



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting of Laverstock and Ford Parish Council held on
Monday 19th June 2023 at Old Sarum Community Centre.**

MINUTES

Councillors present: Baker (Chair), Barker, Hayes, Jones, Maskell, Rigiani, Schneider (from 8.17pm), Smith, Waller

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

Wiltshire Councillors present: WClr Oliver. WClr McLennan also joined the meeting online.

There were 11 members of the public present, including grant applicants and planning consultants.

The team of consultants from Dandara Southern, Turley and Fairthorn circulated plans of the proposed reserved matters application, following approval of outline permission for 46 properties at Westside Close, Old Sarum. Councillors raised concerns over a lack of green energy provision including no car charging points, play area provision, parking provision and storage provision, which appears to meet minimum standards in most areas. Councillors encouraged the applicants to improve these areas and seek to provide more than just the minimum requirement. Concerns were also raised that the proposed link paths to adjoining areas, had no agreement in place with the adjoining landowner to allow these paths to be used. The applicants were also asked to consider the standards of construction including the provision of improved soundproofing in the proposed apartment block. The Clerk will submit a report of councillors feedback and suggestions for the play area space to Fairthorn Consultancy.

The meeting commenced at 7.30pm.

23.074 Apologies

Apologies were received from Cllrs Lynn, McDonald and Vanstone.

Resolved: to approve the apologies received.

Apologies had also been received from the Police. WClr McLennan joined the meeting online.

23.075 Declarations of Interest

There were no declarations of interest.

23.076 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 15th May 2023

23.077 Grant Applications

The Clerk had circulated details of the grant applications in Report 23.077 in advance of the meeting.

Three directors of River Bourne Community Farm spoke regarding their application for £10,000 towards community projects including paddock fencing, a field shelter, new classrooms, new offices and improved toilets and wash facilities. The Farm had confirmed acceptance that any grant award would be paid in two halves, to coincide with receipt of precept payment from Wiltshire Council. Changes in leadership at the Farm were discussed and it was agreed to set up a schedule of quarterly review meetings between the new directors and the Parish Council.

Resolved: to award a grant of £10,000 to River Bourne Community Farm towards community projects in accordance with the powers granted under Section 137 of the Local Government Act 1972.

A representative from Phoenix Stars presented an application for funds towards the purchase of gymnastics equipment. The applicant was encouraged to consider a future application to assist funding of subscriptions for families in need.

Resolved: to grant £1000 to Phoenix Stars for the purchase of gymnastics equipment in accordance with the powers granted under Section 137 of the Local Government Act 1972

No application had yet been received from Salisbury Pantry.

23.078 Freedom of the Parish

The Chair presented a summary of the exceptional achievements of Vic Bussereau, who served as a Parish Councillor for twelve years. Vic worked on a huge number of issues during his time as a councillor, including highways issues, Castle Hill Country Park and the creation of the Longhedge development. Vic also committed hundreds of hours leading the Neighbourhood Plan Steering Group through to adoption of the Neighbourhood Plan in 2022. The Chair proposed granting Freedom of the Parish to Vic, as the highest honour that a Parish Council can bestow.

Resolved: that the Parish Council grants Freedom of the Parish to Victor Bussereau in accordance with the powers granted under s249 of the Local Government Act 1972

The Chair presented Vic with a signed scroll, confirming the award, and Vic expressed his thanks, commenting that he felt the Neighbourhood Plan was a team effort. WCllr McLennan gave his congratulations.

23.079 Adoption of Parish Strategic Plan

The proposed Parish Strategic Plan had been presented to the public and councillors at the Annual Parish Meeting in May. No changes had been proposed, and the Clerk had circulated the final copy in Report 23.079 in advance of the meeting and is attached as Annex One.

Resolved: that the Parish Council adopts the Parish Strategic Plan dated May 2023, to replace the Parish Plan dated March 2009.

23.080 Matters arising – Action List, Strategic Plan, Minutes and Committees

The Clerk reported that negotiations were continuing on dilapidations at Hampton Park Pavilion in advance of transfer of the freehold.

The Clerk advised councillors of an accident reported at the newly opened St Lukes Play Area. Investigations had been made by Parish Council staff and the supplier, who confirmed that the equipment was correctly installed and complied with necessary regulations. The suppliers continued to investigate and their final report was awaited. Plans were being made to hold a launch event at St Peters Play Area.

23.081 Planning

The CCEO had circulated the Planning Log in Report 23.081 in advance of the meeting. The Chair queried the proposed response of 'No Comment' regarding PL/2023/03768 for temporary permission for storage containers at Distloc House, Old Sarum Airfield. WCllr McLennan reported that the application was a response to enforcement notices issued by Wiltshire Planning on the basis that they were upsetting the setting of the listed hangars. Ward councillors recommended 'no comment'.

Resolved: to approve the following responses

PL/2022/02490 Rural Workers dwelling at River Bourne Community Farm, Cow Lane, Laverstock – appeal lodged March 2023 SUPPORT subject to:- that the dwelling is subject to an agricultural tie as a dwelling for a farm worker.

PL/2023/03206 Proposed ground floor and first floor extension at 17 Elm Close, Laverstock NO COMMENT

PL/2023/03387 & 03566 Retention of storage containers (temporary basis) and works to a listed building at Distloc House, Old Sarum Airfield NO COMMENT

PL/2023/03641 Proposed roof conversion, extension and alterations at 59 Church Road, Laverstock NO COMMENT

PL/2023/03768 Retrospective temporary permission for three modular buildings at Old Sarum Primary School NO COMMENT

23.082 Land at Bishopdown Farm and Devenish Bradshaw Trust

The Clerk had circulated Report 23.082 in advance of the meeting, regarding proposals from the Devenish Bradshaw Trust to take on management of Parish Council owned land off St Clements Way in Bishopdown Farm. Councillors indicated that they would be happy for formal negotiations to proceed, subject to a clear plan from the trust of how the land would be managed, details of how paths and public access would be maintained and public consultation on their proposals. The RFO highlighted that any lease over 12 months would need permission from Wiltshire Council under the terms of the transfer of the land to the Parish Council.

23.083 Approval of Annual Internal Audit Report 2022/23

The RFO had circulated Report 23.083 in advance of the meeting with the Internal Audit Report completed and confirmation of no negative responses.

Resolved: that the Council approve the Annual Internal Report 2022/23 for inclusion in the Annual Governance and Accountability Return 2022/23.

23.084 Review of Internal Audit Observations

The RFO had circulated Report 23.084 in advance of the meeting with the observations made by the Internal Auditor and the proposed responses. This included reference to the formal documentation of the Internal Controls process in Financial Regulations. The Council reviewed the observations of the internal auditor and noted the comments and corrective actions outlined by the Clerk and RFO.

Resolved: That the Council confirms it has conducted a review of the effectiveness of the system of internal control required by regulation 3 of The Accounts and Audit Regulations 2015.

23.085 Approval of Annual Governance Statement

The RFO had circulated Report 23.085 in advance of the meeting. The Chair read out each of the eight statements applicable to the Council and invited any questions from Councillors. The ninth statement is not applicable to this council. No questions were raised.

Resolved: that the Council AGREE with each of the governance statements and approve the Annual Governance Statement 2022/23.

The statement was signed by the Chair and the Clerk.

23.086 Approval of Restatements

The RFO had circulated Report 23.086 in advance of the meeting, explaining why it was necessary to restate the Accounting Statement for 2021/22. This was due to:-

- errors in the year end report produced from the Rialtas Business Systems (RBS) accounts system.
- omissions of five assets on the Total Fixed Assets figure.

The report included a detailed explanation of the errors. No further questions were raised.

Resolved: that the Council approve the Restatement of Accounts and Assets for 2021/22

23.087 Approval of 2022/23 Accounting Statement

The RFO had circulated Report 23.087 in advance of the meeting, presenting the Annual Accounting Statements for 2022/23.

Resolved: that the Council approves the Accounting Statements 2022/23.

23.088 Approval of Notice of the Period for the Exercise of Public Rights

The RFO had circulated Report 23.088 in advance of the meeting, including the Notice of Public Rights, to commence on 21st June 2023 to 1st August 2023.

Resolved: that the Council approves the dates of the Notice of the Period for the Exercise of Public Rights from 21st June 2023 to 1st August 2023.

23.089 Finance

The RFO had circulated Report 23.089 in advance of the meeting and reported that he was currently unable to produce the reserves statement from Scribe and this was being addressed. Cllr Schneider confirmed that he had completed the monthly checks in detail.

Adoption of Monthly Accounts for May 2023

The Financial Statements had previously been circulated in Report 23.089. The total funds held at the end of May 2023 were £1,530,467.33.

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 23.089. Total cheque and BACS payments in June 2023 amounted to £56,723.91. Debit card and direct debit payments in May 2023 amounted to £2,547.83.

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

Review of Treasury Deposit Report

Summary of Deposits had been presented in Report 23.089. The balance on the 32 Day Notice Account at the end of May 2023 was £441,856.50 including interest of £9,973.09. The balance on the CCLAPSDF was £1,043,108.07 including dividends awarded of £22,164.07. There was a total of £1,484,964.57 on deposit at the end of May 2023.

