



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Parish Council held on Monday 17 March 2025 at
Old Sarum & Longhedge Community Centre, SP4 6GH

MINUTES

Councillors present: Baker (Chair until 9pm), Barker, Jones, Lynn, McDonald, Schneider (from 7.50pm to 9.10pm), Vanstone, Waller, Williams

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

Also in attendance were 11 members of the public.

The meeting commenced at 7pm.

PC25.033 Apologies for absence

Apologies had been received from Cllrs Harris and Taylor. Wiltshire Councillor Oliver had also sent apologies

Resolved: to accept the apologies received

PC25.034 Declarations of interest

Cllr Lynn declared an interest in item PC25.049 as a trustee of Old Sarum and Longhedge Community Centre.

PC25.035 Public participation time

Several members of the public spoke about the impact of new parking restrictions in Laverstock, including Woodland Way and Elm Close. The Chair confirmed that responses to the recent survey were still being collated and a report prepared for Wiltshire Highways. Members of the public also spoke regarding planning applications PL/2025/01889 and PL/2025/01560.

PC25.036 Confirmation of minutes of previous meeting held on 17 February 2025

The Deputy Clerk noted that Cllr Williams had been omitted as in attendance on the draft minutes circulated, and this had been corrected in the minutes presented for approval. Page numbering had also been corrected from draft.

Resolved: to approve the minutes of the meeting held on 17th February 2025 as amended

Resolved: to approve the minutes of the extra-ordinary meeting held on 17th February 2025 as amended.

PC25.037 Matters arising from the previous meeting held on 17 February 2025.

There were no matters arising.

PC25.038 Planning

PL/2025/02095 Erection of garden pergola 12 Throgmorton Hall, Portway

Resolved: to approve the response OBJECT WITH REASONS

- The adverse effect on the character and appearance of the south façade of the building and the communal areas
- The scale and size of the pergola
- The impact on archaeology at this historic property
- Despite these objections, should the application be approved, the Parish Council requests that restrictions are included to prevent lights being placed at height.

It was further agreed that the Parish Council will write to MP John Glen regarding planning applications which contravene restrictive covenants on properties. Cllrs Barker and Waller will draft a letter to pass to the Clerk.

ACTION Cllr Barker/Waller

PL/2025/01560 New dwelling to replace workshop Kismet, Riverside Road, Laverstock

Resolved: to approve the response SUPPORT

PL/2025/01889 Class Q Permitted Development Manor Farm, Green Lane, Ford SP4 6DE

Resolved: to approve the response OBJECT WITH REASONS

- These properties would be very close to both the Old Sarum Airfield and the Shooting Range on Green Lane. The noise from both would impact these properties.
- There is poor access along an unadopted track, which is poorly maintained and unsuitable for additional traffic. It is not clear, from the application, what rights of access exist along this track for this site.
- The site is adjacent to the historic Old Sarum Airfield, but no archaeological assessment has been carried out.
- No details have been provided on drainage or sewerage connections. At this stage, the Parish Council do not believe this can be adequately accommodated for 8 properties at this site.

Planning Log

Resolved: to approve the following responses

PL/2025/00940 Works to protected tree 15 Green Lane, Ford NO COMMENT

PL/2025/01052 First floor extension 6 The Steadings, Ford NO COMMENT

PL/2025/01054 Works to trees 2 The Churchills, Throgmorton Hall, Portway NO COMMENT

PL/2025/01066 Demolish conservatory and single storey extension 1 Melvin Close, Laverstock NO COMMENT

PL/2025/01108 Works to trees 1 Throgmorton Hall, Portway NO COMMENT

PC25.039 Minutes of Standing Committees

Minutes were noted.

PC25.040 Record of Working Groups

Reports were noted.

PC25.041 Highways

To consider LHFIG application for street signs at Vanessa Avenue.

Report 25.041 had been circulated in advance of the meeting.

Resolved: to support the Highways Improvement Request for replacement street signs at Vanessa Avenue.

To consider progress on LHFIG issue 13-20-16 - St Thomas' Bridge Pedestrian Crossing

The Chair reported that he had been informed by Highways that these works would be included in the major resurfacing programme planned for June/July 2025. Councillors agreed that a further crossing assessment would not be appropriate at this stage.

To consider Church Road TRO feedback

The Chair reported that a large number of responses had been received and a report was still being collated.

PC25.042 Asset write-off

Report 25.042 had been circulated in advance of the meeting.

Resolved: to approve the write off of Gamenetic interactive column at a value of £2815, included in asset number 51, in line with Financial Regulations section 16.5

PC25.043 Laverstock & Ford Communities Neighbourhood Development Plan Review

The Deputy Clerk had circulated the latest report from MasterLP in advance of the meeting. A Steering Group meeting will be arranged and comments reported at a future meeting.

PC25.044 Woodstock Therapeutic Centre lease

A copy of the lease prepared by Wilsons had been circulated in advance of the meeting.

Resolved: to approve the lease between River Bourne Community Farm and Woodstock Therapeutic Centre.

PC25.045 Conclusion of External Audit

A copy of the report had previously been circulated to councillors by the RFO. No questions were raised

Resolved: that the council notes the contents of the Conclusion of External Audit 2023/24

PC25.046 Finance

PC25.046(1) Amendment of Financial Regulations FR7.1 & 9.1

The RFO noted that Financial Regulations FR7.1 and 9.1 required updating to approve the use of a debit card and authorised signatory for Deputy Clerk

Resolved: to approve the amendments -

7.1 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least four councillors, usually members of the Finance and General Purposes Committee, who will be authorised to approve transactions on those accounts and a minimum of three people will be involved in any online approval process. The Clerk, Deputy Clerk and RFO may be authorised signatories.

9.1 Any Debit Card issued for use will be specifically restricted to the Clerk, the Deputy Clerk, the RFO and other officers with the approval of the council and will be restricted to a single transaction maximum value of £1,000 unless authorised by the council or finance committee by resolution before any order is placed.

PC25.046(2) Review and Approval of Direct Debits FR7.9

Resolved: to approve the continuation of current monthly Direct Debits with Hive Communications and Sandra Silk Bookkeeping & Business Services Ltd

PC25.046(3) Approval of Direct Debit with BT Business for office broadband

The council had previously approved appointing BT Business to provide office broadband.

Resolved: to approve the signing of a new monthly Direct Debit with BT Business

PC25.047 Finance

The RFO reported that at the end of February 2025, the council was overbudget on Professional Fees, Community Buildings and Trees as detailed in the report. At the end of the financial year the RFO predicts an overspend of £8,000 on total revenue budget which equates to 2.3%. This will be taken from General Reserve. General Reserve is expected to be £110,000 at year end.

Cllr Williams agreed to conduct 6 monthly bank reconciliation by a member outside of the Finance and General Purposes Committee.

Adoption of Monthly Accounts for February 2025

The Financial Statements had previously been circulated in Report PC25.047. The total funds held on 28th February 2025 were £1,824,756.42.

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 PC25.047, with payments to be made in two parts on 18th and 21st March due to Lloyds online limitations. Total cheque and BACS payments in March 2025 amounted to £49,345.75. Staff salaries including pension contributions are £15,621. Other payments include £4,440 to Wilsons Solicitors, which means that Professional Fees are now over budget by £20,937.50, and £4,188 to Ockenden Tree Services, which makes Tree Work over budget by £6,285.

Debit card and direct debit payments in February 2025 amounted to £2,148.96.

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 PC25.047.

A total of £1,810,343.85 was held on deposit on 28th February 2025. With Lloyds, £361,954.13 is invested in a 95-Day Notice account that yielded £959.37 interest, £10,425.86 remains in a 32-Day Notice account that yielded £18.44 and £280,000 is invested in a 9-month Fixed Term account at 3.55%. This will yield £7,434.58 on 25th March 2025.

With CCLA, £1,157,963.86 is invested in the Public Sector Deposit Fund and earned a dividend of £4,729.47 in February. The dividend was re-invested. £20,000 was withdrawn from this fund on 10th February to assist cash flow and a further £50,000 has been withdrawn on 10th March 2025.

Total interest and dividends earned in February 2025 were £5,904.86. The total for the year at the end of February is £69,379.21. The budgets for interest & dividends for the whole year are £50,000.

Earmarked Reserves held on 21st March 2025, after all payments have been made, will be £1,685,629.56.

Resolved: to note the reserve and treasury deposit reports

PC25.048 Clerk's Report - verbal

The Deputy Clerk reported that Category B grants under the Grants Policy, which would normally be considered in March, had not been proposed as the grants budget had been spent for the year. Councillors were asked to consider if they wished to propose approving any grants from Category B in April. and would be circulated for April.

Conversations were continuing regarding engagement of a youth worker in collaboration with other Parish Councils and Area Board. It is possible that a charity has been identified to be the employer.

PC25.049 Exempt Business/Matters in Confidence

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

River Bourne Community Farm

The Deputy Clerk had circulated a copy of a letter received from RBCF and notes from a recent meeting. The RFO reported on outstanding invoices and discussions with the internal auditor. The Chair will contact directors again.

Resolved: to approve the write off of invoices detailed in para 3.1 of confidential report PC25.049 (plus VAT) due to the negative impact on this community facility.

Cllr Baker left the meeting at this point and Cllr Jones took the chair.

To approve appointment of Community Venues Officer

Cllr Jones reported on the interviews of two candidates for the role.

Resolved: to approve the appointment of Eloise Castle to the role of Community Venues Officer on SCP 18 – 23, subject to receipt of satisfactory references.

The meeting closed at 9.25pm.

Date of next meeting:

To note the date of the next meeting, which is scheduled for Monday 14 April 2025 at 7.00 pm, and held at Hampton Park Pavilion, Ash Crescent, Bishopdown, SP1 3GY.

The meeting closed at 9.00pm.

Signed:

Date: