



Meeting of the Parish Council held on Monday 14th April 2025 At Hampton Park Pavilion

MINUTES

Councillors present: Barker, Harris, Jones (Vice-Chair and Chair for this meeting), Lynn, McDonald, Rigiani, Waller, Williams

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

Also in attendance were Wiltshire Councillors McLennan and Oliver, as well as 5 members of the public. One member of the public joined the meeting online.

Members of the public spoke ahead of the meeting about their disappointment at the Planning Inspectors decision to grant permission at appeal for housing development at Old Sarum Airfield. This was echoed by councillors present. The Clerk will contact the Planning Officer at Wiltshire Council.

The meeting commenced at 7.33pm.

PC25.050 Apologies for absence

Apologies were received from Cllrs Baker, Schneider, Taylor and Vanstone.

Resolved: to approve the apologies received (LGA1972 s85)

PC25.051 Declarations of interest

Cllr Lynn declared an interest in item PC25.052 as a trustee of OSLCC.

Cllr Jones declared an interest in item PC25.052 as a member of Laverstock Sports Club.

Neither are pecuniary interests.

PC25.052 Grants

Laverstock and Ford Sports Club

The application for funds towards key infrastructure improvements had been circulated in Report 25.052(1) in advance of the meeting. The Football First Team manager presented the application and answered councillors questions.

Resolved: That the council grants £1500 towards key infrastructure improvements to Laverstock Sports Club under the powers granted by Section 164 of the Public Health Act 1875

Old Sarum and Longhedge Community Centre

The application for funds towards the salary of a Centre Manager had been circulated in Report 25.058 in advance of the meeting. A trustee had joined the meeting online and answered councillors questions.

Resolved: That the council grants £4,750 to Old Sarum and Longhedge Community Centre towards the Centre Managers salary, under Local Government (Miscellaneous Provisions Act) 1976, s.19. [Power to provide buildings for use of clubs having athletic, social or educational objectives – inc. staff.]

Grants Policy Category B

No proposal was made to award any Category B Grants under the Grant Policy. These will be carried forward to March 2026.

PC25.053 Confirmation of minutes of previous meeting held on 17 March 2025

Resolved: to approve the minutes of the meeting held on 17 March 2025 (LGA1972 sch12)

PC25.054 Matters arising from the previous meeting held on 17 February 2025.

No matters arising were raised.

PC25.055 Minutes of Standing Committees and Working Groups

Actions and minutes were noted.

PC25.056 Planning

PL/2021/04084 Roger Way

Report 25.056(1) had been circulated in advance of the meeting with a proposed response from Cllr Barker.

Resolved: That the council OBJECTS to this application and approves the response attached Annex One.

Planning Log

Resolved: that the council approves the following responses:-

PL/2025/02341 Erection of Commercial Unit Fahr Industries, Spitfire Road *NO COMMENT*

PL/2025/00093 Replacement windows St Clements Way, Bishopdown *SUPPORT*

PC 25.057 Highways

This item was postponed during pre-election period of sensitivity.

PC25.058 Laverstock Village Hall

Report 25.058 had been circulated in advance of the meeting regarding works to complete drainage repairs at Laverstock Village Hall. The Parochial Church Council will contribute 50% of the costs.

Resolved: That the council appoints Wessex Drainage Solutions Ltd to carry out 38 metre re round of drain line and install a resin liner in accordance with quote QT700-2 dated 4 March 2025 for a sum of £6205 plus VAT.

The RFO will invoice the PCC for their contribution of £3102.50.

PC25.059 Review of Internal Audit Report and Comments

The RFO reported on progress so far on the report received from the Internal Auditor. A full report will be presented to the next meeting in May.

PC25.060 Review of Asset Register

Report 25.060 had been circulated in advance of the meeting with a full copy of the current Asset Register.

Resolved: That the Council approve the Asset Register 2024-2025 in line with Standing Orders (i)

PC25.061 Review of Financial Risk Assessment

Report 25.061 had been circulated in advance of the meeting, with a full copy of the current Financial Risk Assessment up to 11th April 2025.

Resolved: that the Council approves the Financial Risk Assessment as circulated in line with Financial Regulations Section 2

PC25.062 Finance

Amendment of bank mandate

The RFO reported on the removal of the previous Clerk from the bank mandate:

Resolved: to approve the removal of Dr Gale Pettifer from the bank mandate.

Approval of Earmarked Reserves

The RFO circulated an up to date report of current earmarked reserves, and reported that the Old Sarum Wessex Water reserve was due to be exhausted on fence repairs in April.

Resolved: to approve the Earmarked Reserves as circulated.

To receive report from Responsible Financial Officer (RFO)

The RFO reported that £113,059.64 was held in General Reserve at the end of the 2024/25 Financial Year. The councils agreed Reserves Policy states that the council

should aim to hold 4 months of net revenue expenditure in General Reserve. £113K equates to 4.1 months.

The RFO reported that the invoice to Worknest was being paid this month ahead of the receipt of any services due to failed appointments. The Clerk is negotiating an extension of the initial contract term to compensate for this.

The RFO reported that Cllr Williams had completed the 6 monthly bank reconciliation as a non-member of the Financial and General Purposes Committee as required by Financial Regulations.

Adoption of Monthly Accounts for March 2025

The Financial Statements had previously been circulated in Report PC25.062(3). The total funds held on 31st March 2025 were £1,788,849.02.

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 PC25.062(3). Total cheque and BACS payments in April 2025 amounted to £41,375.99. Staff salaries including pension contributions are £13,076.25. Other payments include £3,930 to WorkNest Ltd for the new annual HR & H&S advice contract. £5,122 will be paid to Salisbury City Council as a contribution to maintenance of the Avenue Cemetery and £9,840 to Wicksteed Ltd for the final payment on the Whitebridge play park. Debit card and direct debit payments in March 2025 amounted to £970.36.

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 PC25.062(3).

A total of £1,485,505.32 was held on deposit on 31st March 2025.

Lloyds: £363,019.24 is invested in a 95-Day Notice account that yielded £1,065.11 interest. £10,444.86 remained in a 32-Day Notice account that yielded £19.00. £280,000 that was invested in a 9-month Fixed Term account matured on 25th March and was returned to the Trustee account. Interest paid was £7,434.58.

CCLA: £1,112,041.22 is invested in the Public Sector Deposit Fund and earned a dividend of £4,077.36 in March. The dividend was re-invested. £50,000 was withdrawn from this fund on 10th March to assist cash flow.

Totals: Total interest and dividends earned in March 2025 were £5,161.47. The total income for the year was £81,975.26 against a budget for interest & dividends of £50,000. On 3rd April 2025 the 32 Day Notice account at Lloyds was closed and the funds will be returned to the Trustee account. On the same day £250,000 was transferred from the Trustee account to the 95 Day Notice account.

Earmarked Reserves held on 15th April 2025, after all payments have been made, will be £1,677,371.57.

Resolved: to note the reserve and treasury deposit reports

The RFO reported on his request to approve an adjustment to the annual Budget following the appointment of the Community Venues Officer. The Salaries Budget will increase to £211,000 and the Community Facility Budget will decrease to £29,000.

Resolved: to approve the adjustment of £16,000 between those two budget lines.

PC25.063 Clerk's Report

The Interim Clerk reported that work was continuing to identify options available for management of the community centres going forward and a full report would be presented at a future meeting. The Architects were working on plans to enable a tender process to progress for construction of a Parish Office at Hampton Park Pavilion.

The Clerk reminded councillors to check and update Register of Interests, and complete an Expenses Return for the upcoming elections, including NIL returns. The Clerk asked councillors to notify her if unable to attend and sign Declarations of Acceptance of Office ahead of the May meeting. The Chair extended thanks for service to Cllrs Harris and Rigiani who had not stood for re-election.

PC25.064 Exempt Business

Commercial/Staff Matters in Confidence

Resolved: that in view of the commercial and staff in confidence nature of the business about 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

To receive confidential report regarding River Bourne Community Farm

This item was deferred to the next meeting.

To receive confidential report regarding staff changes

Confidential Report 25.064 had been circulated in advance of the meeting.

Resolved: to approve the recommendation of Confidential Report 25.064.

The meeting closed at 8.48pm.

Date of next meeting:

To note the date of the next meeting, which is the Annual Parish Council meeting scheduled for Monday 12 May 2025 at 7.00 pm, and held at Old Sarum and Longhedge Community Centre

SIGNED:

DATE:

ANNEX ONE
PC25.056 Planning
PL/2021/04084 Roger Way

That the council OBJECTS to this application and approves the response:-

Having looked at the plans it is very clear that nothing much has changed since September 2024.

Regarding residential development of the land to the west of Roger Way.

1. The Parish Council strongly supports the land remaining as employment land as defined in the 2007 S106 agreement, being “6ha of employment land principally comprising uses B1 and B2”. No evidence has been provided of sufficient effort made in marketing or developing the land, to encourage take up for this use.

2. The noise and light from the neighbouring Salisbury Football Club, being immediately adjacent to the site, would have a significant adverse effect on any residential properties. We totally agree with the Public Protection Officers report as to the intrusion by light and noise, in summer there is no way to stop this as many properties will have their windows open. The Ray Mac is a well-attended stadium, a valued community asset and plays an important role within the wider South Wiltshire Area. Its operation should not be compromised by potential noise and light complaints by residents who may move in the proposed properties.

3. The roads approaching the site are already overcrowded. Many cars are parking along both sides of Sherbourne Drive, including near junctions and blind corners. The bus already has great difficulty negotiating this area, and concerns have been raised about access for Emergency Services. Tandem parking is still in the application despite evidence around various developments that this does not work as residents prefer to park on the road. Also, with the increase in some car sizes, the spaces are often compromised when opening car doors., again causing drivers to park on the roads. The traffic issues and parking on roads are getting worse and this development would potentially increase these issues.

4. This road is part of the route for many children to nearby Old Sarum Primary School. The lack of parking spaces, and poor parking on the road combined with the increase in traffic to a residential development would make this an extremely hazardous area.

Regarding the Old Sarum Local Centre.

Not enough has been done to make this area an easy enough option for any consideration of Community use. We have seen no evidence of any marketing of this area for Community use, and the units have been left empty and unmaintained for some time. With increased development planned in Old Sarum and Longhedge, the demand for units at the local centre for community use and facilities will only increase. Possibly if the units were properly fitted out, as in Longhedge Village, then the uptake would be greater. However, Persimmon seem unwilling to address this. Whilst they maintain this stance, I see no reason to alter the previous objection.