



# Minutes of the Annual Meeting of Landford Parish Council held at the Landford Village Hall (Blue Room) at 7.15pm on 8<sup>th</sup> May 2019

## Present

D Wilson (Chair)	NJ Bishop	J Bonney
GL Keirl	AM MacLachlan	KP Parker
LA Waltham	Cllr L Randell (WC)	E Finlayson (Parish Clerk)
5 members of the public attended the meeting.		

*Parish Council Meeting opened at 19:16.*

### 1/19 Election of Chair and Acceptance of Office

Cllr Bishop proposed and Cllr Keirl seconded the nomination of Cllr Waltham to be Chair and Cllr Waltham proposed and Cllr Bonney seconded the nomination of Cllr Wilson to continue as Chair: this was resolved by a majority vote for Cllr Wilson to continue as Chair.

### 2/19 Apologies

Cllrs Hewson and Proctor.

### 3/19 Declaration of Interests

None.

### 4/19 Election of Vice-chair

Cllr Wilson proposed and Cllr Bishop seconded the nomination of Cllr Waltham to continue as Vice-Chair: resolved unanimously.

### 5/19 Planning – as per attached schedule

### 6/19 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 (alphabetical order)
Communications	Nik Bishop, Geoff Hewson, Joy Proctor, Lynda Waltham
Finance	Dave Wilson (ex officio), Ken Parker, Lynda Waltham
Highways	Geoff Hewson, Tony MacLachlan, Ken Parker
HR (Committee)	Joy Proctor, Lynda Waltham (Committee Chair), Dave Wilson (ex officio)
Maybush Copse	Tony MacLachlan, Ken Parker
Planning	Nik Bishop, Geoff Hewson, Glen Keirl, Ken Parker
Recreation	Dave Wilson, Geoff Hewson, Glen Keirl, John Bonney
Defibrillators	Nik Bishop
War Memorial Refurb. Group	Geoff Hewson, Ken Parker
Hamptworth Phone Box Refurb. Group	John Bonney, Geoff Hewson

**b. representatives to external bodies**

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

Outside body	Representative
South Wiltshire Area Board (SWAB)	Ken Parker, (Dave Wilson)
National Park Authority (NPA) North East Quadrant	Ken Parker, (John Bonney)
Nomansland Reading Room	Nik Bishop, Glen Keirl
Nomansland War Memorial	Nik Bishop, Glen Keirl
Landford Village Hall Committee	Tony MacLachlan
New Forest Consultative Panel	Round Robin/Rota
Nomansland Sports Association/Nomansland Community Events	Dave Wilson
Community Area Transport Groups (CATG)	Geoff Hewson, Ken Parker, John Bonney

**7/19 To agree the dates set for the Full Council meetings for 2019/20**

Year	Month	Date	Time	Day	Meeting	Location
2019	June	12	19:15	Wed	FC	NML Reading Room
2019	July	10	19:15	Wed	FC	Landford Village Hall (Blue Room)
2019	August	14	19:15	Wed	FC	NML Reading Room
2019	September	11	19:15	Wed	FC	Landford Village Hall (Blue Room)
2019	October	9	19:15	Wed	FC	NML Reading Room
2019	November	13	19:15	Wed	FC	Landford Village Hall (Blue Room)
2019	December	11	19:15	Wed	FC	NML Reading Room
2020	January	8	19:15	Wed	FC	Landford Village Hall (Blue Room)
2020	February	12	19:15	Wed	FC	NML Reading Room
2020	March	11	19:15	Wed	FC	Landford Village Hall (Blue Room)
2020	April	8	19:15	Wed	FC	NML Reading Room
2020	May	13	19:15	Wed	FC	Landford Village Hall (Blue Room)
2020	May	t.b.c.	19:00	t.b.c.	Annual Parish Meeting	Landford Village Hall (t.b.c.)
2020	June	10	19:15	Wed	FC	NML Reading Room
2020	July	8	19:15	Wed	FC	Landford Village Hall (Blue Room)

Cllr Waltham proposed and Cllr Wilson seconded that 2<sup>nd</sup> Wednesday of each month with alternative venues between Landford Village Hall and Nomansland Reading Room be continued into 2019/20: resolved unanimously.

**8/19 To agree the annual subscriptions**

Cllr MacLachlan proposed and Cllr Bishop seconded that the a) Wiltshire Association of Local Councils (WALC), b) Society of Local Council Clerks (SLCC) and c) Campaign to Protect Rural England (CPRE) subscriptions be renewed and cheques raised for signing tonight: resolved unanimously.

## 9/19 Acceptance of minutes of previous meetings

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

## 10/19 Parish Council updates from agenda item actions from previous meetings

- **214/18** The Clerk reported that Wilts. Highways have confirmed the trombone latches (for Disabled access) for Forest Road to South Lane and North Lane cattle grid field gates will be ordered and are planned to be fitted by the end of May.
- **239/18** Metal Bus shelter missing panel upgrades - the Clerk advised that a new supplier has been identified for a quote and we expect this during May in time to make an application at the next CATG/SWAB meeting.
- **240/18** The Clerk reported that the insurance company will be informed during the renewal process next month of the appraisal info.
- **251/18** Contract issuing – The Clerk reported that all parties have been contacted by email or phone and contracts are due to be issued later this month.
- **252/18** Landford Rec. Ground weed and feed - Cllr Hewson and Cllr Wilson facilitated J.Smales access to Landford Rec for weed and feed on 2nd May 2019.
- **253/18** - Self closing gates – the Clerk reported that the contractor, Long and Dibden, have ordered the new gates which have a reported 3 week lead time. The work is expected to be carried out after the May half term break, in June.
- **163/18** Landford Defibrillator – the Clerk has been informed that this is now ready to purchase, the quote and contact information to proceed with the order are expected to arrive after the meeting from the Defib group.

## 11/19 Finance

- a. The Clerk presented the Cash Flow Report and cheques numbered 300746 to 300753 for signing.
  - i. cheques numbered 300746 to 300753:
    - E Finlayson for May monthly Gross salary (60 hours) plus 1/3 Holiday pay Jan-Mar: £692.31
    - E Finlayson for April re-imburement/expenses: £19.90 (£19.39 ex-VAT)
    - L Waltham for Community Champions ballot box: £18.00 (£14.40 ex-VAT)
    - Parish Online for annual subscription renewal: £42.00 (£35.00 ex-VAT)
    - WALC annual subscription: £794.62 (£662.18 ex-VAT)
    - SLCC annual subscription £122.00
    - CPRE annual subscription £36.00
    - Idverde for April bin emptying: £121.44 (£101.20 ex-VAT)
  - ii. cheques signed prior to meeting numbered 300740 and 300745:
    - E Finlayson for April monthly Gross Salary (60 hours) plus 1/3 Holiday pay Jan-Mar: £692.31
    - Creative Play (UK) Ltd for NML rec Activity trail tread replacement: £816.00 (£680.00 ex-VAT)
  - iii. direct debits and standing charges:
    - Bournemouth Water Co. Water for Pavilion: £2.00
    - Hills Waste Management for March NML reading room bin collection: £9.66 (£8.05 ex-VAT)
    - 1&1 Email storage space increase to 50GB monthly fee: £6.00
  - iv. income received:
    - Downton Parish Council for new Cllr training organised by Landford Parish Council for 2 Cllrs: £47.74
    - Wiltshire Council First half of Precept: £25000.00

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

- b. The Budget Control Report was received.

## 12/19 To receive and approve a recommendation for the Clerk's salary for 2019/2020

Cllr Waltham proposed and Cllr Bishop seconded that the Clerk's salary be raised in line with the National Joint Council for Local Government Serviced (NJC) recommended pay for the current salary scale (SCP9) from 1<sup>st</sup> April 2019: resolved unanimously.

It was noted that this approval included an increase to the annual budget for the Clerk's salary of £44.71

**13/19 To discuss and consider a quote for a one off clean at the Landford Rec Pavilion**

CLlr Wilson proposed and Cllr Waltham seconded that the one -off clean of the Landford Rec Pavilion be carried out at a cost of £30.00: resolved unanimously.

**14/19 To consider and approve the purchase identification badges for Parish Councillors to carry and show, if needed, when carrying out Parish Council business**

The Clerk passed around a sample photo identification (ID) badge obtained from the company who provide ID badges to Warminster Town Council.

It was noted that Landford Parish Council orange high vis vests would also be useful for identification during Parish Council business and 2 Councillors who did not have these vests requested one.

Cllr Wilson proposed and Cllr Waltham seconded that the 2 High vis vests be purchased along with photo ID badges, with lanyard and open faced holder for all Councillors and that the same photo be placed on the website to allow verification of a Councillor: resolved unanimously.

**15/19 To discuss and consider two new Parish bins on Lyndhurst Road (AMM)**

Cllr MacLachlan presented the costings for the purchase, installation and ongoing collection of rubbish from the proposed bins. After a robust discussion on the topic the Council voted and it was resolved by majority to not add any more bins to Lyndhurst Road. Cllr MacLachlan would report back to the Parishioners who had raised these issues on the outcome.

**16/19 To discuss and consider purchasing perpetual trophies for the Community Champions from S.137 budget (Comms Group)**

Cllr Waltham presented a proposal to purchase perpetual trophies for the Parish Council Community Champion awards. The Council discussed this and suggested that any trophy purchases should be reviewed after an evaluation on the success of this year's award participation.

**17/19 To consider and approve adding to the Parish Council planning procedure:**

When a Parish Consultation Briefing is received from the relevant planning authority, the applicant or agent (subject to details being obtained from the planning application documentation on the planning authority portal) will be contacted and informed that:

*"The Parish Council will consider the planning application, which may include a site visit by the Parish Council Planning Group, and will provide feedback to the relevant planning authority. If you wish to address the Council on this application and/or you wish to decline a site visit, please contact the Parish Clerk via telephone (07421354039) or email (clerk@landford.org.uk).*

*Please note: All Parish Council responses are recommendations only, the responses are submitted to the relevant planning authority following consideration at a full Parish Council meeting and displayed along with the full Council Meeting Minutes on the Parish noticeboards and website."*

Cllr Wilson proposed and Cllr Waltham seconded that the above procedure would be added to the Parish Council's planning procedure with an initial 3 month trial: resolved by majority.

**18/19 To consider the presence of Landford Parish Council at the Local Summer Fayres (Comms Group)**

Cllr Waltham proposed and Cllr Bishop seconded the proposal for a Parish Council presence at the local summer fayres: resolved by majority.

**19/19 To discuss acknowledging Landford Village Stores for acting as the Parish Council's post box etc for the last year (Comms Group)**

Cllr MacLachlan proposed and Cllr Waltham seconded the proposal to show the Parish Council's appreciation for the continued support and help provided by the Landford Village Stores: resolved by majority.

### **20/19 To discuss and approve the request to place a Geocache in Landford Recreation Ground**

The Clerk provided the information gathered from the Parish Council's (PC) Insurers, New Forest National Park Authority (NFNPA) and Wiltshire Council.

Cllr Waltham proposed and Cllr Wilson seconded the proposal to approve the request for a Geocache in Landford Recreation Ground: resolved by majority.

The Clerk was asked to carry out the Risk Assessment with the Parishioner (as per PC Insurer's instructions) and to ask if there could be an addition to the box asking any finder to "pick up one bit of litter and put it in a waste bin".

### **21/19 To consider and agree if the Nomansland Recreation ground toddler climbing frame net and slide swap is required**

Cllr Bishop proposed and Cllr Keirl seconded the proposal to leave the climbing frame net and slide in their current positions: resolved unanimously.

### **22/19 To receive a report from Wiltshire Councillor (WC) Randall**

WC Randall updated the Parish Council on the ongoing discussions with Wiltshire Council, NFNPA and New Forest Council to reinstate the collection of black bins on the open forest (Forest Road, Chapel Lane and York Drove) from inside the property gates/cattle grids, to prevent the forest animals raiding the bins.

### **23/19 Members' Reports**

- a) Cllr Parker attended the Southern Wiltshire Area Board (SWAB) on 1st May 2019 with the following highlights:
  - i. A police report detailing that 3 out of 140 crimes reported were in the Southern Area last month.
  - ii. A presentation on Rights Of Way.
  - iii. The award of a CATG grant for a Speed Indicator Device for joint use between Laverstock and Alderbury Parish.
  - iv. Highway presentation on current and planned works.
  - v. Responses to affordable housing questions asked in previous SWAB meeting.
  - vi. Reusable cups are to be brought to meetings for refreshments.
- b) Cllr Wilson reported that the Cricket club had highlighted the tractor marks on the outfield from the weed and feed work.

Cllr Wilson closed the meeting with a thank you to Cllr Bishop for her work on obtaining the SWAB grants towards the Recreation Ground play area gates and fencing works.

**Date and Location of Next Meeting:** agreed as 19:15 on Wednesday 12th June 2019 in Nomansland Reading Room.

*Meeting closed at 21:39 pm.*