



Landford Parish Council

Minutes of the meeting held on 13 May 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)

Councillors present: David Wilson (DW), Lynda Waltham (LW), Joy Proctor (JP), Ken Parker (KP), Nik Bishop (NB), John Bonney (JB), and Cllr Leo Randall WCC (LR)

Plus: Melanie Camilleri (MC) – Clerk/RFO.

- 49/20 Apologies for Absence:** Geoff Hewson (GH). Glen Keirl (GK) didn't successfully join the entire meeting due to technical difficulties.
- 50/20 Declarations of interest:** None
- 51/20 Minutes** of the Parish Council meeting held on Wednesday 08 April 2020 were approved and signed
- 52/20 Planning and Treeworks**
- Applications received were considered - see attached Planning Schedule
 - A written statement was submitted by the agent for 20/00237 Green Hill Farm Caravan and Camping Site which was read by all councillors in advance of the meeting. The applicant, with the agreement of the Chair, joined the meeting in an observation capacity.
- 53/20 Governance**
- MC circulated the following draft documents for the councillor's review:-
- Standing Orders
 - Policy for Recording Meetings
 - Financial Regulations
- DW proposed, seconded by JB and resolved unanimously that the following Council documents be adopted. MC to place these documents on the website
- LW circulated SOPs for the Councillors to read and confirm understood.
- 54/20 Finance and Cheques**
- i) DW proposed, seconded by KP and resolved unanimously that the Financial Statements for 2019/20 be approved and signed by the Chair and RFO
 - ii) Audit AGAR submission: MC reported that the internal audit date has been postponed until 23 July due to social distancing. The AGAR submission deadline to PKF Littlejohn remains 31 July. It was unanimously resolved that an EGM be held between these two dates for the purposes of Minuting the signed AGARs. MC to propose a date.
 - iii) DW proposed, seconded by KP that the Cash Flow Report be approved and all cheques be signed. Resolved unanimously.
- Bank balance** (as at 04 May 2020): **£75,394.65**

Payee	Detail	Amount £ (incl vat)	Method
Hills Waste Management	NML Reading Room bin collection	10.36	DD
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	29.98	DD
Idverde	Landford Rec Grd bin emptying	121.44	300835
GW Shelter Solutions	Bus shelter repair	158.64	300836
Lynda Waltham	Expenses for Emergency Grant Fund	19.41	300837
M Camilleri	Expenses	16.84	300838
GeoXphere Ltd	Parish Online Annual Subscription	42.00	300839
Total debit		£1,431.92	

Receipts	Detail	Amount £	Deposit Ref.
Wiltshire Council	1 st half Precept	25,500.00	BACS
Total credit		£25,500.00	

- iv) The Budget Control Report was received
- v) Nationwide 95-day saver account
 - a. mandate forms were completed and returned as part of the set-up process
 - b. DW proposed, seconded by LW and resolved unanimously that £15k representing the earmarked Development Fund be transferred to this account. MC to action.
- vi) DW proposed, seconded by JP and resolved unanimously that the insurance renewal quote for £2,228.04 be approved. MC to action.
- vii) KP presented the proposal for the Community Questionnaire. DW proposed, seconded by JP and resolved unanimously that the PC will pay for the printing (as per the quote) subject to a significant financial contribution from LCP. KP to organise a letter from LCP setting out the financial commitment it will make.

55/20

Councillor Reports

LW: gave an update on the Emergency COVID-19 Fund. As yet none requested. Donna Milne and her team of volunteers are supporting 25 households in the community with groceries and prescriptions.

JB: raised a concern regarding planning permission status for a construction within the community. NB confirmed that NFNPA had confirmed it's permitted development.

56/20

To receive a report from Councillor Randall (Wiltshire Council)

Key areas of his recent focus-

- Wiltshire Council now holding virtual meetings
- NFNPA already holding virtual meetings for making planning decisions
- Dealing with a range of planning objections.

57/20

Correspondence/AOB

- i) DW proposed, seconded by LW and resolved unanimously that an annual Zoom subscription be taken-out. MC to action.
- ii) DW raised the outstanding matter of a Councillor vacancy - Wiltshire Council can't commence proceedings due to COVID-19 social distancing.
- iii) NB confirmed the rec grd/playground remains closed.
- iv) MC reported The Cuckoo ACV has been approved. In force until May 2025.

58/20

Date of the next meeting

The next **Landford Parish Council** meeting will be held on **Wednesday 10 June 2020 at 7:15pm by Video Conference**

Being no further business, DW closed the meeting at 8:27pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING