



## Minutes of Landford Parish Council meeting held at the Nomansland Reading Room at 7.15pm on 12<sup>th</sup> June 2019

### Present

LA Waltham (Chair)	NJ Bishop	GL Keirl (left at 20:19)
AM MacLachlan	KP Parker	MJ Proctor
DM Wilson (arrived at 19:50)	E Finlayson (Parish Clerk)	
8 members of the public attended the meeting.		

*Parish Council Meeting opened at 19:15.*

### 24/19 Apologies

Cllrs Bonney, Hewson, Wilson.

Cllr Keirl gave advanced apologies that he would need to leave the meeting early at around 20:00

### 25/19 Declaration of Interests

None.

### 26/19 Acceptance of minutes of previous meetings

The minutes of the May 2019 Annual meeting of the Full Council meeting were unanimously agreed and signed.

### 27/19 Planning – as per attached schedule

During the consideration of The Croft planning application the Chair closed the meeting at 19:18 to invite members of the public to address the Parish Council on this topic. The meeting was reopened at 19:26.

During the consideration of Nomansland Garage planning application the Chair closed the meeting at 19:28 to invite members of the public to address the Parish Council on this topic. The meeting was reopened at 19:29.

During the consideration of Woodside planning application the Chair closed the meeting at 19:31 to invite members of the public to address the Parish Council on this topic. The meeting was reopened at 19:32.

During the consideration of Brackenhurst planning application the Chair closed the meeting at 19:34 to invite members of the public to address the Parish Council on this topic. The meeting was reopened at 19:39.

Cllr Wilson arrived at 19:45 and gave apologies to the Chair. At 19:50 the Chair invited Cllr Wilson to join the meeting.

### 28/19 Parish Council updates from agenda item actions from previous meetings

- **214/18** Cllr Bishop reported that Wilts. Highways have fitted the trombone latches (for disabled access) for Forest Road to South Lane and North Lane cattle grid field gates.
- **239/18** Metal Bus shelter missing panel upgrades - the Clerk advised that there is no progress on this due to End Of Year (EOY) Financial work.
- **253/18** - Self closing gates – the Clerk reported that the contractor, Long and Dibden, have fitted the new gates and wished to pass on a thank you to Cllr Bonney for onsite support given to contractors.
- **163/18** Landford Defibrillator – the Clerk reported the Defib order form needed a clarification from the Defib group. Post meeting update: The clarification was received at the end of the meeting from a defib group member.
- **13/19** Pavilion Clean – Cllr Bishop and Cllr Wilson reported the cleaning had taken place.
- **17/19** New Planning Procedure – The Clerk reported that the new procedure has been well received by applicants and agents.
- **20/19** Geocache at Landford Rec– the Clerk reported no progress on this due to the due to End Of Year (EOY) Financial work priority.
- The Clerk wished to thank the Parish Council for the all the help at and in preparation for the Annual Parish Meeting.

- Cllr Wilson confirmed that the Landford Rec gents toilets now had a door closer fitted by the Handyman.

Cllr Keirl left the Parish Council meeting at 20:19.

### 29/19 To approve the increased annual insurance premium

The Council considered the annual insurance premium increase of £508.60 which was a result of the Parish buildings valuation reports, addition of the new recreation ground fences and gates and refurbished bus shelters.

Cllr Waltham proposed and Cllr Bishop seconded the approval of the increased annual insurance premium for 2019/20 to ensure the Parish buildings, gates/fences and street furniture were insured as per values in the recent invoices/valuation reports received: resolved unanimously.

It was noted that this approval included an increase to the annual budget for the Insurance of £238.60

### 30/19 Finance

- a. The Internal Auditors report was received.
- b. Each statement in the Annual Governance Statement 2018/19 was considered by the Council and each statement response resolved unanimously.  
  
Cllr Proctor proposed and Cllr Bishop seconded the approval that the Annual Governance Statement 2018/19 should be signed by the Clerk and Chairman: resolved unanimously.
- c. Cllr Wilson proposed and Cllr Parker seconded the approval to signing off the 2018-19 accounts: resolved unanimously.
- d. Cllr Bishop proposed and Cllr Wilson seconded the approval of the Bank Reconciliation: resolved unanimously.
- e. The Budget Control Report for 2018-19 was received.
- f. The Explanations for Significant Differences was received.
- g. Cllr Parker proposed and Cllr Wilson seconded the approval of Section 2 of the Annual Return: resolved unanimously.
- h. The Clerk presented the Cash Flow Report and cheques numbered 300754 to 300764 for signing.
  - i. cheques numbered 300754 to 300764:
    - E Finlayson for monthly Gross salary (60 hours) plus 1/3 Holiday pay Jan-Mar and 1/4 of back pay due to salary increase: £716.61
    - E Finlayson for May re-imburement/expenses: £157.89 (£138.26 ex-VAT)
    - Nomansland Reading Room August 2019 – June 2020 room bookings £72.00
    - Idverde for May bin emptying: £97.15 (£80.96 ex-VAT)
    - Long and Dibden Fencing for Landford Recreation ground play area self-closing gates and associated works: £4131.60 (£3443.00 ex-VAT)
    - PD Smales and Son for Landford Rec. weed spray: £240.00 (£200.00 ex-VAT)
    - Came & Company for annual insurance renewal and new valuations premium £2163.00
    - Hamilton Associates for annual internal Audit fee: £150.00 (£125.00 ex-VAT)
    - L Waltham for re-imburement/expenses: £40.00
    - J Proctor for re-imburement for Annual Parish Meeting catering: £36.31
    - Bawden for April and May Grass cutting: £423.83 (£353.19 ex-VAT)
  - ii. direct debits and standing charges:
    - Bournemouth Water Co. Water for Pavilion: £2.00
    - Hills Waste Management for April NML reading room bin collection: £10.36 (£8.63 ex-VAT)
    - 1&1 Email storage space increase to 50GB monthly fee: £6.00
  - iii. Income received:
    - Land Registry uncashed chq 498 credit from 13/09/2017: £40.00
    - Society of Local Council Clerks (SLCC) uncashed chq 522 credit from 13/12/2017: £115.00

Cllr Parker proposed and Cllr Bishop seconded that the Report be approved; also that all cheques be approved and signed: resolved unanimously.

- i. The Budget Control Report was received.

### **31/19 To discuss and consider the next steps for the Community Spirit Award**

Cllr Waltham highlighted the low number of entries/nominations submitted for the Community Spirit Award.

Cllr Waltham proposed and Cllr Wilson seconded that the Community Spirit Award is not continued by the Parish Council: resolved unanimously.

### **32/19 To approve the addition of the Parish Council Crime representative to the representatives to external bodies list**

Cllr Waltham proposed and Cllr Wilson seconded that Parish Council Crime representatives be added to the external bodies list: resolved unanimously.

### **33/19 To receive a report from Wiltshire Councillor (WC) Randall**

WC Randall updated the Parish Council via an email report on his correspondence about verge cutting and roundels in the New Forest National Park with the Head of Highways for the South of Wiltshire. The report was to be circulated to the Parish Council. It was noted that all issues with highways are to be reported via the My Wiltshire reporting system and there will be an article in the next highways newsletter (which can be found on the Wiltshire Council website) on Conservation and Grass cutting which states that:

*“The major opportunity for change will be in 2022/ 23 with the Streetscene and Highway Contracts ending and the opportunity of bringing the two grass elements of those contracts together. This will be explored over the next two years with the town and parish councils and will be a standing item on the annual highway evening meeting agenda.”*

### **34/19 Members’ Reports**

- a) Cllr Parker and Cllr Bonney attended the North East Quadrant meeting on the 16<sup>th</sup> May 2019 and Cllr Parker reported the following highlights:
  - i. Professional Dog Walking Charter - Dawn Rayment NFNPA  
A code of practice called 'New Forest Professional Dog Walkers' Charter' has been produced. Funded by New Forest District Council and supported by NFNPA, New Forest DC, Test Valley BC, Hampshire CC, Hampshire Constabulary, Forestry Commission, Hampshire and Isle of Wight Wildlife Trust, National Trust. 24 requirements for professional dog walkers to follow, including a limit of six dogs at one time.
  - ii. Update from NPA Ranger Team - Craig Daters NFNPA  
Warning about ticks at this time of year. More information of the tickawarehampshire website. The Year of Green Action (YoGA) was spoken about, with the slogan 'connect, protect and enhance'. The YoGA is about connecting people with nature, and showing how we can all take positive action to improve our environment.  
A warning was given about the potential for disturbance of ground nesting birds during April, May, June into July.
  - iii. Broadband and mobile broadband - Steve Avery NPA  
Dealt with by coordination between Openreach and Hampshire CC. Hampshire CC reports having problems with wayleaves.
  - iv. Caravans in gardens Steve Avery NFA  
Currently caravans are allowed within a residential curtilage, which is creating abuse by several properties in the NFNPA. MP's are being lobbied to change the rules especially for national parks.
  - v. NPA update - Steve Avery NPA  
The new Local Plan is in its final examination stage. So far the inspector is happy with the document.  
Local Plan includes a requirement for developments to include 50% affordable homes, but only if 'viable'.  
The Local Plan will require 40 new dwellings a year to be built, compared to 11 in the current Core Strategy.
  - vi. Next meeting will be held in the second week in September - to be confirmed.
- b) Cllr MacLachlan reported that he had now met with both the manager of the Cedars Care home and the Headmaster of the New Forest Primary School, who have both agreed to send their evacuation plans to Cllr MacLachlan for

