



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Parish Council held on Monday 16th June 2025 at Old Sarum and Longhedge Community Centre

MINUTES

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

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

There were 4 members of the public in attendance.

One member of the public spoke to request the council consider selling a 3m strip of land to enable him to extend his driveway. Cllrs Waller and Williams will visit the site.

The meeting commenced at 7.08pm.

PC25.086 Apologies for absence

Apologies had been received from Councillors Barker, Holland and Schneider.

Resolved: to approve the apologies received

PC25.087 Declarations of interest

Cllr Lynn declared an interest in item PC25.088 as a trustee at Old Sarum and Longhedge Community Centre and a member of the Pantry.

PC25.088 Grant Applications

Community Transport South Wiltshire – this item was deferred.

Old Sarum Community Pantry Breakfast Club

The Clerk had circulated Report 25.088(2) in advance of the meeting. The Centre Manager explained plans for providing 35 – 40 breakfasts on a Wednesday morning at the Pantry over the summer holidays, along with games and a toy/games exchange.

Resolved: that the council grants £900 to Old Sarum and Longhedge Pantry in accordance with the powers granted under Section 137 of the Local Government Act 1972

Amendment to Grant Policy

Cllr Waller requested further time to consider grant applications. A review of the timescales in the Grant Policy will be considered at the next Finance and General Purposes Committee.

PC25.089 Confirmation of minutes

Resolved: to approve the minutes of the meeting held on 12th May 2025

PC25.090 Planning

Westside Close Public Open Space adoption

The Clerk reported on negotiations with Abri regarding the Public Open Space. The Clerk will confirm that the Parish Council will accept the transfer of the public open space and play area, subject to confirmation that permission to cross the ransom strip has been secured.

Planning Log

The Clerk had circulated Report PC25.090 in advance of the meeting.

Resolved: to approve the following responses

PL/2025/04383 Fell 2 Scots Pine 8 St Teresas Close, Bishopdown Farm SUPPORT

PL/2025/01066 Alterations and loft conversion 1 Melvin Close, Laverstock NO COMMENT

PL/2025/04655 Works to trees 13 Green Lane, Ford NO COMMENT

PL/2025/04505 Single storey extension 17 Greenwood Ave, Laverstock NO COMMENT

To consider a proposed letter to John Glen MP regarding restrictive covenants

The Clerk read the proposed letter drafted by Cllrs Barker and Waller.

Resolved: to approve the letter to be sent on behalf of Laverstock and Ford Parish Council.

PC25.091 Matters arising

There were no matters arising.

PC25.092 Adoption of Standing Orders, Constitution and Scheme of Delegation

The review of the governance documents had been considered at the May meeting under item PC25.076.

Resolved: to adopt Standing Orders, Constitution and Standing Orders as circulated in Report PC25.076.

PC25.093 Protection of public open space

The Interim Clerk had circulated Report PC25.093 in advance of the meeting. It was agreed that the Operations Working Group consider the options to protect public spaces from unauthorised encampments.

PC25.094 Reserves Policy

The RFO had circulated Report PC25.094 in advance of the meeting with an updated Reserves Policy for 2025.

Resolved: That the Council approve the Reserves Policy dated 16th June 2025.

PC25.095 Corporate/Events Calendar

Cllr Waller had circulated Report PC25.095 in advance of the meeting. Cllr Williams reported on investigations into an 'app' that would accommodate a calendar function. It was agreed that the Communications and Community Engagement working group would continue to investigate and Cllr Williams would update the Finance and General Purposes Committee at the September meeting.

PC 25.096 Highways

HIF Church Road changes and costs

Cllr Baker reported on discussions at LHFIG regarding consultation results and changes to line marking on Church Road and surrounding streets. Cllr Baker continues to discuss possible changes with Highways Engineers.

PC25.097 Review of Effectiveness of Internal Controls

The RFO had circulated Report PC25.097 in advance of the meeting, summarising the control measures in place. Cllr Baker suggested that a method to reconcile staff payments against agreed payscales be considered.

Resolved: that the Council confirms that it has conducted a review of the effectiveness of the system of internal control required by regulations 3 and 6 of The Accounts and Audit Regulations 2015.

PC25.098 Approval of Internal Audit Report

The RFO had circulated Report PC25.098 in advance of the meeting with copies of the Internal Audit Report 2024/25.

Resolved: that the Council approve the Annual Internal Report 2024/25 for inclusion in the Annual Governance and Accountability Return 2024/25.

PC25.099 Approval of Annual Governance Statements

The RFO had circulated Report PC25.099 in advance of the meeting, with details of the governance statements to be agreed. The Chair read each of the statements and asked councillors to indicate approval.

Resolved: that the Council AGREE with each of the governance statements and approve the Annual Governance Statement 2024/25.

PC25.100 Approval of 2024-25 Accounting Statement

The RFO had circulated Report PC25.100 in advance of the meeting with copies of the 2024-25 Accounting Statement.

Resolved: That the Council approves the Accounting Statements 2024/25

PC25.101 Approval of the Notice of the Period for Exercise of Public Rights

The RFO had circulated Report PC25.101 in advance of the meeting with a copy of the notice dated from 18th June to 29th July.

Resolved: That the Council approves the dates of the Notice of the Period for the Exercise of Public Rights as circulated.

The Chair of the meeting signed the Confirmation of dates.

PC25.102 Finance

The RFO reported that two months into the financial year, the council were slightly behind on forecast spend, and slightly ahead on forecast income.

Cllr Baker confirmed he had conducted the finance checks for the month and was happy to recommend the accounts as presented.

Adoption of Monthly Accounts for May 2025

The Financial Statements had previously been circulated in Report PC25.102. The total funds held on 31st May 2025 were £1,918,754.38

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 PC25.102. Total cheque and BACS payments in June 2025 amounted to £38,461.58. Staff salaries, including pension contributions are £13,888.81. Other payments include £6,713.75 annual insurance premium, and £7,446 for repairs to the drains at Laverstock & Ford Village Hall. Debit card and direct debit payments in May 2025 amounted to £2,744.56.

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 PC25.102.

£1,901,632.11 was held on deposit on 31st May 2025.

With Lloyds. £616,071.76 is invested in a 95-Day Notice account that yielded £1,522.11 interest. The 32-Day Notice account was closed on 3rd April and £10,446.72 remained in a 32-Day Term account that matured on 6 May.

With CCLA. £1,285,560.35 is invested in the Public Sector Deposit Fund and earned a dividend of £4,214.99 in May. The dividend was re-invested. £30,000 was withdrawn on 10th June to meet June payments.

Total interest and dividends earned in May 2025 were £5,737.10.

Earmarked Reserves held on 17th June 2025, after all payments have been made, will be £1,662,298.89.

Resolved: to note the reserve and treasury deposit reports

PC25.103 Clerk's Report - verbal

Cllr Baker updated the council on discussions with a NHS dentist who was seeking to provide services in the parish. The Clerk will make contact to investigate their proposal further. The Clerk reported that, from a recent consultation, 86% of responses supported use of online meetings and legislation was being discussed. The Clerk reported that work with Master Land and Planning had been put on hold following the withdrawal of grant funding for Neighbourhood Plans. The next Finance and General Purposes Committee will consider next steps. The new Chair had attended a meeting with River Bourne Community Farm and lease amendments were being progressed. The collaborative Youth Worker project was being progressed by SMASH to employ a new Youth Worker. A possible similar project with AGE UK had been suggested and councillors supported further investigation.

The Communications and Community Engagement Officer left the meeting at this point.

PC25.104 Exempt Business Staff Matters in Confidence

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

The Clerk had circulated confidential Report PC25.104(1) in advance of the meeting, setting out proposed changes to rates of pay in line with the increase in size of the council and associated responsibilities. Councillors discussed that the proposed changes increased the staff costs by £12,680 in the current financial year which had not been budgeted.

Resolved: to approve the recommendations of the confidential report.

The Clerk had circulated confidential Report PC25.104(2) in advance of the meeting following the recent recruitment process for a new Parish Clerk.

Resolved: to appoint Jon Sloan to the post of Parish Clerk for Laverstock and Ford Parish Council.

The meeting closed at 9.01pm.

SIGNED:

DATE:

Date of next meeting:

Monday 21st July 2025 at 7.00 pm to be held at Old Sarum and Longhedge Community Centre