



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Parish Council held on Monday 20th March 2023 at River Bourne Community Farm.

MINUTES

Councillors present: Baker (Chair), Hayes, Jones, McDonald, Schneider, Smith, Waller

In attendance: Brain (Communications and Community Engagement Officer CCEO), Deane (Clerk), Prince (Responsible Financial Officer RFO)

Wiltshire Councillor Oliver also attended the meeting. There was one member of the public in attendance in person and a further two members of the public joined the meeting online.

The meeting commenced at 7pm.

The Chair reported on an email from a resident who was unable to attend but requested his points be raised regarding communication and current works on Laverstock Down.

It was confirmed that the Parish newsletter is non-partisan and not available for any Councillors to use as a routine communication tool. However, there may be occasions when it would be appropriate to include comments on specific topics, at the discretion of the Parish Council and Editor.

The Chair will contact the land owner of Laverstock Down to enquire about the scope of the works. WCllr Oliver reported on the exhibition due to be held regarding plans for Old Sarum Airfield planned for Wednesday 22nd March, stating that he felt there was insufficient notice or scope to engage with all parties and was in contact with the consultants over this. The Clerk asked if Wiltshire Councils Planning Department would provide guidance on their expectations of sufficient public consultation to meet the requirements of Core Policy 25. Cllr Oliver reported that he had asked Planning but they would give no specific details of what would be expected.

Cllr Waller read a statement of her concerns over the lack of maintenance at some areas of social housing in Bishopdown Farm, and what could be done to ensure housing associations met their obligations to their tenants.

Following the public session, the Parish Council meeting opened at 7.40pm.

23.030 Apologies

Apologies had been received from Cllrs Barker, Lynn, Maskell, Rigiani and Vanstone.

Resolved: to accept the apologies received.

WCllr McLennan and Wiltshire Police had also sent their apologies for the meeting.

23.031 Declarations of Interest

Cllr Smith declared an interest in item 23.035 as a parent of children at St Andrews School. There were no further declarations of interest.

The Chair brought forward item 23.035 for the benefit of applicants in attendance.

23.035 Grant Applications

The Community Fundraising Manager from St John Ambulance Wiltshire presented their application for funds towards a community support unit vehicle.

Resolved: that the council grants £500 to St John Ambulance Wiltshire towards a community support vehicle under the powers granted by Section 137 of the Local Government Act 1972

The Head Teacher of St Andrews Primary School presented their application for funds towards Coronation commemorative coins for children.

Resolved: that the council grants £246 to St Andrews Primary School towards Coronation commemorative coins under the powers granted by Section 137 of the Local Government Act 1972

Victim Support Wiltshire had written to the Parish Council requesting a donation towards the costs of providing their services. Their request was discussed.

Resolved: that the council grants £500 to Victim Support Wiltshire under the powers granted by Section 137 of the Local Government Act 1972

Wiltshire Citizens Advice had written to the Parish Council requesting a donation towards the costs of providing their services. Their request was discussed.

Resolved: that the council grants £750 to Wiltshire Citizens Advice under the powers granted by Section 137 of the Local Government Act 1972

23.032 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 20th February 2023

23.033 Matters arising – from Action List, Minutes and Committees

The Clerk reported that the recently adopted Developer Protocol would be included in a revision of the councils Planning Policy and Guidance.

23.034 Planning

ASDA Amendments to application PL/2022/04875

It was agreed that no changes would be made to the previous response.

Planning Log

PL/2023/01705 Proposed works to trees in a conservation area at 2 Southside, Old Sarum

Resolved: to OBJECT to proposed tree works at 2 Southside due to lack of rationale given for the need for the works

Resolved: to approve the following responses

PL/2023/01308 Alterations within the curtilage of Mill House, Milford Mill Road NO COMMENT

PL/2023/01438 Two Storey Extension at 1 St Peters Road, Bishopdown NO COMMENT

23.036 Website Update

The CCEO had circulated Report 23.036 with an update on progress with the new website

www.laverstockford-pc.gov.uk. The Trails information, grant information and additional photographs are still to be updated. Councillors were asked feedback any comments to the CCEO. The Clerk is continuing to develop the Parish Strategic Plan to replace the Parish Plan.

