



LANDFORD PARISH COUNCIL

Minutes of the LANDFORD PARISH COUNCIL

Meeting held on 12th July 2023 Start time 7.00pm

Blue Room at Landford Village Hall

Councillors present - Mary Davies **MD** (Chair), Ken Parker **KP** (Vice Chair), Nick Hall **NH** – Damien Swancott **DS**, John Bonney **JB**, Rob Bird **RB** Glenn Keirl **GK**

Zoe Clewer **ZC** (Wiltshire Council/ NFNPA member).

Also in attendance: Cllr Zoe Clewer **ZC** (Wiltshire Council/ NFNPA member), Estelle Sherry (Parish Clerk), PC Harry Murphy and accompanying PC, 2 members of the public

MINUTES

068/23 Apologies for absence

Cllr - Geoff Hewson **GH**

069/ 23 Declarations of interest

Cllr Mary Davies declared an interest in the New Road planning application as her husband is acting on behalf of the client.

070/23 Minutes

The minutes of the Parish Council's Meeting held on 14th June were approved **DS/MD**

071/23 PC Murphy Report

There have been concerns raised at Partridge Hill of unknown males on 6 and 29 June near a house on sale, and two back garden sheds were broken into on Lyndhurst Road on 3 July, although no items were stolen.

072/23 Report from Councillor Zoe Clewer (Wiltshire Council / NFNPA member)

Cllr Clewer informed the meeting of the Heritage Trail app which was launched in June, and provided an update on progress at the River Park, Salisbury advising that

an update had been released. The Draft design guide has been published and is out for consultation <https://www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide>. A webinar, which was open to all, took place on 19 July. Cllr Clewer also advised of the Area Board which took place on 15 July, and of Government Defibrillator funding opportunities having opened, and that the Draft Local Plan has been published and there is a factsheet for Large Villages and Local Service Centres. More information can be found here: <https://www.wiltshire.gov.uk/article/1082/Local-Plan-Review> <https://www.wiltshire.gov.uk/planning-policy-local-plan-review> and [Large villages factsheet Rural Housing Numbers FINAL.01.pdf \(mcusercontent.com\)](https://www.wiltshire.gov.uk/planning-policy-local-plan-review).

Details of the above and more can be found on Cllr Clewer's Facebook page and/or Our Wiltshire Facebook page.

Locally, Cllr Clewer advised that road roundels meeting the criteria (30mph and 40mph) have been refreshed at Hamptworth Road and New Road, with continuing work on Lyndhurst Road which was started last year. Also, correspondence is ongoing regarding:

- Amended Footpath diagrams consultation on LAND5, 11 and 28.
- Kissing gate/style LAND4, awaiting reply from WC Rights of Way Officer.
- Allotment access at Brookside.
- Brambly Hedge planning application which was refused by the last NFNPA Planning Committee; in touch with NFNPA Officers regarding what will happen next.

073/23

Planning

23/00747FULL – Cuckoo Barn, Hamptworth Road, Landford, SP5 2DT (NFNPA). Application for an outbuilding with glazed link to dwelling (demolition of existing outbuildings).

LPC recommended PERMISSION, for the reasons listed below.

There appear to be little or no adverse issues for neighbours or the street scene as a result of the proposals, but a planning approval should include all the conditions included with the previous application 22/00711.

23/00606LDCE – 2 New Road, Landford, SP5 2AZ (NFNPA)

Application for certificate of lawful development for existing use of land

The LPC only required to submit information known in respect of this application. The LPC noted that in planning application 14/00523, submitted in June 2014, the 'Site Identification Plan' does not show that the site of the current application was owned by the applicant. Therefore the 10-year time limit cannot be supported if the land was not in the applicant's ownership in 2014.

074/23

Finance

Cllr Davies gave her sincere thanks to all Councillors for their efforts over the past 6 months during the vacancy period of the Parish Clerk, and welcomed the new Clerk, noting that file sharing, accessing and receipt of required information had been difficult.

The Clerk introduced a report on payroll provision at the Council noting the issues regarding the current payment methodology and the absence of a workplace pension. Options to address the issues were presented and discussed. Councillors noted their responsibilities as the employer and agreed to approve the provision of external payroll services. (DS/NH)

The Clerk introduced a report on charge cards, noting the Council currently requires officers and Councillors to make personal payments for council matters where no alternative payment methodology is accepted by the supplier. Councillors discussed the level of need and required controls. The Clerk to bring a second report to the August meeting.

