

# LANDFORD PARISH COUNCIL

## WITH HAMPTWORTH AND NOMANSLAND

### *Minutes of meeting held at Landford Village Hall on 13<sup>th</sup> September 2017*

#### **Present**

DM Wilson (Chairman)	NJ Bishop	GL Keirl
AM MacLachlan	KP Parker	DM Walling
Councillor L Randall (WC)	Jane Wright (Interim Parish Clerk)	MJ Martin (interim RFO)
1 member of the public attended the meeting		

#### **62/17 Apologies**

Apologies were received from Cllrs GT Hewson, MJ Proctor and LA Waltham.

**63/17** *The minutes of the 9<sup>th</sup> August 2017 meeting were agreed and signed.*

#### **64/17 Interests**

No interests were declared.

#### **65/17 Planning – see attached schedule**

#### **66/17 Clerk's Report**

- a) A link for contributing to the "Raynsford Review of Planning had been received from CPRE. It was agreed that Cllr Parker would read the relevant documents and advise the Parish Council if in his view it was worthwhile for the Council to respond at the next meeting.
- b) The Clerk had enquired regarding the possibility of having mail forwarded from the current PO Box, but this is only possible if both the PO Box and the receiving address are in the same sorting area (Fordingbridge). The only alternative would be to set up a re-direction for £185 for 3 months. It was agreed that current arrangement of paying for items which the ex-Clerk forwards was the more cost effective option. This may need to be re-visited when the new Clerk is in post.

#### **67/17 Members' Reports**

- a) Cllr Bishop reported that the Management of The Lamb were happy for bus passengers to use their seating and a notice to this effect has been attached to the bus stop. She had also asked the Forestry Commission to attend to a gorse bush by the bus stop.
- b) Cllr Bishop reported that 18 people had asked for the application pack for the Clerk's post and that 5 applications had been received.

#### **68/17 Finance**

- a) The RFO spent some time explaining how the Parish Council finances were managed and how the Excel spreadsheet contained all the information.
- b) The RFO drew the members' attention to 3 items recorded as having been received in April 2017 which were actually received in March 2017, and which had been correctly posted on the relevant spreadsheet. Cllr Wilson proposed and Cllr Bishop seconded that as two financial years were involved an erratum sheet should be appended to the April 2017 minutes: this was resolved.
- c) Receipts from April 2017 but not previously minuted: £1344.38 from HMRC (VAT refund), dated 04/04/2017; £12000.00 from Wiltshire Council (precept), dated 25/04/2017; £4156.06 from Redlynch Parish Council (transfer of funds relating to change in parish boundary).
- d) Refunds set against payments but not previously minuted: £426.62 from C Howe (over-payment of salary), received 10/05/2017; £189.29 from C Howe (over-payment of salary), dated 15/05/2017; £367.18 from Came & Co (reduction in insurance premium).

- e) Outgoings not previously minuted: £92.61 to Came & Co (insurance premium to cover items acquired from Redlynch Parish Council prior to the normal renewal date), dated 11/04/2017; D/D to Southwest Water for £1.50 (water for the Pavilion), dated 15/06/2017.
- f) The Bank reconciliation up to the 31<sup>st</sup> August 2017 was received.
- g) Direct debit: Bournemouth Water of £1.50 (Pavilion), dated 15/08/2017 was noted.
- h) The Cash Flow Report was received and approved.
- i) Cheques numbered 486 to 500: £12.00 to Nomansland Reading Room (room hire); £33.60 to Getmapping plc (mapping software); £216.00 to HR Solutions4Business (recruitment services/contracts); £17.10 to LA Waltham (Cllr expenses); £533.74 to C Howe (Clerk's salary); £94.80 to Idverde (emptying bins); £243.75 to MJ Martin (interim RFO); £17.38 to C Howe (Clerk's expenses + reimbursement); £55.88 to DM Walling (Cllr re-imbursement for website); £187.50 to J Wright (HR and SOP advice); £658.65 to J Wright (interim Clerk + expenses); £40 to Land Registry (change of title for Recreation Ground at Nomansland); £100 to DM Wilson (Chairman's allowance); £261.42 to Bawden Contracting Services Ltd (grass-cutting) were approved and signed. {Cheque 491 was cancelled.}
- j) The Budget Control Report was received.
- k) The RFO explained the proper procedure for members to claim expenses and re-imbursements.

### **69/17 Parish Council's Physical Address**

Cllr Keirl proposed and Cllr Bishop seconded that the physical address of the Parish Council should be **c/o Landford Village Stores, Lyndhurst Road, Landford, Salisbury, Wiltshire, SP5 2AJ**: this was resolved.

### **70/17 Village Signs**

- a) Cllr Parker explained to the new members that this was a project which had been initiated by the Landford Community Partnership and was supported (non-financially) by the Parish Council. To take the project to completion required the Parish Council to now take the lead.
- b) Cllr MacLachlan proposed and Cllr Bishop seconded that the Parish Council should become the formal leader for the project: this was resolved.

### **71/17 Recreation Grounds**

- a) Cllr Wilson reported that there were 3 items at the Landford Recreation Ground which needed attention:
  - i) The legs of the toddler climbing frame are showing signs of rot: a warranty claim has been submitted to the manufacturers.
  - ii) The roundabout (selected to be fun for older children) is causing problems for younger children who fall off. The rotating pods need locking to the main platform but this needs to be done by a recognised installer so as not to invalidate the warranty. The matter is being progressed.
  - iii) The trampoline is proving very attractive to older children on scooters with resultant damage to the surrounding area. It is necessary to provide a cover so that the trampoline can be taken out of action from time to time for repairs to the surrounding area. Cllrs Wilson, Hewson and Keirl have offered to help with making a cover.
- b) The lease between the Parish Council and the Nomansland Sports Association was noted. Redlynch Parish Council had formally agreed to provide the children's play equipment and be responsible for it.
- c) It was agreed that there needed to be a meeting between Landford Parish Council and Nomansland Sports Association Committee to consider various issues. For Councillors any (Tuesday – Thursday) evening in the first fortnight of October was possible. It was suggested that Councillors would find it helpful to have visited the site ahead of the meeting.

### **72/17 Flood Depth Gauge at the bridge in Lyburn Road**

This had been initiated by Redlynch Parish Council and was now at the stage when it only needed confirmation from the Parish Council that it would make its contribution (£200) to the total cost. Cllr Bishop proposed and Cllr Walling seconded that this should be confirmed: this was resolved.

### **73/17 WW1 Tree Planting Project**

Cllr Parker suggested that the Council should register its interest in the project and that the grass in front of Brookside might be a suitable location.

**74/17 Human Resources Committee**

- a) Cllr Wilson proposed and Cllr Walling seconded that the Staffing committee should be subsumed within the newly formed HR Committee: this was resolved.
- b) The HR Committee Minutes dated 16<sup>th</sup> August 2017 were noted. Cllr Walling proposed and Cllr MacLachlan seconded that the hourly rates contained therein should be approved: this was resolved.
- c) Cllr Bishop proposed and Cllr Wilson seconded that if the number of applicants warranted it the Hamptworth Golf Club should be used for the interviews: this was resolved.

**75/16 Urgent Items**

- a) Cllr Bishop requested that the owners of a hedge near the Village Hall should be asked to trim it back as soon as possible.
- b) The Clerk was asked to contact WALC to confirm the time of the training session for new councillors on 27<sup>th</sup> September.

*Meeting closed at 10.00 pm*

**Date and location of Next Meeting**

Full Council Meeting: 11<sup>th</sup> October 2017 at 7.15 pm in Nomansland Reading Room