



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

10 December 2024

To All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of **LAVERSTOCK & FORD PARISH COUNCIL** to be held on **MONDAY 16 DECEMBER 2024** at **7.00pm** in the **OLD SARUM & LONGHEDGE COMMUNITY CENTRE, PHEASANT DRIVE, OLD SARUM, SP4 6GH** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

A handwritten signature in cursive script that reads 'Gale Pettifer'.

Gale Pettifer
Parish Clerk

Please contact the Parish Office - 07771 802839 / parish-clerk@laverstock-pc.gov.uk - if you need further information on this agenda.

Members of Laverstock & Ford Parish Council

Councillor N Baker (Chair) - Laverstock & Milford Ward
Councillor L Barker – Ford, Old Sarum & Longhedge Ward
Councillor J Harris – Bishopdown Farm Ward
Councillor L Jones (Vice Chair) – Laverstock & Milford Ward
Councillor K Lynn – Ford, Old Sarum & Longhedge Ward
Councillor I McDonald – Laverstock & Milford Ward
Councillor L Rigiani – Ford, Old Sarum & Longhedge Ward
Councillor P Schneider – Ford, Old Sarum & Longhedge
Councillor E Taylor – Ford, Old Sarum & Longhedge
Councillor C Vanstone – Ford, Old Sarum & Longhedge
Councillor L Waller – Bishopdown Farm
Councillor E Williams – Bishopdown Farm



**Meeting of the Parish Council to be held on
Monday 16 December 2024 at 7.00pm
Old Sarum & Longhedge Community Centre, SP4 6GH**

Join the meeting online by Zoom at this [link](#).

<https://us02web.zoom.us/j/87941500935?pwd=cWpSNUpGOS9TandoNzRqRzNOdy9HQT09>
Meeting ID 879 4150 0935. Phone in only 0203 481 5240. Password 1894. For joining instructions,
or if you have any questions, please contact the Parish Clerk at parish-clerk@laverstockford-pc.gov.uk.

AGENDA

PC24.145 Apologies for absence

To receive, and consider for acceptance, apologies for absence. (*LGA1972 s85*)

PC24.146 Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (*Localism Act 2011 s29-34*)

PC24.147 Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (*LGA1972 s100*)

PC24.148 Confirmation of minutes of previous meeting held on 18 November 2024

To confirm, as a correct record, the minutes of the previous meeting of the Committee. (*LGA1972 sch12*)

PC24.149 Matters arising from the previous meeting held on 18 November 2024

To consider any matters arising from the previous minutes of the Committee.

PC24.150 Grant Funding Application

To consider a grant funding application from the Old Sarum Community Centre.

PC24.151 Planning

To consider the following planning applications received:

-PL/2024/10111 Land at Westside Close

- Planning Log

Wiltshire Council is the local Planning Authority and consults Laverstock & Ford Parish Council on planning applications received for the parish.

PC24.152 Apprentice Youth Worker Scheme

To consider financial support for an Apprentice Youth Worker in collaboration with other parishes.

PC24.153 Health & Safety/Human Resources Consultant

To consider appointing professional services of Health & Safety/HR consultant.

PC24.154 Review of Policies

To review policies or consider policy recommendations from other committees:

24.154(a) Candidate Co-option Policy

24.154(b) Tree Policy – as recommended by Operations Working Group

24.154(c) Publication Scheme

PC24.155 Approval of Budget 2025/26 – to follow

To approve the Council budget for 2025/26.

PC24.156 Approval of Precept – to follow

To approve precept for 2025/26.

PC24.157 Finance Report – to follow

To receive report from Responsible Financial Officer (RFO).

PC24.158 Clerk's Report - verbal

To receive report from Parish Clerk

PC24.159 Exempt Business/Matters in Confidence

To consider the following item:

- PC24.159a - Business Continuity Plan
- River Bourne Community Farm – verbal report

Date of next meeting:

To note the date of the next meeting, which is scheduled for Monday 20 January 2025 at 7.00 pm, and held at Old Sarum & Longhedge Community Centre, Pheasant Drive, Old Sarum, SP4 6GH.



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

**Meeting of Laverstock and Ford Parish Council held on
Monday 18 November 2024 at 7pm Old Sarum & Longhedge
Community Centre**

DRAFT MINUTES

Councillors present: Baker (Chair), Harris, Jones, McDonald, Taylor, Waller, Williams

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

Wiltshire Councillor Oliver was also in attendance.

There were 38 members of the public in attendance, and one joined the meeting online. One spoke to present his continued opposition to the application for development on Old Sarum Airfield which is subject to an appeal. Another raised concern over the retrospective permission given for storage at shooting range site.

Another spoke with concerns about the Trim Trail planned by Vistry try for Longhedge.

Another spoke about residents' objections to parking restrictions in Woodland Way, Laverstock.

The meeting commenced at 7.22pm.

PC24.130 Apologies for absence

Apologies had been received from councillors Barker, Lynn, Rigiani and Schneider.

Resolved: to accept the apologies received

Wiltshire Councillor McLennan had also sent apologies for the meeting.

PC24.131 Declarations of interest

Cllr Harris declared an interest in item PC24.135 PL/20/11598/OUT and will abstain from any discussions or vote on that item.

PC24.132 Public participation time

Members of the public had been invited to speak ahead of the meeting.

PC24.133 Confirmation of minutes

Resolved: to approve the minutes of the meeting held on 21st October 2024.

PC24.134 Matters arising

There were no matters arising raised.

PC24.135 Planning

PL/2023/07368 Appeal Old Sarum Airfield

Report 24.135(1) had been circulated ahead of the meeting.

Resolved: to approve the response of OBJECTION regarding the appeal. The full response is attached Annex One.

PL20/11598/OUT Land East of Church Road, Laverstock

Cllr Baker reported that Wiltshire Council had stated their intention not to defend any appeal on the previous refusal of this application. Cllr Waller stated she believed the

residents would feel this decision was taken 'behind closed doors'. Cllr Baker noted no official notification of appeal had yet been received.

Resolved: that the Parish Council register their disappointment and request reconsideration of decision not to appeal, and request any decision should be reached in a public meeting where residents have the opportunity to make representation.

Planning Log

Resolved: to approve the following responses

PL/2024/09363 Single storey porch Kerrycro, Riverside Road, Laverstock NO COMMENT

PL/2024/09826 Consent for works under tree preservation order 2 Norman Drive, Ford SP4 6DA NO COMMENT

PC24.136 Church Road TRO

Cllr Baker had circulated Report 24.136 in advance of the meeting. Cllr Baker reported that Wiltshire Council had received a complaint about the lack of disabled parking provision for St Andrews School and it currently appeared the only option was a space marked out on Church Road. An Experimental Traffic Regulation Order was being considered to address this. A review of the impact of the yellow lines, particularly on residents in local roads, was discussed with a consultation due in February.

PC24.137 Trim Trail installation at Longhedge

The RFO had circulated an extract from the original S106 dated March 2014, which showed the Trim Trail as a condition of the original planning consent. The Clerk reported she had spoken to officers at Vistry who confirmed they intended to proceed as planned. The Clerk will contact Wiltshire Council and investigate if the trail could be installed elsewhere on the estate. Cllr Oliver offered to support such approach. **ACTION CLERK**

PC24.138 Review of minutes of Standing Committees

The minutes of Personnel Committee meeting held on 18 October 2024 and Finance & General Purposes Committee held on 12 November 2024 were noted.

PC24.139 Review of Policies

The Policies below had been circulated in advance of the meeting.

Resolved: to approve Health & Safety Policy, as recommended by Personnel Committee

Resolved: to approve Disciplinary and Dismissal Policy, as recommended by Personnel Committee

Resolved: to approve Grievance Policy, as recommended by Personnel Committee.

Resolved: to approve Grants Policy, as reviewed by Finance & General Purposes Committee

Resolved: to approve Public Participation Policy, as recommended by Finance & General Purposes Committee.

PC24.140 Health & Safety/Human Resources Consultant

The Clerk had circulated Report 24.140 in advance of the meeting and requested councillors consider the appointment of consultants. Cllr Baker noted quotes received were between £4000 and £5000 per annum and requested this be considered in line with budget discussions for 2024/24.

PC24.141 Land Transfers Bishopdown Farm

The Clerk reported on her meeting with the landowner. Councillors agreed, in principle, that land at The Green, Hampton Park and Castle Hill Country Park, Hilltop Way will be progressed subject to costs. The landowner will approach Wiltshire Council Highways, in the first instance, regarding other parcels with rights of way. The Parish Council may

wish to re-consider these if not accepted by Highways. The landowner will approach adjacent property owners regarding the other smaller pieces which are not of interest to the Parish Council. The landowner wishes to progress all items together to minimise legal fees and will contact the Parish Council when ready to proceed.

PC24.142 Finance

The RFO reported the continued overspend on Professional Fees and Community Buildings budgets as previously highlighted.

Cllr Waller confirmed that she had checked the monthly finances and was recommending them for approval.

Adoption of Monthly Accounts for October 2024

The Financial Statements had previously been circulated in Report 24.142(1). Total funds held on 31st October 2024 were £2,011,536.35.

Resolved: To adopt the monthly accounts for October as a true record of the Council's finances.

Authorisation of Payments

The lists of payments had been circulated in Report 24.142(1). Total cheque and BACS payments in November 2024 amounted to £121,578.18 including a payment of £88,560.00 to Wicksteed Leisure being 90% of the cost of the new Whitebridge Play Area. Debit card and direct debit payments in October 2024 amounted to £304.91.

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

Review of Reserves and Treasury Deposit Report

Reserves and Treasury Deposit Reports had been presented in Report 24.142(1).

A total of £1,846,696.81 was held on deposit on 31st October 2024. With Lloyds. £357,712.49 is invested in a 95-Day Notice account that yielded £1,155.54 interest. £10,345.46 remains in a 32-Day Notice account that yielded £21.97. £280,000 is invested in a 9-month Fixed Term account at 3.55%.

With CCLA. £1,198,638.86 is invested in the Public Sector Deposit Fund and earned a dividend of £4,899.64 in October. The dividend was re-invested. Interest and dividends earned in October 2024 were £6,077.15.

Earmarked Reserves held on 18th November 2024 are £1,724,988.75.

Resolved: to note the reserve and treasury deposit reports

The RFO had circulated Report 24.142(2) in advance of the meeting with a revised draft forecast of the Budget and Precept requirement for 2025/26, following the review of the first draft by the Finance and General Purposes FGP Committee. The RFO reported that no budget requests had yet been received from committees or working groups. The draft included £35,000 as a Community Facilities budget, primarily to assist at community centres. Budget adjustments had been made to cover the insurance normally recharged to community centres. The RFO was asked to consider additional provision for any grant applications from the Community Farm and Community Emergency Volunteers.

The RFO reported that the salaries budget may be adjusted following recent changes to Employers NI contributions. Professional Fees budget had been increased to £3,500 but would need to be increased again if employment consultants are appointed.

A budget line has been added for Election costs which Wiltshire Council will now be recharging to Parish Councils. Provision has been made for uncontested elections in each ward, but this would be significantly more if contested. A loan repayment line had also been added for additional funds required for works at Hampton Park Pavilion to create a new Parish Office. An approximate 9.7% increase in precept would be required. The December FGP Committee will review the next draft.

ANNEX ONE

PL/2023/07368 Old Sarum Airfield

At its meeting on 18th November 2024, Laverstock and Ford Parish Council resolved to maintain its previous OBJECTION.

Having extensively perused all the documents associated with PL/2023/07368 Land At Old Sarum Airfield, Old Sarum, Salisbury, Wilts, SP4 6DZ, it appears that there are not really any significant changes to the original application.

Whilst the applicant seeks to mitigate the Heritage, Increased traffic, and Conservation aspects of the application, these have not been adequately addressed and the Parish Council continue to believe that the harm done to the Airfield, Village of Ford and the Conservation area would far outweigh any benefits. In addition, given the total absence of any Doctors, Dentists, and Pharmacists etc., in the Old Sarum, Longhedge and Ford catchment area, to further increase the population without adequate provision of these services, would be senseless. It will only contribute to the already heavily congested roads in Salisbury. Air quality, because of the increased, and at times stationary traffic around the city, would be compromised.

Despite what the applicant would have us believe, further houses in Old Sarum and Ford are neither wanted nor needed. The emerging Local Plan has already identified sites for future development in this Parish if it is required. The Local Plan has also recognised that Core policy 25 is flawed and it has been removed from the Local Plan. This has been done to protect the Conservation area and the Heritage aspect of the historic airfield.

Given the many refusals successive applications from this applicant have generated, his appeal to the latest refusal, shows a blatant disregard for the Public Purse and Council Finances.

Given the collapsed state of the Grade 2 Listed, Hanger 3, due to years of neglect, one might also question his ability, and desire, to adequately care for this Nationally important Heritage Site.

Laverstock and Ford Parish Council continue to oppose this application.

REPORT SUMMARY

A report to councillors following a planning application for amendments to previous permissions at Westside Close, Old Sarum.

BACKGROUND

In May 2023, outline planning permission was approved under PL/2021/09567 for the erection of 46 homes, open space and a LEAP Play area. The Parish Council supported this application subject to conditions –

Environmental Considerations - *As a minimum electric vehicle charging points at each property and consideration of sustainable energy sources such as solar panels and heat pumps*

Refuse storage - *That each property is provided with adequate storage for three wheelie bins and one black box*

Access to The Green - *That a fence and staggered gate/cycle barrier is installed on the boundary of Parish Council owned land at The Green, to the west of the proposed development, to protect users of this recreation space*

Education provision - *That any education funding arising from this development considers adequate early years provision to Old Sarum Nursery, who are already operating at capacity, with a waiting list for new spaces. Old Sarum Nursery are a charity, operating from Old Sarum Community Centre.*

Access - *That the developer ensures they secure the rights to the pedestrian access paths to the development, in particular to Partridge Way.*

The s106 agreed with the applicant and Wiltshire Council at the time provided for the following contributions:-

£120,600 BioDiversity Mitigation Scheme,

£70,088 Early Years,

Open Space Maintenance to be calculated using standard schedules,

£40,000 Pedestrian Link Improvement,

£3,948 Waste and Recycling,

£29,340 Youth and Adult Leisure,

Community Infrastructure Levy CIL £335,259.48 of which approx £83,000 would come to the Parish Council.

