

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
HELD ON TUESDAY 21st MARCH 2023 AT BROCKENHURST VILLAGE HALL**

Present:

Cllr M Harris	Chairman
Cllr P Mueller	Cllr P Wales
Cllr A Bartlett	Cllr R Horne
Cllr K Whittle	Cllr J Korbey
Cllr P Pearse	Cllr J Wingham
Cllr M Croker	

Mrs H Lawrence Parish Clerk

Four members of the public (two for presentments only)

Public Presentments: The Headteacher and the Chair of Governors from Brockenhurst Primary School explained that the current school crossing patrol funding, that has been in place for four year, will finish at the end of this summer term. The school is lucky to have a reliable person to provide the crossing patrol who they wish to retain and it is hoped that the Parish Council may be able to provide the funding of £6000 per annum from September 2023 onwards to ensure the safety of the children that attend the school.

23/40 Apologies for absence: Cllr R Bowles

23/41 Declarations of Interest/Requests for Dispensation:

Cllr Bartlett and Cllr Whittle declared an interest in accounts for payment 23/50
Cllr Wales declared an interest in the public presentment 23/55

23/42 Minutes of the Meeting held Tuesday 21st February 2023

They were proposed, seconded and signed as a correct record.
It was noted that the clerk will in future minute any actions that either the District Councillor or County Councillors have agreed to undertake at the meeting that will assist the council in their duties. This will ensure that ongoing matters are followed up accordingly.

23/43 County Councillor's Report: In the absence of Cllr Mans there was no report.

23/44 District Councillor's Report: In view of the pre-election restrictions Cllr Harris simply noted that that NFDC continues to be busy.

23/45 Reports and response to Consultations - to include ratification of Recommendations

i) Planning committee meetings held on 28th February 2023

Cllr Korbey gave a short report of the meeting.

ii) Events Committee meetings held on 22nd February & 14th March 2023

Cllr Harris gave a short report of the meetings including the Pancake Races, thanking all of those involved, and the plans for the Christmas Fun on the evening of Friday 1st December.

At the meeting held on the 14th March it was decided that the events committee would be unable to arrange a Coronation event. It was felt that it would be difficult to recruit enough volunteers to help on the day as early indications have shown that people are either involved in their own arrangements over the weekend or are making use of the Bank Holiday weekend and will be away.

Coronation flags and Union Jacks flags will be displayed in Brookley Road.

It was unanimously agreed to accept the committee's recommendation to close the events committee bank account and move the remaining funds into the Parish Council account.

- iii) NFDC Climate Change and Nature Emergency meeting held on 1st March 2023

Cllr Pearse reported that 40-50 people attended the meeting.

There were various presentations by NFDC, HCC and NFNPA. HCC Community Energy Pathways included a case study with using solar panels and for working with Parish Councils and local groups. The importance of partnership working is vital for the future.

- iv) P&R committee meeting held on Tuesday 7th March 2023

A report of the meeting was given by Cllr Wales and the following items were recommended for approval: -

- a) The recommendation that allotment fees are increased annually in line with RPI, an increase of 13.4% from 1st April 2024.
- b) The recommendation that £3743.94 of a £5000 grant application from Brockenhurst Parochial Church for churchyard grounds maintenance is awarded. The remaining amount for tree management costs is not awarded.
- c) The recommendation that £125.00 grant application from New Forest Disability Information Service is awarded.
- d) The recommendation that Tiffany Pritchard, Heather Lawrence and Ray Ridout are offered the option of joining the Hampshire County Council group pension scheme.
- e) The recommendation that the groundsman pay will increase by 9.7% from the 1st April 2023.
- f) The recommendation to recruit an assistant clerk, hours and duties to be determined.

All items were unanimously approved.

- v) LCWIP meeting held on Tuesday 21st March 2023

Cllr Mueller reported that the planned meeting was not able to take place but an update was given by phone. Maps are currently being audited and should be ready to circulate for discussion after the May elections. There are plans to hold workshops in May.

Verderers are working on new cycle route mapping with Forestry England. Plans are ongoing for a Lyndhurst to Lymington project.

LCWIP will continue to identify routes that need developing for cycling and walking and will make recommendations to the County design centre. It is hoped that HCC will decide later in the year where they plan to allocate funds for our area.

23/46 Update on the Parish Council communications plan including update on the current and next newsletter.

The current version of the news sheet having been circulated was unanimously agreed for it to be added to the website and sent to those that have signed up to receive it by email. A small number to be printed. It was agreed that after this edition that the news sheet will be produced quarterly.

Cllr Pearse advised that there has been a 27% increase in the Mailchimp sign up and a 35% increase in website activity.

A small article has been included in the next Friends of Brockenhurst newsletter. The Parish Magazine has sign up information in their current and next edition and has kindly offered to make some space available each month for Parish Council items.

23/47 To consider a Coronation commemorative item for Brockenhurst children

With bookmarks having been identified by the pre-school and school the clerk circulated details of leather bookmark with the new Coronation logo.

It was agreed by nine councillors with one against to purchase 500 burgundy coloured bookmarks with "Presented by Brockenhurst Parish Council" written on them.

Cost £255.00 + VAT. Future arrangements to be made to distribute to the school.

Advertising to be arranged for families with children in Brockenhurst up to and including current year 6 that are not at the school or pre-school to order a bookmark.

ACTION: Clerk to place order

ACTION: Clerk to arrange articles

23/48 Annual Parish Meeting 25th April 2023 – update on arrangements

The draft agenda has been circulated.

It was agreed that the layout of the hall should be informal with only the chairman and clerk sitting behind a table at the front.

It was agreed that reports, where possible, should be no longer than three minutes in length. Refreshments are being provided by Ann and Keith Nolan, which is greatly appreciated.

23/49 Correspondence

An email has been received by a concerned resident regarding Brookley Road pavements being obstructed by A boards. It was agreed that this should be passed onto the planning committee.

Brockenhurst Royal British Legion have enquired whether the Parish Council insurance could be used to cover a field for additional parking at the Anzac service. It was agreed that this event would not comply with the insurance company requirements.

ACTION: Clerk to respond to both senders

23/50 Accounts for payment.

Cllr Whittle advised that there are ongoing concerns with the supplied fire bell post. It was agreed that the payment should not be made until this was resolved. Cllr Whittle will liaise with Farwells.

G Farwell Ltd - fire bell post - £2,515.39 – PAYMENT NOT APPROVED

All other payments were Proposed, seconded and agreed.

P Reynolds - internal audit - £245.00
J Humphry Associates Ltd - payroll services - £36.00
Wessex Windows - window cleaning - £12.00
R Rideout - reimburse expenses - £15.50
T Pritchard - travel expenses - £6.62
Forestry England - Black Knowl rent - £265.00
WEL Medical Limited - replacement defib cabinet - £557.94
Streets Ironmongers - supplies - £62.12
Surrey Hills Solicitors - land purchase fees - £330.00
Brockenhurst Village Hall - hall hire - £246.13
Positano Ltd - grass cutting at war memorial - £31.50
Mint Gardens Ltd - Lengthsman Brockenhurst - £240.00
Brockenhurst Masonic Centre - hall hire - £43.20
SPG Machinery - mower repair - £194.46
Vita Play Limited - annual playground inspection - £129.36
Kevin Whittle - replace container doors - £1,144.70
SPG – garden machinery - £1422.60
Payments Made:
P&D Hannon - Office rent - £625.00
BT - Office comms - £56.05
Mint Gardens Ltd - Lengthsman East Boldre - £264.00
Mailchimp - subscription - £11.84
Tesco Mobile - reimburse RR - £10.00

23/51 Approval of items to be removed from the asset register

All items on the circulated list were unanimously approved for removal.

LIST OF ASSETS TO BE REMOVED FROM ASSET REGISTER AT 31 MARCH 2023 Asset	Purchased	Register £	Notes
Container doors	05/21	700	Included in error (replacements)
Meeting room furniture (excl. chairs)	08/02	827	Only the chairs remain
1x4 drawer filing cabinet	08/04	81	Disposed of
Acer computer	11/06	592	Disposed of in 2020
Office sign	08/02	705	In container but information no longer relevant

Brush cutter	09/16	623	Included in error (duplicate item)
Total		3,528	

STOLEN ITEMS TO BE REMOVED FROM ASSET REGISTER	Purchased	Register £
Hayter Pro48 Lawnmower	08/17	750
Husqvarna Brush Cutter 545RX	09/16	623
Hayter Pro48 Lawnmower	03/13	707
Husqvarna Brush Cutter 345RX	09/10	700
Echo Backpack Blower	09/10	476
Echo Engine Unit	09/10	260
Echo PAS Trimmer	09/10	108
Husqvarna Strimmer	07/18	237
Edging Machine	02/11	108
Binding Machine	07/20	95
Total (not including small tools)		4,064

ACTION: RFO to remove items

23/52 New Forest National Park Authority – Parish Representation Elections 2023 – Information has been circulated and this was noted.

23/53 Speedwatch

Correspondence from the co-ordinator has been circulated and Cllr Wales explained the proposed plans so far including routes, funding, equipment, volunteers and advertising. Councillors are in favour of the scheme but were keen to understand the criteria for the chosen locations. Cllr Harris agreed to take over the liaison with the co-ordinator.

ACTION: Cllr Harris to contact co-ordinator

23/54 Clerks & RFO Report

All 28 of the risk assessments have been completed during the year.
 The internal auditor has finished and the next one in the year end, AGAR and Nalder reviews on the 16th May. BT bill has increased by £8.05pm.
 Village Sign is pending a decision by the National Park Authority planning officer.
 A New Zealand flag has been sourced from the NZ High Commission
 The new defibrillator cabinet has been installed on the side of Tesco Express
 Police bike marking event 25th March, poster added to the noticeboard and office window.
 Election notices have been added to the noticeboards and website.
 A small commemorative ceremony took place at the Commonwealth War Graves on Saturday 11th March for the three Indian graves.

23/55 Items to note – to include items raised by members of the public

It was agreed that the presentment regarding funding for the school crossing patrol was clearly given and further information is required. Cllr Harris and Cllr Bartlett to visit the school. Item for the next agenda.

Cllr Bartlett express concern that some businesses have received a scam email. The clerk advised that she has also been made aware and will send details to the BBA.

ACTON: Cllrs Harris & Bartlett to visit Primary School
ACTION: Clerk to contact Brockenhurst Business Association

23/56 Date of Next Meeting: 18th April 2023 Brockenhurst Village Hall

The meeting closed at 8.45pm

Signed:

Date: 18th April 2023