



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting held at Greentrees Junior School
at 7.00pm on Monday 21st January 2019**

MINUTES

Councillors present: Beard, Birkett (Chairman) Burton, Bussereau, Buttigieg, Davis, Hayes, Hilliard, Waller.

Wiltshire Councillors present: McLennan (until 8.42pm)

In attendance: Prince (Clerk), Stay (Assistant).

The Chairman welcomed two members of the public and a Trustee of the Old Sarum Nursery. He invited WCllr McLennan to speak about the planning application (18/12102/FUL) for a new nursery at Old Sarum that is on the Agenda of tonight's meeting. WCllr McLennan said that the new nursery is being jointly funded by Persimmon Homes and a government grant. He understood that the Council had queried the road access from Mitre Way. This would be part of another planning application that was yet to be submitted by Persimmon Homes.

There was discussion about the ecology of the site. The Chairman asked why the four appendices to the Design and Access Statement were not yet available online. The Ford, Old Sarum and Longhedge Planning Subgroup were inclined to recommend that the Council requests an extension to the consultation to permit consideration of the complete application. WCllr McLennan and the Trustee both reported that all documents had been correctly submitted. They also said that any delay would be critical in progressing the delivery of the Nursery by September 2019. The buildings were being prefabricated and this could not be delayed. If the nursery was not delivered on time this would affect the availability of the government grant.

The meeting started at 7.19pm.

19.008 APOLOGIES. Apologies were received from Cllrs Brown and Dean.

19.009 DECLARATIONS OF INTERESTS. None.

19.010 APPROVAL OF MINUTES. The Clerk reported that he had three requests for amendments to the draft Minutes of the meeting on 17th December 2018. A 'tracked changes' version of the draft minutes had been circulated. Cllr Bussereau pointed out that 'CLOSED' against Action PC288 had been missed.

Resolved: To approve the Minutes of the meeting held on 17th December 2018 as amended.

The Clerk apologised that the draft Minutes of the meeting held on 14th January were not yet available.

18.179 MATTERS ARISING.

Action PC 285. Coordinate all PC policies including a Complaints policy. The Business Management – Communications Subgroup has not met since the last meeting. This remains **OPEN**.

Action PC 286. Investigate how transfer of land at Norton Drive to PC could be achieved. The Chairman reported that the process was now complete and the land was transferred to the Council on 15th January 2019. **CLOSED**.

Action PC 287. Advise developer at Longhedge that PC no longer wished to accept transfer of Area A (the Western Boundary). The Clerk said he had reported the situation verbally to the Senior Technical Manager at Linden Homes and he thought that was sufficient. Cllr Waller said that she would prefer the decision to be confirmed in writing. **CLOSED**.

Action PC 289. Forward to Facilities Management Subgroup figures and suggestions for possible contribution towards cost of new cemetery. The Chairman recorded that a figure had been agreed in the Council's Budget for 2019-2020 and this had been relayed to Salisbury City Council. The Council is now waiting for a response. **CLOSED**.

Action PC290. Advise contractors before Christmas of delay to start of construction of Virginia Way Play Park. The Assistant reported that this had been done. **CLOSED**.

Action PC291. Advise Wiltshire Council Rights of Way Officer of the Council's preferred option for barriers on the Green Lane access to Footpath 11. Cllr Bussereau that he had contacted the Rights of Way Officer who had suggested three vertical posts. These would still permit access by horses and cycles and buggies. Meanwhile the developer had suggested a staggered timber barrier with a wide opening. **CLOSED**.

Action PC292. Respond to South Wiltshire Area Board Community Engagement Manager to confirm the Council's interest in suggested options for Speed Indicator Devices. Cllr Bussereau reported that he had responded to the officer and that he understood there would be a presentation on the subject at the January meeting. **CLOSED**

Action PC293. Clarify Council expenses shown against 'Café at the Farm'. The Clerk explained that the Council has a 'tab' at the Farm Café for the purchase of drinks when entertaining officers of Wiltshire Council or other organisations. Cllr Bussereau reported that it is also used by Neighbourhood Planning Steering Group volunteers. Cllr Waller said that the real issue was revealing to the public how the funds are being used. **CLOSED**.

Action PC294. Circulate up to date pay scale documents applicable to Parish Clerks. Cllr Waller has circulated documents to the Business Management – Organisation and Development Subgroup. The Chairman agreed this action should be **CLOSED**.

Defining Practical Completion of the Castle Hill Country Park.

