

Clerk's Report for Burley Parish Council Meeting

Wednesday 9th November 2022

Laptop support

Some of the council's laptops were purchased from Rapid PCs of Christchurch (Tel: 01202 478 979 Web:

<https://www.rapidpcs.co.uk/> Address: Unit 11 Silver Business Par, Airfield Way, Christchurch Dorset BH23 3TA).

This company continues to give excellent ad hoc support. I did approach them asking to formalise the arrangement whereby we pay an annual fee for support, but they have advised that they would rather not charge for casual advice. They but will charge if a repair requires new parts. All they ask is that we make public our support. I would ask that if any member has an issue with council equipment, they first contact me. If I cannot solve the problem promptly, I will direct you to Rapid PCs which will contact me to authorise any costs should this prove necessary.

Finance (Agenda Item 10b)

Account Reconciliation

Balance of accounts 31st October 2022 (To be checked by Cllr Egerton) See Annexe 1.

War memorial 31/10/2022	1,366.48
Deposit 31/10/2022	16,359.25
Current 31/10/2022	11,611.89
Total 31/10/2022	29,337.62

Payments list (Agenda Item 10a)

New payments since last meeting, including those pre-approved, paid under contract or to be authorised at the meeting:

Payee	Description	Cost Centre	Cost Code	Method	Net	Vat	Gross	Pwr	Approved Contract Delegated
Minuteman press	Remembrance leaflet	Admin	Admin	DC	143.00	-	143.00	6	Approved
Burley WI	Hall hire	Admin	Hall hire	BnkL	24.00	-	24.00	4	Contract
HMRC	PAYE	Salary	Salaries	BnkL	130.00	-	130.00	5	Contract
Microsoft	MS365	Admin	Software	BnkL	4.50	0.90	5.40	4	Contract
T Brindley	Salary	Salary	Salaries	BnkL	520.00	-	520.00	5	Contract
J Bates	Lengthsman	Repair & Maintenance	Lengthsman	BnkL	210.00	-	210.00	2	TBA
T Brindley	Expenses	Admin	Clerk x's	BnkL	48.08	0.42	48.50	5	TBA
Vistaprint	Business cards	Admin	Admin	DC	16.43	3.29	19.72	4	TBA
Bramble Book Binders	Condolence book	Admin	Admin	BnkL	48.50	-	48.50	6	TBA
Lexis Nexus	Charles Arnold Baker	Admin	Admin	BnkL	138.99	-	138.99		Approved
HALC	Training	Admin	training	BnkL	96.00	19.20	115.20		TBA
Viking	Ink	Admin	Cllr X's	DC	24.57	4.91	29.48		Del
Kimcell	Anti-virus	Admin	Software	BnkL	98.00	19.60	117.60		TBA
WI Myrtle Hall	Hall hire	Admin	Hall hire	BnkL	24.00	0.00	24.00		Contract
Total					1,526.07	48.32	1,574.39		

Method: DC (Debit card) IB (Internet banking) DD (Direct Debit) BnkL (Bankline)

Powers: 1 Grass cutting: Open Spaces Act 1906 s.10, 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19, 3 HALC membership: LGA 1972 s.143, 4 Audit, Insurance, Training: LGA 1972 s.111, 5 Salary/expenses: LGA 1972 s.112(2), 6 Other, Localism Act 2011, 7 S137: LGA 1972 s.137 8 War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133.

2023/24 budget (Agenda 10c)

My thoughts for the budget are:

- 10% uplift in most costs
- Set a more realistic budget for lengthsman of £1200
- Allow £1500 contingency for election expenses
- Maintain a budget under £25,000
- Increase grants budget to allow for ad hoc awards
- During the year: Seek tenders on insurance

Finance Committee (Agenda Item 10d)

I suggest the Finance Committee could meet an hour before the council meeting on December, assuming the hall is available from 5.30.

Website Hosting (Agenda Item 11)

Maintaining the website, publishing agendas, minutes policies and information is the responsibility of the clerk. The current CMS, provided by e-mango, is not intuitive and not tuned for parish councils. A site design targeted at parish councils is recommended. Parish Council Websites have a proven track record and offer a high level of support. I have maintained several websites designed and hosted by this company. The underlying platform is WordPress, the most commonly used platform worldwide.

Comparison with current provider:

Element	e-mango	Parish Council websites
Dedicated PC site	NO	YES
Minutes and agenda wizard	NO	YES
Planning wizard	NO	YES
Ease of use	Hard – this is a content management system not a council website	Easy – standard WordPress site.
Underlying engine	Proprietary	WordPress
Set up fee (one off)	£0	£569
Email migration fee (one off)	£0	£50
Web hosting	£240	£228
Email	£50	£0
Anti-virus	£49	£0
.gov domain	£0	£44
Annual total	£349	£272

Recommendation: That Burley PC switches its web hosting to Parish Council Websites.

Remembrance Sunday (Agenda Item 12)

The order of service has been printed as an 8 page A5 booklet.

