



Burley Parish Council

Notice of Council Meeting

I hereby give notice that the next meeting of Burley Parish Council will be held in the
The Myrtle Hall, Burley on

Wednesday 8th February 2023 at 6.30pm

All members of the Council: Cllr Daubeney (Chairman), Cllr Clarke (Vice-chairman), Cllr Cook, Cllr Egerton, Cllr Hedge and Cllr Bramley are hereby summoned to attend for the purpose of considering and resolving upon the following business.

Tom Brindley, Clerk to the Parish Council

Dated this 2nd day of February 2023

The press and public are invited to attend.

Public Participation The initial part of the meeting will allow time for members of the public having an interest in the affairs of the Parish of Burley to raise points of relevant concern with the council and talk briefly about them.

AGENDA OF BUSINESS TO BE TRANSACTED

1. **Apologies for absence**
2. **Chairman's remarks**
3. **Declarations of interest**
4. **Public participation including input on planning matters**
5. **To receive reports from district and county councils**
6. **To receive reports from outside bodies**
7. **Approval of minutes of the meeting of Burley PC held on 11th January 2022**
8. **Matters arising not covered elsewhere**
9. **To receive the clerk's report**
10. **Village development and the Greening project**
 - a. **To consider the purchase of a thermal imaging camera – see clerk's report.**
 - b. **To receive an update on ongoing projects.**
11. **Finance:**
 - a. **To note payments made and due, and to approve discretionary payments**
 - b. **To note the bank reconciliation**
12. **Planning**
 - a. **To note the planning report showing Local Planning Authority decisions**
 - b. **To consider planning applications referred to the council as a statutory consultee § – (see planning report, annexed)**
13. **To appoint a new member to the staffing committee**
14. **To consider arrangements for elections in May 2023**
15. **LDDN potential rebuild of Deer Hall**
16. **'Dixon Land' and Affordable Social housing project**
17. **Broadband update**
18. **Correspondence received**
19. **Legal matters and licensing applications**
20. **Roads and traffic update including drainage and ditches**
21. **Lengthsman update**
22. **Urgent business and matters for future meetings**
23. **To exclude the press and public due to the confidential nature of the business to be discussed**
24. **To consider candidates for the award of The Freedom of the Parish of Burley**



Burley Parish Council

PLANNING REPORT

Decisions communicated by NFNPA since last report for BPC Meeting on 11th January 2023

| Application No. Address | Proposal | Decision (BPC Recommendation) |
|--|--------------------------------|-------------------------------------|
| 22/00863FULL Manor farm, Manor farm House, Chapel Lane, | Reinstatement of existing pond | Grant |
| | | |

Applications to be considered on 8th February

| Application No. Address | Proposal | Deadline for BPC Response |
|--|---|------------------------------|
| 23/00056CAC 6 Esdaile Lane | Demolish Fire Damage Structure, retain undamaged single storey extensions. Rebuild demolish areas of the 3 bed dwelling to comply with current Building Regulations | 27 February 2023 |
| 23/00057CAC 8 Esdaile Lane | Demolish Fire Damage Structure, Rebuild the 3 bed dwelling to comply with current Building Regulations | 27 February 2023 |
| 22/00958PATC Land adj to The Cottage, Beechwood Lane | Application under part 16 of the Town & Country planning (General Permitted Development... | Not consultee |
| 22/00943FULL Whitemoor, Coach Hill Lane | Single storey extension and alterations to fenestration to existing outbuilding | 14 February 2023 |
| 23/00009FULL Belton Hall, Bisterne Close | Infill extension, porch | 02 March 2023 |
| 22/00961FULL Land From McDonalds, Pickett Post, and land adjacent to the A31 | Installation of horizontally directed foul rising main | |

§ Concerns or Comments upon any current application may be made by 10:00 on the day of the meeting, or at the start of this meeting under Agenda Item 4. Public Participation:

1. Online to the NFNPA at any time up to the deadline date for BPC Responses;
2. By telephone to Cllr Robert Clarke at Burley PC on tel.no. 01425 403755;
3. By email to BPC: robert.clarke@burleyparishcouncil.gov.uk and clerk@burleyparishcouncil.gov.uk.



BURLEY PARISH COUNCIL

FULL COUNCIL MEETING MINUTES 11th JANUARY 2023

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

In attendance: County Councillor Keith Mans, Jon Vincent (non-councillor working party member), the clerk, Tom Brindley and one member of the public.

1 Apologies for absence: None

2 Chairman's Remarks: The chairman noted that the clerk would be on holiday for the scheduled March meeting. It was agreed that the meeting would go ahead on the planned date but that someone would be hired to take the minutes.

3 Declarations of interest: Cllr Clarke advised members that he had applied for, and been granted, permission to fell a tree on his property within the conservation area.

4 Public participation:

4.1 A member of the public addressed the council.

- a. Regarding a damaged fence at Sandy Shoot, Ringwood Road, members advised that replacement was on the county highways list of outstanding jobs.
- b. Bridge near Long Mead Road. Cllr Cook advised he had reported this in September 2021 and that an quotation for the works had been received in October 2022.
- c. Barriers at Woods Corner, Mill Lane had been in place for over a year.
- d. Commenting on an item in the Burley village magazine regarding tree regeneration, the council was asked to comment on Forestry England's policy of leaving fallen trees on the ground, which was restricting grazing for her partner's cattle. She suggested that fallen trees be cleared and a new tree, with suitable protection, be planted, in order to ensure grazing land was not eroded.
- e. Flooding near Dog Kennel Bridge. Members noted that restoration work was completed some years ago. Flooding had reoccurred this year.
- f. The council was asked about responsibility for fences on property that was not permanently occupied.

5 (Agenda item 5) Reports from higher authorities:

5.1 Cllr Keith Mans addressed the council on matters involving the county council and other higher authorities.

- a. Regarding the affordable housing proposals at Manor Park, Cllr Mans had received correspondence from Steve Avery, NFNPA Executive Director (Strategy and Planning), advising that legal work on removal of covenants was progressing well. NFNPA hoped to deliver the houses by the end of 2023.
- b. Cllr Mans had contacted county highways officer Tim Lawton regarding restitution work to feeder roads following the Holmsley bridge works and was confident the works would proceed soon.
- c. It had become clear that allowing potholes to remain until a permanent fix was not acceptable as the holes rapidly deteriorated and highways would perform temporary repairs ahead of the permanent fix.

5.2 Cllr Mans advised he had a small amount left in his locality budget. The clerk was asked to apply for a grant towards the website refresh.

5.3 In response to a question from Cllr Clarke, Cllr Mans asked to be sent correspondence regarding the new NFNPA planning portal which was causing difficulties in accessing planning applications.

6 (Agenda item 6) Reports from outside bodies

6.1 Cllr Clarke advised that he still had not received the minutes of the December meeting of the New Forest National Park consultancy panel.

7 (Agenda item 7) Minutes of the finance Committee meeting held on 7th December 2022 and the Burley Parish Council meeting held on 7th December 2022.

7.1 Members **RESOLVED** to accept these minutes as a true record of the meetings and the chairman was authorised to sign.

8 (Agenda item 8) Matters arising: None

9 (Agenda item 9) Clerk's report

9.1 The clerk presented his report including payments due.

9.2 The report was noted.



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10 (Agenda item 10) Finance

- 10.1 Payments totalling £800.33 were noted and approved – see list annexed to minutes.
- 10.2 The bank reconciliation, showing balances as of 31st December and checked by Cllr Egerton, was presented.

11 (Agenda item 11) Planning

- 11.1 Members recorded thanks to Cllr Clarke for his successful representation at the NFNPA planning committee regarding Woodside. Cllr Clarke, on behalf of the council, persuaded the committee to refuse the application, contrary to the planning officer's recommendation.

11.2 Decisions communicated by NFNPA

| Application No. Address | Proposal | Decision (BPC Recommendation) |
|---|--|---|
| 22/00629 Burley Manor Hotel, Ringwood Road | 5no. shepherd huts; 6no. car parking spaces; associated landscaping and works (demolition of existing outbuildings) | Grant (None) |
| 22/00805ldcp 6 Daffodil Cottage, Chapel Haye | Application for a Certificate of Lawful Development for proposed change to roof materials and proposed porch | Permitted Development (None) |
| 22/00843ldcp 36 Warnes Lane | proposed infill existing side bedroom window to the first floor and form new bedroom window to the first floor rear elevation. | Permitted Development (None) |
| 22/00556 Woodside, Church Lane | Two storey side and rear extensions; new outbuilding; alterations to doors and windows; removal of existing conservatory | Refuse (R4 Refuse) |
| 22/00699 Beechwood, Beechwood Lane | Single storey extension; door and bay window | Grant (R1 Grant / Accept NFNPA decision) |
| 22/00756 Tyrells End, Tyrells Lane, Ringwood | Chimney | Grant (R1 Grant / Accept NFNPA decision) |

11.3 Planning applications considered at the meeting.

| Application No. Address | Proposal | BPC Response |
|---|---|--------------------------|
| 22/00863 Manor Farm House, Chapel Lane | Reinstatement of existing pond | R5 Accept NFNPA decision |
| 22/00917FULL Hampshire Fire & Rescue, Burley Fire Station | Replacement doors; timber cladding | R5 Accept NFNPA decision |
| 22/00870TEL Communication Site at Vereley Farm Cottage, Vereley, | Installation of antennas and ancillary development on existing mast | R5 Accept NFNPA decision |

12 (Agenda item 12) To consider a response to the NFDC Public Space Protection Orders proposal

- 12.1 In response to the PSPO regarding fires and BBQs, after debate members resolved to agree a response to support the introduction of the order. (See paper annexed)
 - a. Specific mention was raised as a concern that much the land in Burley, including the golf course and cricket square, were excluded from the proposed area.
 - b. Concern was raised regarding the risk of excessive and intrusive signage.
- 12.2 In response to the PSPO regarding feeding and petting animals, after debate members resolved to agree a response to support the introduction of the order. (See paper annexed)

13 (Agenda item 13) To set the date for the 2023 Annual Parish Meeting (Annual Assembly)

- 13.1 The clerk advised that the Annual Parish Meeting must be held between 1st March and 1st June each year.
- 13.2 Members noted that this was not a parish council meeting and agreed it was appropriate to hold the assembly before the parish council elections.
- 13.3 Members **RESOLVED** to hold the Annual Parish Meeting on Monday 17th April in the Village Hall.

14 (Agenda item 14) To consider actions to commemorate the Coronation of King Charles III.

- 14.1 Members considered suggestions on how to celebrate including tree planting and a picnic in the park.



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14.2 After debate, members **RESOLVED** to apply for permission to plant three trees within a currently wooded area of the forest, the exact location to be agreed with the NFNPA, Forestry England and the Verderers. Members noted that funds for this had been included in the 2024 budget.

14.3 Members **RESOLVED** to apply to Cllr Mans for a grant from his county council locality budget to support other initiatives within the parish.

15 (Agenda item 15) LDDN new building

15.1 The clerk reported he had written to the chair of the trustees but had not received a response.

16 (Agenda item 16) 'Dixon Land' and affordable social housing project:

16.1 The chairman remained concerned that easements for utilities had not been established.

17 (Agenda item 17) Maintenance of Village Environment including Greening project

17.1 Cllr Bramley tabled a written report, annexed.

17.2 The Cider Pantry was closing some of its premises fronting the road but is still prepared to host the recycling shed on land to the rear of the property.

17.3 Cllr Hedge advised that she and Cllr Bramley had arranged to borrow a thermal camera from the Schools Energy Project.

- a. The project had asked for a hire fee in the form of a donation. Cllr Hedge suggested that users were charged a fee for use.
- b. The clerk advised that if the council was to charge a fee, it would have to register for and charge VAT as this would be considered a business activity.
- c. The clerk advised that it would be possible for the council to make a donation to the Schools Energy Project to cover the hire costs. Members declined to take up the suggestion.
- d. Cllr Hedge withdrew her fee suggestion and agreed that she and Cllr Bramley would look to alternative arrangements, independent of the council.

17.4 The clerk was asked to enquire if NFDC had any plans to install electric vehicle charging points in the car park.

18 (Agenda item 18) Broadband

18.1 Nothing to report.

19 (Agenda item 19) Correspondence

19.1 All correspondence had been circulated to members.

20 (Agenda item 20) Legal Matters and Licensing Application

20.1 Members noted several TENS applications.

21 (Agenda item 21) Road and Traffic update

21.1 Nothing to report

22 (Agenda item 22) Lengthsman Update

22.1 John Vincent reported that some leaf clearing had been undertaken.

22.2 The clerk advised council that if the lengthsman's invoice for work completed in May 2022 had not been received by the financial year end it should not be paid.

23 (Agenda item 23) Urgent Business and Matters for Future Meetings

23.1 Member were asked to consider any nominees for the Freedom of The Parish. The clerk was asked to circulate the council's Freedom of the Parish policy.

The meeting closed at 8.45 pm

Next meetings:

Wednesday 8th February 2023 at 6.30pm in the Myrtle Hall, Burley

Wednesday 8th March 2023 at 6.30pm in the Myrtle Hall, Burley

Wednesday 12th April 2023 at 6.30pm in the Myrtle Hall, Burley

Annual Parish Meeting (assembly) Monday 17th April 2023 in the Village Hall, Burley

Wednesday 10th May 2023 at 6.30pm in the Myrtle Hall, Burley

Signed: _____ Date: _____



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Annexe 1 Payments

The following payments were approved/noted

| Payee | Description | Cost Centre | Cost Code | Method | Net | Vat | Gross | Pwr | Approved Contract Delegated |
|--------------|----------------|----------------|-----------|--------|----------------|---------------|----------------|-----|-----------------------------|
| Burley WI | Hall hire | Admin | Hall hire | BnkL | £24.00 | £0.00 | £24.00 | 4 | Contract |
| T Brindley | Expenses | Admin | Clerk x's | BnkL | £ | £0. | £48.50 | 5 | Contract |
| NALC | Training | Cllr Expenses | Training | DC | £32.44 | £6.49 | £38.43 | | Approved |
| T Brindley | Salary | Salary | Salaries | BnkL | £520.00 | £0.00 | £520.00 | 5 | Contract |
| Microsoft | MS365 | Admin | Software | DD | £4.50 | £0.90 | £5.40 | 4 | Contract |
| HMRC | PAYE | Staff Expenses | Salary | BnkL | 130.00 | 0.00 | 130.00 | | Contract |
| GiffGaff | WiFi | Admin | Admin | DD | 8.33 | 1.67 | 10.00 | | Contract |
| Amazon | Laptop charger | Admin | Admin | DC | 20.00 | 4.00 | 24.00 | | Approved |
| Total | | | | | £715.27 | £13.06 | £800.33 | | |



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Annexe 2 Greening Report

Greening Burley – Report to Burley Parish Council – Jan 2023

Plan Outline:

| | Inset Lead Person Name and relevant date(s) in each Green Box | Costs | December | January | February | March | April | May | June | July | August |
|---------------------------------|---|-------|----------|---------|----------|-------|-------|-----|------|------|--------|
| Phase 1 - Engage your community | Leaflet through every door | £125 | | | | | | | | | |
| | Clothes Swap | Nil | | | | | | | | | |
| | Display / Presentation at Village Assembly | Nil | | | | | | | | | |
| | Stand at Village Show | Nil | | | | | | | | | |
| Phase 2 - Retrofit & Rewilding | Leaflet through every door | £125 | | | | | | | | | |
| | Thermal Imaging Camera | £300 | | | | | | | | | |
| | Retrofit & Rewilding Showcase | £100 | | | | | | | | | |
| | Nature Walk | Nil | | | | | | | | | |
| | Display / Presentation at Village Assembly | Nil | | | | | | | | | |
| | Stand at Village Show | Nil | | | | | | | | | |
| Waste & Recycling | Litter Pick | Nil | | | | | | | | | |
| | Recycling Shed - Gather Team | Nil | | | | | | | | | |
| | Recycling Shed - Announcement | Nil | | | | | | | | | |
| | Recycling Shed - Launch | £800 | | | | | | | | | |
| Sustainable Transport | Safer Cycling Event | Nil | | | | | | | | | |
| | Transport Pop-up | TBC | | | | | | | | | |

Updates:

Thermal Imaging Camera – One on loan from Schools Energy Project. We have agreed to charge £30 per household to cover loan costs. In view of the value of the device we will not loan it out. Kate, Lucy & Michael Hedge are trained to use it. Weather not conducive to use currently (needs to be cold outside and not raining!)

Retrofit Showcase – We are working toward a Retrofit Showcase Event at Ringwood Library w/c 13th Feb in conjunction with Greening Ringwood group. Topics – energy efficiency, renewables.

Recycling Shed – The Topps are putting the Cider Pantry on the market but will be keeping the shop, barns and land behind so this should still be a good location.

Sustainable Transport – We are working towards a transport-themed pop up in late spring – bicycle repairs, discussions on car sharing options, will also invite Community First Transport who run minibuses in other areas.

Lucy Bramley & Kate Hedge

Burley Parish Council



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Annexe 3 Response to PSPO consultation

Public Spaces Protection Order

| PSPO 1 Fires and BBQs | | |
|-----------------------|--|--|
| Question | | BPC Response |
| 1 | How concerned are you about wildfires in the proposed Restricted Area? | Extremely concerned |
| 2 | How much do you agree or disagree that the use of BBQs and the lighting of fires in the proposed Restricted Area are currently a DANGER TO PUBLIC SAFETY? | Agree |
| 3 | How much do you agree or disagree that the use of BBQs and the lighting of fires in the proposed Restricted Area is currently a DANGER TO THE LOCAL ECOLOGY (i.e. the land, the animals, the flora & fauna, etc.)? | Agree |
| 4 | Have you had any personal experience of problems with fires in the proposed Restricted Area in the last 2 years? | N/A (Parish Council, not individual) |
| 5 | There is no question 5. | |
| 6 | Do you agree with the Council's proposal to introduce PSPO No. 1 which prohibits the use of BBQs and the lighting of fires in the proposed Restricted Area? | Yes |
| 7 | Do you have any further comments regarding the proposed PSPO No. 1? | Burley Parish Council is concerned that significant areas in Burley, open to the public are excluded, including the golf course, the cricket field, Mill Lawn and the car park. Burley Parish Council is concerned introduction of these orders should nor result in excessive obtrusive signage. |
| 8 | How are you connected to the local (i.e. New Forest) area? | Parish Council |

PSPO 2 feeding and petting of forest ponies, donkeys, horses and mules

| Question | | BPC Response |
|----------|---|---|
| 1 | How concerned are you about the feeding and petting of New Forest Ponies, Horses, Donkeys and Mules in the proposed Restricted Area? | Concerned |
| 2 | How much do you agree or disagree that the feeding and petting of New Forest Ponies, Horses, Donkeys and Mules in the proposed Restricted Area is currently a DANGER TO PUBLIC SAFETY? | Agree |
| 3 | Have you had any personal experience of problems with the feeding and petting of New Forest Ponies, Horses, Donkeys and Mules in the proposed Restricted Area of the New Forest in the last 2 years? | N/A (Parish Council, not individual) |
| 4 | There is no question 4. | |
| 5 | If PSPO No 2 is not introduced, a potential impact could be that New Forest Ponies, Horses, Donkeys and Mules are withdrawn from the Restricted Area. If this were to happen, how do you think that the New Forest would be impacted? | There would be a negative impact. |
| 6 | Do you agree with the Council's proposal to introduce PSPO No. 2 which prohibits the feeding and petting of New Forest Ponies, Horses, Donkeys and Mules in the proposed Restricted Area? | Yes |
| 7 | Do you have any further comments regarding the proposed PSPO No. 2? | Burley Parish Council is concerned introduction of these orders should nor result in excessive obtrusive signage. |
| 8 | How are you connected to the local (i.e. New Forest) area? | Parish Council |

Clerk's Report for Burley Parish Council Meeting

Wednesday 8th February 2023

Little Deers Day Nursery

No response received regarding the rollover of the lease.

Training

Cllr Bramley, Cllr Hedge and I attended an online course on communication. Following on I have set up a Facebook page and group for the council but I have not gone public with this while we get our heads around how it could be used. I have also discovered that the council has a Twitter account and I have retrieved the login details from Shelley Gale.

I am booked on a training course on Committees, Sub-Committees and Working Parties on Tuesday 7th February and can update members at the meeting.

Website

Cllr Bramley and I met to discuss the new website. After reviewing several sites we chose the template currently used by Codicote Parish Council. I have briefed the web company (Parish Council Websites) with a brief to include migrating existing emails. To do this, I will need to disclose each member's email name and password to the company, which will then log in from their server and download historic emails. It would help if members did a clean-up of no longer required emails. You should not retain emails that contain names, postal addresses email addresses, or any other protected information about a member of the public (as defined by the Data Protection Act 2018) longer than is necessary. There must be a justifiable reason as defined by the Data Protection Act 2018 to retain this information. We have been invoiced for 35% of the final fee.

Village Enhancements and Greening (Agenda item 10)

The greening budget has £831.50 remaining unspent. Cllr Bramley will propose we purchase a thermal imaging camera for loan to residents. A suitable camera (Flir C5), the same model as loaned by the Schools Energy Project can be purchased for around £699 (exc VAT).

Finance

Payments List (Agenda Item 11a)

New payments occurring since the last report:

Note: clerk's salary higher this month due to tax rebate. This means the council is in credit with HMRC

| Payee | Description | Cost Centre | Cost Code | Type | Net | Vat | Gross | Pwr | Approved Contract Delegated | Status |
|--------------|-------------|-----------------------|-------------|------|----------------|-------------|----------------|-----|-----------------------------|--------|
| Burley WI | Hall hire | Admin | Hall hire | BnkL | 24.00 | 0.00 | 24.00 | 4 | Contract | |
| PC Websites | 35% deposit | Admin | Website | BnkL | 199.15 | 39.83 | 238.98 | 7 | Approved | |
| Microsoft | MS365 | Admin | Software | DC | 4.50 | 0.90 | 5.40 | 4 | Contract | |
| T Brindley | Salary | Salary | Salaries | BnkL | 1053.40 | 0.00 | 1053.40 | 5 | Contract | |
| T Brindley | Expenses | Admin | Clerk x's | BnkL | 48.08 | 0.42 | 48.50 | 5 | Contract | |
| GiffGaff | Wi-Fi | Admin | Software | DC | 8.33 | 1.67 | 10.00 | 5 | Contract | |
| James Bates | Lengthsman | Repairs & Maintenance | Lengthsman | BnkL | 80.00 | 0.00 | 80.00 | 1 | Delegated | Paid |
| Amazon | Admin | Admin | Printer ink | DC | 37.40 | 7.48 | 44.88 | 4 | Delegated | Paid |
| Amazon | Cleaner | Admin | Admin | DC | 6.66 | 1.33 | 7.99 | 4 | Delegated | Paid |
| Total | | | | | 1461.52 | 10.9 | 1513.15 | | | |

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 Information: LGA 1972 s1142 8 War Memorials Local Government Act 1948, s.133.

