

**EAST BOLDRE PARISH COUNCIL**

Minutes of the Parish Council meeting held on Tuesday 8<sup>th</sup> May 2018 at 7pm in the East Boldre Village Hall.

**Present:**

Cllr K Holmes Chairman

Cllr D Drodge

Cllr B Mulhall Vice-Chairman

Cllr M Husband

Cllr B Hawker

In attendance – Mrs Nicola Curzon, Parish Clerk; and four members of the public.

**1.0. Election of Chairman**

Cllr Holmes, as outgoing Chairman, invited applications for Chairman for the coming year.

**Resolved:** Cllr Holmes elected as Chairman, proposed by Cllr Drodge and seconded by Cllr Hawker.

**2.0. Signature of Chairman's Declaration and Acceptance of Office**

Cllr Holmes, as elected Chairman, signed the declaration.

**3.0. Election of Vice Chairman**

**Resolved:** Cllr Mulhall was elected as Vice Chairman, proposed by Cllr Holmes and seconded by Cllr Drodge.

**5.0. Co-option of a new councillor**

**Resolved:** Councillor Ian Moyse was co-opted onto the council. He completed the councillor acceptance form and joined the council directly.

**4.0. Delivery of Councillors' Acceptance of Office forms.**

**Resolved:** Cllr Holmes said that councillors did not need to fill these forms out again.

**6.0. To accept apologies for absence**

Cllr Mark Sterling

**7.0. Declaration of Interest in items on the agenda**

Cllr Moyse declared an interest in item.19.1

**8.0. To confirm minutes of the meeting held on 10<sup>th</sup> April 2018**

The minutes were agreed and duly signed by the Chairman as a true record of the meeting.

**9.0. Election of Working Parties/Representatives**

**Resolved:** Representatives elected as follows.

**9.1.** Amenities (including allotments) – Cllr Sterling.

**9.2.** Finance & General Purposes (to include staffing and general administration) - All councillors.

Cllr Holmes and Cllr Hawker agreed to form a finance working party and will meet with the clerk two or three times each year. They will report back to council and will not make any decisions at these meetings.

**9.3.** Planning –All councillors will be involved in planning decisions, Cllr Husband agreed to lead on planning applications, he and Cllr Mulhall will attend planning committee meetings at NFNPA if necessary.

**9.4.** Highways - All councillors, led by Cllr Hawker and Cllr Moyse.

**10.0. To confirm review of Standing Orders, Financial Regulations, Risk Management, Asset register and Member's Interests**

**Resolved:** Standing Orders; Financial Regulations; Risk Management and Asset register have all been reviewed. Member's Interests forms reviewed by councillors and no changes were made.

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**11.0. Election of Representatives on outside bodies**

**Resolved:** Representatives elected as follows.

- 11.1. New Forest Association of Local Councils – Cllr Moyse.
- 11.2. New Forest Consultative Panel – Cllr Holmes.
- 11.3. New Forest National Park Association South East Quadrant – Cllr Hawker.
- 11.4. Passenger Transport Forum Group – Cllr Mulhall.

**12.0. To confirm membership of HALC and SLCC**

**Resolved:** Membership of both bodies confirmed.

**13.0. To agree meeting dates for 2018/19**

**Resolved:** The following dates confirmed as the second Tuesday of each month excepting August and December where a meeting will only be held if there is *urgent business*.\*

08/05/18 Annual meeting & first of new council; 12/06/18; 10/07/18; \*14/08/18; 11/09/18;  
9/10/18; 13/11/18; \*11/12/18; 08/01/19; 12/02/19; 12/03/19 (Council meeting followed by Annual Parish Assembly); 9/04/19.

**14.0. To receive a report by County Councillor for East Boldre**

- Cllr Mans told the council that it has been a difficult year financially for the County Council. However, through very effective long-term planning and good use of capital the County Council were able to confirm at their budget setting meeting in February that buses would not suffer further cuts and all Waste Recycling Centres would remain open.
- The County Council were also able to announce extra funding for additional social workers to support needy families and introduce new high-tech methods of looking after the elderly. Cllr Mans also told the council about efforts to reduce bed blocking by the planning of a step-down facility at Southampton General Hospital. The capital cost for this proposal will be funded by Hampshire County Council with the running costs, paid by the NHS.
- Hampshire now has 120 unaccompanied asylum seekers, with a maximum quota of 197.
- Cllr Mans informed the council that Hampshire County Council is trying to get to grips with pot holes across the county. He urged residents to take photographs of any pot hole they see and to send them to Hampshire County Council, the pot hole then becomes the responsibility of the county council. Cllr Mans also said that he has had discussions with the verderers about guidelines which allow repairs to amenities such as gas to be carried out by digging up verges rather than roads. Cllr Mans is aware of the importance of the verges to the Forestry Commission and urged them to work in partnership with the council to ensure satisfactory outcomes with verge use for both residents and forest grazing.
- Cllr Mans devolved budget to be spent across the Division will be available from the end of May. It includes improvements to village halls, childrens' playgrounds, and new village signage. It has also been used to support our local Brilliance in Business Awards.

**15.0. To receive a report by District Councillor for East Boldre**

- Cllr Harris informed the council that he is keen to improve broadband services across the whole of the New Forest. He requires feedback about the true picture of internet speeds across the forest to discover where poor service exists.
- Cllr Harris also reminded the council about the Film New Forest initiative ([www.filmnewforest.com](http://www.filmnewforest.com)) which has been set up by NFDC and Mark Kermode with backing from Creative England. Film New Forest aims to encourage film companies to use the forest as a filming location. This will have huge economic benefits and will raise the profile of the New Forest.
- New Forest District Council and Hampshire County Council are offering help with preparing community action planning which will offer residents local guidance in case of emergency. The plan would cover the first 24hrs after an emergency, before HCC, NFDC and emergency services can reach

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the village. Cllr Harris advised the council that Neil Jenkins (emergency planning officer for Hampshire County Council) is willing to visit Parish Councils and give a talk, advising the council about how to set up an emergency plan. Cllr Husband agreed that East Boldre Village Hall would be happy to host a talk for local parish councils.

**Action Cllr Husband**

**16.0 To receive the clerk's report. For information only**

- The clerk organised for 3 plumbers to visit allotment 2 and discuss the proposed work. With the time constraints imposed on the Council by Bournemouth Water, it was agreed that the quotes should be emailed to all councillors and a decision should be made on the contractor before the next council meeting. The clerk is pleased to say that a contractor is now in place and the proposed work will commence in the next week. All allotment holders have been informed about the work and changes to the water supply. It was agreed by the council that three standpipes should be installed at locations across allotment 2 which should provide access to water (with the use of hoses) to all allotment plots.
- The clerk has also been in touch with Jayne Albery, the verge officer from the Forestry Commission. Jayne is trying to arrange a mutually convenient time for a meeting with councillors to discuss the verge work proposed for East Boldre. The Council suggested that Jayne could be invited to talk to councillors before the next council meeting (at 6.30 on 12<sup>th</sup> June).

**Action N Curzon**

**17.0. Public session.**

A member of the public told the council about the strawberry pickers who are transported to work through the village by two tractors with trailers. The tractors drive through the village very fast at 7am each day causing concern to local residents.

**Resolved:** Cllr Husband agreed to contact the owner of the farm.

**Action Cllr Husband**

**18.0. Finance.**

**18.4. To approve placement of council insurance.**

**Resolved:** Council insurance placement approved.

## 18.1. To agree payments in accordance with the budget and to note bank reconciliation (Circulated)

<i>Payee</i>	<i>Cheque Number</i>	<i>Item</i>	<i>Payment</i>
<b>Payments date 8/5/18</b>			
Victim support	100655	Grant cheque	£200.00
National Allotment Association	100656	Membership renewal	£102.00
Came and company	100657	Insurance	£416.00
Do the numbers	100658	Internal audit	£190.00
Margaret Gaylard	100659	training	£103.50
Nicola Curzon	100660	expenses	£46.87
Nicola Curzon	100661	mileage	£17.10
Nicola Curzon	100662	Salary incl overtime	£694.25
<b>Total to pay</b>			<b><u>£1,769.72</u></b>
<b>Amount to be transferred to current account</b>			<b><u>£0.00</u></b>
<b>Receipts as at date</b>		<i>Detail</i>	<i>Amount</i>
24/04/2018	Bacs	Precept	£7,500.00
30/04/2018	bacs	allotment payments	£856.00
02/05/2018	Bacs	Vat refund	£1,532.58
02/05/2018	cheques	allotment payments	£200.00
02/05/2018		bank interest	£1.07
02/05/2018	error	Halc cheque	£13.00
02/05/2018	error	HPFA	£40.00
			<b><u>£10,142.65</u></b>
<b>Bank reconciliation</b>			
<b>Balance as at date</b>			
HSBC Current			£2,624.01
HSBC Savings			£28,890.94
<b>Total</b>			<b><u>£31,514.95</u></b>
<b>Net bank balance as at date</b>			
<b>The net balances reconcile to the cash book for the year to date, as follows</b>			
Opening balances			£22,984.54
Add receipts			£10,142.65
Less payments			-£1,412.24
Less uncleared cheques			-£200.00
<b>Total</b>			<b><u>£31,514.95</u></b>

