normal procurement procedures shall be justified in writing and retained with the supporting records relating to the expenditure.

**PC26.112 Contract for Parish Council business vehicle**

**Resolved:** To agree the officer recommendations in REPORT PC26112 Contract for Parish Council business vehicle. Namely:

(a) To approve the acquisition of a Kia PV5 Cargo through a 48-month lease hire agreement.
(b) To approve the necessary insurance.
(c) To approve the installation of an electric vehicle charging point, funded from reserves.
(d) To authorise the Clerk to complete the procurement.

In addition, to authorise three Councillors to approve the necessary direct debit mandate for the lease agreement.

**PC26.113 Condition of cableway structures at OSCC and Saunders Avenue**

The Clerk had circulated REPORT PC26113 Condition of Cableway Structures ahead of the meeting.

**Resolved:** To fully replace the wooden framed cableways at each stated location with metal framed versions, subject to usual procurement rules, funded from the Asset Replacement Fund Reserve.

**PC26.114 Execution of land transfers at Longhedge**
**Resolved:** To sign and execute transfers of areas C, D, G, I, J, L and M by any two Councillors in accordance with Standing Order 23b.

**PC26.115 Highways**
**Resolved:** To request that LHFIG fully considers and produces costings for Cllr Baker's Highways Improvement Request, as circulated, seeking a range of measures intended to improve pedestrian and cyclist safety on London Road between St Thomas Bridge and Hampton Park Roundabout.
**Resolved:** To support the, as circulated, Highways Improvement Request seeking the replacement of the street name sign at the entrance to St James Close, Bishopdown Farm.

**PC26.116 Adoption of Strategic Plan 2026-2030 and Action Planning Framework**
The Clerk circulated REPORT PC26116 Adoption of Strategic Plan 2026-2030 ahead of the meeting.
**Resolved:**

(a) To adopt the Laverstock & Ford Parish Council Strategic Plan 2026-2030.
(b) To approve the proposed framework for review and development of the Action Plan.
(c) To allocate responsibility for action planning and review in accordance with Section 6 of that report.
(d) To establish a Play Area Strategy Working Group reporting to the Operations Working Group. Its terms of reference to be broadly the development of a parish-wide Play Area Strategy.
(e) To request that all relevant committees, working groups and officers submit proposed actions, resource requirements and budget recommendations in time to inform the Council's 2027/28 budget-setting process.

**PC26.117 Community Governance Review responses**
**Resolved:**

(a) To approve the responses to Questions 1 to 6 as set out within the circulated report.
(b) To authorise the Parish Clerk to submit the approved responses to Wiltshire Council on behalf of Laverstock & Ford Parish Council before the published deadline of 1 October 2026.

**PC26.118 Policy adoption**
Consideration of the amended Tree Management Policy, the amended Communications Policy and the new Co-Option Policy was deferred.

**PC26.119 Finance Report**
The RFO had circulated REPORT PC26119 Finance Report July & August 2026 ahead of the meeting. He verbally reported that the August payments had been authorised by two officers and one councillor due to constraints in the online banking system. That Lloyds has notified a reduction in its interest rates for the 95 Day Notice account from 2.63% to 2.43% following the Bank of England's recent Base Rate announcement.

To adopt the monthly accounts for July and August 2026
The total funds held on August 31, 2026, were £2,019,089.12
**Resolved:** to adopt monthly accounts for July and August 2026 as a true record of the Council's finances.
Authorisation of payments
The list of payments had been circulated in Report PC26.119. BACS payments for August totalled £30,963.43. BACS payments for September total £111,587.97. Debit Card, Direct Debit and Standing Order payments in July & August totalled £2,649.85.
**Resolved:** that the Council authorises the debit card, direct debit and standing order payments of £2,649.85 in July & August 2026 and the BACS payments of £30,963.43 in August (retrospectively) and £111,587.97 in September 2026.
Review of Reserves and Treasury Deposit Report
Reserves and Treasury Reports had been presented in REPORT PC26119. £2,019,089.12 was held on deposit on August 31, 2026.
With Lloyds, £276,902.70 is invested in a 95-Day Notice account that yielded £616.59 (July) and £558.10 (August) interest at 2.63%. The RFO reminded members that he regularly assesses savings rates and viable alternatives.
With CCLA, £1,742,186.42 is invested in the Public Sector Deposit Fund and earned a dividend of £5,620.46 in July and £5,789.13 in August. The current yield is 3.83%.
Total interest and dividends earned in July & August 2026 were £12,584.28. Earmarked Reserves held on 22nd September 2026, after all payments have been made, will be £1,737,615.34.
**Resolved:** to note the report on Treasury Deposits and Reserves.

**PC26.120 Clerk's Report – verbal**
The Clerk reported on the progress of the Community Buildings Project, the commencement of the building works at Hampton Park Pavilion, the clean-up of the significant fly tipping and tree works at Partridge Way, the opening of the new MUGA in Old Sarum, the ongoing discussions between Vistry and Wiltshire Council about matters at the Longhedge development, the change of Parish Council IT supplier to Cloudy IT and various highways matters.

**Confidential Session**
**Resolved:**
*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.*

**PC26.121 Annual salary adjustment for Deputy Clerk**
**Resolved:** That the Deputy Clerk's salary be increased in accordance with the recommendation in Exempt Matters REPORT PC26.121

**PC26.122 Sub-lease for Castle Hill Country Park**
**Resolved:** To approve the proposal to sub-lease / assign as detailed in CONFIDENTIAL REPORT PC26122 CHCP Sub-Lease, subject to
(a) Agreement from The Land Trust that it will bear the Council's legal costs in this matter.
(b) Confirmation from the Council's solicitors that the final form of licence to assign and sub-lease adequately protect the Parish Council's interests as freeholder and appropriately address the legal risks identified in their advice.

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

The meeting ended at 9:22pm.

SIGNED: DATED: