



# Landford Parish Council

**Minutes of the meeting held on 08 July 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 'Stay at Home' government directive)

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Councillors present: David Wilson (DW), Lynda Waltham (LW), Ken Parker (KP), Geoff Hewson (GH), Nik Bishop (NB), Glen Keirl (GK), John Bonney (JB), and Cllr Leo Randall WCC (LR)

Plus: Melanie Camilleri (MC) – Clerk/RFO and 16 members of the public

**74/20            Apologies for Absence:** Joy Proctor (JP)

**75/20            Declarations of interest:** None

**76/20            Minutes** of the Parish Council meeting held on Wednesday 10 June 2020 were approved and signed

**77/20            Planning and Treeworks**

- i) Applications received were considered - see attached Planning Schedule
- ii) 20/00326 War Memorial Roll of Honour: Bramshaw Parish Council have recommended Permission. The Conservation Officer has set-out requirements in their appraisal document dated 23 June 2020. MC to send copies to KP who is leading on the WM Roll of Honour refurb.

**78/20            Nomansland Sports Association (NSA) dissolution - summary of current position**

DW read out a summary of the current position regarding NSAs transfer of ownership of assets to a third party (who wish their identity to remain confidential at the present time).

**79/20            Considerations on re-opening the Landford Recreation Ground, Public Toilets, and the Nomansland Play Park**

i) Actions for re-opening:-

Landford Rec Grd and NML Play Park

- DW has carried out a mechanical inspection of all play equipment. Hip Hop has been removed for repair. Quote £526 +VAT. Zip Wire seat assembly dismantled and removed as in need of repair parts. Everything else mechanically sound.
- Landford Rec and NML Play Park to be re-opened Sat 11 July. In readiness NB to carry out Risk Assessment and LW to produce Public Notices on CV19 for NB to laminate and put-up.
- Weekly inspections to take place after re-opening (JB/GK at Landford and NB/GK at NML)

Public toilets Landford Rec Grd

- Disabled Toilet to be modified to make ready for use observing CV19 requirements (all other toilets to remain closed):-
  - MC to obtain quotes from handyman for door lock, waste bin on wall, paper hand towel dispenser, soap dispenser
  - MC to revise Cleaning contract and Risk Assessment for Julie King (who has already indicated willingness to recommence). Send to LW for review
  - MC to revise Handyman contracts and Risk Assessment. Send to LW for review.

ii) Forest Fitness: Their Risk Assessment and up to date Public Liability Insurance Certificate received. In support of this local business and the challenges it faces

during CV19 pandemic, it was resolved unanimously that Forest Fitness may operate without payment to LPC (for use of Landford Rec Grd) until the end of the year.

**80/20 Finance and Cheques**

- i) DW proposed, seconded by LW and resolved unanimously that the Cash Flow Report be approved, and all online BACS payments be authorised.

Payee	Detail	Amount £ (incl vat)	Method
Pennon Water Services	Water for Pavilion	2.50	DD
Hills Waste Management	NML Reading Room bin collection	10.98	DD
Suez	NML Bin Collection	62.30	DD
Unity Bank	Service Charge	18.00	DD
M Camilleri	Monthly gross salary (65hrs) + hol pay	968.45	S/O
1&1	50Gb email storage	6.00	DD
Iverde	Bin emptying (late invoice for March)	97.15	BACS
Iverde	Bin emptying	121.44	BACS
Bawdens	Grass Cutting	154.91	BACS
ElanCity	Solar Equipment for SID	554.54	BACS
Eve Finlayson	Reimbursement for website hosting renewal	111.75	BACS
M Camilleri	Expenses, reimbursements and mileage	50.83	BACS
Nationwide Business Savings	Transfer to NW – Capital Spend Fund	15,000.00	BACS
Total debit		<b>£17,187.33</b>	

- ii) The Budget Control Report was received
- iii) 2019/20 Internal Audit (Annual Governance and Accountability Return Part 3)
- a. Internal Audit Report received. All in order with the exception that there was no evidence the 2018/19 AGAR and Notice of Public Rights and Publication of Unaudited Return were published. MC to publish on the LPC website at the same time as publishing the 2019/20 AGAR and Notice of Public Rights and Publication of Unaudited Return.
  - b. Section 1- the Annual Governance Statement was approved and signed
  - c. Section 2- Accounting Statements (and explanation of variances) was approved and signed
  - d. MC indicated that the Notice of Public Rights and Publication of Unaudited Return (by external auditor PKF Littlejohn) was to run for 30 working days for the period 13 July to 21 August. MC to send AGAR and all related paperwork to PKF Littlejohn to meet deadline 31 July 2020.

**81/20 Councillor Reports**

**NB:** Defibs – both checked and all ok

**JB:** Litter bins were overflowing but now emptied

**82/20 To receive a report from Councillor Randall (Wiltshire Council):** LR had no specific update to deliver on this occasion.

**83/20 Correspondence and any urgent matters**

- i) Both a member of the public and Schepens have written to the Traffic Commissioner (cc LPC) regarding Good Vehicle Operator’s Licence Schepens International Ltd (Nursery Farm, Landford). This matter is for the Traffic Commissioner to review. At such time a planning application is registered and notified to LPC by the planning authority, LPC will consider and comment.

- ii) Consideration to purchasing security gates for Landford Rec Grd: the councillors discussed what additional security these gates would bring. It was resolved unanimously **not** to progress such a purchase.

**84/20**

**Date of the next meeting**

The next **Landford Parish Council** meeting will be held on **Wednesday 12 August 2020 at 7:15pm** by **Video Conference** (both NALC and the Society of Local Council Clerks strongly advise to continue to meet remotely without the need for face-to-face contact)

**85/20**

Resolved Agenda item 86/20 will 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

**86/20**

**Nomansland Sports Association (NSA) – transfer of assets to a third party**

A third party has approached the NSA with a view to taking on ownership of the assets and liabilities of the NSA. The proposal from the third party, which has been endorsed by Sports England (the primary grant provider), is being considered by the NSA. Landford Parish Council has been apprised of the situation and, as the landlord, is awaiting further information so that it may consider the implications for the Parish in any future lease.

LPC are happy to enter into preliminary discussion with the third party, in their role as landowner, to proceed towards resolution that the facilities remain accessible and used by the community; whilst upholding their duty to consider and approve use of the land and consequential impact upon the community.

In this respect, unanimously resolved that the councillors wish to see the third party's Business Plan.

Being no further business, DW closed the meeting at 9:16pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**