**Resolved:** Payments agreed as shown on table below, income and bank reconciliation noted.

## 18.2. To approve the annual accounts.

**Resolved:** Annual accounts approved.

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**East Boldre Parish Council - expenditure compared with budget to date**

	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	<b>Forecast</b>	<b>To date</b>
	2016/17	2017/18	(Actual as late)	2018/19	2018/19	2018/19
<b>Income</b>						
Precept	15,000.00	14,271.00	15,000.00	15,000.00		7,500.00
Bank Interest	10.23	10.00	8.45	10.00		1.07
Allotments rental	1,542.63	1,550.00	1,584.25	1,500.00		865.25
Allotments water	174.37	300.00	299.75	250.00		173.75
Parish Guide	0.00	0.00	0.00	0.00		0.00
Training	75.00	0.00	0.00	50.00		0.00
DLPC Computer	64.00	133.00	0.00	0.00		0.00
Grants	1,350.00	729.00	763.20			0.00
Miscellaneous	150.00			0.00		
VAT recovered	0.00	400.00	0.00	2,000.00		1,532.58
<b>Total Income</b>	<b>18,366.23</b>	<b>17,393.00</b>	<b>17,655.65</b>	<b>18,810.00</b>		<b>10,072.65</b>
<b>Expenditure</b>						
<i>Administrative Expenditure</i>						
Salaries inc PAYE & NI	7,165.56	7,166.00	8,129.25	7,200.00		694.25
Stationery & postage	196.17	400.00	386.00	400.00		81.39
Travel Allowance	409.86	300.00	445.75	500.00		33.30
Office Allowance	288.90	267.00	266.58			44.44
Equipment	810.00	500.00	866.52	1,000.00		0.00
Training	420.00	300.00	690.60	700.00		103.50
VAT Paid	650.23	400.00	454.23	400.00		55.60
<b>Total Admin cost</b>	<b>9,940.72</b>	<b>9,333.00</b>	<b>11,238.93</b>	<b>10,200.00</b>		<b>1,012.48</b>
<i>Operating Expenditure</i>						
Newsletter	245.00	600.00	0.00	600.00		0.00
Parish guide	0.00	0.00	0.00	0.00		0.00
Hall Hire	296.52	300.00	340.00	300.00		11.00
Audit & Legal Fee	343.33	500.00	478.43	500.00		190.00
Insurance	371.63	380.00	400.00	420.00		416.00
Subscriptions	621.95	620.00	798.79	800.00		355.00
Advertising	27.00	100.00	61.80	50.00		0.00
S137 Grants	0.00	550.00	400.00	600.00		200.00
Grants	1,330.20	700.00	266.66	700.00		0.00
Chairman's expenses	0.00	60.00	0.00	60.00		0.00
Parish plan	0.00	100.00	0.00	100.00		0.00
Defibrillator	2,231.00	250.00	0.00	300.00		0.00
Election expenses	0.00	0.00	0.00	0.00		0.00
<b>Total Op. Cost</b>	<b>5,466.63</b>	<b>4,160.00</b>	<b>2,745.68</b>	<b>4,430.00</b>		<b>1,172.00</b>
<i>Parish maintenance</i>						
Seats	0.00	50.00	0.00	50.00		0.00
Bus shelters	0.00	100.00	0.00	500.00		0.00
Notice boards	0.00	50.00	0.00	100.00		0.00
Speed Limit Reminder	0.00	400.00	0.00	0.00		0.00
<i>Allotments</i>						
Rent,insurance, NSALG	788.33	710.00	709.64	800.00		0.00
Water	174.37	300.00	138.23	150.00		168.43
Hedging	1,568.28	900.00	0.00	500.00		0.00