RB presented the Cashflow Report for the period 15 June 2023 to 12 July 2023 submitted by the Council's interim RFO; listed payments were approved. (RB/KP)

DDs/SOs/Cheques/BACS for authorisation

Date	Method	Payee	Details	Amount
08 June 2023	DD	SSE	Landford Rec Grd (15.02.23 - 19.05.23)	45.16
13 June 2023	DD	Pennon Water Services	Water for Pavilion	2.50
30 June 2023	DD	Suez	Bins NML Rec Grd (May)	82.98
30 June 2023	DD	Unity Trust	Service Charge	18.00
04 July 2023	DD	1&1	Email storage space increase to 50GB	6.00
03 July 2023	DD	EE	Mobile	21.19
12 July 2023	BACS	Idverde	Bins Landford Rec Grd & NML Rec Grd (June)	123.76
12 July 2023	BACS	Bawdens	Grass cutting May	173.23
12 July 2023	BACS	Pennon Water Services	Water for NML RR (01 April 2023-31 March 2024)	66.51
12 July 2023	BACS	Mary Davies	Laptop	227.00
12 July 2023	BACS	Estelle Sherry	Stationery	25.00
12 July 2023	BACS	M Camilleri	Professional Services (June)	500.00
				1,291.33

The Council received income in the period of £242.50 from the hire of the Nomansland Reading Room, and £35.00 as a monthly payment from Forest Fitness.

Councillor Reports

- i) **Parish Councillor Vacancy** - Notice has been issued and expressions of interest have been received.
- ii) **Standing Orders Amendment** – The Clerk presented an updated set of Standing Orders correcting section referencing; removing third tier committee references; removing inapplicable Utilities Contracts Regulations 2016 clauses, updating the Public Contracts Regulations 2016 thresholds, and noting Local Government Transparency Regulations. The updated Orders were adopted. (RB/MD)
- iii) **Affordable Housing** – MD advised Council of her role as Secretary, NH as Deputy and DS as Treasurer. The group has developed a mission statement as its terms of reference, and that due to the sensitivity of the group’s remit, all Councillors will be asked to sign a non-disclosure agreement at a future meeting. This proposal was approved.
- iv) **NE Quadrant Successful Candidate** – MD informed the Council that she had been successful in this appointment.
- v) **Poo Bins** – The Council is purchasing one. Landford Community Partnership are grant funding the purchase. Another Poo Bin is to be relocated, at a location near or in the Church car park at Landford Wood. LPC remains responsible to emptying and repair.
- vi) **Landford Rec Facilities and Reading Room** – Council discussed a quote received for electrical testing at Landford Recreation ground and at the Nomansland Reading Room. This was accepted and noted that arrangements for the work to be done at both sites to be actioned. The toilets at the Recreation Ground were discussed. A new contract to be drafted for 2023/24 and issued by the Clerk. A keyholding agreement to be drafted by the Clerk for consideration by Council.
- vii) **Allotments** – Work progressing on understanding the site owned by Wiltshire Council and located near Brookside, Landford. MD.
- viii) **Coronation Tree and Plaque** – Council noted that the planted tree had died, the tree was sourced from Landford Trees, Landford Trees will replace the tree. It was approved by Council that LPC will purchase the tree for £90.
- ix) **Defibrillator** – The Council noted that the Government has set up a scheme to offer funding to Councils for the purchase of new defibrillators. It was proposed to pause action on the current proposal to refurbish a defib, and to look at opportunities to access the government funding as an alternative. MD.
- x) **Roads / Highways Update** JB to complete the winter preparations form received from Department of Highways & Environment. Clerk to obtain map of salt bins to assist JB.

- xi) **Parking on South Lane** - MD/GH to contact Paul Shaddock at Wiltshire Council for advice.
- xii) **Pathways** – No issues noted.
- xiii) **Memorial Benches** - discussion of proposed policy deferred to August meeting.
- xiv) **“20 is Plenty”** - DS to attend school to view “20 is Plenty” competition entries from the children. Results will be advised next week. Hope is to attach posters to telegraph poles in the parish. Noted that Wiltshire Council are looking at fly posting. Paul Shaddock / Paul Axtell at Wiltshire Council to be contacted for advice on acceptable locations for posters.

076/23 Correspondence, AOB, Urgent Matters

Noted that the council’s Internal Auditor is retiring and that the Clerk will research potential replacements.

The date of the next meeting for **Landford Parish Council** will be on **Wednesday 9th August 2023** at **7.00 pm** in **Nomansland Reading Room**.

There being no further business, **MD** closed the meeting at 9.05pm.

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