



# Landford Parish Council

**Minutes of the meeting held on 08 April 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), Ken Parker (KP), Lynda Waltham (LW), Joy Proctor (JP), Geoff Hewson (GH), Nik Bishop (NB), John Bonney (JB), Glen Keirl (GK), and Cllr Leo Randall WCC (LR)

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

**42/20 Apologies for Absence:** None

**43/20 Declarations of interest:** None

**44/20 Minutes** of the Parish Council meeting held on Wednesday 25 March 2020 were approved and signed

**45/20 Planning and Treeworks**

- Applications received were considered - see attached Planning Schedule
- Written statements were submitted by the agent/applicant for:
  - 20/00152 Forest Way
  - 20/01798 Barn to south of Stock Lane
  - 20/00170 The Red House
  - 20/00184 Witterns Hill

Which were read by all councillors attending in advance of the meeting

**46/20 Finance and Cheques**

- i) DW explained the proposed cheque signing process between the Clerk/RFO, DW and LW (as two signatories on the bank mandate) due to the COVID-19 lockdown and social distancing.

DW proposed, seconded by KP and resolved unanimously that this process be adopted for this meeting and for all future meetings which are held via video conference during the lockdown.

DW proposed and LW seconded that the Cash Flow Report be approved, and all cheques be approved and signed. Resolved unanimously.

**Bank balance** (as at 08 April 2020): **£57,829.61**

Payee	Detail	Amount £ (incl vat)	Method
Bournemouth Water	Water for Pavilion	2.50	DD
Hills Waste Management	NML Reading Room bin collection	10.36	DD
1&1	50Gb email storage	6.00	DD
Hills Waste Management	NML Reading Room bin collection	10.36	DD
Bournemouth Water	Water for Pavilion	2.50	DD
Business Stream	Waste services (water & drainage)	90.06	DD
PWLB	Pavilion and Toilets Loan repayment	1,186.70	DD
Unity Trust Bank	Service Charge	18.00	DD
Suez	NML Rec Bin Collection	136.94	DD
1&1	50Gb email storage	6.00	DD

SSE	Landford Rec electricity	28.94	DD
Cash	COVID-19 Emergency Fund	3,000.00	300827
M Camilleri	Month Gross Salary (65 Hours) + hol pay Feb + March + approved 30hrs overtime	2,092.50	300828
M Camilleri	Expenses, reimbursements & mileage	50.72	300829
Idverde	Landford Rec Grd bin emptying	97.15	300830
Nomansland Reading Room	Room Hire 19 Feb	12.00	300831
Flaxton Engineering	NML Reading Room Building Regs Plan	325.00	300832
M Eastwood	Grass cutting	490.00	300833
Greg Gent	Treeworks Maybush Copse	1,296.00	300834
Total debit		<b>£8,861.73</b>	

Receipts	Detail	Amount £	Deposit Ref.
Wiltshire Council	Grant for Bus Shelters	879.00	BACS
Total credit		<b>£879.00</b>	

- ii) The Budget Control Report was received and approved.
- iii) On behalf of the HR Committee, LW reported that:-
- the Clerk's probationary period has been completed satisfactorily
  - the Clerk should now be appointed on a permanent basis and recommended the SCP salary scale point
  - payment of Clerk's salary be made by monthly standing order on 1<sup>st</sup> of month (one month in arrears), starting wef 1 May 2020
- LW proposed, seconded by DW and resolved unanimously the above
- iv) The carpet quotes for NML Reading Room were considered. DW proposed, seconded by NB and resolved unanimously to select Carpetwise quote for carpet tiles (£1,040.00 incl VAT and fitting)

**47/20 Correspondence/AOB**

- i) Wef 24 March, Bawdens has suspended grounds maintenance service (for the foreseeable future). GK offered to cut the grass if/when it gets too long, and grounds maintenance service hasn't been resumed.
- ii) NALC have clarified position regarding Annual Parish Council Meeting (AGM) usually held in May – The Parish Council can choose to hold via video conference or postpone to May 2021.
- iii) LW reported the COVID-19 Emergency Fund was now in place

**48/20**

DW proposed, seconded by LW and resolved unanimously that Landford Parish Council's Annual Parish Council Meeting (AGM) be held **May 2021**. **The next Parish Council Meeting for Landford Parish Council** will be held on **13 May 2020** (as an Ordinary Meeting) at **7:15pm by Video Conference**

Being no further business, DW closed the meeting at 8:00pm.

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