

**MINUTES OF THE ANNUAL MEETING OF BROCKENHURST PARISH COUNCIL
HELD ON TUESDAY 21st MAY 2024 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 M Harris	Cllr R Wolstenholme
Cllr P Hollins	

Cllr A Parker New Forest District Council
Mrs H Lawrence Parish Clerk
No members of the public

24/78 Election of Chairman

Cllr Wales was proposed by Cllr Harris, seconded by Cllr Horne and unanimously elected as Chairman.

24/79 Chairman's Declaration of Acceptance of Office

The Declaration of Acceptance of Office was signed by Cllr Wales

24/80 Election of Vice-Chairman

Cllr Horne was proposed by Cllr Wales, seconded by Cllr Wolstenholme and unanimously elected as vice-chairman

24/81 Vice - Chairman's Declaration of Acceptance of Office

The Declaration of Acceptance of Office was signed by Cllr Horne

Public Presentments:- None

24/82 Apologies for absence: Cllr P Pearse, Cllr K Whittle, Cllr K Mans

24/83 Declarations of Interest/Requests for Dispensation

Cllrs Bartlett declared an interest in accounts for payment 24/90.

24/84 Minutes of the Meeting held 16th April 2024

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

24/85 County Councillor's Report – In the absence of Cllr Mans there was no report.

24/86 District Councillor's Report

Cllr Parker gave an account of severe flash flooding events around the world in the last month, and the millions of people affected, alongside details of a leaky ceiling at NFDC during the Annual Council Meeting. He regarded this as a symbolic omen of climate change amid a Green Party amendment he had seconded being previously voted down, then its later motion deferred.

He also requested the right to say he has nothing to report at parish meetings, sometimes, saying he brings a former reporter's sensibility to the role and is there primarily to listen to people. He emphasised that he is eager to hear from councillors so that he can respond to concerns but has not received any correspondence to date.

He shared an update on the NFDC toilet block revamp in the centre of the village, which will see a second stage of renovations scheduled for September or October. He has agreed to try to schedule a site meeting with Iain Park. Cllr Bartlett will attend with either Cllr Wales or Cllr Horne. Cllr Parker noted a query raised regarding the signage for the men's toilets.

Cllr Parker later read out the reading from his portable CO2 monitor and advocated for opening windows and doors, not just as a Covid precaution, but because cognition (speed of recall, etc) diminishes as CO2 levels increase indoors.

24/87 Election of Committees and Representatives:

Amenities and Infrastructure	Alan Bartlett John Korbey	Peter Hollins Michael Harris	Kevin Whittle Russell Horne
Events	John Korbey Richard Wolstenholme Members of public including School PTA Brockenhurst Church New Forest Rotary		Paul Pearse W.I. Friends of Brockenhurst Business Association
Nalder Bequest	Ros Bowles Richard Wolstenholme Mark Böckle (co-opted)	Michael Harris VACANCY (co-opted)	John Korbey VACANCY (co-opted)
Personnel & Resources	Ros Bowles John Korbey	Michael Harris Pete Wales	Russell Horne Richard Wolstenholme
Planning	Ros Bowles Kevin Whittle Peter Hollins	Russell Horne John Wingham	John Korbey Richard Wolstenholme
Climate Action Group	Michael Harris Kevin Whittle	Paul Pearse	Russell Horne
Village Centre Strategy Group	Ros Bowles Alan Bartlett	Peter Hollins	Richard Wolstenholme

It was agreed that non-councillors can be invited to join this group, further discussions required.

Citizens Award Working Group	Pete Wales	Paul Pearse	Peter Hollins
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The Churchyard working group is no longer required.

Representatives on outside bodies:

Bailey Benefice	Chairman
Hampshire Association of Local Councils	John Korbey
Village Trust Directors	Michael Harris Russell Horne
New Forest Consultative Panel Representative	John Korbey
New Forest Association of Local Councils	John Korbey
New Forest Passenger Transport Forum	Kevin Whittle John Wingham
Solent Community Rail Partnership	John Wingham
Local Cycling & Walking Infrastructure Partnership	Paul Pearse
Plastic Free Brockenhurst	Paul Pearse

All proposed, seconded and agreed unanimously.

A request has been received for a Councillor to sit on the Patient Participation Group. Cllr. Harris volunteered but Cllr Horne will circulate the information provided before a decision is made.

ACTION: Cllr Horne to circulate details to councillors

24/88 Reports and response to Consultations:

- i) Anzac Service held 21st April 2024.

The service went well. Thanks to RBL for organising the service and refreshments. Future arrangements to be discussed with RBL.

- ii) Planning Committee held 23rd April 2024

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

- iii) Annual Parish Meeting held 26th April 2024

Disappointing number of residents attended and a question was raised as to how we can engage with the residents. It was agreed that this will be discussed at the strategy meeting. It was noted that Cllr Mans's support during the meeting was appreciated.

iv) A&I committee meeting held on 7th May 2024

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

- a) The recommendation to approve for nineteen Christmas tree bracket to be inspected at £13.90 per bracket. Sixteen D Day flag for Brookley Road holders are to be added to the existing poles and the contractor will install and remove at a later date at a cost of £16.75 per fixing. Total cost of £532.10. Work to be confirmed in time for D Day event 1st June.
- b) The recommendation to accept the quote by Mint Garden Services for £80.00 to cut back the hedging on the left-hand side in the playground.
- c) The recommendation to accept the quote from Vitaplay for £495.00 + VAT for jetwash and anti-fungal inhibitor of the maintenance of the playground surface.
- d) The recommendation to accept the quote from Niccolls Plant Hire for the repairs to the gravel track up to the allotments. It was agreed to accept the full quote of £6670 + VAT, which is slightly over budget.
- e) The recommendation that the temporary groundsman is offered a permanent contract for twenty hours per week from the 1st July 2024.
- f) The recommendation made regarding the Village Sign was not required as the NFNPA planning department has since approved our planning application.
- g) The recommendation to purchase an additional picture hanging system for the office costing £108.56 + cost of installation.

All items were unanimously approved.

- h) The recommendation to pay the HCC £250 fee to start the project for the Village Gateway Entry signage was agreed by a majority vote, six agree, three against.

It was confirmed that the A&I committee clarified that the Parish Council gazebo would only be available for PC events and only for non-Parish council events if a councillor takes responsibility.

v) Events committee meeting held 14th May

Cllr Wolstenholme gave an update on the D Day event.

24/89 Correspondence

HALC Accountability in Public Life consultation was noted. Councillors to send any comments to Cllr Wales in good time for the deadline so one response can be sent. Deadline is 14th June.

HCC The Rise – HCC have advised that they are currently only carrying out safety related jobs and as this is not deemed a safety issue it will be looked into once the engineers carry out non safety work.

HCC Grigg Lane – HCC have advised that the issue with the large dip in the road has been passed to Southern Water as the problem is being caused by one of their assets.

24/90 Accounts for payment: Proposed, seconded and agreed.

Corbins Florist – Harding fund - £4.50
Mr D Bennett – Reimburse leaflets & posters - £166.37
Wessex Window Cleaning – office window cleaning - £12.00
Gates Engineering – fuel - £15.13
Highland News & Media – APM advert - £36.00
Viking Office – office supplies - £106.89
J Humphry Associates – payroll services - £39.60
Lyndhurst Landscaping – War Memorial site maintenance - £230.04
Streets Ironmongers – supplies - £15.49
Bronze Design – Citizens Award plaques - £180.00
SPG Machinery – mower repairs - £172.23
Brockenhurst Village Hall – hall hire - £134.50
Brockenhurst Allotment Association – plot holders’ subscriptions - £220.00
Brockenhurst Football Club – share of marquee hire D Day event - £360.00
SPG – Equipment - £1124.28
Fifinellas – Entertainment D Day event - £300.00
Mint Garden Services – East Boldre Lengthsman Scheme - £120.00
Brockenhurst Village Hall – hall hire - £96.25 + £61.75
New Forest Big Band- Entertainment D Day - £250.00
Fabulous Face Paints – Entertainment D Day - £135.00
Aphrodites – Entertainment D Day - £250.00
Bish Bash Bosh – Entertainment D Day - £250.00
Jitterbug Jive – Entertainment D Day - £200.00

Payments Made:

Mailchimp – subscription (2 months) - £24.99
Post Office – postage - £88.35
Tesco Mobile – reimburse RR - £10.00
P&D Hannon – office rent - £625.00
BT – office communications - £71.77

24/91 To review the Asset Register dated 31.3.2024

The circulated asset register was noted. Cllr Horne commented that some amendments to the Christmas lights would be needed at a later date.

24/92 To confirm bank signatories for all accounts – noted with no amendments.

24/93 To approve a recommendation to spread review and adoption of policies and procedures throughout the year, to enable appropriate attention to be given, including the Standing Orders and the Financial Regulations.

This was unanimously agreed.

24/94 To review the delegation arrangements for committees

It was noted that the terms of reference for the P&R, events and possibly A&I need to be reviewed for its delegation arrangements over the coming months. All other delegation arrangements do not need any amendment.

24/95 Confirm all meeting dates for 2024-2025

All circulated meeting dates were agreed. A decision is still to be made for the date of the 2025 Annual Parish Meeting.

ACTION: Clerk to booking meeting rooms.

24/96 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

One playground bin and two cemetery bins are emptied under contract with NFDC. There is a service level agreement with NFDC for tree inspections. A new agreement is currently being reviewed.

24/97 Clerks & RFO report

The next Police Beat surgery will be held in the PC office on the 6th June. An update on office staff was given.

24/98 Items to note - to include items raised by members of the public: None

Cllr Wolstenholme advised that Balmer Lawn Hotel are due to have a Blue Plaque added to their building for D Day.

A request has been received to borrow the PC gazebo. This was considered but unanimously agreed that it would not be possible for this public event.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed.

24/99 To consider the Commonwealth War Graves Commission contract

There was concern regarding one clause in the contract, but the contract was unanimously approved.

24/100 Date of Next Meeting:

Tuesday 18th June 7.00pm at Brockenhurst Village Hall

The meeting closed at 9.15pm

Signed:

Date: 18th June 2024