

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
HELD ON TUESDAY 20th JUNE 2023 AT BROCKENHURST VILLAGE HALL**

Present:

Cllr P Wales	Chairman
Cllr R Horne	Vice Chairman
Cllr A Bartlett	Cllr J Wingham
Cllr R Bowles	Cllr J Korbey
Cllr K Whittle	Cllr M Harris
Cllr P Hollins	Cllr R Wolstenholme

Cllr K Mans	Hampshire County Councillor (7.15pm –7.45pm)
Cllr A Parker	New Forest District Councillor from 7.15pm
Mrs H Lawrence	Parish Clerk
Two members of the public	

Public Presentments:

23/99 Apologies for absence: Cllr P Pearse

23/100 Declarations of Interest/Requests for Dispensation

Cllrs Bartlett declared an interest in accounts for payment 23/111.

Cllr Whittle declared an interest in 23/104 iv.

23/101 Minutes of the Meeting held 16th May 2023

These were proposed, seconded and signed as a correct record.

23/102 County Councillor's Report

Cllr Mans reported the HCC budget is being set every two years which gives more flexibility to make adjustments. There is currently an online budget consultation open on the HCC website until the 23rd July.

Progress has been made in repairing potholes which has been helped by the additional money and the good weather.

Cllr Mans advised that his devolved budget is now open and an application should be made for the new piece of playground equipment.

ACTION: RFO to apply to HCC

23/103 District Councillor's Report

Cllr Parker gave an update on his work and training in his new role.

Queries were raised regarding an abandoned car in the NFDC car park. A query was also raised regarding whether there should be a speed limit in the car park. Cllr Parker to investigate.

It was understood that most of the bin emptying issues around the village has now been sorted out.

23/104 Reports and response to Consultations:

- i) Environment Agency meeting held 19th May 2023

Cllr Horne gave an update from the meeting, for which the notes had been circulated. It was noted that this meeting regarding flooding issues in Brockenhurst was successful and it is hoped that a further meeting can be arranged.

- ii) Planning Committee held Monday 23rd May 2023

Cllr Korbey gave an update on the last planning meeting and ongoing issues.

- iii) Brockenhurst Village Trust meeting held 23rd May 2023

Cllr Horne reported that he attended the last meeting but it is difficult to report back to councillors as matters discussed are confidential. The Chairman agreed to obtain permission to circulate financial information from the Trust.

- iv) A&I committee meeting held on Tuesday 6th June 2023

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

- a) The recommendation to spend £300 on additional Christmas light equipment
- b) The recommendation to accept a quote from Vitaplay for £7321.56 + VAT for a replacement item for the playground.
- c) The recommendation to contract Lyndhurst Landscapes to carry out monthly weeding at the War Memorial, quote received £125.00 + VAT per month including waste removal.
- d) The recommendation not to pursue a request for a Coronation Bench in the village
- e) The recommendation to accept the quote for £2100.00 for the removal and fitting of the new Fire Bell post.

All items were unanimously approved.

Agreed that items, where necessary, not in the budget but can be taken from the reserves with a request that A&I set a figure for the potential water supply and bus shelters in time for the 2024/25 Precept.

23/105 To confirm additional members joining committees

It was agreed that Cllr Horne will join the A&I committee and Cllr Hollins will join the planning committee.

23/106 To determine a date for the 2024 Annual Parish Meeting

It was agreed that the meeting should be held on Wednesday 24th April 2024.

ACTION: Clerk to book the Forest Hall at the Village Hall

23/107 Update on Brockenhurst Speedwatch

Cllr Wales reported that the formation of the group is still ongoing. Possible locations have been identified but need to be agreed by the Police.

Support is needed to recruit volunteers and it was agreed that the Parish Council would place an advert in the next edition of the Parish News. The recruitment contact details are still to be confirmed.

ACTION: Clerk to investigate options for contact details and place advert

23/108 Parish Council four-year plan

Cllr Wales gave a report following the recent Vision Forum discussions and a working party meeting.

The following proposals were unanimously agreed:-

The Council's vision for the next four years is to promote and support our community as a vibrant village.

Priorities:-

Communications –

- a) A rota for councillor sessions to be arranged for either a Monday, Friday or Saturday in the office for members of the public to meet and discuss any issues.
- b) Informal meetings with other key members of village organisations
- c) Work to continue on setting up the office screen.
- d) Discontinue the printed newssheet and Village Directory. E-newsheets to be reviewed in twelve months.
- e) Review of website and contract

Christmas Lights

- a) Cllr Horne to document procedures
- b) Succession planning to be discussed at P&R

Citizens Award - Working party to meet in September with winners to be announced before the end of the year.

