



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting of the Parish Council held on
Monday 21st July 2025 at Old Sarum and Longhedge Community Centre**

MINUTES

Councillors present: Baker (until 8.35pm), Barker, Holland, Jones, Lynn, McDonald, Waller, Williams

In attendance: Deane (Deputy Clerk), Prince (Responsible Financial Officer RFO)
There were 11 members of the public in attendance,

Ahead of the meeting, the council heard a presentation from Kez Adey, Disability Interest Group Salisbury DIGS.

A member of the public spoke about concerns with visibility at junctions in Ford and the Deputy Clerk will raise this with Highways.

Cllr Baker reported on item PC25.112(3) for the benefit of members of the public present. Cllr Baker reported that a meeting between residents and Highways had taken place on 1st July. Residents of Woodland Way spoke about the lack of enforcement on double yellow lines, and displaced cars being parked on junctions and bends further up the hill. The Chair reminded councillors and residents that the council had already resolved, in May 2025, to request amendments to the scheme and councillors would continue to present the case with Highways.

The meeting commenced at 7.35pm.

PC25.105 Apologies for absence

Apologies had been received from Cllrs Schneider, Taylor and Vanstone.

Resolved: to accept the apologies received

PC25.106 Declarations of interest

Cllrs Holland and Lynn declared an interest in item PC25.113 as trustees of Old Sarum and Longhedge Community Centre.

PC25.107 Grant Applications

Community Transport South Wiltshire

Two members of Community Transport South Wiltshire presented their application for funds and answered questions from councillors.

Resolved: That the council grants £600 to Community Transport South Wiltshire under the powers to make grants for Community Transport Schemes Local Government and Rating Act 1997 s26-29

Silver Salisbury

The Chair of Silver Salisbury presented their application for funds towards coffee mornings in Laverstock and answered questions from councillors.

Resolved: That the council grants £1000 to Silver Salisbury under the powers granted within Section 137 of the Local Government Act 1972

PC25.108 Confirmation of minutes of previous meeting held on 16th June 2025

Resolved: To approve the minutes of the meeting held on 16th June 2025

PC25.109 Planning

The Deputy Clerk noted the entry confirming permission granted to ASDA under PL/2022/04875 and the financial contributions required under the s106 agreement.

Planning Log

Resolved: to approve the response -

PL/2025/05012 Single storey extension 3 Silverwood Drive, Laverstock NO COMMENT

PC25.110 Matters arising

The Deputy Clerk confirmed that the Communications Working Group were tasked with reviewing a Parish Council Calendar and an update would be brought to Finance and General Purposes in September. Recruitment of further councillors would be discussed with the Clerk.

PC25.111 Land at Kimpton Avenue, Bishopdown

The Deputy Clerk had circulated Report PC25.111 in advance of the meeting. The resident who had asked the council to consider the sale of land was in attendance and answered further questions from councillors.

Councillors expressed sympathy with the resident over the parking issues. However, councillors confirmed they did not wish to consider the sale of land at this location. The Deputy Clerk confirmed to the resident that she agreed there was a narrow strip of the grass area adjacent to their drive that did not belong to the Parish Council, and this could be reviewed with an officer on site.

PC25.112 Highways

Approval of LHFIG Contributions Schemes 4b and 4e

The Deputy Clerk had circulated Report PC25.112(1) in advance of the meeting.

Resolved: That the Parish Council approves the contribution of £500 to LHFIG Scheme 4b 13-24-21 Warning Signs and Speed Limit reduction, Ford

Resolved: That the Parish Council approves the contribution of £187.50 to LHFIG Scheme 4e Vanessa Avenue Street Signs, Laverstock

Highways Improvement Form The Portway

The Deputy Clerk had circulated Report PC25.112(2) in advance of the meeting for safety improvements at the crossing from Old Sarum Country Park to Green Lane.

Resolved: that Laverstock and Ford Parish Council support the Highways Improvement Request as circulated.

LHFIG Update re Church Road

This item was completed under the public session ahead of the meeting.

PC25.113 Community Venues Management

The Clerk had circulated Report PC25.113 in advance of the meeting setting out a number of options to consider in management of the 3 community venues going forward. The Deputy Clerk confirmed to Cllr McDonald that the PCC would need to be consulted regarding Laverstock Village Hall. Cllr Baker left the meeting at this point.

The Deputy Clerk confirmed to Cllr Jones that if the budget for professional fees was exceeded, funds would need to be taken from either General Reserve, or the Community Facility Reserve budget. Cllrs acknowledged the difficulties in recruiting new volunteer trustees. Cllr McDonald believed the process of setting up a new charity could take up to two years to complete and the Deputy Clerk asked ward councillors to consider if they would volunteer as trustees for the facilities in their ward as an interim measure. The RFO stated that the easiest option would be to recruit new trustees but councillors were sceptical this could be achieved.

Resolved: to approve a budget of up to £5000 for professional advice and feasibility studies for comprehensive reports into the options available.

PC25.114 Service Level Agreement SMASH

The Deputy Clerk had circulated Report PC25.114 in advance of the meeting. The Deputy Clerk reported that SMASH had committed to continuing the Old Sarum Youth Club in September and were running engagement events during the summer.

Resolved: To approve the signing of SLA for South Wiltshire Youth Support SMASH

PC25.115 Finance

The RFO reported on work to resolve anomalies between the phrases 'authorise' and 'approve' in our financial documents.

Approval of Bank Mandate changes and approval of monthly Standing Order

The RFO had circulated Report PC25.115(1) in advance of the meeting, detailing changes to the bank mandate following the appointment of the new clerk, and a standing order for a regular payment.

Resolved: That the Council approves the addition of the new Clerk to online access to the Council's Lloyds trustee account with full authority, and for the issue of a Debit Card on that account.

Resolved: That the Council approves the setting up of a banker's Standing Order to the Hampton Park Pavilion charity for £80 a month to be paid on or about the 25th of each month

The Financial Statements had been circulated in Report PC25.112(2) in advance of the meeting. Cllrs Jones and Williams confirmed they had checked the monthly accounts in detail and were happy to recommend the accounts as presented.

Adoption of Monthly Accounts for June 2025

The total funds held on 30th June 2025 were £1,891,134.43

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 PC25.112(2). Total cheque and BACS payments in July 2025 amounted to £39,770.65. Staff salaries, including pension contributions are £19,674.56. Debit card and direct debit payments in June 2025 amounted to £1,152.49.

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 PC25.112(2). £1,877,937.79 was held on deposit on 30th June 2025.

With Lloyds. £617,648.61 is invested in a 95-Day Notice account that yielded £1,576.85 interest. With CCLA. £1,260,289.18 is invested in the Public Sector Deposit Fund and earned a dividend of £4,728.83 in June. The dividend was re-invested. £25,000 was withdrawn on 14th July to meet July payments. Total interest and dividends earned in June 2025 were £6305.68. The total for Q1 is £17,899.50 against a budgeted £16,250.

Earmarked Reserves held on 22nd July 2025, after all payments have been made, will be £1,654,648.47.

Resolved: to note the reserve and treasury deposit reports

PC25.116 Clerk's Report - verbal

The Deputy Clerk reported on thanks received from Youth Action Wiltshire for grant funding and the Wiltshire Outdoor Learning Trust Climbing Wall event planned for 7th August at Old Sarum. Progress was continuing on plans for offices at Hampton Park Pavilion with structural engineers instructed. The Deputy Clerk also reported on continuing discussions with River Bourne Community Farm and asked councillors to contact the Clerk if any would consider becoming directors.

PC25.117 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 PC25.1117 in advance of the meeting regarding the term and salary for the Deputy Clerk.

Resolved: to approve recommendations 4.1, 4.2 and 4.3 of the confidential report.

Date of next meeting:

The next meetings are scheduled for Monday 18th August 2025 and Monday 15th September 2025. It was agreed that a decision on the August meeting would be made on 8th August when the Clerk, Deputy Clerk and Chair would be meeting on another matter. The RFO confirmed that in the event of no meeting in August, finances and payments would be prepared and processed as normal with retrospective approval in September.

The meeting closed at 9.23pm.

SIGNED:

DATE:

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