



LANDFORD PARISH COUNCIL

Minutes of the LANDFORD PARISH COUNCIL

Meeting held on 9th August 2023 Start time 7.00pm

Nomansland Reading Room

Councillors present - Mary Davies **MD** (Chair), Ken Parker **KP** (Vice Chair), Nick Hall **NH** – Damien Swancott **DS**, Rob Bird **RB**, Geoff Hewson **GH**

Also in attendance: Cllr Zoe Clewer **ZC** (Wiltshire Council/ NFNPA member), Estelle Sherry (Parish Clerk), 5 members of the public

Public Question Time: Comments were received from two members of the public in relation to the Cuckoo Inn planning applications (23/00830FULL and 23/00831LBC) concerned with parking, traffic management, misuse of the green and future proposals. A third member of the public commented on the timeliness of issue of the planning schedule.

MINUTES

077/23 Apologies for absence

Cllr Glenn Keirl **GK**, PC Harry Murphy
Cllr John Bonney **JB** (not in attendance)

078/ 23 Declarations of interest

None received.

079/23 Minutes

The minutes of the Parish Council's Meeting held on 12th July were approved and signed by the Chair **NH/DS**

080/23 PC Murphy Report

Presented by MD in PC Murphy's absence. The report advised the following:

18th July - a suspicious vehicle on Partridge Hill with two males inside approaching a property, however when challenged by the owner they soon left and drove off. No further incidents have been repeated.

29th July - a vehicle parked on Oakleigh Drive had its window smashed and a handbag stolen from inside. Enquiries are ongoing to identify suspect(s).

21st July - an assault occurred at The Cuckoo Inn, however no injuries were caused and no formal complaints made, so no further action was taken.

7th August - an attempted vehicle theft on Hamptworth Road whereby the suspect has tried to force something into the ignition to start it; they were disturbed by the owners' dog barking and fled the scene without the vehicle being taken. The suspect has not yet been identified.

081/23

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

Cllr Clewer informed Councillors of the NFNPA Meeting held on 13th July 2023 and its wide ranging agenda, and her attendance at the New Forest Show and about the NFNPA stand, from which the NFNPA Renew Nature booklet was provided to LPC. Also covered was NFNPA Rangers being trained to issue PSPOs for BBQs etc. and the petting/feeding animals, and that NFNPA Microgrants of £150 have benefitted 6 schools, a church and a volunteer group, with new planting bird feeders, insect homes swift boxes and rainwater recycling. Also noted was the Sustainable Communities Fund from NFNPA (newforestnpa.gov.uk) which opens in April 2024:

(<https://www.newforestnpa.gov.uk/communities/grants/sustainable-communities-fund/>), that the WC Local Plan was approved at Full Council on 18th July 2023 to go forward for consultation at Full Council and the outturn report is available from

https://www.youtube.com/watch?v=zJ_6hjMPNw0&feature=share.

Also covered was the new WC Tree Warden briefing dated 25th July 2023 which bridges the 'gap' between Planning, Parish Council's and land owners etc.

Cllr Clewer also informed Councillors in respect of Landford Parish specific correspondence regarding:

- Bollards at Sherfield English Road, where work is to take place September / October with landowner involvement
- The proposed gate near St Andrews, liaising with Rights of Way, LPC and the Footpath Volunteers Group; and
- Stock Lane potholes which have been resolved in relation to 7 individual and one group of holes.

082/23

Planning

Referencing comments raised at Public Question Time, the Chair recommended to parishioners that they submit planning concerns to NFNPA, and it was noted that the Highways Authority have informed LPC that there is no authority to prevent cars from parking along Hamptworth Road or Lyburn Road.

23/00792 FULL – Landford Trees, Landford Lodge, Barrows Lane, Landford, SP5 2EH (NFNPA). Application to demolish the existing main building and replace it with an office building located in a different position on the existing business premises for an outbuilding with glazed link to dwelling (demolition of existing outbuildings).

LPC recommended to accept the decision reached by the National Park Authority's Officers under their delegated powers, unanimously decided, for the reasons listed below.

The application's Biodiversity Checklist claims that there is no water course within 100m of the site. In actual fact, a tributary of the River Blackwater almost runs alongside the site in a north to south direction. A significant pond/lake is also close to the north of the site.

A large amount of open storage area exists as part of the existing old and dilapidated building, which is to be demolished. An ecology assessment should be undertaken to determine the existence, or otherwise, of wildlife using the building. Particularly as this is an area frequented by bats and owls.

No external lighting is proposed. Therefore, to preserve the dark night skies in this rural area, any planning approval should include a condition requiring any future external lighting to be subject of a planning application.

23/00830FULL & 23/00831LBC – Cuckoo Inn, Hamptworth Road, Hamptworth, SP5 2DU (NFNPA). Application to replace the existing single storey rear extension (toilets and storage areas), a new conservatory-style rear extension for use as a dining area for 22 people and the positioning of 2 shepherds huts in the north-west section of the garden, for use as overnight accommodation. As a Grade II listed building, this is both a full planning application and an application for listed building consent.

LPC recommended to accept the decision reached by the National Park Authority's Officers under their delegated powers, unanimously decided, for the reasons listed below.

It does not appear that the proposed conservatory style rear extension is compatible with a thatched, Grade II listed property. Unless the fully glazed roof of the proposed rear extension can be adapted to reduce light spill, the

impact on the dark skies will not comply with Policy SP15:Tranquility or the NFNP Design Guide.

If approved, planning conditions should include:

- no external lighting is included in the current applications so any future external lighting should be the subject of a separate planning application,
- the flat roof should not be used as a balcony from the first floor accommodation.

PL/2023/05732 – Streamside, Sherfield English Road, Landford, SP5 2BD (WC) Application for alterations to existing roof and windows.

LPC recommended to provide approval, unanimously decided.

083/23 Finance

The Clerk updated Councillors on progress with the bank mandates, access to accounts, the reconciliation of transactions for the year to date, and the commencement of templates for budget monitoring. The Clerk presented a Receipts and Payments Report for the period 13 July 2023 to 4 August 2023; listed payments were approved.

BACS PAYMENTS FOR AUTHORISATION

AUTHORISED BY	SUPPLIER	DESCRIPTION	MOP *	AMOUNT £
Chair	Cllr Nick Hall	Expenses	BACs	20.99
Chair	E Sherry	Expenses	BACs	14.84
Contract	Bawdens	Grass Cutting June	BACs	173.23
Contract	Bawdens	Grass Cutting July	BACs	173.23
Contract	Community Heartbeat	Annual Defib Support Costs	BACs	162.00
LPC	Wired Up Electrical Services	EICRs & PAT testing at NML RR and Landford Rec	BACs	400.00
Fin Cttee	DCK Payroll Solutions	Payroll Set up and June / July Payroll	BACs	72.36
Contract	Id Verde	Bins Landford Rec Grd & NML Rec Grd - July	BACs	123.76
HR Cttee	Society of Local Council Clerks	Membership and Joining Fee	BACs	251.00
HR Cttee	Society of Local Council Clerks	ILCA Qualification	BACs	144.00
Statutory	PKF Littlejohn	External Audit Fees	BACs	378.00
Chair	M Camilleri	Professional Services & Expenses	BACs	955.49
				2,868.90

DIRECT DEBITS AND PAYMENTS AUTHORISED UNDER SEPARATE COVER

DATE	SUPPLIER	DESCRIPTION	MOP *	AMOUNT £
27 June 2023	M Camilleri	Reimbursement Wix (not previously reported)	BACs	205.50
17 July 2023	Pennon Water Services	Water for Pavilion	DD	2.50
26 July 2023	Clerk and HMRC	June & July Payroll - Net Salary & HMRC Tax and Employer and Employee NI	BACs	3,539.65
31 July 2023	EE	Mobile	DD	21.19
31 July 2023	Suez	Bins NML Rec Grd (June part mth)	DD	44.69
02 August 2023	1&1 Internet	Ionos Cloud Storage	DD	6.00
				3,819.53

INCOME RECEIVED

DATE	CUSTOMER	DESCRIPTION	MOP *	AMOUNT £
01 August 2023	Member of the Public	NML RR Room hire	DC	37.50
				37.50

*MOP = Method of Payment

The Clerk introduced a second report on charge cards, noting the benefits to the Council of adding this method of payment to facilitate and streamline its ability to transact its business. Councillors discussed the level of need and required controls, and approved acquiring this payment method. The Clerk to:

1. Update the Financial Regulations and bring to the September meeting;
2. Acquire a charge card for the Council once approved.

The Clerk introduced a report on sourcing and quotes received for a new internal auditor, noting the services for interim and final audits, and costs. A new internal auditor will be appointed during August.

The Clerk confirmed membership of the Society for Local Council Clerks and signing up to commence the introduction to Local council Administration (ILCA) qualification.

084/23

Councillor Reports

- i) **Parish Councillor Vacancy** – Update provided on the procedure for the vacancy. Official Notice of Vacancy from Wiltshire Council to be published on 11 August 2023 on the website and noticeboards.

- ii) **New Forest Park Planning Training Event** – The Chair and Vice Chair of the Council will attend the event on 06.09.23. Clerk to confirm attendance with NPA.
- iii) **Affordable Housing** – MD advised the Affordable Housing Group will receive a talk on 17.08.23 on the pros and cons of affordable housing and be given guidance on a call for sites.
- iv) **Poo Bins** – NH confirmed that a bin has been re-sited at Landford Wood, and that permission has been received from the PPC to position a second bin in the Church car park. NH to source supplier of new bin. Noted that Landford Community Partnership have agreed to grant funding the purchase.
- v) **Landford Recreation Ground** – PAT Testing has been completed and a report received from the electrician; MD to circulate to Councillors. Cleaning contract has been issued and signed. Noted that CIL monies received during 2022/23 will be used to fund play equipment when replaced and that RoSPA inspection due September.
- vi) **Nomansland Reading Room** - PAT Testing has been completed and a report received from the electrician; MD to circulate to Councillors. Noted that storage heater to not be used until checked.
- vii) **Allotments** – Work progressing on understanding the site owned by Wiltshire Council and located near Brookside, Landford. LPC is in communication with Housing Management Team at WC who will be undertaking a check on the boundaries.
- viii) **Coronation Tree and Plaque** – Due to the planted tree having died, NH advised a replacement will be provided by Landford Trees, at a cost of £90, with planting due to take place around October 2023.
- ix) **Defibrillator** – The Council hopes to instal a defibrillator at the Mission Hall. MD awaiting a response. Noted that the Hall is a Grade II listed building, the Defibrillator Housing unit therefore cannot be fixed to the exterior wall of the Hall. It may be positioned subject to approval by the relative regulatory authorities adjacent to the Hall. Action paused on the current proposal to refurbish a defib, as potential for government funding for a new defib.
- x) **Highways (Improvement Request for Signage)** - Signage request from New Forest Primary school considered. LPC are not in favour of the signage proposed. Clerk to notify Head and Highways of decision.
- xi) **Parking on South Lane** – WC Highways and Transportation have confirmed that the signage stating Keep Clear will be refreshed by the end of August 2023.
- xii) **Pathways** – No issues noted.
- xiii) **Memorial Benches** – NH to redraft the policy to ensure clauses relating to ownership and onus on removal incorporated. To be represented at September meeting.

NOTE: Meeting to extend beyond 9pm approved by Councillors.

- xiv) **“20 is Plenty”** - DS reported that children had presented designs for the signage posters, and with some adjustments to ensure they meet Highways Regulations, posters will be put up during term times, and taken down during holidays.
- xv) **NML Reading Room** – RB reported that a volunteer group have offered to repaint and refurbish the Reading Room internally and in the hallway. The group will obtain costings for supplies; and consider opportunities for refurbishing the toilet facilities. Details of potential grant provider to be passed to RB.
- xvi) **Neighbourhood Watch** – MD was pleased to report the limited antisocial behaviour and crime reported in the parish compared to that found in other local parishes.
- xvii) **Cuckoo Telephone Box** – NH reported the disarray of books in the box due to the lack of shelving, and that all books had been removed.

O85/23 Matters for Future Consideration

Noted that:

- A card should be acquired to thank the former RFO for her services.
- Apologies will in future be either received, accepted or noted.

Matters Noted for September Meeting:

- Chair’s Report
- Wild Camping RB/MD
- Kissing Gate at Landford Footpath 4
- Maybush Copse Maintenance
- Hamptworth Bus Shelter Contract
- NML Recreation Ground

The date of the next meeting for **Landford Parish Council** will be on **Wednesday 13th September 2023** at **7.00 pm** in the **Blue Room at Landford Village Hall**.

There being no further business, **MD** closed the meeting at 9.21pm.

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