Office use - Best use of the office to be discussed.

Village strategy

- a) Following draft brief in November 2022 consultants are still to be found.
- b) Meeting date for working party to be arranged.
- c) Proposed to review with the BBA & FoB.

23/109 Brookley Road Scheme

An update from HCC was read out which advises that additional funding for this scheme is being sought due to increased costs of raw materials and the additional drainage work that has been identified. Further updates are expected in July and it is hoped that the construction work would take place in Autumn/Winter 2023 if the additional costs are approved.

23/110 Correspondence

Court of Buckingham Palace – Churchyard Closure

Cllr Horne explained that the church is required to display a copy of the document on either the church doors or in a conspicuous place inside the church until the 26th July 2023. This is to be an item for the next agenda.

Commonwealth War Graves Commission – Request for churchyard tour 9.9.23 – agreed

Resident – Station pedestrian gate problem – Cllr Wingham advised that SWR are aware of the problem and both gates are being looked at.

Resident – Rodent problem – noted as a concern.

23/111 Accounts for payment: Proposed, seconded and agreed.

Accounts for Payment

Fair Account	audit fees	£340.00
The Play Inspection Co Ltd	playground inspection	£87.54
Gates of Brockenhurst	fuel	£29.48
Streets Ironmongers	supplies	£23.40
Brockenhurst Village Hall	hall hire	£143.00
Brockenhurst Village Hall	Playground peppercorn rent	£1.00
Viking Office UK Ltd	stationery	£129.69
Mint Gardens Ltd	outdoor maintenance	£600.00
Mint Garden Ltd	Lengthsman Scheme BPC	£552.00
Farwell	Allotment skip hire	£351.60
Ray Ridout	Reimbursement suncream	£6.75
J Humphreys	Payroll services	£36.00
Lyndhurst Landscapes	Grass cutting	£63.00
Westbeams	Allotment fencing	£2352.00
Westbeams	Allotment gate post	£108.00
Allotment Society	Membership	£67.00

Payments made:

Bigdug Limited	container shelving	£584.39
Mailchimp	subscription (2 months)	£25.30
Tesco mobile	reimburse RR	£10.00
Tesco	office supplies	£16.30
Tesco	Chairman's allowance (gifts)	£13.45
P&D Hannon	office rent	£625.00
BT	phone & broadband	£64.10

23/112 Consideration of Internal Audit Report and Risk Assessment 2022/23

Both documents were circulated and unanimously approved.

23/113 Approval of Annual Governance and Accountability Return 2022/23

- i) Section 1 - Annual Governance Statement

It was resolved to respond 'Yes' in all boxes of the Governance Statement, Section 1 of the Annual Return for 2022/23

- ii) Section 2 - Accounting Statements

It was resolved to adopt the Accounting Statement in Section 2 of the Annual Return for 2022/23

- iii) Period for the exercise of public rights from 22/06/23 to 02/08/23 – noted.

23/114 Re-appointment of Paul Reynolds FMAAT as Internal Auditor for 2023/24

It was resolved to re-appoint Paul Reynolds for 2023/24.

23/115 Clerks & RFO report

The clerk advised that she recently attended a clerk meeting with the NFDC CEO which was informative.

Dates for the next four years are being compiled to help with future planning.

The insurance claim is ongoing.

Councillor training is being booked.

A brief overview of a success story in locating some very old graves in the churchyard was given and how important the research by the clerk and the work and time by the groundsman has meant to the family concerned.

23/116 Items to note - to include items raised by members of the public: None

Concerns were raised for a large sign that has been attached to a post by the main A337 entry sign into the village coming from Lyndhurst. Arrangements to be made for this to be removed.

Cllr Korbey is unable to attend the next NFALC meeting on the 20th July and made a request for another councillor to attend.

Cllr Wingham circulated a SWR, Wightlink and Southern Vectis leaflet for the Day Ranger Ticket for combined travel to and around the Isle of Wight.

Cllr Wolstenholme thanked David Bennett for his research into Miss Nalder.

23/117 Date of Next Meeting:

Tuesday 18th July 7.00pm at Brockenhurst Village Hall

The meeting closed at 8.28pm