The S106 set out a housing mix of at least 40% of the Affordable Housing (mix of affordable rented and shared ownership).

In June 2023 PL/2023/04526 was submitted for the reserved matters to provide 18 affordable units and 28 private. The Parish Council objected to the reserved matters application with concerns around poor design -

Access *Poor pedestrian and shared use paths provision. The applicants proposed to provide any paths up to the boundary only without negotiating crossing of the ransom strip around the site.*

Storage *None of the properties have garages and do not provide adequate internal or external storage.*

Environment *No provision of green energy on the site.*

Play *Requested an accessible LEAP be provided*

Parking *Minimum standards only in parking and no charging provision.*

Flats *Concerns about the soundproofing and standards within the apartment block.*

Appendix 3 of the made Laverstock and Ford Neighbourhood Plan refers.

A Deed of Variation to the S106 was agreed in December 2023 provided for an additional £66,000 BioDiversity Mitigation contribution and changed the LEAP to a LAP (smaller play area) but with a contribution of £53,280 to fund improvements in the local area within 2 years.

A Deed of Variation agreed in July 2024 provided for a £197,890 Phosphate Contribution following a review of the drainage proposals for the site.

The Reserved Matters application was approved in July 2024.

SUMMARY

Following a query from the Parish Councils RFO in September 2024, we were notified by Wiltshire Council officers that the developer was seeking relief from any CIL liability and claim 100% social housing for the site.

PL/2024/10111 was submitted by the applicant on 19th November 2024. It refers to a review by Dixon Searle and states the scheme is not viable in its current form. The application seeks to remove all previously agreed s106 contributions, aside from BioDiversity mitigation and phosphates. We have been refused sight of the Dixon Searle review by the case officer, due to 'sensitive information' within it.

RECOMMENDATION

That the council resolves to OBJECT to the application for the reasons set out -

The Parish Council have seen no justification for this application to remove nearly all the planning obligations on the development of 46 homes at Westside Close, Old Sarum. The application refers to a 'review' by Dixon Searle, but we have been refused sight of this review due to sensitive information within it.

Regardless of this, approval of this application would result in the delivery of 46 homes with no associated community benefits for the residents. We also understand CIL liability has not been confirmed with a possible move for the site to be 100% social housing.

This application seeks only to protect the developers profit margins, leaving the Parish Council and Wiltshire Council to meet the costs which would normally be funded through developer contributions such as CIL, Early Years, Youth and Adult, Waste and Recycling, Transport etc.

This table lists the Planning Applications that have been referred to the Parish Council for their opinion. Applications are generally considered by the ward Councillors, but may occasionally be referred to the whole Council. Full details may be viewed on the Wiltshire Council website.

The RESPONSE is the view of the Parish Council and will be considered, along with other consultations, by Wiltshire Council, who will make the decision.							
Report No: 24.151 (2)	Councillors are asked to approve Parish Council responses highlighted in GREEN and to note Wiltshire Council decisions made since last meeting which are highlighted in YELLOW until reported via monthly planning log						
Application No:	Summary & Location	Date Registered	Date Received	PARISH RESPONSE	Deadline for Response	Decision/ Target Date	Date of Decision
PL/2024/10838	Works to TPO trees 10 Green Lane, Ford	27/11/2024	28/11/2024		20/12/2024	22/01/2025	
PL/2024/10111	Discharge of Section 106 agreements Land at Westside Close, Old Sarum	19/11/2024	27/11/2024	Object with reasons	26/12/2024	14/01/2025	
PL/2024/09679	Raised timber deck at 46 Pilgrims Way, Laverstock SP1 1RZ	04/11/2024	04/11/2024	No comment	02/12/2024	30/12/2024	
PL/2024/09826	Consent for works under Tree Preservation Order, 2 Norton Drive, Ford SP4 6DA	08/10/2024	31/10/2024	No comment	06/11/2024	Approve with Conditions	05/12/2024
PL/2024/09091	Consent to works under TPO 5 St Albans Close, Bishopdown SP1 3FN	04/10/2024	04/10/2024	Object with reasons	29/10/2024	Approve with Conditions	04/12/2024
PL/2024/08309	Works to a Protected Tree Address: WESTOVER KIA, OLD SARUM PARK, OLD SARUM, SALISBURY, SP4 6EB Proposal: 5 x Lime trees and 1 x Beech tree - reduce to previous points	20/09/2024	20/09/2024	No comment	02/10/2024	Refused	15/11/2024
PL/2024/08075	Works to a Protected Tree: 14 GREEN LANE, FORD, SALISBURY, SP4 6DE •T1 Sycamore - Reduce the length of the lowest 5 lateral branches that are currently overhanging the house by 2.5m back to suitable nodes. . •T2 Lime -Remove epicormic growth. Reduce the length of the lowest 5 lateral branches that are currently overhanging the house by 2.5m back to suitable nodes. . •T3 Sycamore - Reduce the length of the over extended lateral limb that is currently overhanging the house by 2.5m back to suitable nodes. . . •T4 Horse Chestnut - Crown raise on the road side only to 4m. Branches currently extended into and over the middle of the carriageway. . . • All works are required to provide significant clearance to property and to reduce limb endweight to prevent future branch failure.	09/03/2024	09/03/2024	No comment	27/09/2024	Approved with conditions	21/11/2024

PL/2023/10145	Change of Use of land to provide 3No. Additional Gypsy and Traveller family pitches for an extended family, consisting of a 3No. Static Mobile Homes, parking for 6 vehicles 2 per pitch, turning area, passing places, together with the laying of other hardstanding's. Land between Open View and Little Acre, Main Road, Winterbourne Earls, Salisbury, Wilts, SP4 6DS	07/12/2023	7/12/2023 19/04/2024	No Objection subject to condition	01/04/2024	29/02/2024 31/05/2024 28/06/2024	
PL/2023/07368	Outline planning permission: Some matters reserved: Outline application with all matters reserved, except from the means of access to the site for the demolition, modification and renovation of existing buildings, structures and site development. Provision of approximately 15.03ha of residential land accommodating approximately 315 residential dwellings. Provision for mixture of employment, commercial/leisure, and aviation uses on 3.51ha of land at Area B, including a "flying hub" comprising a control tower, heritage centre, visitor centre, café/restaurant, parachute centre, aviation archives and aircraft hangars. Provision of associated access, including construction of new points of vehicular access to surrounding highways network, car parking and connections to surrounding footpath and cycle networks. Green infrastructure provision, including open space, play space, recreational footpaths, cycle paths and landscape enhancement areas; the provision of above and below ground utilities, including a sustainable urban drainage system and waste water treatment works. Associated vegetation removal, ground modification and engineering works. Old Sarum Flying Club, Old Sarum Airfield, Old Sarum, Salisbury, Wilts, SP4 6DZ	28/09/2023 Appeal lodged 28/10/24	28/09/2023 Appeal 28/10/24	26/10/2023/10/04/2024	27/12/2023 Appeal 2/12/24	REFUSE	15/08/2024
PL/2021/04084	Full Planning permission by Persimmon Homes for residential development of 41no. new dwellings comprising development on land to the West of Roger Way (areas A & F) alongside the change of use to the vacant ground floor unit at Block C of the old sarum local centre (area G.) to provide 7 no affordable apartments. Land to the West of Roger Way and Old Sarum Local Centre (Block C) Old Sarum	14/11/2023	15/11/2023. 11/01/2024 4/9/24	Object with reasons	01/12/2024	12/1/2024 30/04/2024 31/05/2024	
PL/2022/04875	1. Proposed commercial development comprising a Use Class E foodstore (including the sale of non-food goods) and drive thru coffee shop unit (use class e); petrol filling station; provision of open space / landscaping including a new pedestrian and cycle link between London Road and Green Lane; access, parking, and associated infrastructure and development at Land at Salisbury Retail Park, London Road, Salisbury SP1 3YX. 2. Revision of plans 22/02/2023 including pay at pump only petrol station, alterations to store entrance, ecological assessment, flood risk drainage layout.	24/06/2022	21/07/2022 13/02/2024	Support subject to conditions	9/20/2022 comments on amendments due sept 2023 17/04/2024 amendments added	9/23/2022. 31/05/2024 30/06/2024 31/07/2024 30/09/2024	To be decided at Trowbridge 17 April 2024

PL/2021/04084	Residential development of 41no. new dwellings comprising development on land to the west of Roger Way (Areas A&F), alongside the change of use of the vacant ground floor unit at Block C of the Old Sarum Local Centre (Area G), to provide for 7no. affordable apartments	28/05/2021	28/05/2021	Object with Reasons	6/30/2021 11/01/2024	8/27/2021. 30/04/2024 30/06/2024	
20/11145/OUT	Outline application (all matters reserved except for access) for the subdivision of the residential plot and the erection of up to 3 Residential dwellings. (Use Class C3) Land SE of Bourne House, Ford Lane, Ford. Revised Plans	14/12/2020	18/01/2021 17/02/2021	No Comment	27/01/2021 3/3/21 20/4/22/	08/02/2021	

REPORT SUMMARY

A report to councillors regarding a joint initiative with other parish councils and Southern Area Board to recruit an apprentice Youth Worker.

BACKGROUND

Southern Area Board and the Youth Partnership Forum have been trying to boost youth engagement and support for some time, to support existing youth clubs, conduct youth work in parks and targeted spaces/neighbourhoods, collaborate with Youth Partnership Forum to enhance local offer and shape the future provision of youth support. The barrier for many communities and volunteer groups is the lack of professional support, with existing charities and service providers working at capacity. Salisbury City Council Communities Team, who run our Youth Club in Bishopdown Farm, have no more capacity. This is not exclusive to Southern Wiltshire. Wiltshire Council no longer provide these Youth Leader type services. Marlborough Town Clerk is a qualified Youth Worker and ex Youth Service Manager, and the Town Council have supported a project to recruit their own apprentice, as well as agreeing to assist others looking to do the same. An outline of the Marlborough project is attached Annex One.

SUMMARY

The Area Board has discussed with parish councils, the youth partnership forum and the wider community for some time now the need to boost capacity in terms of youth support and engagement. The consensus is that a youth worker (at least one, but preferably 1.5fte) is needed. A bid is being put to the 13th February Area Board meeting (see below costings) on the basis that this will proceed as a parish collaboration fund, also supplemented with funding from Wiltshire Community Foundation and other trusts and funds

The project ideally will be accepted as a 3 year project, with partners involved, agreeing to set aside funding contributions for 2025/6; 2026/7; 2027/8

The new youth worker will also have responsibility (supported by the Youth Partnership Forum) to ensure the work is financially sustainable for the medium /long term

The funded post will be as an apprenticeship Level 6 (apprenticeship to be funded by Wiltshire Council's Levy Scheme).

A host organisation will need to be found for HR purposes and Laverstock and Ford PC have been suggested as the largest council within area board. Wiltshire Councils Strategic Engagement and Partnerships Manager and the Youth Partnership Forum commit to sharing the majority of the HR admin processes from recruitment onwards, and not leaving all tasks to the PC alone. Support will also come from the Marlborough Town Clerk and networking with the apprentice already in place there (£2K costs included in the costings).

Parishes currently considering collaboration are Alderbury and Winterslow.

REPORT 24.152 Apprentice Youth Worker Scheme
 LAVERSTOCK AND FORD PARISH COUNCIL
 Author: Trudi Deane, Administration Officer
 Date: 10th December 2024

Youth Worker Apprentice	27000.00		
Apprentice Coach and Supervisor	2000.00		
Transport and support costs	1000.00		
TOTAL	£ 30000.00		
		Area Board Grant this year	5000.00 No
		Area Board Grant next year	5000.00 No
		Alderbury Parish Council	5000.00 No
		Laverstock and Ford Parish Council	5000.00 No
		Winterslow Parish Council	5000.00 No
		Frognaal Trust	1000.00 No
		Langdale Trust	2000.00 No
		Other trusts and	2000.00 No

The details of the scheme, and exact terms of provision to each of the partners involved are still to be agreed. At this stage we are looking for agreement from each of the 3 Parish Councils and Area Board that they will contribute £5K for the next 3 financial years, subject to satisfactory agreements and securing of the additional funding needed from external organisations. The monies would be held by each PC pending these agreements, and if the project does not come to fruition, each PC will retain their funds to spend on alternative projects as they see fit.

RECOMMENDATION

That the council resolves to allocate £5,000 in each Financial Year 2025/26, 2027/28 and 2028/29 towards the Youth Worker Apprentice Scheme, subject to operational agreements.

That the council resolves to employ the Youth Worker Apprentice, subject to the support arrangements detailed in this report.

ANNEX ONE – MARLBOROUGH TOWN COUNCIL

CONTEXTUAL INFORMATION

Community Cohesion

There have been local incidents of ASB in Marlborough, and in particular at Salisbury Recreation Ground. Here at various times, there have been occasional assaults, minor arson incidents, unwanted vehicles parking at night with associated ASB and alleged drug dealing.

Although these incidents are probably small compared to some other towns, they can grow and do have a real impact if not checked. Whilst Marlborough is perceived as a comfortable wealthy town, it does still have its own needs, and two of the more disadvantaged localities in Wiltshire – hidden by this perception. This brings its own needs and challenges and is a growing concern for schools and other agencies in the area.

