



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting of the Parish Council held on Monday 15th September 2025 at
Old Sarum and Longhedge Community Centre**

MINUTES

Councillors present: Baker (until 9.05pm), Barker, Holland, Jones (Chair), Lynn, McDonald, Schneider (until 8.57pm), Waller (until 9pm), Williams

In attendance: Deane (Deputy Clerk), Prince (Responsible Financial Officer RFO), Sloan (Clerk)

There were 6 members of the public in attendance including 2 members of the Neighbourhood Police Team.

One member of the public spoke about the impact of unauthorised encampments in Bishopdown Farm. PCSO Moss gave an update on police matters in the Parish including break ins just outside the Parish, motorised bikes using pavements in Old Sarum and Longhedge and anti-social behaviour at Longhedge and Old Sarum. PCSO Moss answered questions regarding parking issues at the schools in Laverstock and confirmed the team will be attending in the near future,

The meeting commenced at 7.18pm.

PC25.118 Apologies for absence

Apologies had been received from Cllr Vanstone.

Resolved: to accept the apologies received.

The Chair notified councillors of the recent resignation of Cllr Taylor and expressed her gratitude for his work on behalf of the council. This was supported by all present.

PC25.119 Declarations of interest

Cllrs Holland and Lynn declared their interest in item PC25.121 as trustees of Old Sarum and Longhedge Community Centre.

PC25.120 Bishopdown Dentist Proposals

The Clerk had circulated Report PC25.120 in advance of the meeting with proposals from Bishopdown Farm Dental Practice for expansion, including a proposal to investigate possible sale of Parish Council land to accommodate a new building. The owners of the practice then answered questions from councillors regarding the extent of services proposed, the alternative locations considered and the covering of legal costs. They also explained that NHS England would not currently issue the practice with a licence to operate an NHS practice in Old Sarum. Cllr Waller requested that a complaint be sent to the MP regarding this refusal. Cllr Lynn noted that the sale of land in Bishopdown Farm had previously been refused to a resident who wished to extend their drive.

Resolved: that the council agree in principle to the transfer or lease of the unused land behind Hampton Park Pavilion for the development of a new dental facility.

Resolved; that the council authorises relevant officers to begin preliminary discussions and site evaluations with the applicants at the earliest opportunity.

Cllr Baker suggested that a preliminary assessment of legal obstacles and initial quote for legal fees and costs be obtained which was agreed with the Clerk.

The Deputy Clerk reported that the Parish Council would not be permitted to sell the land at less than commercial rate without permission from the Secretary of State and that a formal commercial valuation would be necessary.

PC25.121 Old Sarum update

The Clerk had circulated Report PC25.121 in advance of the meeting regarding fly tipping and anti-social behaviour in Old Sarum. The Clerk highlighted the work of the Community Safety Team at Wiltshire Council and the asb@wiltshire.gov.uk email which can be used to report issues to them. It was agreed that signage regarding motorised vehicle restrictions and fly tipping was ineffective. PCSO Moss was keen to explore options for a community clean up day in partnership with the police and housing associations. It was agreed that the Communications and Community Engagement Working Group take this idea forward for investigation. The Clerk will continue conversations with Community Safety Team.

PC25.121 Grant Applications

The Deputy Clerk had circulated Report PC25.121 in advance of the meeting with details of applications received.

St Johns Ambulance

St Johns Ambulance had applied for £500 towards Street First Aid Roadshows.

Resolved: that the council awards £500 to St Johns Ambulance towards Street First Aid Roadshows under the powers granted within Section 137 of the Local Government Act 1972 subject to confirmation of at least two events within the Parish.

Old Sarum and Longhedge Community Centre

The Centre had applied for £5,648 to cover the salary of a property manager. Trustees answered questions concerning centre finances. The RFO noted this would come from the Community Facilities budget.

Resolved: That the council awards £5,648 to Old Sarum and Longhedge Community Centre under the Local Government (Miscellaneous Provisions Act) 1976, s.19. [Power to provide buildings for use of clubs having athletic, social or educational objectives – inc. staff.]

PC25.122 Confirmation of minutes of previous meeting held on 21st July 2025

Resolved: to approve the minutes of the meeting held on 21st July 2025.

PC25.123 Matters arising

There were no matters arising.

PC25.124 Planning

The Deputy Clerk had circulated Report PC25.124 in advance of the meeting.

Resolved: to approve the following responses:

PL/2025/06548 Single storey extension Rokato, Laverstock Park No Comment

PL/2025/06178 Front porch extension 12 Napier Crescent, Laverstock No comment

PL/2025/06602 Consent for works under Tree Preservation Order, Land at Old Sarum Business Park, Lancaster Road, Old Sarum No Comment

PL/2025/06484 Works to TPO trees at Green Lane Track Bishopdown No Comment

PL/2025/06388 Convert shop to residential Kismet, Riverside Rd, Laverstock No Comment

PL/2025/06293 Single storey & first floor extension 71 Church Road, Laverstock No Comment

PL/2025/06243 Single storey extension 1 Bailey Mews Old Sarum No Comment

PL/2025/06230 Proposed 1st floor rear extension and garden office 9 Riverbourne Road, Milford SP1 1NU No Comment

PL/2025/06128 Erection of raised deck with storage below (retrospective) 6 Castle Hill Lane, Bishopdown SP1 3GP No Comment

PL/2025/06052 Commencement of works Meadow View, Ford relating to PL/2022/03712 No comment

PL/2025/06026 Change of Use Open View, Main Road, Winterbourne Earls SP4 6DS No comment

PC25.125 Highways

The Clerk had circulated Report PC25.125 in advance of the meeting, regarding proposals to move the location of the Speed Indicator Device SID following two occasions of damage following impact from vehicles,

Resolved: That the Parish Council supports the Highways Improvement Request for relocation of the SID ground socket in Ford.

PC25.126 Committee and Working Group Membership

It was agreed that Councillor Holland join the Communications and Community Engagement Working Group. It was agreed that Working Group agendas be circulated to all councillors.

PC25.127 Wiltshire Independent Remuneration Panel Report

The Clerk had circulated the report from the Wiltshire Independent Remuneration Panel in Report PC25.127 regarding councillors allowances. Councillors discussed the impact on precept and the difference a councillors allowance may make in attracting councillors. The Clerk confirmed a councillors allowance would be taxable through HMRC and it was up to individual councillors to either accept or refuse any payment. The Clerk will draw up a process for councillors to confirm any claim direct with the Clerk and RFO. **ACTION CLERK**

Resolved: to implement the introduction of councillor allowances as recommended in the Wiltshire Independent Remuneration Panel Report from 1st April 2026.

PC25.128 Standards and Policies

Updates to the Grant Policy and Training and Development Policy had been circulated in reports ahead of the meeting.

Resolved: to adopt the revised Grant Policy as circulated

Resolved: to adopt the revised Training and Development Policy as circulated

Vexatious Complaints Policy, LGPS Discretions Policy and Sickness and Absence Policy reviews were deferred to the next meeting.

PC25.129 Finance

The RFO reported that projected income for insurance rent this year will not be met as Hampton Park Pavilion have not agreed a lease. The RFO reported that a withdrawal of £35,000 was made from CCLA on 9th September to meet September payments.

Resolved: to amend the mandate with CCLA PSDF fund to add the new Clerk as a sole administrator.

The RFO reminded councillors that withdrawals from this account can only be made to the councils current account with Lloyds. On receipt of the second instalment of annual precept expected this month, the RFO will request two councillors to authorise a deposit. The RFO continues to investigate investment options as discussed at FGP.

Resolved: to approve setting up EE Direct Debit for council mobile phones.

The RFO had circulated Report 25.129(2) in advance of the meeting regarding broken seats, a broken noticeboard and a broken laptop. The RFO confirmed all assets were uneconomic to repair and had been replaced.

Resolved: That the Council approves the write-off of Assets Nos. 3 (part), 4, 11, 25 and 141 with a total value of £3,130.

The Financial Statements had been circulated in Report PC25.129(3) in advance of the meeting. Cllr Williams confirmed she had checked the monthly accounts in detail and was happy to recommend the accounts as presented.

Adoption of Monthly Accounts for July and August 2025

The total funds held on 31st August 2025 were £1,821,742.92.

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 PC25.129(3). Total cheque and BACS payments in August 2025 amounted to £49,732.74. Total cheque and BACS payments in

September 2025 amounted to £34,520.53. Debit card and direct debit payments in July and August 2025 amounted to £2,478.85.

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 PC25.129(3). £1,813,857.77 was held on deposit on 31st August 2025.

With Lloyds, £269,620.24 is invested in a 95-Day Notice account that yielded £605.52 interest. £350,000 is in a 95 Day Term account that will mature on 28th October and yield £2,578.01.

With CCLA, £1,194,237.53 is invested in the Public Sector Deposit Fund and earned a dividend of £4,459.87 in July & £4,488.48 in August. The dividends were re-invested. £50,000 was withdrawn in August and £35,000 has been withdrawn in September to meet monthly payments.

Total interest and dividends earned in July & August 2025 were £10,919.98. The total for 5 months is £28,819.48 against a budget of £27,083.

Earmarked Reserves held on 16th September 2025, after all payments have been made, will be £1,633,601.30.

Resolved: to note the reserve and treasury deposit reports

PC25.130 Clerk's Report – verbal

The Clerk notified councillors of a request from CPRE Wiltshire for suggestions on centenary celebrations, continued negotiations with Devenish Bradshaw Charitable Trust regarding land for tree planting and continued works by the Venues Officer, Clerk and RFO with the venues in the Parish. The Clerk reported on a proposed working group to continue developing the strategies for management of community venues with Cllr McDonald. Councillors interested in joining this working group were requested to contact the Clerk. The Clerk continues to work on strategies to attract new councillors to fill vacant seats. The Clerk continues to pursue issues on planning matters at Old Sarum, Longhedge and Laverstock. A residents request to graze sheep on land at Castle Hill Country Park will be referred to the Land Trust. The Clerk reminded councillors of the potential for councillors to join the board of River Bourne Community Farm CIC and will request details of the time commitment anticipated. Councillors confirmed they would support the Parish Council financing repairs to the finger post at the junction in Ford.

PC25.131 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 PC25.131 in advance of the meeting following the recruitment process for an Operations Assistant, making a recommendation for appointment.

Resolved: to approve the recommendations of the confidential report.

Date of next meeting: To note the date of the next meeting which is scheduled for 20th October 2025 at Old Sarum and Longhedge Community Centre

The meeting closed at 9.16pm.

SIGNED:

DATE: