



Landford Parish Council

Minutes of the meeting held on 09 September 2020 at 7:15pm

Held by video conference (in order to protect the health and safety of councillors and members of the public during the COVID-19 pandemic)

Councillors present: Nik Bishop (NB), Ken Parker (KP), David Wilson (DW), John Bonney (JB), and Geoff Hewson (GH)

Plus: Melanie Camilleri (MC) – Clerk/RFO

- 110/20 Apologies for Absence:** Glen Keirl (GK) and Joy Proctor (JP)
- 111/20 Declarations of interest:** None
- 112/20 Minutes:** the Minutes of the Parish Council’s Extraordinary General Meeting held on 12 August 2020 were approved and signed
- 113/20 It was resolved unanimously that agenda item 114/20 be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the confidential nature of the business to be transacted.**
- 114/20 Councillor vacancies**
‘Meeting Room’ function was enabled for this Agenda item.
- i) Two applicants received for the two vacancies. The councillors met each candidate in turn. The candidates were given the opportunity to address the councillors as to their reasons for applying as well as the skills and experience they would bring to the council. Councillors were given the opportunity to ask the candidates questions.
 - ii) Candidates were returned to ‘meeting room’ whilst the councillors deliberated. DW proposed, seconded by NB and resolved unanimously that Damien Swancott be co-opted.
DW proposed, seconded by NB and resolved unanimously that Rachael Goodall be co-opted.
 - iii) MC to send paperwork to new councillors and their appointment ratified at the Parish Council meeting 14 October.
 - iv) Damien Swancott to join the Finance Group. Rachael Goodall to join the HR Committee.
- 115/20 Planning and Treeworks**
Applications received were considered - see attached Planning Schedule for decisions
- 116/20 Finances and Cheques**
- i) NB proposed, seconded by JB and resolved unanimously to approve the Cash Flow Report and authorise payments. DW and KP to authorise BACS payments raised online by MC.

Payee	Detail	Amount £ (incl vat)	Method
Pennon Water Services	Water for Pavilion	2.50	DD
Suez	NML Bin Collection	62.30	DD
M Camilleri	Monthly gross salary (65hrs) + hol pay	968.45	S/O

1&1	50Gb email storage + website name renewal 2 years	6.00	DD
Community Heartbeat Trust	Annual Support Cost Defib Landford Village Hall	151.20	BACS
Bawdens	Grass Cutting	177.16	BACS
Idverde	Landford Rec Grd bin emptying	121.44	BACS
Chris Johnson	Landford Rec Grd Disabled Toilet modifications to be CV19 compliant	48.50	BACS
Geoff Hewson	Landford Rec Grd sign materials and mileage	406.00	BACS
Geoff Hewson	Phone box repair expenses	300.18	BACS
Geoff Hewson	Phone box repair expenses	66.31	BACS
M Camilleri	Expenses & materials Disabled Toilet modifications	319.77	BACS
M Camilleri	Shortfall salary (NALC pay rise + contract changes) + July Project	1,172.29	BACS
Total debit		£3,802.10	

Receipts	Detail	Amount £	Deposit Ref.
Lynda Waltham	CV19 Emergency Fund (test) repayment	2,999.00	BACS
Total credit		£2,999.00	

- ii) DW presented a 1st draft mid-year budget 2020/21. To be discussed fully at an EGM. Date to be determined.

NB proposed seconded by DW and resolved unanimously that MC request Chris Penny to carry out hedge cutting on New Road.

- iii) 2021/22 budget must be approved by (or before) 09 December meeting. MC to present proposal on 14 October meeting

117/20

Landford Rec Grd

- i) GH installed a new sign at the entrance. The councillors expressed their gratitude to the work and efforts of GH.
- ii) MC reported that 1 or 2 users daily and that Julie King doesn't believe a daily clean is necessary. It was resolved unanimously that Julie continues to clean on a Monday, Wednesday and Friday until the end of September 2020. Thereafter, open weekends (clean Sunday) and during half term (clean Monday, Wednesday and Friday).
- iii) RoSPA Inspection will take place during September (no prior notification of exact date). MC will share Report once received.

118/20

Website Accessibility

As from 22 September 2020 the Parish Council's website must comply with Website Content Accessibility Guidelines (WCAG) 2.1 AA rating.

MC has carried out extensive changes to the website. Modifications focus on key aims of the new guidelines:-

- Clear and consistent styling
- Good colour contrasts
- Large Links and Buttons
- Understandable content (plain English whenever possible)
- Compatibility with mobile phone view (checked using a samsung)

MC has audited all pages for compliance 'errors' using the web accessibility evaluation tool <https://wave.webaim.org/>

MC has added an Accessibility Statement to the website providing AbilityNet guidance on how the user make their device easier to use if they have a disability and how they obtain information on the website in a different format.

Councillors were satisfied these changes went far enough to comply with Guidelines and that any further work would constitute a 'disproportionate burden' (as set out on the guidelines).

119/20

Councillor Reports

JB: Reported Rec Grd inspections had been carried out (reports sent to MC) and that he'd reported to MC unemptied bins at NML Rec Grd. MC confirmed Suez had acknowledged blue bin had not been emptied (due to driver being unable to access) and was waiting for call back from Idverde regarding Green bin.

KP: Community Partnership are ready to send out their questionnaire. MC to instruct the printer to progress order.

120/20

To receive a report from Councillor Randall (Wiltshire Council)

Wiltshire Council: Cllr Randall reported financial challenges being faced following CV19 expenses

NFNPA: Reported challenges faced by impact of high volume of visitors e.g. forest fires

121/20

Correspondence and any urgent matters

i) Greenhill Caravan Park:-

a. NB reported that she and Cllr Keirl had received complaints about camping in the field. They spoke to the Caravan Park owner who reported that they had been specifically asked to open this field for camping by NFNPA (to alleviate pressure on the forest). The Parish Council had not been informed by NFNPA. Cllr Leo Randall said he'd write to Steve Avery with a polite reminder that NFNPA should keep the parish council informed in such matters.

b. Caravan Park owner aiming to install (subject to planning consent) a gravel path to provide access for pedestrian safety

c. Caravan Park owner holding an open day end Sept. Opportunity to answer questions from members of the public and tell them about how they have supported the community during CV19 e.g. buying groceries, medical collections.

ii) MC reported for info only at this stage the Local Government Association (LGA) Model Member Code of Conduct – proposed new version to be reviewed by LGS's Executive Advisory Board Autumn 2020

122/20

Date of the next meeting

The next **Landford Parish Council** meeting will be held on **Wednesday 14 October 2020 at 7:15pm** by **Video Conference**

Being no further business, NB closed the meeting at 8:53pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING