



BURLEY PARISH COUNCIL

FULL COUNCIL MEETING MINUTES 9th March 2022

Present: Cllr P Daubeny (Chairman), Cllr R Clarke, Cllr J Cook, Cllr P Egerton and Cllr V Johnstone
In attendance: John Vincent, Kate Hedge, five members of the public.
The clerk, Tom Brindley attended via telephone.
Date: Wednesday 9th March 2022 Opened at 18:30

1 Apologies for absence Apologies were accepted from Cllr P Russell (Vice-chairman).

2 Declarations of interest: None

3 Public participation including reports from district and county councillors

- 3.1 Sarah-Jane Finch, addressed the council. Ms Finch introduced herself as the Group People & Trust Manager for Bennett Restaurants Ltd. T/A McDonald's and Mr Huw Keeler-Llewelyn as the New Business manager. Ms Finch explained that the restaurant was keen to work with the village and was supportive of litter picking. The restaurant planned a litter pick on the 6th April. The clerk was asked to circulate Ms Finch's contact details.
- 3.2 On behalf of the council, the chairman thanked Ms Finch for her attendance.
- 3.3 Dr Anna Lawrence addressed the council.
- a. Dr Lawrence advised the council that an estimated 120 trees had been lost on public land in the forest due to recent storms. Historic data showed that fallen trees did not naturally regenerate as saplings were eaten by animals.
- b. Dr Lawrence requested that, on the occasion of future storms, the public record any fallen trees using the what3words app (available from Google Play or App Store) to exactly locate them. In order to avoid duplication, volunteer recorders were requested to always stand to the right of the base of the fallen tree and wait 30-40 seconds to allow an accurate fix on the position. Then to use the "Share" function within the app to email: annalawrence37@gmail.com, using the subject line of the email to record species and number of fallen trees, so that newly destroyed trees can be added to the existing list.
- 3.4 On behalf of the council, the chairman thanked Dr Lawrence for her attendance.
- 3.5 Mr Maurice Jackman asked the council if it had done anything regarding the war in Ukraine. The chair advised this was the first council meeting since the Russian invasion.
- 3.6 Mr Jackman said he appreciated the difficulties the council faced in dealing with three non-democratic institutions: The New Forest National Park, Forest England and the Verderers.
- 3.7 On behalf of the council, the chairman thanked Mr Jackman for his attendance.
- 3.8 Mr Roy Langdon addressed the council. Mr Langdon asked if the bridge repairs would be completed by April, as was planned. Cllr Clarke advised that the contractor expected the project schedule was to open the bridge on 28th April and to complete all works by July.
- 3.9 On behalf of the council, the chairman thanked Mr Langdon for his questions.

4 Approval of minutes of the full Burley Parish Council meeting held on 9th March 2022

- 4.1 Cllr Clarke proposed two amendments:
- 4.6 add "the estate of the late"
- 8.2 The amount granted by Cllr Mann was £1000 not £600 as stated.
- 4.2 The minutes, as amended were approved and the chairman authorised to sign.

5 Matters arising

- 5.1 (22/02/6.1) Cllr Egerton had circulated crime numbers.
- 5.2 (22/02/7.2) Forest England had granted permission.

6 Correction of minutes for June, July and September 2021

- 6.1 Members noted that the minutes of the meetings for June, July and September 2021 included the words "Present on Zoom" while in fact the meetings had been held face-to-face, as was required by law after 6th May 2021.
- 6.2 Members agreed to cross out the words "Present on Zoom" and the chair was authorised to initial the amendment.



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7 To appoint a Staffing Committee

- 7.1 Members noted that best practice required the establishment of a Staffing Committee to manage the clerk's contract, including appraisals.
- 7.2 Members **RESOLVED** to set up a Staffing Committee with Terms of Reference as recommended by NALC.
- 7.3 Member appointed Cllrs Clarke (chair), Johnstone and Egerton to the committee.

8 To review the committees and working party structure

- 8.1 The clerk presented a paper showing the Council, its Committees and Working Parties
- 8.2 The structure and membership were updated and confirmed as:
Finance Committee (Cllr Daubeney as chairman, Cllrs Clarke, Russell and Egerton)
Planning Committee (Cllr Clarke as chairman, all councillors as members)
Staffing Committee (Cllr Clarke as chairman, Cllrs Johnstone and Egerton)
Village enhancement working party (Kate Hedge, The Clerk)
Lengthsman Working Party (John Vincent, The Clerk)
- 8.3 The clerk was asked to publish the amended structure on the council website.

9 To adopt the General Power of Competence

- 9.1 The clerk presented a paper on the General Power of Competence as defined in the Localism Act 2011. Members noted this power was available to councils with 2/3 elected members and a qualified clerk.
- 9.2 Members **RESOLVED** to adopt the General Power of Competence.

10 To receive the Clerk's Report

- 10.1 The clerk presented his report which members noted.

11 To review the Risk Register

- 11.1 The clerk presented an updated Risk Register.
- 11.2 Members noted the clerk had uploaded council records to the OneDrive but that the Microsoft license was not for commercial use. The clerk was authorised to take out an MS365 business subscription.
- 11.3 Members noted that several procedures required updating to mitigate risk including IT security policy and internet banking policy, financial regulations and delegated powers.
- 11.4 Members **RESOLVED** to address these policies in the forthcoming financial year.

12 Accounts

- 12.1 Payments totalling £2,361.28 were approved:

Vendor TBA	Android tablet for Cllr V Johnstone	250.00
T Brindley	February salary	480.00
T Brindley	March salary	650.00
Cllr R Clarke	Printer supplies	83.00
HMRC	PAYE	120.00
T Brindley	Expenses	50.40
Talkmobile	Mobile telephone	9.00
LexisNexis	CAB on Local Council Administration	125.00
Burley WI	Hall Hire	20.00
	Total	£1,800.40

- 12.2 Receipts totalling **£560.14** were noted
- 12.3 Reconciliation. Members noted the adjusted balance of accounts as of 28th February 2022 was **£26,379.97**.

13 Little Deers Day Nursery

- 13.1 Cllr Egerton advised the survey on Little Deers Day Nursery will be reviewed by HCC Children's Services over the next two months to ascertain if it could be delivered within the available budget.



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13.2 The chairman advised it had been established that the council owned the contents of the Red Cross Hut which were listed on the council’s Asset Register as a single entity. The council would therefore be responsible for storing the contents during any development works. A detailed list of contents had been supplied and the clerk was asked to add the list to the Asset Register.

13.3 Cllr Clarke advised council that he had a key to the hut and agreed to arrange a visit with himself and the clerk to review the contents.

13.4 Members noted that there was a legal duty on the council to preserve formal council records and the clerk advised that these should be sent to the county archive.

14 Maintenance of village environment

14.1 Kate Hedge gave a verbal report on ongoing projects mostly deferred until after the school half-term holiday. Members suggested restoration of a muddy area near The Cross and planting of wild flowers.

15 To consider a stall at the Burley Show

15.1 Members **RESOLVED** to take a stall at the Burley Show.

16 Annual Parish Meeting (Annual Assembly)

16.1 After further discussion the chairman proposed and members agreed that the Burley Annual Parish Meeting (Annual Assembly) be held on Monday 16th May in the Village Hall, starting at 19:00 and the Annual Parish Council meeting be held in the Myrtle Hall on 18th May, 18:30.

17 **Broadband update** Nothing to report.

18 Trees for planting projects

18.1 The chairman reported he had received a letter from the Verderers refusing permission for twelve trees to commemorate the platinum jubilee, but approving the planting of one tree. The reason given was that twelve trees would take up too much grazing land.

19 **Correspondence** All correspondence had been circulated to members.

20 **Licensing** Nothing to report.

21 Emergency Plan

21.1 Members **RESOLVED** to adopt the revised Emergency Plan.

21.2 Cllr Egerton was asked to obtain permission from co-ordinators to publish their contact details.

22 Burley Watch

22.1 Members **RESOLVED** to assign a budget of £100 to produce information leaflets

22.2 Cllr Egerton advised that the additional CCTV signage had been erected.

23 Roads and Traffic Report

23.1 Members noted the ongoing issues regarding Burbush bridge and the water leak which washed away a large amount of sand backfill but had not affected the structural integrity of the bridge.

24 The Lengthsman

24.1 John Vincent reported the lengthsman had cleared a fallen tree and that his worksheet for the financial year would be submitted to the clerk by the end of March 2022.

25 Reports

Members agreed that this agenda item was now covered under Public Participation.

26 Planning

26.1 Decisions communicated by NFNPA since the BPC Meeting 9th February

NFNPA Application number and Address	Proposal	BPC Recommendation NFNPA Decision
Ref. No: 21/01062 Yew Tree Cottage, Pound Lane, Burley, Ringwood, BH24 4EF	Single storey extension	BPC not consultee Agreed as permitted development



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26.2 Applications considered on 9th March 2022

NFNPA Appn. No. and Address	Proposal	BPC Response
22/00096 Vale House, Burley Street, BH24 4HQ	Retractable swimming pool structure	R5 NFNPA officers to decide
22/00083 Orchard Farm, Honey Lane, Burley, BH24 4EN	Relocated replacement dwelling; use of surrounding land as residential curtilage (demolition of e...	Defer to April
22/00108 Burley Manor Hotel, Ringwood Road, Burley, BH24 4BS	2no. electric vehicle rapid charging stations; ancillary equipment; associated works	Defer to April
22/00110 Broad Oak House, Moorhill Road, Burley, BH24 4AH	Extension and conversion of garage to form studio	R5 NFNPA officers to decide
Ref. No: 21/01120 Scout Headquarters, Cott Lane, Burley, BH24 4BB	Roof and extension to existing storage hut	R1 Recommend to grant

26.3 Members noted that some applications came in after the agenda was published. The clerk advised that it was perfectly legal for the council to consider these applications as they had been published on the planning authority website and the council had a duty to consider them within the assigned timescale. The clerk suggested, and members agreed, that a note be added to future agendas explaining this.

27 Urgent Business

27.1 Members asked the clerk to include all known Platinum Jubilee events in the April Village Magazine article.

27.2 The clerk suggested, and members agreed, to investigate the costs of installing a WiFi/Broadband link into the Myrtle Hall.

The meeting closed at 8.32 pm

Next monthly meeting of Burley PC: Wednesday 13th April at 6.30pm in Myrtle Hall, Burley.

Signed: _____ **Date:** _____