23.037 Bishopdown Play Areas

Sycamore Drive – appointment of contractor

The Clerk had circulated Report 23.037 Sycamore Drive detailing the four tenders received in response to the recent Invitation to Tender issued on Contract Finder. Three councillors completed anonymous scoring of play value, design, specification and inclusivity. Two members of Parish Council staff scored the areas of aftercare and spare parts, environmental impact, work programme, skills and experience and health and safety. Following appointment of a contractor, an engagement exercise will be carried out with the local school and residents.

Resolved: That the Parish Council appoint Wicksteed Leisure to complete the Sycamore Drive Play Area project for a total cost of £90,000.00.

St Peters Road and St Lukes Close

The Clerk reported that work had commenced on St Lukes Play Area and the same team would be moving on to St Peters on completion. An Open Day/Launch event was being planned.

Drake Close – appointment of contractor

The Clerk had circulated Report 23.037 Drake Close detailing quotes discussed at Operations Committee regarding proposals for Drake Close, and their recommendations.

Resolved: that the Parish Council appoints Redlynch Leisure to refurbish Drake Close Play Area for a total cost of £14955.

23.038 Finance

S137 Grant Reserve

The RFO reported that the current grant funding was provided from income from the Vodafone mast at River Bourne Community Farm. The land and associated income from the mast was transferred from Salisbury District Council to Laverstock and Ford Parish Council. The RFO has been verbally advised, by councillors who were in office at the time, that the transfer was agreed on the basis that the income would never be used to support the precept. Due to reduced applications during COVID, in March 2022 there was still nearly £5000 remaining in the grant budget. At the time, it was agreed to return this to general reserves to compensate for £10,000 which had been awarded, from precept, to the Community Farm. The RFO believes this is not in the spirit of the original agreement with Salisbury District Council. The RFO proposed that these funds be removed from general reserves and, together with any unspent grant funds this year, be ringfenced for future grant applications. The Chair requested that this be included on the agenda for the next Finance and General Purposes Committee Meeting for detailed discussion.

Update on Scribe Accounts

The RFO reported on good progress and would be setting up access for FGP Committee members.

Cllr Smith volunteered to undertake the six-monthly Bank Reconciliation required under Financial Regulations by a councillor who is not a bank signatory nor a Finance and General Purposes Committee Member.

Councillor Schneider confirmed that he had checked the monthly accounts in detail and was satisfied all was correct.

Adoption of Monthly Accounts for February 2023

The Financial Statements had previously been circulated in Report 23.038. The total funds held at the end of February 2023 were £1,529,620.00 of which £1,410,350.80 were earmarked or restricted reserves.

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 23.038. Total cheque and BACS payments in March 2023 amounted to £85,487.07. Debit card and direct debit payments in February 2023 amounted to £814.25.

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

Review of Reserves and Treasury Deposit Report

Reserves and Treasury Deposit Reports Summaries of Financial Reserves and Deposits had been presented in Report 23.038. Earmarked and Restricted Reserves at the end of February 2023 were £1,410,350.80. The balance on the 32 Day Notice Account at the end of February 2023 was £439,810.07 including interest of £7,926.66. The balance on the CCLAPSDF was £993,855.22 including dividends awarded of £12,911.22. On 15th February 2023, £50,000 was transferred from the 32 Day Notice Account to a 32 Day Term Account. The balance on the 32 Day Term Account at the end of February 2023 was £50,000.00. There was a total of £1,483,665.29 on deposit at the end of February 2023.

Resolved: To note the reserve and treasury deposit reports.

23.039 Clerk's Report and Correspondence

The Clerk had circulated a letter received from the Community Farm regarding the previous grant award from the Parish Council. Councillors agreed this was sufficient to detail their expenditure. The Clerk asked councillors to let her know if they wished to attend a planning training event planned by WALC, and advised that an Area board event for Parish Councils was planned for 15th July. The Clerk reported on updates from Area Board regarding major improvements planned for the A36 and an Active Travel Fund bid to improve the path between Ford and Bishopdown. The CCEO reported that the volunteer Footpath Wardens were about to start work within the Parish.

23.040 Exempt Business – Exclusion of the Press and Public

There being no exempt business, the meeting closed at 9pm.

NEXT MEETING. The next meeting of the Parish Council will be held on Monday 17th April 2023 at River Bourne Community Farm.