referencing/incorporation into the Parish emergency plan. Next steps are to meet with Rev David Bacon regarding Landford St Andrews Church being available in an emergency. A quick discussion within the Parish Council reiterated a note from the Annual Parish Meeting that getting a version of the plan ready for publication in the Parish Directory is a good goal. Cllr MacLachlan raised a few concerns about liabilities and agreed to contact Wiltshire Council to see if they could help address any concerns.

- c) Cllr Wilson suggested the Parish Council start to think about the 2020-21 budget and associated projects in the coming months.
- d) Cllr Hewson attended the Highways meeting on the 8<sup>th</sup> May 2019 in Salisbury City Hall and reported via email the following highlights:
- i. Parish Community Asset Transfers
 

Play Areas - many play areas are financed and controlled by WC, funding of up to £1,000 per area for those Council who registered.

There will be a review of the future provision after the Main CAT Programme is completed
  - ii. Community Asset Transfers
 

Review of Council Assets and Opportunities will continue
  - iii. Wiltshire Highways Additional Funding
 

A 12-month program to deliver improvements to local highway maintenance, including repair of potholes, white lining, weed removal, kerb and pavements, verge overruns and improved road signage, will be implemented. Additional funding comes from £7,358,000 provided by the DoT, with the remainder coming from increased WC highways financing in 2019/20.

WC has a major program of huge expenditure on roads, bridges, street lighting and alleviating flooding which is expected to be in the region of £20,000,000 for 2019/20.

This could vary due to severe weather damage, weed growth and safety priorities.

    - i. The additional £7,358,000 funding
      1. Road Surfacing and Patching -£3,028,000
 

Most of this funding will be used for major maintenance in order to increase the number of roads being resurfaced to prevent potholes forming.
      2. Footpath Resurfacing -£1,000,000
 

For the county's footways and pedestrian areas.
      3. Verge Overrun -£500,000
 

The grass verges damaged by lorries and tractors driving the road surface to pass other vehicles. This is done by digging back to verge, laying concrete to strengthen the base and build up the verge again with soil.
      4. Road Markings at Rural Roads and Junctions -£300,000
 

This will concentrate on locations where lines are being worn away and increasing safety risks at junctions.
      5. Pothole Repairs -£500,000
 

3 gangs making quick repairs, and a gang with a machine where larger repairs are required.
      6. Pothole Patching -£400,000
 

A machine which blasts tar and stone into large hole where full resurfacing would not be justified.
      7. Road Signs -£300,000
 

Priority is currently given to replacing safety critical signs.
    - ii. The additional £500,000 funding
      1. Weed Treatment using Glyphosate dropping and not spraying.
      2. Litter bin replacements

Funding to replace any WC litter bin that may be damaged. To supply and install a litter bin costs ~£200. Various options for match funding. To discuss the options please contact the council at [streetscene@wiltshire.gov.uk](mailto:streetscene@wiltshire.gov.uk).

3. Some of the work undertaken by Idverde  
grass cutting, town centre cleaning, litter bin emptying, litter picking
4. Some of the work undertaken by Ringway  
Parish Stewards, Gully emptying, sweepers etc.

e) Cllr Waltham reported that the Communications group recreation ground article had been published on the Parish Council website and facebook page.

Cllr MacLachlan raised a thank you to Cllr Proctor for the great catering at the Annual Parish Meeting.

**Date and Location of Next Meeting:** agreed as 19:15 on Wednesday 10th July 2019 in Landford Village Hall (Blue Room).

*Meeting closed at 21:28 pm.*