Cllr Bussereau said that the Deed of Variation relating to Hampton Park II, Salisbury, requires Wiltshire Council Environment Services to issue a Practical Completion Certificate for the Country Park. Cllr Burton has produced a suitable statement which requires some minor amendments. When agreed these should be circulated to Councillors and included in the Country Park Management Plan. **Action Cllrs Burton and Bussereau.**

19.012 PLANNING

18/09423/FUL. Amended plans for extension above garage at 22 St Christopher's Close. Cllr Beard said that the revised plans introduced a sloping roof to the extension. The Bishopdown Farm Planning Subgroup had discussed the amended plans and recommended that the objection remains.

Resolved: That the Council considers that there is no material change to the application and the OBJECTION remains for the reason that the extension has a significant overbearing impact on an adjacent property.

18/12102/FUL. Single storey nursery & off-road parking. Land adjacent to Mitre Way, Old Sarum. Cllr Bussereau, being the leader of the Ford, Old Sarum and Longhedge Planning Subgroup, expressed disappointment that there had been no prior consultation by either the applicant or the agent. The same comment applies to the developer who is partly funding the nursery and who, it is understood, will soon submit a planning application that will replace some of the employment land at Old Sarum with more housing.

Resolved: To SUPPORT the application subject to the following conditions.

1. That there is clarification of how road and pedestrian access to the nursery will be provided.
2. That the four missing appendices to the Design and Access Statement are provided and are acceptable to Development Services at Wiltshire Council.
3. That the inconsistency between Section 23 of the Planning Application and the Design and Access Statement is resolved.

Old Sarum update. The Chairman reported on the current situation with regard to the Virginia Way Play Park. He has drawn up new plans which he will share with the Council. If the Council is in agreement, he will discuss them with the immediate neighbours to the Play Park with a view to bringing a proposal to Council at the February meeting. The Clerk suggested that he should also share these plans with the contractor and get a revised estimate of the costs. There will be extra costs relating to safety surfacing and paths that will have to borne by the Council.

The Clerk asked for the consent of the Council to install a litterbin on land adjacent to a Wiltshire Council bus shelter on The Portway. This was requested at the last meeting of the Old Sarum Residents' Association. There were no objections to this proposal.

Old Sarum Airfield update. Cllr Bussereau reported that the Inquiry will reconvene on 13th & 14th February at the Red Lion Hotel, and will include a site visit by the Planning Inspector.

Longhedge. The Chairman outlined the result of a meeting with Wiltshire Council officers to decide on the link paths between Longhedge and Old Sarum. There will one shared-use tarmac path that will be built and adopted maintained by Wiltshire Council, and two other paths. The shared-use path is unlikely to be complete before mid-summer at the earliest.

The Clerk briefly described the dispute with the developers over the maintenance funding of the public open space that the Council has agreed to adopt. The dispute is between Wiltshire Council and the developers as they are the signatories to the S106. It was agreed that a face to face meeting with all parties is required. **Action Clerk.**

Castle Hill Country Park update. Cllr Burton informed the Council that the most important item holding up the transfer is the agreement by Wessex Water to the redline transfer plan. A resident's complaint regarding the safety of the infiltration basins was discussed.

Planning Application Log. The following responses have been made since the last Council meeting.

18/11316/FUL. Demolish existing annex and garage and erect new annex and garage. 9 Duck Lane, Laverstock. NO COMMENT.

18/11607/FUL. Single storey extension to front of property to provide a shower room in place of existing WC, Inc. relocation of front door to front of porch.

19 Silverwood Drive, Laverstock. NO COMMENT.

Resolved: To approve the above responses.

19.013 HEALTH & WELLBEING STRATEGY Cllr Hayes distributed a discussion paper on this subject. He referred to the many examples that can be viewed online from both Principal and Parish Councils. He said that a Strategy would give the Council the ability to measure requests for support and funding. He gave as an example the request for defibrillators to be installed in the Parish. He added that Cllr Brown had agreed to lead in developing the Strategy with his assistance.

Cllr Waller said that she had two concerns about this Strategy. First that it will raise the expectations of residents in areas beyond the abilities of the Council. Second that it should naturally fall within the remit of the Neighbourhood Planning Steering Group. Cllr Bussereau said that it was not yet on the agenda of the NPSG. Cllr Burton said that the strategy should include resources on both a local and national level. WCllr McLennan said that the Council should liaise with the Community Engagement Manager to get assistance with the demographics of the residents.

19.014 BUSINESS DEVELOPMENT. APPOINTMENT OF CONSULTANTS.

The Chairman reminded Councillors that this had been discussed at length at the Budget and Precept setting meeting and funding had been included. He proposed the following resolution.

Resolved: The Council will seek out a consultant to review the management of this Council.