Legal matters and Licensing applications (Agenda Item 18)

NFDC Ref:	TEN 10188 / LICTE/22/14918 - JH	TEN 10178 / LICTE/22/14838 - SH	TEN 10205 / LICTE/22/15024 - VL	TEN 10209 / LICTE/22/15043 - EH
Date:	27 October 2022	21 October 2022	03 November 2022	04 November 2022
Application Type:	Temporary Events Notice	Temporary Events Notice	Temporary Events Notice	Temporary Events Notice
Date(s) Of Proposed Event:	08/12/2022 10:00:00 to 11/12/2022 18:00:00	05/11/2022 17:00:00 to 05/11/2022 22:00:00	17/11/2022 19:00:00 to 17/11/2022 23:00:00	21/12/2022 19:00:00 to 21/12/2022 22:30:00

Premise Address:	Church Room St John The Baptists Church, Church Lane, Burley, Ringwood, BH24 4AP	Burley Park, Ringwood Road, Burley, BH24 4BS	Shappen Cafe, (next to Shappen Stores), The Cross, Burley, Ringwood, BH24 4AB	White Buck Inn, Bisterne Close, Burley, Ringwood, BH24 4AZ
Applicant Details:	Pamela Ann Mason-Smith	Zoe Louise Burns	Nigel Blow	Thomas Tomlinson
Event Details:	Christmas Tree Festival Refreshments The Sale by Retail of Alcohol 08 December 2022 to 11 December 2022 10:00 Hrs to 18:00 Hrs 40 Persons	Firework Display, Sale of alcohol (on) 5th November 2022, 17:00hrs to 22:00hrs. 50 persons	Evening celebration of Beaujolais Nouveau Day at the Cafe The sale by retail of alcohol The provision of regulated entertainment 17 November 2022 19:00 hrs to 23:00 hrs 50 persons	'A Christmas Concert' The Sale by Retail of Alcohol The Provision of Regulated Entertainment 21st December 2022 19:00hrs to 22:30hrs 250 persons

Planning (Agenda Item 21)

Holding the planning committee within the body of the council meeting somewhat defeats the object of having a planning committee. It also means that members of the public addressing council often have to wait over an hour to hear the application debated. It also means planning matters are chaired by the council chairman and not the planning committee chairman.

There are two methods in common use to provide a better solution:

- 1) Adjourn the council meeting, hold the planning meeting and reconvene the council meeting. This is a somewhat confusing method and in order to make it friendly to the public, the adjournment for planning would need to be an early item the agenda.
- 2) Hold the planning meeting before the main meeting. In this scenario it would have its own agenda and minutes and its own public representation. Planning rarely takes more than 15 minutes so the planning meeting could be held at 6.30 with the council meeting commencing no earlier than 6.45.

Neither scenario prevents a planning meeting being held on a different day/location where appropriate.

Recommendation: Option 2, Planning ahead of full council.

Meeting with Kate Ryan

On Tuesday 8th November, I, along with several other town and parish council officers, attended a briefing with Kate Ryan, CEO New Forest District Council.

Kate and NFDC officers addressed several topics of interest to Burley.

Public Space Protection Orders (PSPO)

NFDC is consulting on two PSPOs: 1) Wildfires and BBQs and 2) Feeding and petting animals.

A PCSO is enforceable with a resulting fixed penalty notice of up to £100 or, on conviction by a magistrate's court, a fine of up to £1000 and a criminal record. Enforcement will not be carried out by NFDC officers, but will be delegated to NFNPA officers, Forestry England rangers and possibly verderers. The consultation will run until spring 2023 after which one both or none of the two possible orders will be made.

2023 Elections

The all out elections will take place using the new boundaries on Thursday 4th May. The last date for nominations to be received in person at the NFDC Lyndhurst offices is 4.00 pm on 4th April. The election will be called on 20th March giving 15 days for nominations. Non-contested elections will be charged at £125 and contested election at £1.10 per elector plus a supplement for smaller councils (such as Burley).

Voter identification

To vote in person, all electors will need to furnish photo id. This will take the form of standard photo document such as a passport, driving license or bus pass or a newly devised Voter Authority Certificate.

District Council key topics

The newly elected district council will focus on several key topics including:

- Refresh of the Local Plan
- A revised corporate plan for the period 2024 onwards
- Operational service transformation – digitising back and front office services.
- Coastal protection Christchurch bay in conjunction with BCP Council
- Climate Action – led by Roxanne King
- Waste and Recycling – wheelie bin project.

Leadership changes

There has been a single nomination for the new Leader of NFDC, so it is anticipated that Cllr Jill Cleary will take over later this month.

There are three newly appointed Service Directors:

- Director for People, Housing and Communities
- Director for Place
- Director for Corporate Services

Tom Brindley

8th November 2022

Annexe 1 Bank Reconciliation



2022-11-01 Bank
reconciliation 31 Octc