



Minutes of the Annual Meeting of Landford Parish Council held at the Landford Village Hall at 7.15pm on 9th May 2018

Present

D Wilson (Chairman)	NJ Bishop	G Hewson
G Keirl	AM MacLachlan	KP Parker
J Proctor	LA Waltham	E Finlayson (Parish Clerk)
No Members of the public attended the meeting.		

35/18 Election of Chairman and Acceptance of Office

Cllr Bishop proposed and Cllr Proctor seconded the nomination of Cllr Wilson to continue as Chairman: resolved unanimously.

36/18 Apologies

Apologies received from Cllr Walling.

37/18 Declaration of Interest

Cllr Parker declared a non-pecuniary interest in the Landford Community Partnership.

38/18 Election of Vice-chairman

Cllr Keirl proposed and Cllr Proctor seconded the nomination of Cllr Bishop to continue as Vice-Chairman. Cllr Wilson proposed and Cllr Parker seconded the nomination of Cllr Waltham to be Vice-Chairman: this was resolved with Cllr Waltham voted in as Vice-Chairman.

39/18 To review the Assignment of Responsibilities

a. memberships of groups and committees

The memberships of the groups and committees were reviewed and resolved as follows:

Group or Committee	Membership
Communications	Cllr Bishop, Cllr Hewson, Cllr Waltham,
Finance	Cllr Parker, Cllr Waltham, Cllr Wilson (ex officio),
Highways	Cllr Parker, Cllr MacLachlan
HR (Committee)	Cllr Waltham, Cllr Bishop, Cllr Proctor, Cllr Wilson (ex officio)
Maybush Copse	Cllr MacLachlan, Cllr Parker
Planning	Cllr Bishop, Cllr Hewson, Cllr Keirl, Cllr Parker
Recreation	Cllr Bishop, Cllr Hewson, Cllr Keirl, Cllr Wilson

b. representatives to external bodies

The representatives to external bodies were reviewed and resolved as follows:

Outside body	Representative
SWAB	Cllr Parker, Cllr Proctor
NPA North East Quadrant	Cllr Parker
Nomansland Reading Room	Cllr Bishop, Cllr Keirl
Nomansland War Memorial	Cllr Bishop, Cllr Keirl
Village Hall Committee	Cllr MacLachlan
New Forest Consultative Panel	Round Robin/Rota
Nomansland Sports Association	Cllr Wilson
CATG	Cllr Hewson, Cllr Parker



40/18 To agree the dates set for the Full Council meetings for 2018/19

Year	Month	Date	Time	Day	Meeting	Location
2018	June	13	19:15	Wed	FC	NML Reading Room
2018	July	11	19:15	Wed	FC	Landford Village Hall (Blue Room)
2018	August	8	19:15	Wed	FC	NML Reading Room
2018	September	12	19:15	Wed	FC	Landford Village Hall (Blue Room)
2018	October	10	19:15	Wed	FC	NML Reading Room
2018	November	14	19:15	Wed	FC	Landford Village Hall (Blue Room)
2018	December	12	19:15	Wed	FC	NML Reading Room
2019	January	9	19:15	Wed	FC	Landford Village Hall (Blue Room)
2019	February	13	19:15	Wed	FC	NML Reading Room
2019	March	13	19:15	Wed	FC	Landford Village Hall (Blue Room)
2019	April	10	19:15	Wed	FC	NML Reading Room
2019	May	8	19:15	Wed	FC	Landford Village Hall (Blue Room)
2019	May	t.b.c.	t.b.c.	t.b.c.	Annual Parish Meeting	t.b.c.
2019	June	12	19:15	Wed	FC	NML Reading Room

Cllr Waltham proposed and Cllr Bishop seconded the agreement of the Full Council meeting dates for 2018/19: resolved unanimously.

41/18 To agree the annual subscriptions

Cllr Wilson proposed and Cllr Hewson seconded the agreement to continue the annual subscriptions to a) WALC and b) SLCC: resolved unanimously.

Cllr Parker proposed and Cllr MacLachlan seconded to continue the annual subscription to CPRE (Late Agenda Item): resolved.

42/18 Acceptance of minutes of previous meetings

Cllr Wilson proposed and Cllr Bishop seconded the acceptance of the April 2018 HR meeting minutes: resolved unanimously.

Cllr Waltham proposed and Cllr Hewson seconded the acceptance of the April 2018 Full Council meeting minutes: resolved unanimously.

The minutes of the April 2018 HR and FC meetings were agreed and signed.

43/18 Matters Arising

None.

44/18 Planning – as per attached schedule



45/18 Finance

- a. The Internal auditor's report was received.
- b. Each statement in the Annual Governance Statement 2017/18 was considered by the Council and each statement response resolved unanimously.
Cllr Waltham proposed and Cllr Proctor seconded the approval that the Annual Governance Statement 2017/18 should be signed by the Clerk and Chairman: resolved unanimously.
- c. Cllr Hewson proposed and Cllr Bishop seconded the approval to signing off the 2017-18 accounts: resolved unanimously.
- d. Cllr Wilson proposed and Cllr Hewson seconded the approval of the Bank Reconciliation: resolved unanimously.
- e. The Budget Control Report was received.
- f. The Explanations for Significant Differences was received. Cllr MacLachlan spotted an error which the Clerk is to correct before submission to the Auditors.
- g. Cllr Wilson proposed and Cllr Waltham seconded the approval of Section 2 of the Annual Return: resolved unanimously.
- h. The Clerk presented the Cash Flow Report and cheques numbered 500547 to 500555 for signing.
 - i. cheques numbered 500547 to 500555 (Note: Chq 500500 was voided due to clerical error):
 - J.Wright for April Clerk training: £174.45
 - E Finlayson for monthly Gross salary: £504.50
 - SLCC membership fee: £115.00
 - Idverde for April bin emptying: £121.44 (£101.20 ex-VAT)
 - Bawden for Grass Cutting in April: £141.28 (£117.73 ex-VAT)
 - Nomansland Reading Room for Defib. AGM room hire: £12.00
 - J Proctor for Projects and Stationary re-imburement/expenses: £30.17 (£26.71 ex-VAT)
 - Hamilton Associates for Internal Audit fee: £120.00 (£100 ex-VAT)
 - ii. direct debits:
 - Bournemouth Water Co. Water for Pavilion: £3.50
 - Business Stream (B S RA) Waste service – NML Reading Room.: £107.91

Cllr Proctor proposed and Cllr Wilson seconded that the Report be approved; also that all cheques be approved and signed: resolved unanimously.
- i. The Budget Control Report was received.

46/18 Clerk's Report

Landford Rec play equipment repair parts have been ordered:

- Playdale timber and installation warranty work on the Toddler climbing frame is due to start on week commencing 11th June 2018.
- The 8 nuts to replace the rusty ones on the toddler swings have arrived from Wicksteed Nuts, they have a 2 year guarantee and were provided free of charge as a good will gesture.



47/18 To consider the presence of Landford Parish Council at the School Fayre – (Comms Group)

This was considered and a discussion concluded that the Parish Council should aim for a presence at the August Bank Holiday Fayre. (AI: Comms Group)

48/18 To consider the investigation of signs for the Recreation ground playground areas – (NJB)

The topic of signs for the Recreation grounds was discussed and Cllr Proctor presented information on a cycle trail sign suggestion. The Clerk was tasked with finding out if any standard text signs exist in Wilts. Council and the associated costs of metal signs for the playgrounds.

49/18 Handyman appointment update and to agree how the task list will be managed – (HR Committee)

Chris Johnson was appointed as a contract Handyman. A priority list of tasks is being compiled by Cllr Wilson. Going forward the main point of contact for any proposed handyman jobs, which are to be prioritised and added to the list, will be via the Clerk. (AI: Cllr Wilson)

50/18 Parish Logo competition – (Comms Group)

The Clerk received 43 Parish Logo competition entries. Cllr Waltham spoke about the selection criteria for the Parish Council logo. A judging date was agreed to be at 9am on Friday 11th May 2018. Cllrs Wilson, Hewson, Bishop, Waltham were to form the judging panel with the Clerk present. The Clerk was to display and number the entries and Cllr Waltham's proposed selection criteria would be used for identifying the winning entry: resolved unanimously.

51/18 To discuss the pond by A36 layby – (AMM)

Cllr MacLachlan spoke passionately about the pond by the A36 being a wildlife pond. The history of the pond was discussed regarding pond skating and it being used as a watering hole for horse drawn coaches. Cllr Parker mentioned that the pond water had previously been tested and it was found to be of good quality. The Clerk was asked to check the ownership of the pond and confirm that Wilts. Council are still prepared to install CCTV to help with minimising fly tipping in this area. Cllr Parker agreed to refer the wildlife pond idea to the Blackwater conservation group. (AI: Cllr Parker)

52/18 To formally approve the disposal of the goalposts from Landford Rec currently stored off-site

Cllr Wilson proposed and Cllr Hewson seconded the formal approval of disposal of the goalposts from Landford Rec.: resolved unanimously.

53/18 To propose, discuss and agree the Parish Council taking ownership of the following items:

a. Four Landford Village Signs

Cllr Proctor proposed and Cllr Wilson seconded the agreement to take ownership of the four Landford village signs once installed: resolved unanimously.

b. Speed Indicator Device

The Council agreed their unanimous support to this initiative in the Parish but no decision was made regarding ownership. The Clerk was asked to look into any Parish insurance implications for this device.

54/18 To consider a complaint regarding an overgrown hedge on North Lane

The Clerk is to send a letter to the properties concerned asking for width of hedges to be reduced.

55/18 To note the Brewin Dolphin New Forest Summer Sportive Cycle Event 7th July 2018

Noted.



56/18 Members' Reports

- a) Cllr Proctor - Reported that there are now 3 sites in the Parish planted with wild flower seeds: A36 junction by The Landford Poacher, A36 junction at the end of New Road, and by the tennis courts in NML Rec.Ground.
Cllr Proctor wished to thank:
- Cllrs MacLachlan and Keirl for their support and physical hard work in the wild flower seed planting project.
 - Wyevale Garden Centre for the donation towards native bulbs for planting.
 - Graham at Romwy for the loan for the scarifier used on two wild flower seed planting locations.
 - K. Waltham for scarifying one of the wild flower seed planting locations.
 - School Eco Council for helping with the planting of wild flower seeds on 8th May at NML rec. ground.
- Cllr Proctor suggested an additional wild flower seed location in Hamptworth and it was discussed that the contractor for grass cutting by the Hamptworth bus stop be contacted to discuss the location further. **(AI : Cllr Proctor)**
- b) Cllr Hewson – Reported that he had received confirmation that the Zig Zag lines for outside Landford School on Lyndhurst Road are to go ahead as funding has been obtained from Travel Planning department in Wilts. Council.
- c) Cllr Parker - Attended the Southern Wiltshire Area Board (SWAB) Meeting on 3rd May 2018 and noted:
- The South Wilts. Community Policing Team (CPT) are working with the Community Speed Watches (CSW) as they are homing in on high speed areas.
 - The top 3 themes for the Area Board communities were voted as: Environment, Community safety and Children and young people. Community ideas for projects in these 3 areas were welcomed.
 - A Ward division review is underway. WC Randall is involved in this.

57/18 To receive any Recreation Ground Reports

As per Clerk's report.

58/18 Urgent Business

Cllr MacLachlan re-raised the query regarding Lyndhurst Road bus shelter, bus indicators, originally raised to him by parishioners earlier in the year – The Clerk is to find past meeting correspondence on this topic and follow up with Wilts. Council to ascertain if bus indicators are planned for any of the Parish bus shelters.

Date and Location of Next Meeting: agreed as 19:15 on Wednesday 13th June 2018 in Nomansland Reading Room.

Meeting closed at 21:50 pm.