



## Minutes of Landford Parish Council meeting held at the Landford Village Hall (Blue Room) at 7.15pm on 11<sup>th</sup> September 2019

### Present

DM Wilson	NJ Bishop	J Bonney
GL Keirl	AM MacLachlan	KP Parker
LA Waltham	Cllr L Randall (WC)	E Finlayson (Parish Clerk)
No members of the public attended the meeting.		

Parish Council Meeting opened at 19:16.

### 65/19 Apologies

Cllrs Hewson and Proctor.

### 66/19 Declaration of Interests

None.

### 67/19 Acceptance of minutes of previous meetings

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

### 68/19 Parish Council updates from agenda item actions from previous meetings

- **55/19** – Affordable and Social Housing – Mr Schiller from New Forest National Park was contacted and agreed to meet after 16th Sept.
- **60/19** – Polling venue review – The consultation was posted on FaceBook, website and Horizon; However a parishioner complaint about page 2 of the form led to a complaint to the Democratic services of Wilts. Council. The Consultation was updated and page 2 was removed along with associated data gathered for this part of the review!
- **64/19 a) i)** – Parish Emergency Assistance Scheme (PEAS) report. Thanks to Cllr Bonney who photographed and prepared a report for the grit bin audit and provided the PEAS equipment list. The information was passed onto the relevant winter team in Wiltshire Council.
- External Auditor report back and all well. One mistake was spotted where the Clerk transposed a number for the recorded 2017-18 accounts on the Annual Governance and Accountability Return (AGAR); this is not noted in the final report as below the threshold value amount for mistakes. The Clerk apologises and suggests that further cross checks on copied data will need to be put in place for next year's submission.
- Hedges at Landford Rec – C. Penny contacted and Cllr Bishop confirmed that this work has been carried out.
- Wiltshire Council contacted the Parish Council about a reported spill at Landford Rec car park (which the Parish Council were aware of and had looked at in July) – The Clerk replied with pictures for advice as it is unclear if any further action is needed.

### 69/19 Planning – as per attached schedule

### 70/19 Finance

- a. The Clerk presented the Cash Flow Report and cheques numbered 300781 to 300788 for signing.
  - i. cheques numbered 300781 to 300788:
    - E Finlayson for monthly Gross salary (60 hours) plus 1/3 Holiday pay Apr-Jun and 1/4 of back pay due to salary increase: £718.56
    - E Finlayson for August re-imburement/expenses: £24.91 (£23.10 ex-VAT)
    - Bawden for July grass cutting: £141.28 (£117.73 ex-VAT)
    - Idverde for July bin emptying: £97.15 (£80.96 ex-VAT)
    - L Waltham for HR re-imburement/expenses: £180.00 (£150.00 ex-VAT)
    - Hampshire Association of Local Councils for advertisement of Clerk post: £96.00 (£80.00 ex-VAT)

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- PFK Littlejohn LLP for External Audit 2018/19 accounts: £360.00 (£300.00 ex-VAT)
  - The Nomansland Reading Room for 17<sup>th</sup> Sept Finance group meeting: £12.00
- ii. direct debits and standing charges:
- Bournemouth Water Co. Water for Pavilion: £2.00
  - Hills Waste Management for May NML reading room bin collection: £10.36 (£8.63 ex-VAT)
  - 1&1 Email storage space increase to 50GB monthly fee: £6.00

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

- b. The Budget Control Report was received.

### **71/19 Update on the recruitment of a new Clerk (LAW)**

Cllr Waltham updated the Council that there had been 23 requests for an application pack and 10 applications received for the Clerk vacancy. The HR committee have invited 3 Candidates to be interviewed on 24<sup>th</sup> September 2019. An HR committee meeting is to be convened after the interviews have taken place.

### **72/19 Draft Emergency plan update (AMM)**

Cllr MacLachlan reported during the research into other Parish emergency plans, he noted that they provided suggestions to residents. The draft plan was shown on the projector for Council discussion. A method statement was suggested for each of the high risk emergencies along with emergency co-ordination team contacts. It was noted that the plan may be relevant for missing persons or emergency failures (e.g. in 1987 the local electricity supply took 10 days to restore).

RAYNET was mentioned for emergency's and Cllr Bishop volunteered to ask on the local village Facebook group if this was used or known about locally. What3Words was mentioned and its use for communications to emergency services; it was noted that this app needed a network to find any locations not already recorded in this format.

It was noted that risks were hard to quantify, that the evacuation proceduring from the local school and nursing home had not been shared and that each iteration of the plan was an improvement with flood and snow being the current focus. Pulling together the information contacts, relevant authorities and local contacts and advice for residents for one emergency situation was discussed and WC Randall noted that emergencies tend not to be so compartmental as bad weather can take trees, phones and electricity down so knowing what to do with multiple events at once was worth considering for the long term plan.

Informing and involving residents was discussed as key to a successful plan.

Cllr Bonney wished to thank Cllr MacLachlan for his efforts in creating and pulling the information together for this document.

Cllr Wilson said "Well done" to Cllr MacLachlan on behalf of the Parish Council for his work on the Emergency plan to date.

Next steps are to pull together the information for one emergency situation: Flooding. **(AI Cllr MacLachlan)**

### **73/19 To propose, discuss and agree the Parish Council taking ownership of a Tree Popper (KPP)**

The Parish Community Partnership (also known as Landford Community Partnership) would like to make a donation to the Landford Parish Council to fund a Tree popper for the local community groups (e.g. Landford Bog group, Maybush Copse group and the Footpath group) to allow an individual to uproot saplings up to about 30mm in diameter fairly easily.

Cllr Parker provided additional information on storage and community group access.

Cllr Bishop proposed and Cllr MacLachlan seconded that the Tree Popper be purchased, insured and owned by the Parish Council for community group usage: resolved unanimously.

### **74/19 To receive a report from Wiltshire Councillor (WC) Randall**

WC Randall spotted a number of Landford Parish Councillors at a recent planning training event held by the New Forest National Park Authority (NFNPA). The training went well and covered enforcement, trees and the new local plan. WC Randall updated the Council that there is now a full NFNPA planning team, which includes a compliance officer who will carry out site inspections. The new local plan is now functioning but it was noted that the reference numbers have changed.

Cllr Parker noted that at the training a graph showing the number of planning applications in each Parish was shown and Landford had more applications than Lyndhurst. WC Randall commented that Landford Parish applications are generally house modifications whereas Lyndhurst's had been more new housing development.

## 75/19 Members' Reports

- a) Cllr Bishop reported that the Landford Defibrillator is making progress on installation and it is expected to take a further 9 weeks to complete the relevant paper work and registrations with the ambulance service.
- b) Cllr Parker attended the Southern Wiltshire Area Board meeting at Alderbury Village Hall 7.00pm on 4 September 2019 with Cllr Wilson and reported the following highlights:
  - i. Chairman's announcements
    - A new Southern Wiltshire CATG/Highways workshop event will be held at 6.30pm on 25th September at the Bourne Hill offices.
    - Next SWAB meeting will be on 28th November when the main theme will be eco-friendly parishes.
  - ii. Fire and Rescue Service

The service offers 'safe and well' assessments and also supplies free smoke detectors and alarms to over 65's.
  - iii. Matters of Community Wide Interest
    - **Parish Councils and Community Groups** - Grimstead Parish Council gave a presentation on their three year project to create a circular footpath route.
    - **Community Policing** - Inspector Sparrow mentioned the prosecution of two women from Southampton for stealing £2000 fuel over 4 months, and the pursuit of a two local men in a vehicle, on A36, found to be full of power tools stolen from Devon.

Question from a councillor - Do Hampshire and Wiltshire police authorities communicate with each other?  
Answer - There are monthly meetings between Wiltshire and Hampshire, and Wiltshire and Dorset to exchange information about cross border events and activities.
    - **Community Engagement Manager** - Karen Linaker mentioned 1st October is International Day for Older People and Silver Sunday is the name given to the first Sunday after that. 50 free activities taking place. Booklets given to our parish for distribution.
  - iv. Five Year Land Supply
    - Wiltshire Council were recently found, by a planning inspector, not to have a full five years supply of development land. This reduces the ability of Wiltshire Council to refuse inappropriate development, but does not affect the Wiltshire area which has the New Forest National Park Authority as the planning authority.
  - v. Grants

Total grants of £8500 were approved for two projects. The provision of a kitchen at Alderbury Football Club and for resurfacing the playground at West Dean.

**Date and Location of Next Meeting:** agreed as 19:15 on Wednesday 9th October 2019 in Nomansland Reading Room.

*Meeting closed at 20:54 pm.*