Resolved: To note treasury deposit reports

23.090 Clerk's Report and Correspondence

The Clerk reported on discussions with the local police regarding anti-social behaviour. The Clerk had identified Parish Councils in other counties who 'sponsored' a PCSO through their police force, and some who employed their own 'Community Safety Officers'. Councillors requested further information. Councillors confirmed that they were content the Youth and Community Centre budgets could be used by the Clerk in line with normal spending powers, as well as for grant applications from relevant organisations.

The Clerk reported on a planning review meeting held with Wiltshire Council and the WALC conference. The Clerk highlighted that the draft Wiltshire Local Plan was due to be released in July and that the Laverstock and Ford Neighbourhood Plan review would be due by mid 2024.

23.091 Exempt Business

Resolved: that in view of the staff in confidence nature of the business to be transacted, the public and press be temporarily excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 s100.

The Internal Auditor had highlighted the omission of a minuted record appointing the Clerk and RFO.

Resolved: That the Parish Council resolves to agree the following appointments: -

Trudi Deane appointed as Parish Clerk on 1st February 2022

Andrew Prince appointed as Responsible Financial Officer on 1st July 2022

Local Council Consultancy Staff Review

Councillors discussed the salary recommendations made by LCC Consultants following a review of staff roles.

The meeting closed at 9.40pm.

NEXT MEETING. The next Parish Council Meeting will be held at 7pm on Monday 17th July 2023 at River Bourne Community Farm.





PLANNING & DEVELOPMENT

THAT DEVELOPMENT IN THE PARISH RESULTS IN A THRIVING SEMI-RURAL COMMUNITY WITH EXCELLENT FACILITIES AND HERITAGE ASSETS

Between 2017 and 2022, hundreds of hours were dedicated by councillors and volunteers to draw up the Laverstock and Ford Communities Neighbourhood Plan. Based on extensive public consultation with residents and businesses within the Parish, the Plan strives to protect those areas of significant importance to our communities, protect the heritage within the Parish and to ensure that any future development meets high standards of design, amenities and environmental performance. After many rounds of analysis, consultation and review, the plan was formally adopted by Wiltshire Council in October 2022 which means that it now forms part of the Wiltshire Council Development Plan, and its policies will be given full weight when assessing planning applications relating to land within the parish boundary. The Parish Council is a statutory consultee for any planning and development within the Parish. Our ward councillors consider all applications within their area, with larger or controversial applications considered by all councillors. Councillors are issued guidance with our Planning Policy and guidance documents, and can attend training organised by the local association of local councils. This ensures that all applications are dealt with fairly and professionally, taking into account the views of our residents and the needs of our communities. We continue to work on the projects detailed:

The council devotes a considerable amount of time to major planning applications such as those currently underway in relation to Old Sarum Airfield and Church Road. We seek to ensure community members are aware of such applications and are encouraged to participate in the process and we use our local knowledge to ensure that at every stage of the process issues such as heritage, landscape, traffic and environmental impact are considered.

PLANNING POLICY: Review of Planning Guidance for Councillors

ACTION 1. April 2023 - a review of the current Planning Policy to include a new 'Developer Protocol', together with a review of the guidance document to be presented at next Operations Meeting.

ACTION 2. May 2023 - The Parish Council continues to engage with planning consultants and residents over the possible plans for development on the airfield.

ACTION 3. May 2023 - Working closely with the Land Trust and Wiltshire Wildlife, the Parish Council continues to work towards improving Castle Hill Country Park.

LAVERSTOCK & FORD PARISH COUNCIL STRATEGIC ACTION PLAN



SUSTAINABLE TRANSPORT

STRIVING TO PROMOTE & SUPPORT SAFE, SUSTAINABLE TRAVEL ACROSS THE PARISH

Through both its Neighbourhood Plan and Environment Policy, the Parish Council strives to promote and support safe and sustainable travel across the parish. It is a member of Wiltshire Councils Southern Local Highways and Footpath Improvement Group (LHFIG), where many initiatives have been progressed, including 20mph zones in Milford, parking restrictions at the schools in Laverstock, and our Speed Indicator Device which is used in Laverstock, Ford and Old Sarum.

SPEEDING

Establish a Community Speed Watch team of trained volunteers to target areas of concern.

ACTION 1. May 2023: Parish Cllr Jones completed training for the Team Leader role. Several other volunteers have now completed training in the use of the equipment. Access has been given to a shared camera with the Milford Speed Watch Group. Work is ongoing with Wiltshire Police to establish appropriate sites in the parish.