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Fencing	0.00	1,000.00	0.00	500.00	0.00
Maintenance	864.85	500.00	0.00	500.00	0.00
<b>Total Maint. Cost</b>	<b>3,395.83</b>	4,010.00	847.87	3,100.00	168.43
<b>Grand Total Expenditure</b>	<b>18,803.51</b>	17,503.00	14,832.48	17,730.00	2,352.91
<i>Summary</i>					
Total Income	18,366.23	17,393.00	17,655.65	18,810.00	10,072.65
Total Expenditure	18,803.51	17,503.00	14,832.48	17,730.00	2,352.91
<b>Surplus (shortfall)</b>	<b>-437.28</b>	<b>-110.00</b>	2,823.17	1,080.00	7,719.74
<i>General Fund</i>					
Opening balance	20,255.72	19,818.44	19,818.44		
Add surplus above	-437.28	19,708.44	22,641.61		7,719.74
Ring fenced		3,500.00	3,500.00		3,500.00
<b>Closing balance</b>	<b>19,818.44</b>	<b>16,208.44</b>	19,141.61	0.00	4,219.74

**18.3. To approve external audit return.****Resolved:** External audit return approved and signed by Chairman**ACTION N Curzon****19.0. Planning.****19.1. To consider current planning applications****Resolved:**

<b>18/00300</b>	30 Sweyns Lease, East Boldre, Brockenhurst SO42 7WQ	Roof alterations to facilitate addition habitable second floor accommodation; rear dormer window with juliet balcony	24/4/18	<b>Comment 4</b> <b>In view of their discussion, the council recommends refusal of this application. The council believes that the proposed application will be an over development of the property, which will increase the footprint by more than 30%. This would set a bad precedent for other properties in Sweyns lease. It was agreed that Cllr Mulhall and Cllr Husband will attend the planning committee.</b>
<b>18/00325</b>	Plovers, Main Road, East Boldre, Brockenhurst, SO42 7WU	Single storey extension; first floor extension; roof alterations; balcony; replacement garage; access alterations; brick wall with piers; flue; render; cladding (Revised design to planning permission 17/00482)	27/4/18	<b>Comment 3</b> <b>The council felt that in view of their discussion, they could recommend permission of this application, provided that; the development is not over 30% and that a condition is put in place to prevent the garage from being incorporated to become part of the habitable space.</b>

**19.1 To discuss the appeal of planning application 17/00989 for West Moors**

**Resolved:** Cllr Mulhall hopes that the council will have a further chance to comment on the latest appeal for this planning application. He suggested that the council have a prepared response in case the window of opportunity to comment does not coincide with a parish council meeting. Cllr Mulhall mentioned that the 2009 planning decision for West Moors did not make clear the basis used for the increases quoted. Within the past ten years, a porch has been added to the property, no planning permission was sought for this addition. The council does not think it is appropriate to try and include the porch in the original property footprint.

**19.2 To consider Tree work application cons/18/0320 Resolved:** No comment.

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**20.0. Amenities.****20.1. To receive a report on allotment uptake for 2018/19.**

**Resolved:** There have been a few changes to allotment plot holders, but the clerk is pleased to report that allotments 1 have 1 available plot. Allotments 2 have a couple of vacancies.

**20.2. To consider costs of running the allotments.**

**Resolved:** Bruce and Ruth MacDermott from the allotment association, kindly explained the history of allotment costs and water charges to the council. The clerk will check that costs are in line with the allotments in Brockenhurst and Sway.

Cllr Holmes suggested that fencing around the allotment (which is the responsibility of the parish council) should not be included in the allotment costs. Major proposed expense for this year will be the change in provision of water for allotments 2. Cllr Sterling is also researching the installation of wooden posts which will mark the plot numbers on both sites. The clerk is also exploring options to re-create comprehensive and accurate map showing plots and vacancies at both allotment sites. This would be uploaded to the website.

**Due to time constraints, the following agenda points have been deferred to the next council meeting.**

- 21.0. To receive an update on Broadband in the parish
- 22.0. To receive an update on the Village Hall meeting (re football pitch).
- 23.0. To receive an update on the Community Hub project.
- 24.0. Recent policy reviews.
- 25.0. To receive reports from external meetings.

**16.0. Agenda items for next meeting.**

**Resolved:** Update on the Village Hall meeting; Update on Community Hub project; Broadband update, Recent policy reviews; to receive reports from external meetings; to review the pending list; to discuss future development of the Parish. To discuss the current and savings accounts.

**27.0. The next Parish Council meeting was confirmed as 7.00 pm on Tuesday 12<sup>th</sup> June 2018 at East Boldre Village Hall**

Meeting closed 9.10pm

Chairman's signature:

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