

**MINUTES OF THE MEETING OF BROCKENHURST PARISH COUNCIL
HELD ON TUESDAY 17th SEPTEMBER 2024 AT BROCKENHURST VILLAGE HALL**

Present:

Cllr P Wales	Chairman	
Cllr R Horne	Vice Chairman (until 9pm)	
Cllr A Bartlett	Cllr R Bowles	Cllr M Harris
Cllr P Hollins	Cllr J Korbey	Cllr P Pearse
Cllr J Wingham		
Cllr A Parker	New Forest District Council (until 8.15pm)	
Cllr K Mans	Hampshire County Council (until 8.10pm)	
Mrs H Lawrence	Parish Clerk	
Six members of the public		

Public Presentments

A report from Peter Hebard and the New Forest Flood Action Group was read out by Cllr Horne

Cllr Wales wished to pass on his thanks to Peter Hebard and his sixteen observers for all the work they have done.

It was acknowledged that the Brockenhurst Flood Action Group (BFAG) has been demonstrating the benefit of community collaboration regarding flooding since 2016. Despite early success recent best efforts for repeat and more extensive action have been thwarted. Forestry England have not responded regarding their riparian responsibilities with the Group being excluded from the Freshwater and Wetland Restoration Forum. Peter warns that if this lack of co-operation continues it may spell the demise of BFAG.

It was agreed that a letter should be sent to our MP.

A report was given by the Friends of Brockenhurst, which included complaints/requests for help which have been received concerning the condition of some parts of the village. Acknowledgment was given to the Parish Council for the clearing of the Watersplash brambles with the replacement of wood in the bench and it was noted that there is a request from FoB for an additional seat at the Watersplash.

FoB concerns for the condition of the substation have been raised with SSEN but with no response. It was reported that the fence along the ditch between The Rise and the Watersplash is broken. There are concerns for pedestrian safety on The Rise along with the 2025 increase in Bournemouth Airport flights that have a landing flight path over Brockenhurst.

24/138 Apologies for absence: Cllr R Wolstenholme, Cllr K Whittle

24/139 Declarations of Interest/Requests for Dispensation

Cllrs Bartlett & Wales declared an interest in accounts for payment 24/151

24/140 Minutes of the Meeting held 16th July 2024

With one amendment to 24/128 iii (a). These were proposed, seconded and signed as a correct record.

24/141 County Councillor's Report

Cllr Mans reported that actions are being taken to reduce revenue and further details will be available in the next few weeks on the Hampshire County Council website.
Cllr Mans has a small amount of money still available in his devolved budget.

Cllr Bartlett reported that there were three areas in the village where grass has not been cut. Cllr Mans was given the locations and will investigate.

Cllr Bowles commented that there seems that a lot of HCC contractors are leaving signs/barriers etc on site after work has finished.

Cllr Bowles raised the issue of the footpaths in the village and that a group of resident are keen to help with mapping all the footpaths and Rights of Way in Brockenhurst. Registration is required by 2030 and the group could work as part of the Village Centre Strategy Working Group or this could be connected to the Local Walking and Cycling Infrastructure Plans. Councillors to list the footpaths in the village and paths with public access. It was agreed it would be helpful if HCC could co-ordinate one format for the requirements. Cllr Mans agreed to find out further information and the remit from HCC employees.

ACTION: Cllr Bowles to contact Cllr Mans regarding footpaths

ACTION: Cllr Mans to look at the grass cutting issue and help with footpath mapping

24/142 District Councillor's Report

Cllr Parker wished to congratulate everyone involved in the work of Brockenhurst Speedwatch Group with Cllr Wales giving an update.
The NFDC reporting app has now been stopped as part of NFDC's digital review.
The window for CIL bids will be available from mid-October to early December.
Concerns were raised regarding the Solent CO2 pipeline project.
The phased introduction for waste recycling is starting from June 2025.

24/143 Reports and response to Consultations:

- i) Village Hall AGM held 18th July 2024

Cllr Wales reported that the Village Hall has not received any government grants in the last year. The Charity Shop revenue helps to increase funds. A Community Food Enterprise has been created. There is investment to reduce energy costs.

- ii) A&I Committee meeting held 6th August 2024

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

- a) The recommendation to allocate part of a vacant plot including a shed to the Allotment Association. There is no charge but on the understanding that if it is not successful that the area will be re-let.
- b) The recommendation to renew the lease for our container at New Park

Both items were unanimously approved.

iii) Planning Committee meetings held 23rd July and 27th August 2024

Cllr Korbey gave an update on the planning meetings and ongoing issues.
It was noted that the application 24/00818S106A The Folly has been withdrawn.

iv) Events Committee meeting held 4th September 2024

Cllr Pearce gave an update on the Christmas Fun Evening arrangements.
An update on the potential commemoration events for 2025 were discussed but no decision has been made yet as to which event(s) will be arranged.

An internal diary of village events date is being created to help avoid any clashes in the planning of future events.

v) SW Quadrant meeting held 10th September

Cllr Horne attended this meeting and gave a brief update on matters discussed which included an update on planning consultation, update that the stags are out and the drifts are taking place on various dates. Forestry England are carrying out repairs to some of the bridges.

24/144 Update on the NFDC toilet block

It was agreed that although a recent update had been given by NFDC that the work was not being carried out in the expected time and that a request should be made for a further update and schedule of works.

ACTION: Clerk to contact NFDC

24/145 Update on Brookley Road Scheme

An update from HCC has been received and further clarification of this has been requested and will be circulated once received. Cllr Mans to be included in correspondence.

24/146 To confirm road closure of Sway Road for Remembrance Sunday 10th November and arrangements

It was unanimously agreed that Sway Road is closed from 10.15 – 11.45am for the service to be conducted at the War Memorial.
The arrangements for the church service are currently being discussed.

Action: Assistant clerk to submit road closure to NFDC

24/147 To confirm road closure of Brookley Road for Christmas Fun Evening 6th December

It was unanimously agreed that Brookley Road is closed from 4.00pm – 8.45pm for the annual Christmas Fun Evening.

Action: Assistant clerk to submit road closure to NFDC

24/148 To consider quote to put up and take down of the Christmas lights

The contractors quote for this specialist work was unanimously approved, £2100.00 + VAT to put up the lights and trees and £2100.00 + VAT to take down and all the additional associated work.

ACTION: Clerk/Cllr Horne to liaise with contractor

24/149 To consider taking part in Mothers' Union Brockenhurst Christmas Tree Festival 23rd November – 30th November

It was agreed that the Parish Council would not be able to take part this year.

ACTION: Clerk to contact Mothers' Union

24/150 Correspondence

- i) HCC – Directional signage

The response from HCC was noted. It was agreed that a site visit should be arranged which Cllr Harris will attend.

- ii) New Forest LCWIP Consultation

Cllr Pearse advised that the document was over 160 pages and would only need to complete the sections that are of interest.

ACTION: Clerk to request a site visit

ACTION: Cllr Pearse to respond to relevant parts of the consultation

24/151 Accounts for payment: Proposed, seconded and agreed.

Accounts For Payment:

Brockenhurst Village Hall	Hall Hire	£406.50
J Humphry	Payroll services	£39.60
Streets	Supplies	£75.53
Gates	Fuel	£14.43
JS Arnold Building (2 nd & final payment)	Bus shelter repairs	£945.11
Lyndhurst Landscaping	WM maintenance	£230.04
Heppenstalls Solicitors	Refund of ERoB	£200.00
Brockenhurst Allotment Assoc	Subs paid via BPC	£25.00
P Wales (chairman's allowance)	Meeting expenses	£12.00
Wessex Windows	Window cleaning	£12.00
BDO LLP	External audit fee 23/24	£504.00
Bronze Design	Training	£108.00
Vitaplay	Jet wash & treatment	£594.00
Vitaplay	Repairs incl basket swing	£663.00

24/152 Conclusion of external audit

Councillors expressed their thanks to the RFO for all her hard work especially as there were additional requirements this year.

The conclusion of external audit documents will be added to the noticeboard and website. The additional comments written on the conclusion document were noted. The RFO will send a letter of engagement to the internal auditor. It was confirmed that the internal auditor is independent.

ACTION: RFO to send letter to the internal auditor

24/153 Policies and Terms of Reference

Four policies and two terms of reference were unanimously approved:-

Document Retention policy - no amendments

Scheme of Delegation policy – with one amendment this was approved

Noticeboard policy - no amendments

Risk Management Policy – no amendments

Terms of Reference for the Citizens Award Working Group – no amendments

Terms of Reference for the Climate Action Working Group – no amendments

The terms of Reference for the Village Centre Strategy Working Group requires some amendments and will be an item for the next agenda.

24/154 Local Council Award Scheme declarations

The clerk explained that the application has been submitted for the Foundation Level Award and the previously circulated submission document was discussed.

It was confirmed by resolution that the following declarations are made:-

The Parish Council confirms that all staff are employed under an appropriate contract.

The Parish Council confirms that all documentation and information is in place for the Foundation Award and where applicable, documents are published on the Parish Council website.

24/155 Update on the Parish Council Facebook page and future actions

The clerk advised that she and the assistant clerk has now had some training. The Facebook page is live, but it came to light that there is a visibility issue which will be looked into. Some further work is required to decide who the Parish Council should follow on Facebook and how we attract people to follow the PC page. Further work on what items are posted and whether we allow comments. It was noted that the Press and Media policy is due for its annual review at the next meeting and this policy includes Facebook.

24/156 Clerks & RFO report

Lengthsman has carried out the work at the Watersplash, which includes cutting back the brambles and fitting the new wood into the bench.

The repairs to the Waters Green bus shelter have been completed.

The Parish Council insurance policy and cyber policy was arranged with Clear Councils.

The Speedwatch equipment has now been transferred to the Brockenhurst Speedwatch Group. The equipment will be removed from the Parish Council asset register.

24/157 Items to note - to include items raised by members of the public

In view of the number of items raised during public presentment Cllr Wales indicated that he would consider them after the meeting and will respond to FoB accordingly.

Cllr Harris raised the following points from comments made during Councillors sessions in the office:-

Consideration for a loading bay in Brookley Road to help reduce congestion, pavement parking and improve services for businesses.

Concerns for the width of HGV vehicles which are in contravention of the signage.

Concerns for vehicles driving on pavements.

Lack of Police presence.

No litter pickings, only occasional road sweeping by a larger vehicle.

A request for Speed Indicator Devices.

Concerns for the length that the Old Post Office building has been vacant.

To consider engagement with local groups to explain the purpose and objectives of the Parish Council.

Cllr Harris also noted that the office is still in need of a cleaner and improved signage for the office.

Cllr Pearce gave an update on the latest version of the news sheet and requested any amendments to the circulated draft edition.

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.

24/158 To consider quotes for new Parish Council website

The assistant clerks previously circulated report detailed of three quotes were discussed including the merits and costs of each company and the type and style of website they can provide. It was unanimously agreed to accept the quote from Smart Marketing. Total cost is dependent on some options but is within budget.

ACTION: Assistant Clerk to contact Smart Marketing

24/159 To consider future actions regarding potential land purchases

It was agreed that the work should continue on both projects.

A working group should be created for feasibility work on the land, members are Cllr Bowles, Cllr Wingham, Cllr Bartlett and Cllr Wales.

24/160 Date of Next Meeting:

Tuesday 15th October 7.00pm at Brockenhurst Village Hall

The meeting closed at 9.30pm