



BURLEY PARISH COUNCIL

FULL COUNCIL MEETING MINUTES 12th OCTOBER 2022

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

In attendance: Jon Vincent (non-councillor working party member), the clerk, Tom Brindley and three members of the public.

1 Apologies for absence: Apologies from Cllr Lucy Bramley were noted.

2 Chairman's Remarks: None

3 Declarations of interest: None at this time

4 Public participation:

4.1 Planning: A member of the public (the applicant for development at Orchard Farm Ref: 22/00083) addressed the council advising that they had modified the plans following feedback from planning officers.

4.2 A member of the public asked for an update on broadband. Members noted the resident relied on 4G radio for broadband and that the 4G signal from EE, on a mast near Bennetts Lane was not functioning (the Vodafone signal was still working).

5 Members agreed to bring forward Agenda items 15 Broadband and 21 Planning.

6 (Agenda item 21) Planning

6.1 Members considered a planning application 22/00083 and **RESOLVED** to respond: R1 Grant but accept NFNPA officer recommendation.

6.2 The planning report (Annexe 3) was noted.

7 (Agenda item 15) Broadband

7.1 Cllr Cook reported that the rollout in the parish is fragmented with some roads already connected and others delayed. Many roads were on hold waiting on a funding decision in April 2023. Forest Road, while having few properties had been included in adjacent project and so was now connected.

8 (Agenda item 5) Reports from higher authorities: None

9 (Agenda item 6) Reports from outside bodies

9.1 Cllr Clarke commented on the meeting of the NFNPA South West Quadrant liaison group, which he had attended on 11th October and advised that a fuller report would be made once the minutes were released.

10 (Agenda item 7) The minutes of the Burley Parish Council meeting held on 28th September 2022 were approved as a true record and the chairman authorised to sign.

11 (Agenda item 8) Matters arising: None

12 (Agenda item 9) Clerk's report

12.1 The report was noted.

12.2 The clerk agreed to send a list of parish council websites so members could consider a new service provider.

13 (Agenda item 10) Remembrance Ceremony at the War Memorial

13.1 The clerk reported that the road closure order had been made and that notices would be placed at suitable locations around the village centre.

13.2 The clerk was still awaiting a quotation for printing the Order of Service.

13.3 The chairman advised he had been asked to preside over the ceremony and requested a volunteer to lay a wreath on behalf of the council.

13.4 Members noted that framed poems placed on the war memorial without permission were damaging the surface. The clerk was authorised to remove and contact the vendor.

14 (Agenda item 11) Finance

14.1 Members discussed the invoices received from Kimcell (the parent company of e-mango and datacenta which provide web hosting and email services) for email in 2021/22 and antivirus in 2020/21, 2021/22 and 2022/23.



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- 14.2 The clerk advised that the invoices had not been received in his time and that it was unlikely that the previous clerk would have missed them. The clerk further advised he could find no agreement or contract for the anti-virus service and that as the council had alternative anti-virus this service was nugatory.
- 14.3 Members **RESOLVED** not to pay the anti-virus invoices unless Kimcell could produce a valid contract.
- 14.4 Members **RESOLVED** not to proceed with anti-virus from Kimcell.
- 14.5 Payments totalling £2273.02 were noted and approved – see list annexed to minutes.
- 14.6 The clerk tabled the second quarter monitoring report (annexed) and year-end forecast which showed a favourable outturn £1,215 less than the original budget. The chairman thanked the clerk for the report.
- 15 (Agenda item 12) LDDN new building**
- 15.1 Cllr Egerton reported that discussions were ongoing between the LDDN and the county council regarding rent for the new building.
- 15.2 Members **RESOLVED** to set up a working party in preparation for legal agreements between the council as the freeholder, the county as the owner of the building and the LDDN as the tenant.
- 15.3 Cllr Daubeney, Cllr Clarke, Cllr Egerton and the clerk were appointed.
- 16 (Agenda item 13) 'Dixon Land' and affordable social housing project**
- 16.1 The chairman advised council he was in regular contact with NFNPA regarding the project and was assured it was progressing.
- 16.2 Members noted that while the parish council maintained an interest, it was not directly involved with the project.
- 17 (Agenda item 14) Maintenance of Village Environment including Greening project**
- 17.1 Cllr Hedge gave a verbal report and members noted a successful litter pick held on 8th October.
- 18 (Agenda item 16) Correspondence**
- 18.1 Cllr Clarke had written to the Forest England deputy surveyor asking for details of tree felling on the open forest over the past year, but he would only quote in terms of hectares felled.
- 19 (Agenda item 17) Legal Matters and Licensing Application**
- 19.1 Members noted a TENS application for the opening of the Shappen coffee shop.
- 20 (Agenda item 18) Road and Traffic update**
- 20.1 Members noted that the white lining had been repainted.
- 21 (Agenda item 19) Tree planting update : See Item 18.**
- 22 (Agenda item 20) Lengthsman Update**
- 22.1 John Vincent advised council that the lengthsman's costs would exceed the allocated budget. The clerk advised that money received from HCC via Bransgore PC could be released to cover this.
- 22.2 Cllr Clarke offered thanks to the lengthsman for clearing bracken from the 2012 Jubilee tree.
- 23 Urgent Business and Matters for Future Meetings**
- 23.1 Members were asked to consider budget requirements for 2023/24.
- 23.2 Members considered the annual Carol Singing and set a date of December 12th.

The meeting closed at 8.10 pm

Next meetings of Burley PC: Wednesday 9th November at 6.30pm in the Myrtle Hall, Burley.

Wednesday 9th November 2022, 6.30pm in the Myrtle Hall, Burley

Wednesday 7th December 2022, 6.30pm in the Myrtle Hall, Burley

Wednesday 11th January 2023, 6.30pm in the Myrtle Hall, Burley

Signed: _____ Date: _____



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Annexe 1 Payments

The following payments were approved/noted

Date	Payee	Description	Cost Centre	Cost Code	Method	Net	Vat	Gross	Pwr	Approved Contract Delegated	Scribe voucher	Paid
07/10/2022	Zurich	Insurance	Admin	Insurance	BnkL	1196.44	-	1,196.44	4	Contract	75	y
12/10/2022	Burley WI	Hall hire	Admin	Hall hire	BnkL	44.00	-	44.00	4	Contract	73	y
12/10/2022	T Brindley	Expenses	Admin	Clerk x's	BnkL	48.08	0.42	48.50	5	Approved	76	y
13/10/2022	Kimcell	Annual Hosting	Admin	Website	BnkL	60.00	12.00	72.00	4	Contract	77	y
13/10/2022	Kimcell	Email	Admin	Software	BnkL	50.00	10.00	60.00	4	Contract	78	y
13/10/2022	James Bates	Lengthsman	Repairs	Lengthsman	BnkL	220.00	-	220.00	2	Approved	70	y
25/10/2022	Microsoft	MS365	Admin	Software	BnkL	4.50	0.90	5.40	4	Contract	74	
25/10/2022	HMRC	PAYE	Salary	Salaries	BnkL	130.00	-	130.00	5	Contract	71	y
25/10/2022	T Brindley	Salary	Salary	Salaries	BnkL	520.00	-	520.00	5	Contract	72	
Total						2,273.02	23.32	2,296.34				

Payments noted and approved at full council meeting 12th October 2022



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Annexe 2 Q2 Financial Report

BPC Half Year Report and Year End Forecast 2022-23

Agreed Budget 2022/23		Q2		Full Year		Notes
COST CODE	BASE	YTD	YTD Balance	YE F/C	YE Balance	
Net Salaries & Allowances	7094	4,804	2,290	7,990	-896	net off against pension
Pension Contributions	357	0	357	0	357	
Clerk's Expenses	312	589	-277	859	-547	
Administration	1600	162	1,438	312	1,288	Based on historic spend
Chairman's Allowance	0	0	0	0	0	
Repairs & Maintenance	3300	1,140	2,160	2,500	800	Inc War Memorial, Lengthsman, Defib
Insurance Premium (nett)	1129	0	1,129	1,196	-67	Inflationary increase
Grants & Donations*	1000	739	261	1,239	-239	See grants received
Training - Staff & Cllr	540	0	540	120	420	
Hall Hire	320	190	130	330	-10	Winter increase
Audit Fees	200	190	10	190	10	
Subscriptions**	1378	939	439	1,405	-27	
Village development	1200	477	723	750	450	Inc Jubilee & Greening, net against grants
Contingencies	3000	3,324	-324	3,324	-324	Spent on tree planting
Burley Heritage	0	0	0	0	0	
Election expenses	0	0	0	0	0	
TOTAL ex VAT	21430	12554	8876	20215	1215	Favourable outturn
Precept	14814	14814	0	14814	0	1100 Lengthsman, 600 NFDC, 400 HCC
Grants & Donations	0	2122	2122	2122	2122	
Interest	0	10	10	20	20	
Total	14814	16946		16956		
Diff, Receipts - Payments	-6616.2	4392		-3259		Favourable outturn
To Reserves	0	-1100		1100	-1100	£1100 to Lengthsman
from Reserves	6616.2	-3360		6501		

	* Grants and donations			**subscriptions		YTD	Forecast	YE Balance
	budget	Actual	Forecast	HALC HR	HALC/NA			
RBL/Wreath	25	0	25	169.6	470.64	0	0	-169.6
NF Disability	50	0	50	110.24	110.24	466	466	-4.64
R&B band	75	0	75	133.56	133.56	0	135	1.44
Victim Support	100	100	100	37.1	37.1	0	37	-0.1
CAB	150	0	150	19.08	19.08	0	19	-0.08
First responders	100	0	100	95.4	95.4	0	0	-95.4
PSCO Xmas lunch	100	0	100	254.4	254.4	110	254	-0.4
Burley Charities	400	400	400	84.8	84.8	93.66	120.66	35.86
Shaffen stores	0	167	167			0		0
Away with the fairies	0	72	72			228	228	228
						41	41	41
TOTAL	1000	739	1239	1378	1378	938.66	1404.66	29.84

Key figures
YE forecast spend £1215 less than budget
Use of reserves less than plan
Forecast lengthsman spend greater than budget



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Annexe 3 Planning report Planning Report

Recommendations made on 28th September 2022

NFNPA Application. No. and Address	Proposal	BPC Recommendation
22/00556 Woodside, Church Lane	<u>Two storey side and rear extensions; new outbuilding; alterations to doors and windows...</u>	R4 Recommend refusal
22/00642 Bisterne Gate, Bisterne Close	<u>Carport; extension to existing gravel driveway</u>	R5 Accept NFNPA decision
22/00475 Long Mead, Pound Lane	<u>Garage conversion and roof alterations to facilitate hobby room/home office</u>	R5 (with comments) Accept NFNPA decision
22/00661 Ryecroft, Forest Road	<u>Detached outbuilding; single storey extension; existing outbuilding to be demolished.</u>	R1 Permission (with comments but 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 and ancillary outbuilding	R5 Accept NFNPA decision

Decisions communicated by NFNPA since last report

NFNPA Appn. No. and Address	Proposal	NFNPA Decision (BPC Recommendation)
22/00240 Oak Cottage South, Lyndhurst Road	Creation of hardstanding	Granted (R5 Accept NFNPA decision)

Applications to be considered at the meeting

(Note: Applications notified between the publication of the agenda and the meeting may also be considered. Refer to the NFPA web site.)

NFNPA Application. No. and Address	Proposal	Deadline for BPC Response
22/00083 Orchard Farm, Honey Lane	<u>Relocated replacement dwelling; use of surrounding land as residential curtilage; (demolition of existing dwelling) AMENDED PLANS</u>	21/10/2022

Full details of individual planning applications can be obtained direct online from NFNPA via their website (quoting the above Application Reference Nos.): -

www.newforestnpa.gov.uk/planning_applications/view-or-comment-on-applications