Speed Indicator Device SID

ACTION 2. May 2023: Our SID is part of a county project where data from multiple devices is collated and submitted to Wiltshire Police to help inform their interventions. Sites continue to be assessed within the Parish.

CYCLE NETWORK

Working with LHFIG to provide/improve cycle links, in particular links through Ford to connect Old Sarum/Longhedge with the city

ACTION 3. May 2023: Assessment works were carried out by Sustrans in January 2023 and their report/recommendations are expected shortly. A bid to the Active Travel Fund has been made to investigate how access from the Ford Road through to Bishopdown Farm, along Green Lane, could be improved to make this a safe walking and cycling route into the city.

ACTION 4. May 2023 The Parish Environmental Action group are exploring the promotion of cycle and walking routes

ACTION 5. May 2023 The Footpath Warden Group is surveying footpaths for issues and obstacles

LAVERSTOCK & FORD PARISH COUNCIL STRATEGIC ACTION PLAN



CLIMATE CHANGE & ENVIRONMENT

DELIVERING INITIATIVES TO PROTECT AND IMPROVE OUR ENVIRONMENT
IN PARTNERSHIP WITH OTHER AGENCIES

Through careful management of the land, buildings and open spaces that we own, and working with other groups and organisations, the Parish Council strives to introduce initiatives to protect and improve our environment. In 2022 we adopted our Environmental Policy, focusing on reducing pollution and encouraging sustainability. These principles continue in our Neighbourhood Plan, where new planning applicants are encouraged to focus on sustainable energy provisions. We are currently working on the following:

BIODIVERSITY

Our open spaces are managed to protect and enhance bio-diversity, with chalk meadow grassland and dedicated wild flower areas. In January 2023, the council launched the Parish Environmental Action Group who work enthusiastically to help improve our environment.

ACTION 1. May 2023 - 130 whips from Queens Green Canopy project have already been planted at sites on Castle Hill Country Park and Old Sarum Country Park. With significant numbers of trees felled this year due to ash dieback, we continue to investigate suitable species for replanting.

ACTION 2. May 2023 We are considering sowing wildflower strips at Norman Drive Open Space and working with the Land Trust to develop wildflower planting at the Castle Hill Country Park

CLIMATE CHANGE

Emergency Plan and Sustainable Energy:

ACTION 3. May 2023 - during the coming year, the council will be working to create an Emergency Plan, covering flood, drought, power outages etc, and working to identify emergency community resilience hubs providing safe and warm spaces for vulnerable residents.

ACTION 4. May 2023 - the Parish Council continues to work with management committees at our buildings to identify ways to reduce energy consumption and provide renewable energy sources such as the use of LED lightbulbs and the provision of solar panels.

FACILITIES

ACTION 5. May 2023 - The Parish Council have already provided a Community Garden at Longhedge, but we would like to provide allotments for those wishing to grow their own produce. Suitable sites are scarce, but we continue to work with the Land Trust and others to try and facilitate allotment provision within the parish

LAVERSTOCK & FORD PARISH COUNCIL STRATEGIC PLAN



PUBLIC AMENITY

PROVIDE ACCESS TO HIGH QUALITY SPACES FOR PLAY,
RECREATION, COMMUNITY ACTIVITY AND THE
ENJOYMENT OF NATURE

The Parish Council owns and maintains 23 Play Areas, three outdoor sports courts, trim trail equipment and a skatepark, as well as nearly 40 acres of Public Open Space, including amenity grassland, wildflower meadow and grassland and wooded areas. We have an established programme of regular inspections, working with professional consultants where necessary, to ensure all our facilities meet high standards. In addition, the Parish Council works closely with the management teams on the areas we own, but are leased, such as River Boume Community Farm, Castle Hill Country Park and Old Sarum Community Centre. The projects detailed below aim to ensure a range of high-quality facilities are available to our residents.

PLAY AREAS

Continue to work with developers at Longhedge to progress the transfer of a further 5 Play Areas and an Outdoor Gym, on completion, to the Parish Council

ACTION 1. April 2023 - 4 Play Areas are nearing completion and awaiting final inspection prior to handover. One further play area still to be built. The Outdoor Gym is almost complete and will opened at the same time as the adjacent play area.

Replace/refurbish the outdated play areas transferred from Wiltshire Council in 2022

ACTION 2. May 2023 - St Judes (Bishopdown Farm) and Partridge Way (Old Sarum) have already been completed. St Peters Road (Bishopdown Farm) and St Lukes Close (Bishopdown Farm) are nearing completion. Contractors have been appointed for Sycamore Drive (Bishopdown Farm) and Drake Close (Bishopdown Farm) with works planned for summer 2023.

