Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Parish Council held on
Monday 19th October 2026 at 7.00pm Old Sarum and Longhedge Community Centre
DRAFT MINUTES

Councillors present: Baker, Holland, Horan, Jones (Chair), McDonald, Mallett, Waller, Williams and Santacreu (after co-option)
In attendance: Sloan (Clerk), Prince (Responsible Financial Officer - online).
There were 4 members of the public present (3 in person, 1 online). One of whom spoke regarding the height of the trees on Pearce Way, Bishopdown, which are on the rear boundary of their property.
The meeting commenced at 7:07pm.

PC26.123 Apologies for absence
Apologies were received from Cllrs Barker and Vanstone.
Resolved: to accept the apologies received.

PC26.124 Declarations of interest
Cllr Holland declared an interest in item PC26.127 (Hope Church Parent and Toddler Group application) in her capacity as trustee of Old Sarum and Longhedge Community Centre.

PC26.125 Confirmation of minutes of previous meetings held on 21st September 2026
Resolved: to confirm, as a correct record, the minutes of the meeting held on September 21, 2026.

PC26.126 Co-Option of Councillor
One candidate was proposed for the vacant seat in the Laverstock & Milford ward.
Resolved: That Heidi Santacreu be co-opted as a member of this council to fill the vacancy in the Laverstock & Milford ward.

PC26.127 Grants
The Clerk had circulated Report PC26.127 in advance of the meeting with applications from Hope Church Parent and Toddler Group and Salisbury Methodist Church 'Café on the Green'. A representative of each organisation presented their application and answered councillors' questions.
Resolved: That the Council grants £600 to Hope Church for Tots Together Parent and Toddler Group to go towards venue hire at Old Sarum and Longhedge Community Centre under the power provided by s.137 of the Local Government Act 1972.
Resolved: That the Council grants £792 to Salisbury Methodist Circuit for its Café on the Green project to go towards venue hire at Hampton Park Pavilion under the power provided by s.137 of the Local Government Act 1972.
Note: These grant amounts represent 75% of the applied for amounts and both organisations were invited to make further applications later should they choose to.

PC26.128 Planning

Planning Log
REPORT PC26128 Planning Log had been circulated in advance of the meeting.
Resolved: to approve the following response:
PL/2026/05696 Single story side extension and alterations at 14 Mayfair Road, Laverstock SP1 1PQ. *NO COMMENT*
The submitted Report PC26128 Planning Log was noted. Cllr Baker and the Clerk reported on various other planning matters including PL/2022/04875 (Asda, London Road), wherein the applicant has approached Wiltshire Council regarding an expanded footprint, and the delay in remedial works at Longhedge, wherefor Cllr Jones offered to approach John Glen, MP to discuss approaching the developer, Vistry.

PC26.129 Policy Adoption
Resolved (a): to adopt the amended Developer Engagement Policy having edited the first sentence to Section 6 to read: "Requests for meetings with Councillors shall be made through or by the Parish Clerk or other appropriate officer, if the Clerk is unavailable."
Resolved (b): to adopt the amended Communications Policy as submitted.
Resolved (c): to adopt the amended Co-Option Policy having added a (missing) section 7.3 to read: "Candidates are strongly recommended to attend several Council meetings prior to co-option." and add a new sentence at the end of section 8.3 to read: "Councillors may wish to ask questions of candidates."
Resolved (d): to cancel the adopted Public Participation Policy as being unnecessary.

PC26.130 Old Sarum Community Centre Extension
The Clerk had circulated Report PC26130 ahead of the meeting noting that Wiltshire Council holds developer contributions totalling £72,649 arising from the Westside Close development (PL/2021/09567). These monies were secured specifically for early years provision. That LFPC officers have held discussions with Wiltshire Council's Commissioning Officer, School-aged Childcare Lead, and Old Sarum Nursery regarding the potential use of these funds to support an extension project at Old Sarum & Longhedge Community Centre
Resolved: to support, in principle, the exploration of proposals to extend Old Sarum & Longhedge Community Centre. To note that any detailed scheme, funding commitments, lease variations or legal agreements will be subject to a future decision of Full Council.

PC26.131 OSCC and Norman Drive Play Park Improvements
Resolved: (a) to approve expenditure of £40,372.76 Ex. VAT for the OSCC and Norman Drive play park improvement projects, to be funded from the Westside Close LEAP Improvement contribution and (b) to approve Kompan Ltd. as the selected contractor for both projects.

PC26.132 Conclusion of External Audit
The RFO reported that 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.

PC26.133 Finance Report
The RFO had circulated REPORT PC26.133 Finance Report September 2026 ahead of the meeting.
To adopt the monthly accounts for September 2026
Total funds held on 30th September were £2,143,420.63

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

Authorisation of payments

The list of payments had been circulated in Report PC26.133. BACS payments for October totalled £65,495.07. Debit Card, Direct Debit and Standing Order payments in September totalled £1,385.02.

Resolved: that the Council authorises the debit card, direct debit and standing order payments of £1,385.02 in September 2026 and the BACS payments of £65,495.07 in October 2026.

Review of Reserves and Treasury Deposit Report

Reserves and Treasury Reports had been presented in REPORT PC26.133. £1,915,476.13 was held on deposit on 30th September 2026

With Lloyds, £277,561.89. With CCLA, £1,637,914.24. Earmarked Reserves held on 20th October, after all payments have been made, will be £1,760,753.58.

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

PC26.134 Clerk's Report – verbal

The Clerk reported on progress of the Community Buildings Project, the Collaborative Your Project, required design changes to the Hampton Park Pavilion works, and an error in last month's report (PC26.112 Contract for a Parish Council business vehicle) meaning that the total cost over the 4-year term was £17,815.

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.*

PC26.135 Operations Assistant Salary

Resolved: That the Operation's Assistant salary be increased in accordance with the recommendation in Exempt Matters REPORT PC26.135

Date of next meeting: To note the date of the next meeting which is scheduled for Monday 16th November 2026 at Old Sarum and Longhedge Community Centre.

The meeting ended at 8:53pm.

SIGNED: DATED: