



# BURLEY PARISH COUNCIL

## FULL COUNCIL MEETING MINUTES 28<sup>th</sup> SEPTEMBER 2022 18:30

**Present:** Cllr P Daubeney (Chairman), Cllr R Clarke (Vice-chairman), Cllr J Cook, Cllr P Egerton

**In attendance:** Cty. Cllr K Mans, Dist. Councillor S Davies, Jon Vincent. Kate Hedge, Veronica Johnstone (non-councillor working party members), the clerk, Tom Brindley and three members of the public.

**1 Apologies for absence:** None.

**2 Chairman's Remarks:** The chairman proposed and members agreed to bring forward Cllr Mans' report as he had to attend another meeting.

**3 Report by County Councillor Keith Mans**

3.1 Cllr Mans reported on the budgetary challenges faced by Hampshire C.C. Over 50% of the government funding is passported straight to schools, 25% to social services and much of the remainder is ringfenced, giving the county very little scope for discretionary works.

3.2 Cllr Mans advised the road budget had increased and reparation work for C roads impacted by the Holmsley bridge replacement were in hand.

3.3 A small amount of money remained in Cllr Mans' locality budget.

3.4 Money for Little Deer's Day Nursery was capital spend and held in reserve.

3.5 Cllr Cook asked about the 'Twenty is Plenty' project and requested Burley be a pilot scheme.

**4 District Cllr Steve Davis gave a presentation on the new waste and recycling project.**

4.1 Cllr Davies explained that this was a Hampshire wide scheme. Houses that could not accommodate wheelie bins would be offered an alternative. A retrieve and collect service would be offered for householders unable to put out their own bins. The scheme would be phased in from 2024 and Burley was in phase 1.

**5 Public participation:**

5.1 Planning: A member of the public (the applicant for development at Long Mead Ref: 22/00475) addressed the council advising that they had modified the plans following feedback from planning officers.

5.2 Christmas Lighting: A member of the public, associated with Burley businesses asked for the council's views on festive lighting at Christmas. The chairman advised that while he saw no objection in principle, a more formal plan should be prepared. Planning permission would be required for the erection of anything on the highway or that could impact traffic.

**6 A period of silence in respect of the late Queen Elizabeth II was observed.**

**7 Declarations of interest:** None at this time.

**8 Casual Vacancy**

8.1 Members unanimously agreed to co-opt Ms Kate Hedge as a member of council.

8.2 Ms Hedge signed the declaration of acceptance and agreed to be bound by the code of conduct.

8.3 Cllr Hedge was reminded that she must complete a Declaration of Pecuniary Interest within 28 days.

8.4 Cllr Hedge took her seat at council.

**9 The minutes of the Burley Parish Council meeting held on 13<sup>th</sup> July 2022 were approved as a true record and the chairman authorised to sign.**

**10 The minutes of the Planning Committee meeting held on 13<sup>th</sup> August 2022 were approved as a true record and the chairman authorised to sign.**

**11 Matters arising**

11.1 None

**12 Clerk's report** The report was noted.

**13 Electoral boundary changes**

13.1 Members noted that the district council boundary was changing and that the ward which includes Burley Civil Parish would be known as 'Bransgore, Burley, Sopley and East Ringwood'.

13.2 Members noted that the parish council boundary is unaffected.



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## 14 Freedom of Burley

- 14.1 The clerk presented a report on the powers available to grant qualifying residents the honour of The Freedom of Burley.
- 14.2 Members **RESOLVED** to adopt the policy.

## 15 Remembrance Service at the War Memorial

- 15.1 The clerk had initiated the road closure request. Hampshire CC advised they needed details of closure signage and stewarding. The clerk was asked to liaise with the church warden.
- 15.2 Members suggested the band be located closer to the public and opposite the church choir.
- 15.3 The chairman, in conjunction with the Royal British Legion, proposed a revised order of service. Members **RESOLVED** to adopt the new Order of Service and asked the clerk to prepare proofs and approved funds for printing.

## 16 Burley Action Group

- 16.1 Cllr Hedge presented some of the initial ideas to council. It was noted that the Action Group was independent of the council. Funding for the action group would be from Burley Charities.

## 17 Grant applications

- 17.1 An application from the local Victim Support Scheme was considered. Members awarded the sum of £100.
- 17.2 Cllr Cook declared a non-pecuniary interest regarding Burley Charities
- 17.3 Members awarded the sum of £400 to Burley Charities.

## 18 Finance

- 18.1 Payments noted and approved – see list annexed to minutes.
- 18.2 NatWest banking.
- Members noted a risk associated with the insistence of NatWest that access to a signatory's personal bank account was linked to the access to the council's account.
  - The clerk advised that the SLCC were in discussions with NatWest to mitigate the risk.
  - The clerk as RFO will add the risk to the Risk Register.
  - Members noted that the NatWest BankLine service required a second approval on the same day as the first approval, or the payment request was cancelled. The clerk agreed to advise Cllr Egerton of pending payments the day before the online request was made.
  - Cllr Daubeney confirmed he was now able to authorise BankLine payments.
  - Members **RESOLVED** that, until the NatWest risk was resolved, no more signatories would be added to Internet Banking.
- 18.3 External auditor opt out. Members **RESOLVED** not to opt out of the standard audit process.

## 19 Meeting with Forestry England surveyor

- 19.1 Cllr Clarke reported that at the meeting of the NF Consultative Panel he attended on 1st September (as the representative of BPC & NFNPA's SW Quadrant Group), the Deputy Surveyor (Mr Craig Harrison) made the public announcement that they would still not be supporting the planting of replacement trees in the designated areas of Ancient & Ornamental woodland at this stage. This was a follow-up to the Verderers' Court final decision not to allow BPC to plant 11 further oak saplings on the open forest as part of our commemoration of The Queen's Platinum Jubilee. Mr Harrison explained that, at this stage, they still believed self-sown seedlings/saplings would in time satisfactorily replace fallen mature trees through a process of 'Natural Regeneration', as defined by Natural England. This announcement also followed a meeting of the Chairman & Vice-Chairman of BPC held in Church Lane with Mr Harrison & his Senior Ecologist colleague, Ms Sargeant, on 5th July. They had then together examined some of the effects of last February's substantial storm damage – and could not identify any significant examples of 'Natural Regeneration' However, most observers maintain that this does not happen at all often around Burley (if not, in fact, more generally in the Open Forest) because of the constant predations of deer and the commoners' browsing stock.

## 20 LDDN re-location and disposal of the contents of the Red Cross hut

- 20.1 Cllr Egerton had met with Hampshire County Council and the build contractor who confirmed removal of the hut was required.



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- 20.2 Members **RESOLVED** to dispose of the hut, prior to the re-building of Deer Hall.
- 20.3 The chairman reported that Burley Heritage had removed all its artefacts, including the two safes and the organ, from the hut.
- 20.4 After debate, members **RESOLVED** to dispose of the archive of printed plans, observing any GDPR requirements.
- 20.5 Members noted that the clerk and councillors Egerton and Clarke would survey the hut for any remaining council property.
- 20.6 Members **RESOLVED** to dispose of any redundant council assets including, but not limited to, two filing cabinets.
- 20.7 The clerk advised that a Risk and Method statement, including plans for disposal of hazardous material, and disconnection of services, was required prior to demolition.
- 20.8 Cllr Cook volunteered to prepare a Risk and Method statement.
- 21 Village Environment and Greening project**
- 21.1 Cllr Hedge gave a verbal report.
- 21.2 The Greening Working party had:
- identified land suitable for a community orchard.
  - identified land suitable for allotments.
  - proposed that cycle racks be installed on land adjacent to The Burley Inn.
- 21.3 The clerk advised that in each case the landowner would need to grant permission and issue a licence. There would likely be legal fees to be met. Regarding cycle racks this land was part of the roadside verge of the New Forest Crown Lands, under the management of Forestry England, and known as 'Forest Waste'). It was probable planning permission would be required.
- 21.4 Cllr Hedge had visited the Brockenhurst Recycling Shed. Most of the activities would be superseded by the new NFDC waste strategy.
- 21.5 The customary BPC Autumn litter pick was planned for Sunday 9th October, commencing outside the Primary School as usual. This would now be managed by Cllr. Hedge in place of Cllr. Egerton.
- 22 Broadband update**
- 22.1 Cllr Cook circulated an updated plan.
- Some roads had been completed, Bisterne Close and Bennets Lane were due for completion by the end of October.
  - Other roads were subject to government funding discussions.
  - Lyndhurst Road had been deemed not financially viable.
- 23 Correspondence**
- 23.1 All correspondence had been circulated and actioned.
- 24 Legal Matters and Licensing Application**
- 24.1 Members noted several TENS for one-off events, as reported in the Clerk's Report.
- 25 Road and Traffic update**
- 25.1 The chairman had received a request for signage to warn of deer crossing near the fire station. It was reported that Hampshire Highways was planning to repair the fence. Cllr Cook agreed to contact Hampshire Highways .
- 25.2 The clerk suggested inviting a representative of the Highways Maintenance team to attend a council meeting.
- 26 Lengthsman Update**
- 26.1 John Vincent presented a report to council regarding the various works had been completed by the Lengthsmen including repairing paths and benches. See report annexed.
- 26.2 Cllr Clarke advised that the 2012 Jubilee tree (near the school and cricket pitch) had a lot of bracken within its protective fencing, and asked that this be cleared.
- 26.3 Members asked if anything could be done to protect the path to the church, possibly laying hoggin and installing dragon's teeth.



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## 27 Planning

### 27.1 Decisions communicated by NFNPA since last report

NFNPA Ref. No. and Address	Proposal	NFNPA Decision (BPC Recommendation)
22/00463 Tanglewood, Beechwood Lane	<u>One &amp; two storey extensions; porch; extension to outbuilding; creation of covered areas; extensio...</u>	<b>Grant</b> (R1 Grant but accept NFNPA decision)
22/00481 Bisterne Gate, Bisterne Close	<u>Application for a Certificate of Lawful Development for proposed gates; cattle grid</u>	<b>Permitted Development</b> BPC not consultee
22/00402 Donkey Cottage, Mill Lane	<u>Application for a Certificate of Lawful Development for Proposed single storey extension</u>	<b>Permitted Development</b> BPC not consultee
22/00111 Little Pond Cottage, Bisterne Close	<u>First floor extension to outbuilding to provide additional habitable floorspace; 1no. rooflight; ...</u>	<b>Refused</b> (R1 Grant but accept NFNPA decision)
21/00968 Bisterne Gate, Bisterne Close	<u>Access; hardstanding; gates; cattle grid</u>	<b>Withdrawn</b>

### 27.2 Applications considered at the meeting

NFNPA Ref No. and Address	Proposal	BPC Recommendation
22/00642 Bisterne Gate, Bisterne Close	<b>Carport; extension to existing gravel driveway</b>	R5 Accept NFNPA decision
22/00556 Woodside, Church Lane	<b>Two storey side and rear extensions; new outbuilding; alterations to doors and windows...</b>	R4 Recommend refusal
22/00661 Ryecroft, Forest Road	<b>Detached outbuilding; single storey extension; existing outbuilding to be demolished.</b>	(R1 Grant but accept NFNPA decision)
22/00475 Long Mead, Shappen Hill Lane	<b>Garage conversion and roof alterations to facilitate hobby room/home office</b>	R5 (with comments) Accept NFNPA decision
22/00641 Land off Granary Mead, Lyndhurst Road	Application for a Cert. of Lawful Dev.for existing use of Granary Mead Cottage as a residential dwelling...	R5 Accept NFNPA decision

## 28 Urgent Business and Matters for Future Meetings

28.1 Members were asked to consider budget requirements for 2023/24.

29 **Members RESOLVED to exclude the press and public due to the nature of business to be discussed.**

30 **Members discussed the candidates who had expressed an interest in co-option.**

31 **The public were re-admitted.**

32 **Members RESOLVED to co-opt Ms Lucy Bramley to fill the vacancy for a Member of Council**

The meeting closed at 8.50 pm

Next meeting of Burley PC: Wednesday 12th October at 6.30pm in the Myrtle Hall, Burley.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## Annex 1 Payments

The following payments were approved/noted

Payee	Description	Cost Centre	Cost Code	Method	Net	Vat	Gross	Pwr	Approved Contract Delegated
<b>Microsoft</b>	MS365 pro	Admin	Software	DD	4.50	0.90	5.40	4	Contract
<b>Everton nurseries</b>	Gazebo	Village Dev	Village dev	DC	82.50	16.50	99.00	6	Delegated
<b>Minuteman</b>	Leaflets	Village dev	Village dev	IB	68.00	-	68.00	6	Approved
<b>HMRC</b>	PAYE	Salary	Salaries	IB	130.45	-	130.45	5	Contract
<b>Microsoft</b>	MS365 pro	Admin	Software	DD	4.50	0.90	5.40	4	Contract
<b>T Brindley</b>	Salary	Salary	Salaries	IB	520.00	-	520.00	5	Contract
<b>Microsoft</b>	Annual sub	Admin	Software	DD	66.66	13.33	79.99	4	Contract
<b>J Bates</b>	Lengthsman (August)	R&M	Lengthsman	BnkL	100.00	-	100.00	6	Delegated
<b>J Bates</b>	Lengthsman (Sept)	R&M	Lengthsman	BnkL	70.00	-	70.00	6	Delegated
<b>Microsoft</b>	MS365 pro	Admin	Software	DD	4.50	0.90	5.40	4	Contract
<b>T Brindley</b>	Salary	Salary	Salaries	BnkL	520.00	-	520.00	5	Contract
<b>Burley WI</b>	Hall hire	Admin	Hall hire	BnkL	20.00	-	20.00	4	Contract
<b>Burley Charities</b>	Grant	Grant	Grant	BnkL	400.00	-	400.00	6	Approved
<b>Victim Support</b>	Grant	Grant	Grant	BnkL	100.00	-	100.00	6	Approved
<b>T Brindley</b>	Expenses	Admin	Clerk x's	BnkL	140.30	1.70	142.00	5	Approved
<b>T Brindley</b>	Expenses	Admin	Clerk X's	BnkL	29.60	-	29.60	5	Contract
<b>HMRC</b>	PAYE	Salary	Salaries		130.00	-	130.00	5	Contract



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## Annex 2 Lengthsman Report

### Report by John Vincent

Non-Councillor member of Lengthsman Working Party

1. Various works have been completed to include clearing footpaths, clearing around the various village Milestones and clearing around and re-varnishing the village benches. Bracken etc had also been cleared from inside many of the new tree protectors in Pound Lane.
2. A water leak outside the property, Pound Farm, in Pound Lane has been repaired by Bournemouth Water which should result in 'Muddy' Lane becoming less muddy.
3. Cllr Cook and John Vincent will investigate if anything can be done to improve the path alongside Chapel Lane between the car park and Church Lane. Maybe improve the hoggin base and install dragon's teeth to keep parked cars off the path.
4. HCC Highways had agreed to repair the damaged fencing / hand rails alongside Sandy Shoot footpath. The work is due to start this October.
5. The foot bridge repairs have been completed by HCC Countryside Service to Right of Way footpaths 1) and 3). Footpath 1) runs from Mill Lane to Burley Lawn. Footpath 3) runs from Ringwood Rd to Castle Hill.