Account Reconciliation(Agenda Item 11b)

Balance of accounts 31st January 2023 (To be checked by Cllr Egerton).

| | |
|-------------------------|-----------------|
| War memorial 31/01/2023 | 1,369.13 |
| Deposit 31/01/2023 | 21,397.60 |
| Current 31/01/2023 | 2,765.26 |
| Total 31/01/2023 | 25351.99 |
| Uncleared payments | 00.00 |
| Uncleared receipts | 00.00 |
| Adjusted | 25351.99 |

Income

We received £15 interest in January on the deposit account.

We have received (2nd February) £1000 from Cllr Mans' locality budget.

To appoint a new member to the staffing committee (Agenda Item 13)

The staffing committee consists of three members. Cllr Johnson was a member and was not replaced following her resignation. The committee should meet at least once per year, normally in February.

Elections (Agenda Item 14)

The following timetable was published by NFDC

1. Publication of Notice of Election Monday 20 March 2023
2. Receipt of Nominations 4:00 pm Tuesday 4 April 2023
3. Withdrawal of Candidate 4:00 pm Tuesday 4 April 2023
4. Appointment of Election Agents 4:00 pm Tuesday 4 April 2023
5. Publication of Notice of Election Agents 4:00 pm Tuesday 4 April 2023
6. Publication of Statements of Persons Nominated 4:00 pm Wednesday 5 April 2023
7. Last Date for Registration Monday 17 April 2023
8. Last Date for Receipt of Postal Vote Applications 5:00 pm Tuesday 18 April 2023
9. Publication of Notice of Poll Tuesday 25 April 2023
10. Last Date for Receipt of Proxy Vote Applications 5:00 pm Tuesday 25 April 2023
11. Appointment of Poll and Count Agents Wednesday 26 April 2023
12. First Day to Issue Replacement Lost Postal Ballot Papers Thursday 27 April 2023
13. Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers 5:00 pm Thursday 4 May 2023
14. Last Day for Receipt of Emergency Proxy Vote Applications 5:00 pm Thursday 4 May 2023
15. Day of Poll 7:00 am to 10:00 pm Thursday 4 May 2023
16. Return of Election Expenses Thursday 8 June 2023

Key dates for prospective members:

- Monday 20 March 2023 – this is the earliest day you can register to stand. You will need to be nominated by two people who are on the Burley PC electoral register (I have a copy) and have not nominated more than five other people.
- 20th March to 4th April. During this period you must submit a valid nomination paper to the New Forest District Council offices in Lyndhurst **BY HAND**.
- Tuesday 4 April 2023 **4.00 pm** This is the last date and time you can either submit or withdraw nomination papers.
- Wednesday 5 April – we will know if there is to be a poll (i.e. more than six candidates)

Nomination papers

Nomination papers can be downloaded now from the Electoral Commission website:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

NFDC has asked that you book an appointment if you want your papers to be checked:

<https://www.newforest.gov.uk/informationforcandidates>

There is an online (Teams) briefing session on Monday 1st March at 6.30 pm. If you would like to join, please email to: electoralservices@nfdc.gov.uk

Lengthsman (Agenda Item 21)

- I took a request from a member of the public to clear leaves and brambles from the path between Pound Lane and Warnes Lane .John Vincent arranged for the work to be carried out and I then took a call from the member of the public thanking the council for the prompt action.
- Hampshire County Council has agreed to fund the lengthsman for another year. The parish council will have to sign a contract with Bransgore which acts as the lead council for the scheme. As this is a rollover of the previous contract, I shall sign on behalf of the council. We should receive £1,100 (£1,000 for lengthsman work and £100 for administration). As the budget did not include this money, I will move the surplus to the lengthsman reserve. As part of the contract it is now a requirement that the lengthsman attends a traffic management course, run by HCC Highways. I believe the course is free but we would expect to pay the lengthsman (both Jon Narey and James Bates will need to attend if they have not previously been certified) for their time.

Items for future meeting (Agenda Item 22)

Review of BPC four year strategy (strategy has been circulated).

Tom Brindley

3rd February 2023