



Landford Parish Council

**Minutes of the LANDFORD PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
Wednesday 11 May 2022. Start time 7:55 pm
Landford Village Hall (Blue Room)**

Councillors present: Nik Bishop (NB) - Chair, Ken Parker (KP) – Vice-Chair, Glen Keirl (GK), Rob Bird (RB), Mary Davies (MD), Damien Swancott (DS), Cllrs John Bonney, and Nick Hall (NH)

Plus: Melanie Camilleri (MC) – Clerk/RFO and Cllr Zoe Clewer (Wiltshire Council). No members of the public attended.

MINUTES

- 68/22** **Election of the Chair and acceptance of office:** Cllr Glen Keirl proposed, seconded by Cllr Mary Davies and resolved unanimously that Cllr Nik Bishop be elected Chair for the municipal year. Cllr Nik Bishop accepted and signed the acceptance of office.
- 69/22** **Election of the Vice-chair and acceptance of office:** Cllr Glen Keirl proposed, seconded by Cllr Damien Swancott and resolved unanimously that Cllr Ken Parker be elected Vice-Chair for the municipal year. Cllr Ken Parker accepted and signed the acceptance of office.
- 70/22** **Apologies for Absence:** Cllr Geoff Hewson (GH)
- 71/22** **Declarations of interest:** None
- 72/22** The **Minutes** of the:-
- Parish Council Meeting on **13 April 2022**
 - Extraordinary General Meeting on **27 April 2022**
- were unanimously approved.
- 73/22** **Governance**
- Landford Parish Council declared its eligibility under Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 - it has a CiLCA qualified Clerk/RFO plus at least 2/3rd Members have been elected to office.
 - s29(1) of the Localism Act 2011: all members agreed to review and update, if necessary, their Councillors' Register of Interests.
 - Standing Orders were adopted unamended.
 - Financial Regulations were adopted unamended.
 - Insurance renewal wed 01 June 2022.
 - The renewal quote has been received. Awaiting a 2nd quote. It was unanimously agreed that the selection of insurer be delegated to MC in her capacity as RFO.
 - It was unanimously agreed to pass on the premium attributable to the Clubhouse to 360 Degrees Coaching
 - Noted Annual Subscriptions: WALC/NALC, ICO, Parish Online. KP proposed that the Parish Council upgrades the Parish Online subscription (which is free of charge). This was unanimously agreed.

- Noted Community Heartbeat Annual Support Agreements (Defibs NML Rec Grd and Landford Village Hall)
- Noted Annual RoSPA Safety Inspection October 2022
- Internal Auditor for 2022/23 AGAR: John K Murray (DMS, FCPFA, Chartered Public Finance Accountant) appointed.
- Noted External auditor appointed is PKF Littlejohn.
- Noted grass cutting contract for Landford Rec Grd is with Bawdens.
- Noted grass cutting contract for NML Rec Grd is with Ben Armstrong.
- Noted Hamptworth grass cutting and bus shelter maintenance contract is with Garth Everett.
- Noted bin collection contracts are with Idverde and Suez.
- Noted electricity supply contracts for NML RR and Landford Rec Grd Pavilion is with SSE.
- Noted water waste and drainage services contract for NML RR is with Business Stream.
- Noted water supply contract for NML RR is with Bournemouth Water.
- Noted Landford Toilet Cleaning Contract is with Julie King.
- Noted Hedge Cutting at Landford Rec Grd is carried out annually by Chris Penny
- Councillor assignment of responsibilities, memberships of groups and committees, and representatives to external bodies: all agreed would remain as-is. Cllr Nick Hall allocated Landford Rec Grd, Comms and potentially Maybush Copse (subject to review of the Action Plan). Green/Eco portfolio to be considered at the June meeting.
- Note agreements for use of Landford Rec Grd are with BCC and Forest Fitness

74/22

Finance

- i) Annual Governance and Accountability Return 2021/22 Form 3
 - i. the Annual Internal Audit Report: the internal auditor reported he had no matters to bring to the Council's attention.
 - ii. Section 1 – Annual Governance Statement: completed, approved, and signed
 - iii. Bank Reconciliation: approved
 - iv. Section 2 – Accounting Statements: completed, approved, and signed
 - v. Explanation of Variances Report: approved
 - vi. The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return will be published on 30 May 2022 with dates set for the inspection period Monday 13 June 2022 – Friday 22 June 2022.
- ii) The Cash Flow Report and payments were unanimously approved

Account Balances

Unity Trust Bank 05 May 2022: £49,073.90

Nationwide Business 95-day Saver 05 May 2022: £22,000.00

Payments

Payee	Detail	Amount £ (incl vat)	Method
Pennon Water Services	Water for Pavilion	4.50	DD
Source for Business	Waste Services (01 April 2022-31 March 2023) NML RR	103.29	DD
Suez	Bins NML Rec Grd	69.35	DD
M Camilleri	Monthly gross salary	2095.25	S/O
1&1	Website domain renewal 24 mths (April 2022 – April 2024) + Email storage	29.98	DD
Julie King	Cleaning products Landford Toilets	154.82	BACS
Parish Online	Subscription	54.00	BACS

ldverde	Bins Landford Rec Grd & NML Rec Grd	123.75	BACS
John K Murray	Internal Audit fee	175.00	BACS
Elan City	Solar Panel SID	2,005.40	BACS
Landford Village Hall	16 March Blue Room hire 2.25hrs @£8/hr	18.00	BACS
M Camilleri	Expenses and reimbursements	113.21	BACS
Total debit		£4,946.55	

Receipts

Payee	Detail	Amount £	Method
Member of public	Hire of NML RR	30.00	BACS
Member of public	Hire of NML RR	20.00	BACS
Wiltshire Council	Precept – 1 st instalment	20,000.00	BACS
SSE	Refund	286.05	BACS
Forest Fitness	Use of Landford Rec Grd (monthly payment)	35.00	BACS
Member of public	Hire of NML RR	5.00	BACS
Total credit		£20,376.05	

75/22

Planning

- i) To consider applications received (see Planning Schedule for decisions)
- ii) Article 4 Direction to remove permitted development rights (Schedule 2, Part 4, Class B) for larger and all new temporary campsites has now been confirmed. National permitted development rights for temporary land uses (including camping) have reverted back to 28 days per annum for 2022.
- iii) Article 4 Direction New Road 1975 - when Salisbury District Council was the planning authority. Implications for WC and NFNPA and LPC when considering planning applications
- iv) Temporary Planning for Gypsy Site Brambley Hedge, Latchmore Drove. Noted this expires 20 June 2022.

76/22

Speed limits across the parish

- i) Consideration on ways to manage speeds, including working with Community Speed Watch and WC Highways. MC to contact Graham Axtell and Paul Shaddock and request a site visit for Hamptworth & Lyburn.

77/22

Landford Rec Grd and NML Play Park

- i) To consider the quotation for Landford Rec Grd 'weed and feed' treatment. Unanimously agreed to defer the decision pending site inspection by GK, JB, and NH. June Agenda.
- ii) Purchase of Table Tennis Table for NML Rec Grd
 - a. Cllrs Bonney, Bird, and Swancott reported back on their site visit and identified a potential space to locate the TTT.
MC to acquire quotes for installing a base – from Vitaplay and a local tradesperson (NB to send MC contact details)
 - b. Landford Village Hall are currently considering response on financial support for the purchase
 - c. LPCP are currently considering response on financial support for the purchase
 - d. SWAB funding - missed the May meeting and next one not until Sept (so will have missed a summer installation if LPC wait). It was unanimously agreed to wait for response from VH and LPCP.
- iii) Request from member of the public to instal a Basketball hoop/stand at the NML Play Park. It was agreed that MC should direct their request to 360 in the first instance.

79/22

Councillors Reports

DS confirmed his attendance at WC's Contextual Safeguarding Briefing session on 30th June

JB Will be attended Neighbourhood Tasking Group on 01 June in Downton.

KP Attended NE Quadrant Meeting 04 May at Bramshaw. Also attended by MD. Three presentations. Once received KP will circulate.

80/22

Councillor Zoe Clewer (Wiltshire Council)

1. SAB environment event 27Apr22
2. LFHIGs (formerly CATG) 27Apr22 WC new guidance, increased budget 29Apr22
3. 05Apr22 Solar together Wiltshire, lots more announcements on Our Wiltshire FB page etc.
4. WC Housing Policy information to follow by email.
5. Minutes 54/22 info on 20 mph zones provided during last LPC meeting. For other options invite WC HW Paul Shaddock to come and see during drop off/pick up what options there are, if any. An opportunity to talk about dragon's teeth near the Cuckoo and Lyburn Rd/Hamptworth Rd (76/22) and potential future SID locations possibly and School Road parking, congestion, safety – all in one visit.
6. SID poles work WC Highways followed up 25Apr22, 04May22, 10May22, progressing, hopefully completing this week.
7. Heritage Asset list re local searches when buying properties, handled differently by the various authorities. 26Apr22
8. Article 4 campsites changes link www.newforestnpa.gov.uk/planning/article-4-direction-temporary-campsites/
9. 75/22/iii
Email David Williams 12Apr22
'Thank you for the recent communications. It is useful that the full details of the Article 4 have now been bottomed out and concur with the comments raised by WC planning officer. I have asked my colleagues to ensure this is correctly recorded on all relevant records.
In the context of the current planning application eg 21/00928 for the major development at Green Hill caravan site the presence of an Article 4 doesn't directly affect the current considerations. Primarily the whole proposal is subject of the need for planning permission and will therefore need to be subject of consideration against planning policy. In other words it is not benefitting from permitted development rights that the Article 4 takes away.'
10. New Road Speed Limit (2016 CATG application) will forward relevant emails to LPC. Any proposed changes will require a new LHIFG application.

81/22

Correspondence, AOB, urgent matters

- i) MC requested to send letter to property owner at Captain's Copse as their hedge is encroaching a pavement and creating a hazard to pedestrians.

82/22

Date of next meeting

The date of the next Meeting for **Landford Parish Council** will be held on **Wednesday 15 June 2022 at 7:15pm** in the **Nomansland Reading Room**

Being no further business, NB closed the meeting at 9:30pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING