**LANDFORD PARISH COUNCIL**

 **WITH HAMPTWORTH AND NOMANSLAND**

## Minutes of meeting held at Landford Village Hall at 7.15pm on 8th November 2017

### Present

|  |  |  |
| --- | --- | --- |
| DM Wilson (Chairman) | NJ Bishop | GT Hewson |
| GL Keirl | AM MacLachlan | KP Parker |
| MJ Proctor | DM Walling | LA Waltham |
| Jane Wright (Interim Parish Clerk) | MJ Martin (interim RFO) | Lucy Pope (New Parish Clerk) |
| 15 members of the public attended for various parts of the meeting |

### 93/17 Apologies

Apologies received from Cllr L Randall (WC/NFNPA).

### 94/17 Minutes of Last Meeting

The minutes of the October 2017 meeting were agreed and signed.

### 95/17 Interests

No interests were declared.

### 96/17 Planning

*The meeting was closed for the public to address the Council regarding planning applications 17/00859 and 17/00911 after which the meeting was reopened.*

### *Planning recommendations made as per attached schedule.*

### 97/17 Matters Arising

a) The Interim Clerk reported that Cllr Walling had highlighted a further road safety concern regarding parking at the school in Lyndhurst Road. She proposed that this additional concern is raised by Cllr Hewson at the CATG meeting alongside the problem with vehicles parking outside the school in School Road and North Lane. Cllr Keirl advised that he has spoken to the school's head teacher who is now collating information/evidence regarding the causes of the problem and potential solutions i.e. yellow zigzag lines outside the schools.

*The meeting was then closed for members of public to address the Council:*

b) A Member of the Public from Nomansland wished to proffer their support regarding an increase in precept for 2018/19.

c) A Member of the Public requested to bring the Council up-to-date regarding purchase and installation of speed indicator devices (SIDs) in Whiteparish and Landford. The concept is that the two villages would share the SID. Landford Community Partnership would help fund the initial £2000 one off cost however there would be ongoing maintenance costs. The Chair highlighted that the draft budget current does not include any allocation for such an expense: detail regarding future costs is required before any allocation can be made.

d) A representative of Landford Guides advised that the group currently uses the NSA Clubhouse which provides great facilities. The Council's financial support was requested in order that these facilities may continue to be available in future. A Nomansland resident added support for this request and highlighting that when the boundary changes came about an amount of money was passed from Redlynch Parish Council to this Council; also with Nomansland and Hamptworth coming into the Parish a substantial amount of additional income is now coming into the Council; thus this funding should be shared around the three villages.

*The meeting was then reopened.*

### 98/17 SOPs

a) Cllr Bishop, seconded by Cllr Proctor proposed that, having been previously circulated, the new Financial SOPs (FIN 1.0 and FIN 2.0) be approved and adopted by the Council: this was resolved unanimously.

b) Cllr Bishop, seconded by Cllr Proctor, proposed that, having been previously circulated, the new Admin SOP (ADMIN 1.0) should be approved and adopted by the Council: this was resolved unanimously.

*(Cllr MacLachlan left the meeting)*

### 99/17 To review the Risk Assessment

The new updated Risk Assessment was reviewed by Councillors. Cllr Hewson proposed and Cllr Proctor seconded that the Parish Council approve the Risk Assessment: this was resolved unanimously.

### 100/17 Finance

a) The Chair presented the revised 2017-18 budget. He explained the context within which the current budget was set: at that time it was unclear whether the merger with Nomansland & Hamptworth would be going ahead or not and so the budget was set according to previous incomes and expenditures for Landford with additional urgent items, in Nomansland & Hamptworth, identified as likely to be required if the merger was to proceed. If the merger did not proceed then there would have been an increase in the precept for Landford in 2017 and if it did proceed there would be a decrease in the precept for Landford, Nomansland and Hamptworth. That was the approved budget that was set by the Council this time last year. As this year has progressed the Finance Committee has kept the budget under review and has recommended a Revised Budget to cover what the Committee considers to be the minimum amount now required in this financial year.

*Cllr MacLachlan returned to the meeting*.