FOOTPATHS & RIGHTS OF WAY

As part of the Parish Environmental Action Group, a team of volunteer footpath wardens has been established, to help keep these important rights of way clear and accessible to residents.

ACTION 3. April 2023 - the first wardens were inducted in March and have started work in Laverstock. A process will be established for residents to flag areas that need attention.



PUBLIC AMENITY

PROVIDE ACCESS TO HIGH QUALITY SPACES FOR PLAY,
RECREATION, COMMUNITY ACTIVITY AND THE
ENJOYMENT OF NATURE

PUBLIC OPEN SPACES

We are developing a Tree Policy to formalise our current inspection arrangements and ensure residents are aware of our ambitions in preserving trees wherever possible.

ACTION 4. April 2023 - Much research has been done to draw up a proposed document, with advice from professional arboricultural consultants. The final policy is to be presented at our next Operations Committee meeting, and then presented to Full Council for adoption.

LONGHEDGE COMMUNITY OPEN SPACE

We continue to work with developers to ensure works completed to specification prior to handover.

ACTION 5. April 2023 - developers continue to work on laying out the Community Open Space but parts have recently been opened. Inspections will be carried out to ensure all pathways, planting and landscaping has been completed to standard and in accordance with the planning specification.

CASTLE HILL COUNTRY PARK

Regular quarterly meetings are held with the Land Trust and new managing partners, to ensure management of the Country Park meets residents needs, whilst protecting the integrity and biodiversity of the site.

ACTION 6. Ongoing with the Country Park Working Group

HAMPTON PARK PAVILION

Following expiry of the lease to Wiltshire Council, we continue to work with the Pavilion owner to secure the long-term future of this community asset.

ACTION 7. April 2023 - The Parish Council have entered into a temporary lease with the existing owner, to enable the Pavilion Trust to continue to operate the building. We continue to work with the owner to negotiate the freehold transfer of the Pavilion to the Parish Council, so securing its future for the residents of Bishopdown Farm.

OLD SARUM COMMUNITY CENTRE

The centre is leased to a charitable incorporated organisation. They have been struggling to recruit more trustees, and several of the current trustees wish to step down.

ACTION 8. April 2023 - The Parish Council have been working with the trustees and volunteers at the centre. An additional Trustee, as well as a new Centre Manager were appointed by the trustees and the Parish Council will be assisting with funding to ensure the continued operation of the Community Centre. The Parish Council continue to work with the trustees and volunteers to promote the centre and identify improvements.

LAVERSTOCK & FORD PARISH COUNCIL STRATEGIC PLAN



ACCOUNTABILITY

TAKING OUR DUTY TO ACT RESPONSIBLY, LAWFULLY,
AND IN THE BEST INTERESTS OF OUR COMMUNITIES

POLICIES & PROCEDURES

The council reviews its governing documents, policies and procedures regularly. It is a member of the Wiltshire Association for Local Councils and the Clerk is a member of the Society for Local Council Clerks. Councillors and Officers undertake training relevant to their roles, and regular and transparent reporting on our actions are posted on the website in the form of agendas, meeting reports and minutes.

ANNUAL REVIEW OF CONSTITUTION, STANDING ORDERS, FINANCIAL REGULATIONS AND SCHEME OF DELEGATIONS

ACTION 1. May 2023 - documents are based on the model guidelines issued by the National Association of Local Councils. Changes have already been made this year to allow for the councils transition to online banking, and legislative changes to contract thresholds. No changes are recommended at the Annual Parish Council Meeting for May 23.

GENERAL POWER OF COMPETENCE

ACTION 2. May 2023 - in order to apply for the General Power of Competence, the Council must have a CiLCA qualified Clerk and at least two thirds of total councillors/seats (16) being elected. Insufficient elected councillors means this is not possible at this stage. To be reviewed at next elections May 2025

QUALITY COUNCIL AWARDS

ACTION 3. May 2023 - To investigate Quality Council Award Scheme administered by National Association of Local Councils (NALC).

COUNCILLOR RECRUITMENT AND RETENTION

ACTION 4. May 2023 - Councillors, Clerk and the Communications

Officer continue to promote the Parish Council and the valuable role councillors play to encourage filling of vacant seats, either by co-option or candidates standing at next elections.

SUCCESSION PLANNING

ACTION 5. May 2023 - Clerk and Councillors to discuss succession planning over the coming year, for committee members, chairs and officers

ASSET REPLACEMENT

Produce long-term asset replacement strategy and financial forecast

ACTION 6. May 2023 - detailed forecasts/cost planning to be done to inform budget requirements