While typically regarded as an affluent area, many young people face challenges such as finding employment, poor mental health, lack of support or positive activities, as well as ongoing disruption to education from Covid. 5.7% of 0–19-year-olds in Marlborough Community Area are thought to be living in poverty and one area within the town ranks in the 40% most deprived areas of England. 9.1% of households are considered to be in fuel poverty. 23% of 10-11 year are obese or overweight.

Like many market towns we have an ever-present threat from *County Line* gangs targeting young people. “Anti-social behaviour & crime” was ranked sixth highest priority for Marlborough community area.

Universal participation, engagement, and inclusion

There is an ongoing challenge to engage young people positively and encouraging their positive use of the parks and open spaces, participate in town events, and enable their access and participation into all aspects of the community where they may be currently excluded, unrepresented, or disengaged.

Targeted Need

There is a notable demographic in Marlborough with various unmet personal and social needs, coming through the educational system and set to move on into secondary school. This has been recognised particularly at primary school age, where there is a keen desire to develop transitional partnerships to support these young people.

Partnership

Further to this there are a few partnership initiatives building momentum in Marlborough. Primarily in relation to this post there is the *Marlborough Youth Forum* aimed at delivering activities for young people in Marlborough. There is the *Marlborough Children’s and Young Peoples Forum*, which aims to bring the schools, the police, and other agencies together, and also to then use this platform to create a youth council or ‘*Marlborough Youth Voice*’. Led by the Wiltshire Council Area Board, there is the *Local Youth Network* encompassing Marlborough and the surrounding parishes, which aims to encourage communication and coordination between youth service providers across the sector.

Youth Work Development

There is an opportunity to develop and implement a ‘blueprint’ model youth offer in Marlborough, and as such need there is a need to build the capacity to do this. **This post would be an initial and significant development in this initiative**, not least to bring both added developmental capacity and direct delivery capacity to Marlborough.

A primary challenge for the position will be to ensure some time is protected to focus on strategic developments such as drawing in additional funding and building a sustainable youth work team. The aim would be to help maximise the use of the youth centre, support current initiatives, and also engage young people in other settings. This means the postholder would need to develop the capability to **move between centre based and other settings (streets, schools, events) with a clear aim of ‘outreach’ work** (as opposed to dedicated detached street work).

Youth Work Apprenticeship post

Full Council commitment

The Town Council has just secured the Community and Youth Centre as an asset from Wiltshire Council, having run the centre since 2018. Additionally, it has agreed to fund and recruit a L6 professional Youth Development Worker apprenticeship, which it is hoped to recruit in readiness for late September course start date.

Professional Oversight

As the ‘supply’ of professional youth workers has diminished the Council has undertaken to ‘home grow’ this post. The Town Council has the advantage and gift that the Town Clerk is a professionally qualified youth worker and youth service manager with extensive proven experience, as such, has undertaken to supervise and support this post.

Ideal Establishment

A reasonable yet aspirational youth offer could aim for x3 open universal sessions per week, plus occasional targeted group projects, and weekend and holiday activities, for which the postholder would be required to work towards as part of their face-to-face delivery.

Distance Learning

The apprenticeship would undertake to complete and attain after three years a Level 6 (Degree) qualification in Youth Work. The course would be provided by **Captiva** who have stated they would be able to offer a distance learning place for the postholder.

The apprenticeship model requires that the employer allows a day a week for learning (course attendance and associate work).

Outputs

The Joint Negotiating Committee (JNC) framework offers guidance and expectation on how much of the postholders time would be required to be dedicated to face to face delivery with young people, how much time should be spent on preparation, and how much on management and development.

By definition, there will be limits on how the postholder can work directly with young people , unless supported by volunteers, or by way of a partnership setting (e.g. in a school) i.e. they cannot lone work unless careful managed and appropriate to the work (e.g. one to one support).

Therefore, the postholder will need to adopt a clear initial steer and drive in securing additional resources and building a part time staff compliment to its **ideal establishment**. This will enable a greater sustainable youth to offer in the town; for which the post holder will receive support from other officers in the Town Council team.

During the 3-year apprenticeship period, as a guide, the postholder would be required to aim to allocate their time as follows;

- 20% Management and development
- 20% Delivery preparation
- 40% direct delivery
- 20 % course and learning

On completion of the apprenticeship and course this time allocation would see an increased expectation on the direct delivery (subject confirmation of ongoing Council support and funding).

JNC working conditions recognise and require that the direct delivery time correlates to young people's personal and social needs . As such by definition it would be expected that in the main this would see 40% of the postholders time would be spent working in the evening or at a weekend.

This said it is should also be recognised that the postholders time should be effectively deployed , and where evening or weekend working was not productive or relevant, their delivery time should be spent engaging young people at other times, or using their time to enable a cultural aspiration of a youth service offer that uses time '*where it counts*'.

Levy Fund

The **National Youth Agency (NYA)** has stated it will support this apprenticeship with the allocation of £20,000 over the three years to pay for the tuition fees.

Town Clerk

JOB DESCRIPTION

Role Details

Job Title:	Apprentice Youth Develop Worker		Level 6
Salary Grade:	Apprenticeship Pay Scale / JNC SCP 9-11 Year 1 JNC SCP 9 - £25,664 Year 2 JNC SCP 10 - £26,341 Year 3 JNC SCP 11 - £27,434 Pay includes allowance for evening and weekend working and is awarded outside of national pay settlements for the duration of the apprenticeship. Subject to further Council commitment and funding the post will move to JNC SCP 13 upon qualification (currently £29,606 as of 2024)		
Team:	Marlborough Town Council		
Service Area:	Youth and Community		
Primary Location:	Marlborough		
Responsible to:	Youth Development Worker		
Responsible for:	N/A		

Role Purpose

To develop and deliver a variety of sustainable needs led youth work responses for young people in Marlborough.
To develop and attain the key knowledge, skills, and behaviors required to complete the Level 6 Youth Worker apprenticeship.

Role Responsibilities

Youth Work Delivery • Face to face with young people through a variety of settings including Marlborough Youth & Community Centre, schools, parks, and open spaces. • Support and lead, as appropriate, on the direct delivery of work with young people including; • 1 to 1 support • Informal group work • activity programmes • contribute to town events to include evenings, daytimes, weekends, and holiday provision. Partnership Working • Contribute to the development of an effective partnership offer for young people in Marlborough; and seek to create and build on opportunities for the enhancement and development of personal

and social development opportunities for young people in Marlborough.
• Develop positive relationships with other professionals and family members appropriate to the role, to ensure joined up support for young people. • To build and maintain links with local agencies who work with similar client groups and encourage good working relationships to enhance high quality service outcomes.
The post holder will be required to undertake and maintain a satisfactory enhanced DBS check.