19.015 STAFF MANAGEMENT. New Subgroup and Terms of Reference.

The Chairman said that the Council needed a panel of Councillors to manage its staff. It would be called the Staff Management Subgroup and would consist of the Chairman, Cllr Beard and Cllr Waller. The Subgroup would draft Terms of Reference.

Action Staff Management Subgroup.

19.016 BIODIVERSITY NET GAIN. Cllr Burton had previously circulated a brief paper on this subject, and he explained it to the Council. A resolution by the Council would reinforce demands that could be made on developers and Wiltshire Council to support the principle of Biodiversity Net Gain. He proposed the following resolution.

Resolved: That the Council endorse the enhancement of land within our Parish both within our ownership and other ownership through mechanisms of Biodiversity Net Gain and Environmental Net Gain where it follows current national and local planning authority best practice.

19.017 NEIGHBOURHOOD PLANNING UPDATE. Cllr Buttigieg reported to the Council on progress. A further Steering Group meeting would take place on 23rd January.

The Group has concluded that the Plan would be structured around two main areas. First, policies for land use and second, proposals and recommendations for a wide range of other areas based on those covered by the current Parish Plan. On the subject of land use the Group is proposing to split the Parish into two parts. First, Laverstock and Ford, which are considered to be villages in which land use is limited to infill with no significant house building. Second, the remaining areas of Longhedge, Old Sarum and Bishopdown Farm, which are adjacent to or part of the Salisbury Settlement Area, and in which there will be an allocation of new homes in the period up to 2036. The Steering Group is progressing a new website, which it is hoped to launch in February 2019. Community engagement remains a priority. There are still concerns about the lack of resources both in terms of the number of volunteers and the skills available. The Steering Group has circulated a brief to four consultants and has arranged to meet with one of them.

19.018 REVIEW OF RESPONSIBILITIES, TORs and POLICIES. Cllr Bussereau said that Terms of Reference for the Business Management – Organisation and Development were outstanding.

19.019 PRECEPT REQUIREMENT. The Clerk had previously circulated a paper explaining that a -£1000 error in the Precept had been passed at the Budget and Precept meeting held on 14th January 2019.

Resolved: To approve a Precept of £177,963.

This will give a Band D of £48.27, which is an increase of £13.18 per year or £1.10 per month.

19.020 FINANCE

Adoption of Monthly Accounts. The Financial Statement had previously been circulated by email and copies were provided. A statement of Financial Reserves was also included. The total funds held at the end of December 2019 were £730,898.50 of which £669,089.84 were earmarked or restricted reserves. The increase in restricted reserves was due to the receipt of the first tranche of Heritage Lottery Funds of £20,900.

Resolved: To adopt the monthly accounts as a true record of the Council's finances.

Cheque & Debit Card Payments. The list of payments had been circulated by email and copies were provided. Total cheque payments in January 2019 amounted to £11,258.81. Debit card payments in December 2018 amounted to £382.08.

Resolved: To approve the cheque and debit card payments.

The Clerk informed the Council that a Fixed Term Deposit of £96,101.91 had matured in December and had been reinvested for a further 12 months with a yield of 1.1%. This is all Youth and Adult Offsite funds from Old Sarum.

The Clerk distributed a Guidance Note on the Use of Community Infrastructure Levy funds with Supporting Papers. He reminded Councillors that the Council has £23,685 of CIL funds and requested that the Council decide how these funds should be spent. The Chairman said that the Facility Management Subgroup would address this issue and make a recommendation to Council.

Action Facility Management Subgroup

19.021 CLERK'S REPORT & CORRESPONDENCE.

Invitation to attend the reopening of the Army Flying Museum. An invitation to the Council for the event on 2nd April. The Clerk will circulate the invitation.

Request for a new Underlease for the Nursery at the Community Farm. The Community Farm has withdrawn its request to issue a new underlease due to the high cost of creating a new Licence to Underlet.

Agreement to Lease with the Land Trust. The Agreement is near to conclusion. The Clerk has agreed to a final request that clarifies that the Land Trust will not be responsible for capital replacement under the Lease. This means that the Council will, on practical completion of the Country Park, have to consider what sums should be set aside each year as part of its Asset Replacement budget.

Laverstock & Ford Village Hall. An acknowledgement and thanks for the Council's grant towards new electric heating.

19.022 LATE NOTICE ITEMS. There being no late notice items this was cancelled.

19.021 EXEMPT BUSINESS. There being no exempt business this item was cancelled.

The meeting concluded at 9.33pm.

The next meeting of the Council will be held at 7pm on Monday 18th February 2019 at the River Bourne Community Farm.