

## East Boldre Parish Council

### Notice of Meeting of the Parish Council

The next council meeting will held be on Tuesday 12<sup>th</sup> March 2019 in **East Boldre Village Hall** at 7.00 p.m.

All members of the Council are hereby summoned to attend a meeting of East Boldre Parish Council to be held for the purpose of transacting the following business.

#### Public Participation

Members of the public and press are warmly invited to attend the Parish Council meeting as observers and can speak once on any agenda item, during the public session. Speeches shall not exceed three minutes and the session shall not normally exceed 15 minutes.

#### AGENDA

- 1.0. To accept apologies for absence.
- 2.0. Declaration of Interest in items on the agenda.
- 3.0. To confirm minutes of the meetings held on 12<sup>th</sup> February 2019.
- 4.0. To receive clerks' report. (Circulated) FOR INFORMATION ONLY
- 5.0. To receive a report by County Councillor for East Boldre. FOR INFORMATION ONLY
- 6.0. To receive a report by District Councillor for East Boldre. FOR INFORMATION ONLY
- 7.0. Public session.
- 8.0. Finance.
  - 8.1 To agree payments in accordance with the budget and to note bank reconciliation. (Circulated pg 2)
  - 8.2. To agree final budget review for 2019-2020. (pg 3)
  - 8.3. To review the asset register for 2018-2019 See website.
- 9.0. Planning.
  - 9.1 To consider planning applications: 19/00107 Clear Springs, Main Road.
- 10.0. To receive feedback on the Allotment Association meeting.(minutes pg 4-6)
- 11.0. To update the allotment rules See website
- 12.0. To agree allotment rent increases for 2020. (pg 5)
- 13.0. To receive an update on the parish emergency plan.
- 14.0. To receive reports from external meetings – verbal only.
- 15.0. Agenda items for next meeting.
- 16.0. To confirm the next Parish Council meeting as 7.00pm on Tuesday 9<sup>th</sup> April in **East Boldre Village Hall**.

N Curzon

Parish Clerk to East Boldre 06/03/19

East Boldre Parish Council contact -Parish Clerk – Nicola Curzon

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<i>Payee</i>	<i>Bacs details</i>	<i>Item</i>	<i>Payment</i>
<b>Payments date</b>			
N Curzon	06/03/2019	Clerk salary	£601.42
N Curzon	12/03/2019	Clerk overtime	£115.60
NSALG	12/03/2019	Membership renewal	£111.00
N Curzon	12/03/2019	Clerk expenses	£85.74
Mint Gardens	12/03/2019	allotment hedge cutting	£558.80
Mint Gardens	12/03/2029	allotment fence repair	£120.00
<b>Total to pay</b>			<b>£1,592.56</b>
<b>Amount to be transferred to current account</b>			<b>£500.00</b>
<b>Receipts as at date</b>			
		<b>Detail</b>	<b>Amount</b>
HSBC		bank interest	£3.80
HMRC		VAT rebate (Apr-Oct 2018)	£516.26
<b>Bank reconciliation</b>			
<b>Balance as at date</b>			
HSBC Current	01/01/2019		£1,832.43
HSBC Savings	01/01/2019		£22,317.73
<b>Total</b>			<b>£24,150.16</b>
<b>Net bank balance as at date</b>			
The net balances reconcile to the cash book for the year to date, as follows			
Opening balances			£22,984.54
Add receipts			£19,788.95
Less payments			-£18,658.33
Uncleared direct debit			£35.00
<b>Total</b>			<b>£24,150.16</b>

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East Boldre Parish Council - expenditure compared with budget to date						
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>To date</b>	<b>Budget</b>	<b>To date</b>
	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20
<b>Income</b>						
Precept	14,271.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00
Bank Interest	10.00	8.45	10.00	27.86	15.00	0.00
Allotments rental	1,550.00	1,584.25	1,500.00	1,424.30	2,000.00	0.00
Allotments water	300.00	299.75	250.00	297.50	1,000.00	0.00
Training	0.00	0.00	50.00	450.00	300.00	0.00
DLPC Computer	133.00	0.00	0.00	450.00	0.00	0.00
Grants	729.00	763.20		500.00	0.00	0.00
VAT recovered	400.00	0.00	2,000.00	2,615.09	1000.00	0.00
<b>Total Income</b>	<b>17393.00</b>	<b>17655.65</b>	<b>18810.00</b>	<b>20,764.75</b>	<b>19315.00</b>	<b>0.00</b>
<b>Expenditure</b>						
<i>Administrative Expenditure</i>						
Salaries inc PAYE &NI	7,166.00	8,129.25	7,200.00	0.00	7436	0.00
Stationery & postage	400.00	386.00	400.00	0.00	400.00	0.00
Travel Allowance	300.00	445.75	500.00	288.90	500.00	0.00
Office Allowance	267.00	266.58	270.00	0.00	270.00	0.00
Equipment	500.00	866.52	1,000.00	0.00	1,000.00	0.00
Training	300.00	690.60	700.00	0.00	2,000.00	0.00
VAT Paid	400.00	454.23	400.00	0.00	1,000.00	0.00
<b>Total Admin cost</b>	<b>9,333.00</b>	<b>11,238.93</b>	<b>10,470.00</b>	<b>288.90</b>	<b>12606</b>	<b>0.00</b>
<i>Operating Expenditure</i>						
Newsletter	600.00	0.00	600.00	0.00	500.00	0.00
Hall Hire	300.00	340.00	300.00	296.57	300.00	0.00
Audit & Legal Fee	500.00	478.43	500.00	0.00	250.00	0.00
Insurance	380.00	400.00	420.00	0.00	500.00	0.00
Subscriptions	620.00	798.79	800.00	0.00	2,000.00	0.00
Advertising	100.00	61.80	50.00	0.00	100.00	0.00
S137 Grants	550.00	400.00	600.00	0.00	800.00	0.00
Grants	700.00	266.66	700.00	0.00	5,000.00	0.00
Chairman's expenses	60.00	0.00	60.00	0.00	60.00	0.00
Parish maintenance	100.00	0.00	100.00	0.00	2,000.00	0.00
Defibrillator	250.00	0.00	300.00	0.00	300.00	0.00
Public transprot subsidy	0.00	0.00	0.00	0.00	2,000.00	
Election expenses	0.00	0.00	0.00	0.00	1,500.00	0.00
<b>Total Op. Cost</b>	<b>4,160.00</b>	<b>2,745.68</b>	<b>4,430.00</b>	<b>296.57</b>	<b>15,310.00</b>	<b>0.00</b>
<i>Parish maintenance</i>						
Seats	50.00	0.00	50.00	0.00	50	0.00
Bus shelters	100.00	0.00	500.00	0.00	500	0.00
Notice boards	50.00	0.00	100.00	0.00	100	0.00
Speed Limit Reminder	400.00	0.00	0.00	0.00	0	0.00
<i>Allotments</i>						
Rent,insurance, NSALG	710.00	709.64	800.00	0.00	800	0.00
Water	300.00	138.23	150.00	0.00	650	0.00
Hedging	900.00	0.00	500.00	0.00	1000	0.00
Fencing	1,000.00	0.00	500.00	0.00	500	0.00
Maintenance	500.00	0.00	500.00	0.00	1000	0.00
<b>Total Maint. Cost</b>	<b>4,010.00</b>	<b>847.87</b>	<b>3,100.00</b>	<b>0.00</b>	<b>3950</b>	<b>0.00</b>
<b>Grand Total Expenditure</b>	<b>17,503.00</b>	<b>14,832.48</b>	<b>18,000.00</b>	<b>585.47</b>	<b>31,866.00</b>	<b>0.00</b>
<i>Summary</i>						
Total Income	17,393.00	17,655.65	18,810.00	20,764.75	19315.00	0.00
Total Expenditure	17,503.00	14,832.48	18,000.00	585.47	31,866.00	0.00
<b>Surplus (shortfall)</b>	<b>-110.00</b>	<b>2,823.17</b>	<b>810.00</b>	<b>20,179.28</b>	<b>-12551.00</b>	<b>0.00</b>
<i>General Fund</i>						
Opening balance	19,818.44	19,818.44		22,984.54		
Add surplus above	19,708.44	22,641.61		43,163.82		0.00
Ring fenced	3,500.00	3,500.00		3,500.00	3,500.00	3,500.00
<b>Closing balance</b>	<b>16,208.44</b>	<b>19,141.61</b>	<b>0.00</b>	<b>39,663.82</b>		<b>-3,500.00</b>

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# East Boldre Parish Council

## Notice of Meeting of the Parish Council

Minutes from Allotment meeting on 26<sup>th</sup> Feb 2019

7pm – the Village Hall

**Present:**

**Cllr K Holmes – Chairman**

**Bruch and Ruth McDermott – Allotment association**

**Nicola Curzon – Parish Clerk**

**In attendance - 14 allotment holders, Cllr Hawker, Cllr Husband and Cllr Mulhall**

**5.0. Setting the scene**

- There was a water leak on allotment 2 which, even after the awarding of a £1000 leak allowance from Bournemouth Water, cost the council £1000 in water charges, and a further £931 in maintenance costs to replace the water pipes; and put in new standpipes.
- The allotments cannot be subsidised by the Council (other than management costs, which we pay via the clerk's salary and the time councillors all give) Therefore the council must build a maintenance charge into the allotment rent so that a fund can be built up to cover the cost of any future costs.

**6.0. Cost of allotment water**

- The cost of water for allotments 1 and 2 for 2018-19 can only be estimated because of the leak on allotment 2. However, using the water bill for allotment 1 as a reflection of the amount of water used by plot holders, there is a huge increase in the cost of supplying water to the allotment sites (the council received £297.50 in contributions towards water from tenants in 2018 and the water bill for allotment 1 alone was in excess of £330)
- The clerk has spoken to NSALG to obtain legal advice on covering the cost of the increased water charges fairly. The use of water last summer was high due to the extended periods of dry weather. Both the allotment association and the parish council sent out emails asking plot holders to use water carefully and considerately.
- NSALG has advised that the shortfall in water costs should be split equally amongst all tenants this year, at a cost of £10 per tenant. At the February Parish Council meeting, it was agreed that this will be charged to allotment holders, in April 2019.
- The water has previously been charged as a percentage of the size of each allotment plot. This has caused some complaints as a small allotment plot may be intensively cultivated, the plot holder using more water than someone with a larger plot.
- The council has been asked to re-distribute water charges so that they are fair.
- In periods of particularly dry weather, allotment holders need to be very vigilant about water use. Nobody should be excessively watering their plots. Water butts should be used whenever possible. In dry weather, hoses should only be used to fill watering can. Allotment holders are advised to look at the allotment rules.
- Stephanie Bennet, an allotment holder and parish clerk at Dibden and Hythe, told the meeting that the water at Dibden and Hythe Parish Council is charged in arrears, at the end of the year. Their allotment rent is also charged in October, which is something the council may consider in future.

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- The allotment association will look at the possibility of installing a valve which shuts off water when it has been left running for a great length of time. This will also prevent any further extensive water leaks.

#### 7.0. Allotment rent increase 2020-21

- A notice period of 1 year must be given for a rise in allotment rent. The parish council has not increased allotment rent since 2014. The clerk suggests a rent increase of approximately 5% for 2020. (The Forestry Commission increased its rent by 5% in 2016, this has not been reflected in the council allotment rents). In 2020 the cost of water will be included in allotment rent. In future, there should be a rent rise each year to cover maintenance.
- Although the parish council should not make a profit from allotments, they must allow a fund for ongoing maintenance in the rent charged, to cover ongoing costs. So long as allotment rent is seen as reasonable, the council rent should include maintenance. Any profit collected in a maintenance fund must go back into the allotments.

#### Suggested rent increase for 2020 – this will need to be agreed by East Boldre Parish Council in March 2019

	<b>Full 1012 sq m</b>	<b>Three Quarter 753 sq m</b>	<b>Half 500 sq m</b>	<b>Quarter 253 sq m</b>	<b>Eighth 125 sq m</b>	<b>Included</b>
<b>2007</b>	£30		£18.50			NSALG + Ins
<b>2008</b>	£32		£19.50	£13.25		NSALG + Ins
<b>2009</b>	£36		£18	£9		NSALG
<b>2010</b>	£42		£25	£15.50	£11	NSALG + Ins
<b>2012</b>	£45 + £20 water	£37 + £15 water	£27 + £10 water	£16.50 + £5 water	£11.50 + £2.50 water	NSALG + Ins
<b>2015</b>	£50 + £22 water	£41 + £16.50 water	£30 + £11 water	£18.50+£5.5 0water	£13.00 + £2.75 water	NSALG + INS
<b>2020</b>	£75 (incl water)	£60 (incl water)	£45 (incl water)	£30 (incl water)	£20 (incl water)	NSALG + INS

#### 8.0. To review allotment rules

- The council has been asked if it is possible to delegate powers to an allotment official who can advise on the day to day issues at the allotments. It was agreed that Jo Holmes would check the fencing on a monthly basis at allotment 1 and Cllr Hawker will check fencing on allotment 2
- Bruce and Ruth McDermott will check the water meters on both sites regularly, to ensure that there is no excessive water consumption.
- Growing produce on an allotment site which may go on to be used as part of a business (eg growing feed for livestock which may go on to be sold or vegetables, fruit or flowers which

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are sold) contravenes the allotments act. The allotments should be used to grow flowers, fruit and vegetables for personal consumption only.

- The issue of Plots holders who are currently growing grass, animal feed and cultivating excessive amounts of vegetables will be raised at the parish council meeting in March.
- The NSALG legal team has advised that these plot holders be given notice that the council can no longer allow this because not only are the plots in breach of multiple clauses of the tenancy agreement, but they are also not allowed under the Allotments acts 1908-1950.
- The NSALG has advised that a notice period of one year is given to allow the plot holders to decide if they wish to change their plot use or remove their possessions and vacate their plot by 1<sup>st</sup> April 2020.

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