There was discussion regarding individual expenses listed on the budget and then the Chair, seconded by Cllr Hewson, proposed that a revised budget of £30,797.89 be approved from the original budgeted £25,443.00: resolved unanimously.

b) The interim RFO presented the Cash Flow Report and cheques numbered 507 to 514 for signing:

* Idverde Ltd for bin emptying: £118.50
* IT Shack for technical assistance: £36.00
* Cllr L. Waltham for Councillor's expenses: £7.00
* M.J. Martin for interim RFO costs: £317.97
* Grant Thornton UK LLP for external audit: £120.00
* Jane Wright for interim Clerk costs: £897.98 & £343.50
* Royal British Legion for Poppy Appeal: £17.00

Cllr Proctor proposed and Cllr Parker seconded that the Report and cheques be approved: resolved unanimously.

c) The interim Clerk presented the Budget Control Report which was duly received and approved by the Council.

d) The Chair presented the draft Budget for 2018-19 for consideration. He highlighted that in recent years it would seem that the annual budget has been set based on what is known and thus has always only been a maintenance budget i.e. the minimum required to keep functioning but with little provision for the future being made. The draft budget for the coming year has thus been prepared with a column detailing the minimum maintenance amount but also an additional column making provision for future projects and expenditures.

*The meeting was then closed for a members of public to address the Council:*

There were a number of representations and comments by various members of the public all broadly supportive of the proposed budget setting strategy in making additional provision for future projects. There was acknowledgement that this would likely result in an increase in precept however being a local tax any the increased precept payments would ultimately then be invested in this community.

*The meeting was then reopened.*

Councillors all agreed that the Parish Council should start future planning and set aside working funds for additional projects which can then enable more projects to be undertaken throughout the Parish. Councillors were hopeful that the community will come and suggest future projects and help the council to prioritise projects. There was also acknowledgement that the focus should not be solely on developing play areas as the Parish has a broad demographic of age groups. Councillors agreed that the Finance Committee should meet again to identify three draft budget options clearly identifying the impacts of each to be presented at the next meeting from which the Council can finalise a budget for 2018/19.

### 101/17 Clerk’s Report

a) The interim Clerk reported that quotations to treat the woodworm at the Reading Room had been received the best one being £480 incl VAT. Councillors agreed that this company should be appointed.

b) Wiltshire Council are currently doing a Spatial Policy review. The closing date for comments is 19th December but there is a Critical Aspect briefing in Salisbury on 30th November if Councillors wish to attend. Councillors agreed that with the Parish having a very small area within Wiltshire Council there was no need for attendance.

c) A complaint has been received by Wiltshire Council re an overgrown hedge at the junction of Forest Road and North Lane: Cllr Bishop will check.

### 102/17 Members’ Reports

a) Cllr Proctor reported that she is meeting Highways tomorrow regarding the wild flower planting. It is likely that planting will be delayed now until the new signs are up.

b) Cllr Parker reported that a suggested site to plant the commemorative WW1 trees is at Brook Side: this is owned by Wiltshire Council however so their consent will be required.

c) Cllr MacLachlan highlighted that the footpath between Nomansland Rec and Lyndhurst Road needs updating. It was noted that this is privately owned and so not a Council matter.

### 103/17 Recreation Ground

The Chair proposed and Cllr Bishop seconded that the modification of the G-Force roundabout be approved at a cost of £360: unanimously resolved.

### 104/17 Village Signs

The interim Clerk reported that the LCP have the funds to pay for installation and have obtained suitable quotations. Installation however has to be done by a Highways approved installer. The Chair proposed and Cllr Waltham seconded that the Parish Council will order and pay for the installation subject to LCP assuring the RFO that a grant to cover the cost will be received from the LCP: resolved unanimously.

### 105/17 Urgent business

a) Cllr Bishop reported that defibrillator pads need to be ordered: she will investigate how to do so and let the Clerk know.

b) The Chair highlighted that each Councillor now has a file with the new SOPs: these need to be reviewed before the next meeting at which time Councillors will be asked to sign that they have read and agree to be subject to these SOPs.

c) Cllr Proctor offered her and the Council's thanks to the interim Clerk for all her assistance in recent months.

The Chair offered his and the Council's thanks to the interim RFO for all his assistance in recent months.

*Meeting closed at 9.55pm*

### Date and location of Next Meeting:

### Wednesday 13th December at 7.15pm in the Reading Room, Nomansland.