Information Management • Assess, plan, and evaluate work; and record as relevant and appropriate. • To ensure that information systems are regularly maintained to enable statistical analysis of the performance of the service. Professional Standards • To undertake training and professional development opportunities • To actively engage in a supervisory process with the postholders line manager as a key catalyst for professional development, and continuous practice improvement. • Commitment to anti-discriminatory practices in employment, training, and service delivery. All members of staff must take personal responsibility for implementing/adhering to Marlborough Town Council's policies. • To undertake other duties of a comparable nature that may be required of the post holder from time to time by the Service.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

GCSE passes in English and Math’s at grade 9 – 4 / A* - C or Level 2 equivalent qualifications	A, D
Two A Levels or equivalent Level 3 qualifications	A, D

A keen interest in the career pathway enabled by this apprenticeship	A, I
Experience of working with children or young people	A, I
The ability to develop positive and challenging working relationships with young people	A, I
The ability to work within policy and practice guidance, using professional discretion over a broad area of activity	A, I
The ability to work under pressure, including meeting deadlines and expectations	A, I
Applicants should be able to drive and hold a have a driving licence or be able to move around Marlborough parish by another means of transport.	I, D
Ability to collaborate well with colleagues, including managers and as a member of a team	A, I
Able to work unsocial hours including evenings and weekends and undertake residential experiences	A, I
Ability to communicate fluently, in writing, using technology and verbally, with a wide range of people.	A, I

Desirable Criteria

Assessed By:

The ability to collaborate with professionals and family members in a young person's life to ensure positive outcomes	A, I
Demonstrates ongoing learning in personal development and in work with young people and related practice	A, I
Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, National Citizenship Service, or charity work	A, I
Knowledge of and interest of Marlborough Town Council, Marlborough community, in working for public services	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety, and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Marlborough Town Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded, and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, maneuvering, pushing, and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g., long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☒ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties

☐ Working on/ or near a road	☐ Regular work outdoors
☐ Significant use of computers (display screen equipment)	☒ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☒ Working with challenging behaviors
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☐ Other (please specify):	



LAVERSTOCK & FORD PARISH COUNCIL

Meeting Date: Monday 16 December 2024

Agenda Item: PC24.153

Subject:	Health & Safety/Human Resources Consultant
Prepared by:	Gale Pettifer, Clerk
Purpose of Report:	To consider quotes for retaining professional services of a Health & Safety/HR consultant.
Background:	With the recent change in Government, new health and safety and new employment and workers' rights legislation is being introduced. In order to keep up-to-date and remain credible, legally compliant, and protected from prosecution or tribunal, increasingly many companies and local authorities employ external H&S/HR consultants to advise them on how to make sense of the complexities of legislation and to implement practical steps towards compliance. At the Personnel Committee meeting on Friday 18 October 2024 (Minute no.PERS24.009), it was agreed that quotes should be obtained from companies offering H&S/HR support and presented to Full Council for consideration.
Key Points:	Three companies, familiar with local authority services, were approached for quotes and the following replies were received: <u>Contractor A: (Appendix 1)</u> <i>60-month support agreement (with 36-month break clause)</i> Brilliant Employment Law/HR Fixed Fee Service ex VAT = £1,975.00pa Health & Safety Fixed Fee Service ex VAT = £1,950.00 pa *Combined (both of the above) Fixed Fee Service = £3,275.00 pa <i>36-month support agreement</i> Employment Law/ Fixed Fee Service ex VAT = £2,275.00 pa Health & Safety Fixed Fee Service ex VAT = £2,250.00 pa *Combined (both of the above) Fixed Fee Service = £3,775.00 pa <u>Contractor B: (Appendix 2)</u> 60 months = £162.00 ex VAT per month (£1,944.00 per annum) 12 months = £202.50 ex VAT per month (£2,430.00 per annum) <u>Contractor C: (Appendix 3)</u> 60 months = £306.50 ex vat per month (£3,666.00 per annum) 36 months = £363.30 ex VAT per month (£4, 359.60 per annum) 12 months = £405.90 +VAT per month (£4,870.80 per annum)
Implications	Budget – there is currently no specific budget for H&S/HR support. Costs would have to be assigned to 'Professional Fees'. Risk – there is a risk that without relevant advice, standards of compliance may not be met and difficulties in either health and safety or human resources could result.
Recommendation	To consider retaining consultant services for health and safety and human resources advice and support.

CANDIDATE CO-OPTION POLICY

Purpose	To set out a Code of Practice
Scope	All
Date adopted	16 August 2021
Minute Ref:	21.123
Previous	n/a
Next Review	August 2024
Policy Owner	Full Council
Supersedes	None

1. Introduction

1.1. This policy is based on the National Association of Local Councils (NALC) Legal Briefing LTN-08 – Elections and Co-option.

1.2. Town and Parish Councils are permitted to exercise the power to co-opt a person onto the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e., the vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a deadline date specified by the Wiltshire Council Returning Officer).

1.3. Although seeking ‘expressions of interest’ is not a legal requirement, NALC recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

1.4. Whenever the need for co-option arises, Laverstock & Ford Parish Council (‘the Council’) will seek and encourage applications from anyone in the parish who is eligible to stand as a Parish Councillor. Members or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.

1.5. The notice to co-opt will include: the method by which applications can be made; the closing date for all applications; a contact point to obtain more information and where information can be sourced electronically.

2. Co-option - Stage 1

2.1. The co-option of a Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when one of the following occurs during the council’s term of office:¹

- a Councillor fails to make their declaration of acceptance of office at the proper time
- a Councillor resigns
- a Councillor dies

¹ Local Government Act s.87

- a Councillor becomes disqualified² or,
- a Councillor fails for six months to attend a meeting when summoned to do so and their apologies are not accepted³

2.2. The Council will notify Wiltshire Council of a casual vacancy and then give public notice of the vacancy to give electors the opportunity to request an election. This occurs when ten electors write to the Dorset Council Returning Officer stating that an election is requested.

2.3. If a by-election is called, a polling station will be organised by Wiltshire Council and polling cards sent to residents. The Council will be expected to pay the costs incurred with a byelection.

2.4. If more than one candidate is nominated, a by-election will take place. When there is only one candidate they are duly elected without a ballot.

2.5. If ten residents do not request a ballot within the fourteen days of the public notice being posted, Wiltshire Council will inform the Council that they can proceed with co-option, as follows:

- advertise the vacancy for four weeks on the Council notice boards and website
- advise the Council that the co-option policy has been instigated.

3. Co-option – Stage 2

3.1. Insufficiency of candidates at an ordinary election also provide the Council with authority to exercise its rights to co-opt any person or persons to fill any vacancies within thirty-five days following the date of the ordinary election.

4. Eligibility of Candidates

4.1. The Council can consider any person to fill a vacancy provided that:

- they are on the parish electoral register, or
- they have resided in the parish for the past twelve months or rented/tenanted land in the parish, or
- their principal place of work is in the parish, or
- they live within three miles (direct) of the parish

4.2. There are certain disqualifications for election, as follows:

- holding a paid office under the local authority
- bankruptcy
- having been sentenced to a term of imprisonment (whether suspended or not) of not less
- than three months, without the option of a fine, during the five years preceding the election
- being disqualified under any enactment in relation to corrupt or illegal practice.

4.3. Eligibility of the candidates will be confirmed at Full Council by the Clerk, as per the Local Government Act 1972, s79 and s80.

² Disqualified by virtue of a criminal conviction, under the Localism Act 2011 (England) s.34

³ Local Government Act 1972 s.85

4.4. All eligible candidates will be invited to attend a meeting of the Full Council following the application deadline. If candidates are unable to attend, the meeting will not be rearranged.

5. Applications

5.1. To assist candidates, a co-option criterion (person specification) has been prepared shown in Appendix A. This will provide candidates with guidance on areas they may wish to include on their application forms.

5.2. Candidates will be requested to:

- confirm their eligibility for the position of Councillor within the statutory rules shown in Appendix B (COUNCILLOR CO-OPTION ELIGIBILITY FORM)
- submit information about themselves by completing an application form shown in Appendix C (APPLICATION FOR CO-OPTION (CASUAL VACANCY)).

5.3. Following receipt of application(s), at the next Full Council meeting there will be an agenda item, as follows:

5.4. 'To receive and consider written applications for the office of Parish Councillor and to co-opt a candidate to fill the vacancy of Laverstock & Ford Parish Council.'

5.5. Prior to Full Council, where applications for co-option will be considered, applications will ideally be circulated to all councillors at least three clear days prior to the meeting. If this is not possible, then applications will be tabled at the meeting and enough time allowed during the meeting for members to consider the applications. All applications will be marked 'strictly confidential' prior to circulation.

6. Full Council – Co-option Meeting

6.1. Candidates will have five minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of the Council.

6.2. After presentations have been made, members will have the opportunity to ask candidates a few questions before proceeding to vote. *Note: If a candidate is unable to attend the meeting, the application can still be considered, and voting will be based on the application only.*

6.3. The process will be carried out in a public session and there must be no discussion between members prior to a vote being taken. *Note: where the Council are discussing the merits of a candidate and personal attributes, this could be prejudicial, and the Council should resolve to exclude members of the press and public.*

6.4. If a candidate is a relative of a member, that member should declare a prejudicial interest and withdraw from the meeting.

6.5. When all candidates have finished giving their submissions, the Council will proceed to vote with each candidate being proposed and seconded by the members in attendance and a vote by a show of hands. A recorded vote may be requested (Local Government Act 1972, section 12, para. 39).

6.6. For a candidate to be elected to the Council, it will be necessary for them to obtain an absolute majority of votes cast (50% plus 1 of the votes available at the meeting).

6.7. If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

6.8. Only those members present at the meeting may vote upon a person to fill the vacancy. Members will have one vote per vacancy to be filled. The Chair has the casting vote. Votes cannot be made by proxy.

6.9. The Clerk will notify Electoral Services of the new appointment, initiate 'Acceptance of Office' paperwork and 'Registration of Interests' within twenty-eight days of being elected.

6.10. If insufficient candidates come forward for co-option, the process should continue whereby the vacancies are advertised again.

6.11. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution. Note: if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or a series of votes.

6.12. The Council is not obliged to fill all vacancies but must take steps to advertise for further co-options or hold an election, where applicable, to fill vacancies.

6.13. Any candidate(s) found to be offering inducements of any kind will be disqualified.

7. Elected Members – Co-option

7.1. Successful co-opted candidates become members with immediate effect and are no different to any other members.

7.2. Co-opted members will be asked to sign a Declaration of Acceptance of Office⁴ and agree to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. They may take their seat at the Full Council and then are able to be appointed to a committee.

7.3. Any application can be considered in a candidates(s) absence but, if successful, members would need to agree for them to sign the Declaration of Office in accordance with Local Government Act 1972, section 83(3), either before or at the next Full Council meeting.

8. Applying for a Casual Vacancy

8.1. Candidates who are interested in applying for a casual vacancy need to wait until the public notice appears. Candidates can write to the Council directly expressing their interest in the casual vacancy and request their application to be considered when it has authority to coopt (please refer to item no. 2 - Co-option Stage 1).

9. Review

9.1. The co-option policy will be reviewed at the beginning of each new council term (usually four years) or when any changes are made, whichever is sooner.

⁴ Local Government Act 1972 s.83(4)

10. References

- Data Protection Act 1998
- Equality Act 2010
- Employment Rights Act 1996
- The Human Rights Act 1998
- Local Government Act 1972 sch12, para 39
- Local Government Act 1972, s.79 and s.80
- Local Government Act 1972, s.83(3)
- National Association of Local Councils (NALC) Legal Briefing LTN-08

APPENDIX A – CO-OPTION (CASUAL VACANCY) PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	Sound knowledge and understanding of local affairs and the local community. Forward thinking	Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	Ability to listen constructively. A good team player. Ability to undertake a variety of projects. An interest in local matters. Ability and willingness to represent the Council and their community. Ability to listen constructively. A good team player. Ability to undertake a variety of projects. An interest in local matters. Ability and willingness to represent the Council and their community. Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. Ability to communicate succinctly and clearly. Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). Ability and willingness to undertake induction training and other relevant training. Ability and willingness to attend meetings of the Council. Ability and willingness to represent the Council at other meetings, as necessary.	Experience of working with voluntary and or local community / interest groups. Basic knowledge of legal issues relating to town and parish Councils or local authorities. Experience of delivering presentations.

APPENDIX B – COUNCILLOR CO-OPTION ELIGIBILITY FORM

Laverstock & Ford Parish Council
c/o 3 Pilgrims Way,
Laverstock,
Salisbury
SP1 1RZ



T: 07771 802839

Are you a British citizen?	Yes/No
On the 'relevant date' (i.e., the day on which you are nominated or if there is a poll on the day of election) are you 18 years of age or over?	Yes/No
Are you registered as a local government elector for Laverstock & Ford Parish Council?	Yes/No
During the whole of the twelve months preceding the date of your co-option, have you occupied as owner or tenant, land or other premises in Laverstock & Ford Parish?	Yes/No
During the whole twelve months preceding your co-option, has your principal or only place of work been in Laverstock & Ford Parish?	Yes/No
During the whole of the twelve months preceding your co-option, have you lived in Laverstock & Ford Parish or within three miles of Laverstock & Ford Parish?	Yes/No
Under the Local Government Act 1972, section 80, a person is disqualified from being elected as a local councillor or being a member of a local council if specific criteria are not met:	
Are you an employee of Laverstock & Ford Parish Council?	Yes/No
Are you the subject of a bankruptcy restrictions order or interim order?	Yes/No
Within the last five years, have you been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more, without the option of a fine?	Yes/No
Are you disqualified by order of a court from being a member of a local authority?	Yes/No

Declaration

I, *please insert full name*, hereby confirm that I am eligible for the vacancy of Laverstock & Ford Parish Council and the information given on this form is a true and accurate record.

APPENDIX C – APPLICATION FOR CO-OPTION (CASUAL VACANCY)

First Name:	
Surname:	
Full Address (inc postcode):	
Mobile No:	
Landline No:	
Email Address:	
Please tell us what experience you can bring to Laverstock & Ford Council – e.g., previous local government experience, work in the voluntary or charitable sector and/or business experience. Please continue on an additional page if required.	
Please tell us the skills that you can bring to Laverstock & Ford Council – e.g., professional qualifications, financial or project management expertise. Please continue on an additional page if required.	

Please explain why you are interested in becoming a Parish Councillor.

Please continue on an additional page if required.

Please include any other information you would like to add in support of your application.

Please continue on an additional page if required.

Are there any questions that you would like to ask Laverstock & Ford Parish Council

Please continue on an additional page if required.

DECLARATION

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

Signature:

Date:

Print Full Name:

PRIVACY NOTICE

Laverstock & Ford Parish Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulations and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the privacy notice on our website (<https://laverstockford-pc.gov.uk/data-protection-policy>) which provides more details on the processing of data.

Please send the completed eligibility and application forms to:

Laverstock & Ford Parish Council
c/o 3 Pilgrims Way,
Laverstock,
Salisbury
SP1 1RZ

T: 07771 802839

E: parish-clerk@laverstockford-pc.gov.uk

For office use only:

Application checked:	Yes/No	
Application acknowledged:	Yes/No	Date:
Date of Full Council meeting:		Date:
Application decision:	Yes/No	
Applicant notified of decision:	Yes/No	Date

Report: PC24.159b - Laverstock & Ford Parish Council

Subject: Review – Tree Management Policy

Author: Joe Elder, Operations Officer

Date: 26th November 2024

Ops Action List Ref: 003/24

1. Report Summary

A report to councillors regarding the Ops WG review of the Tree Management Policy - <https://laverstockford-pc.gov.uk/tree-management-policy> - as adopted on 15 January 2024, under resolution PC24.010.

2. Background

A request was received from a resident at St Christopher Close, Bishopdown Farm for work to be carried out on a tree which is situated to the rear of their property, on a verge at St Thomas Way. The tree in question is a Norway Maple and is owned and managed by Laverstock & Ford Parish Council.

The request for work on the tree was assessed by the Operations Officer and the decision to decline the request was made with reference to the guidance in the Tree Management Policy (TMP). Following the decision to decline the request, the residents attended a meeting of the Full Council on 16 September 2024, to make a further request for the tree to be cut back. At the meeting it was decided that a review of the TMP would be carried out by the Ops WG with a report to Full Council.

3. Summary

On 14 November 2024, the Ops WG met to carry out a review of the TMP. The paragraphs outlined under Section 3. Guidance – Requesting Tree Work were relevant to this review. This section of the TMP includes guidance, inter alia, on Tree Safety, Risk, Pruning to Prevent General Nuisance and Solar Panels.

During the course of the discussion, comparisons of Laverstock & Ford TMP were also made with Tree Management Policies of Wiltshire Council and Salisbury City Council.

Also, the Ops WG considered the request from the resident to pay for any work to the tree.

Reference was also made to two tree surveys carried out on the Bishopdown Farm estate in 2021 by Astill Tree Care Ltd and in 2024 by Barrell Tree Consultancy. In line with the

concept of negative reporting no recommendations were made in either of these survey reports on any adverse health or risk(s) associated with the Norway Maple.

4. **Conclusion**

In conclusion, the Ops WG were satisfied that the current Tree Management Policy is fit for purpose. The relevant parts of Section 3 give clear, balanced and unambiguous guidance to the council and to residents. This guidance enables Parish Council Officers and Councillors to come to an objective, evidence based decision when dealing with requests for work on trees.

Comparisons with other councils TMP's did not indicate any conflict with Laverstock & Ford Parish Council TMP.

The Ops WG accept that there will, from time to time, be exceptional circumstances as described in paragraph 3.4

“Where there is a clear and foreseeable threat to the personal safety of residents or visitors, or to property, that is directly related to the condition of a tree, action will be taken to minimise that risk.”

In terms of the request to pay for work on the tree, the Ops WG considered the potential impact of this measure. Clearly there will be residents who are unable to afford to carry out tree work or are unwilling to pay. The consensus is that the parish council should avoid a two tier system for those who can pay and those unable and or unwilling to pay.

5. **Recommendations**

The Ops WG make the following recommendations to Full Council

1. That the current Tree Management Policy is fit for purpose and does not require amendment.
2. That any request to pay for work on a parish council owned tree should be declined.
3. That the request made by the residents at St Christopher Close, Bishopdown Farm, for tree work to a Norway Maple should be considered in accordance with the guidance contained in the current Tree Management Policy.

MODEL PUBLICATION SCHEME

Purpose	To set out a Code of Practice
Scope	Council employees, Councillors, and members of the public
Date adopted	
Minute Ref:	
Previous	n/a
Next Review	December 2025
Policy Owner	Finance & General Purposes Committee
Supersedes	None

Information available from Laverstock & Ford Parish Council under the Model Publication Scheme.

Information to be published Cost: Charges per copy for hard copies see schedule at end	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(Hard copy or website)
Who's who on the Council and its Committees	Both
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Both
Location of main Council office and accessibility details	Both
Staffing structure	Both
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Both
Annual return form and report by auditor	Both
Finalised budget	Both
Precept	Both
Borrowing Approval Letter	Both
Standing Orders	Both
Financial Regulations	Both

Grants given and received	Both
List of current contracts awarded and value of contract	Both
Members' allowances and expenses	Both
Parish Plan (current)	Both
Annual Report to Parish Meeting (current and previous year as a minimum)	Both
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard copy or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Both
Agendas of meetings (as above)	Both
Both Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Both
Reports presented to council meetings – note this will exclude information that is properly regarded as private to the meeting.	Included in agendas
Responses to consultation papers	Hard copy where consultation was responded to on paper – online responses not available.
Responses to planning applications	Both
Bye-laws	Both
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Both
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Both

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Dignity at Work policy Safeguarding policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Both
Records management policies (records retention, destruction and archive)	Both
Schedule of charges (for the publication of information)	Both
Class 6 – Lists and Registers	(Hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy, if any
Assets Register	Website
Register of members' interests	Wiltshire Council website
Register of gifts and hospitality	Hard copy.
Class 7 – The services we offer	(Hard copy or website; some information may
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Village Halls	Both
Parks, playing fields and recreational facilities etc	Both
Seating, litter bins, and memorials, etc	Hard copy
Bus Shelters	Hard copy
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

Contact details:

Tel: 07771 802839 Email: parish-clerk@laverstockford-pc.gov.uk

Web: www.laverstockford-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @.25p per sheet (black & white)	Actual cost*
	Photocopying @.50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail 2nd Class stamp

*Actual cost incurred by the parish council.