



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 June 2022 at 6.30pm[†]

All members of the Council: Cllr Daubeney (Chairman), Cllr Russell, Cllr Clarke, Cllr Cook, and Cllr Egerton, are hereby summoned to attend for the purpose of considering and resolving upon the following business. Members are requested to notify the clerk beforehand of any apology for expected absence by email: clerk@burleyparishcouncil.gov.uk. The public and press are also invited to attend.

Tom Brindley, Clerk to the Parish Council

Dated this 30th day of May 2022

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. Declarations of interest
3. Public Representations
4. Reports from district and county councils
5. Approval of minutes of the meeting of Burley PC held on 16th May 2022
6. Appointments to committees and working parties.
 - a. Planning Committee
 - b. Finance Committee
 - c. Staffing Committee
 - d. Village Development working party
 - e. Lengthsman working party
 - f. Greening working party
 - g. Other appointments including outside bodies
7. To receive the Clerk's Report
8. Finance
 - a. To note payments made and due and to approve discretionary payments. See clerk's report.
 - b. To note the Internal Auditor's report
 - c. To approve the Annual Governance Report
 - d. To approve the Annual Accounting Statement
 - e. To approve the use of Scribe accounting
 - f. To establish a Financial Regulations working party
9. Casual vacancy
10. LDDN potential re-location from Deer Hall and archiving records in Red Cross hut
11. Maintenance of village environment and Greening project
12. To consider switching to a purpose designed parish council website.
13. Broadband update
14. Tree planting
15. Correspondence
16. Licensing applications
17. Roads and Traffic update
18. Lengthsman update
19. Planning Decisions: Report on LPA decision and consideration of new applications. See planning report.
20. Urgent Business and matters for future meetings

Concerns or Comments upon any current application may be made by 10:00 on Monday 16th May:

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



Burley Parish Council

Planning Report

Recommendations made under delegated powers 16th May 2022

Application/Address	Description	Comment
Various	Fibre ducting	R5 NFNPA to decide
2022/00163 The Lodge, Mill Lane	<u>Garage</u>	R5 NFNPA to decide
2022/00304 Woods Corner, Mill Lane	<u>Brick boundary wall</u>	R5 NFNPA to decide
2022/00324 South Cottage, Burley Lawn	<u>Single storey rear extension</u>	R5 NFNPA to decide
2022/00316 Blackmoor House, Coach Hill Lane	<u>Access; gates; hardstanding</u>	R5 NFNPA to decide

Decisions communicated by NFNPA since last report

NFNPA Appn. No. and Address	Proposal	BPC Recommendation (NFNPA Decision)
Ref. No: 22/00248 VERELEY HOUSE, VERELY,	<u>Block paving to form hardstanding</u>	Grant (R5 NFNPA to decide)
Ref. No: 22/00211 THE LITTLE HOUSE, CHAPEL LANE	<u>Attached outbuilding with balcony above; 1no. window; replace 1no. window with door; demolition</u> <u>O...</u>	Grant (R5 NFNPA to decide)
Ref. No: 22/00163 THE LODGE, MILL LANE,	<u>Garage</u>	Grant (R5 NFNPA to decide)

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 NFNPA web site)

NFNPA Application. No. and Address	Proposal	Deadline for BPC Response
Ref. No: 22/00173 Brackenwood, Pound Lane	<u>First floor rear extension; alterations to windows</u>	2 nd June 2022
Ref No: 22/00210 Ramblers, Burley Street	<u>Garage with first floor over; shed (demolition of existing)</u>	6 th June 2022
Ref. No: 22/00231 (LBC) Ramblers, Burley Street	<u>Garage with first floor over; shed (demolition of existing)</u> <u>(Application for Listed Building Cons...</u>	6 th June 2022
Ref. No: 22/00353 Beechwood, Beechwood Lane	<u>Single storey side extension; door and bay window</u>	10 th Jun 2022
Ref. No: 22/00215 Manor Farm, Forest road	<u>Demolition of 2no. barns (Application for Conservation Area Consent to demolish)</u>	15 th June 2022
Ref. No: 22/00321 Holmsley Passage, Holmsley	<u>Application under part 16 of the Town & Country Planning (General Permitted Development) Order in...</u>	24 th Jun 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



BURLEY PARISH COUNCIL

FULL COUNCIL MEETING MINUTES 16th MAY 2022

Present: Cllr P Daubeney (Chairman), Cllr R Clarke, Cllr J Cook, Cllr P Egerton and Cllr V Johnstone

In attendance: Jon Vincent (Non-councillor working party member), and the clerk, Tom Brindley.

Meeting commenced 20:30

1 Election of chairman for the civic year 2022-23

1.1 Cllr Philip Daubeney was nominated and seconded. There being no other nominations, Cllr Daubeney was appointed to the office of chairman for the civic year 2022-23.

1.2 Cllr Daubeney signed the declaration of acceptance of office, witnessed by the clerk.

2 Chairmans remarks

2.1 The chairman advised that appointments to council committees and working parties would be deferred until the June 8th meeting.

3 Election of vice-chairman for the civic year 2022-23.

3.1 Cllr Robert Clarke was nominated and seconded. There being no other nominations, Cllr Clarke was appointed to the office of vice-chairman for the civic year 2022-23.

4 An apology for absence from Cllr P Russell (Vice-chairman) was noted

5 Public participation including reports from district and county councillors - None

6 Approval of minutes of the Burley Parish Council meeting held on 13th April 2022

6.1 The minutes were approved as a true record and the chairman authorised to sign.

7 To receive the clerk's report

7.1 The clerk presented his monthly report which was noted.

8 Finance

8.1 Members noted payments made and due totalling £4,801.02 which were approved.

8.2 Members discussed the selection of Scribe as the preferred accounting system. The decision was deferred to the 8th June meeting to allow more time for evaluation.

8.3 Members agreed to pursue Bankline facilitating two-person approval for online payments.

8.4 Members **RESOLVED** to add Cllrs Clarke, Daubeney and Cook to internet banking.

8.5 Members **RESOLVED** to award the contract for cleaning the war memorial to Harris Grave Tendering.

8.6 Members considered a request from the Burley History Society for £1000 but considered the application premature as the business case for a heritage centre had not been received. The chairman and the clerk agreed to meet with representatives of the History Society to discuss the project.

8.7 Members **RESOLVED** to increase the budget by allocating £1000 from reserves to the Greening project.

8.8 Members **RESOLVED** to transfer £2000 from the contingencies fund to the Tree Project

9 Urgent Business

9.1 Cllr Veronica Johnstone submitted her resignation. The clerk advised he would set in motion the casual vacancy process.

9.2 Members recorded a vote of thanks to Cllr Johnstone for her service to the community.

9.3 Members **RESOLVED** that Mrs Johnstone would continue to represent the council on the History Society and would consider her for appointment to additional working parties as appropriate.

The meeting closed at 9.15 pm

Next meeting of Burley PC: Wednesday 8th June at 6.30pm in the Myrtle Hall, Burley.

Signed: _____ **Date:** _____

Clerk's Report for Burley Parish Council Meeting

Monday 8th June 2022

Finance

Payments including those pre-approved, paid under contract or to be authorised at the meeting:

Payee	Description	Budget Heading	Net	Vat	Gross	Power / Status
Minutemen press	Greening leaflets	Greening project	67.50	0.00	67.50	6
Minutemen press	Greening leaflets	Greening project	101.00	0.00	101.00	6
HMRC	PAYE	Salaries	130.00	0.00	130.00	5 \$
Microsoft	MS365 Business	Admin	4.50	1.80	5.40	4 \$ +
Myrtle Hall	Hall hire (TBA)	Admin:Hall hire	20.00	0.00	20.00	4
T Brindley	June Salary	Salaries	520.00	0.00	520.00	5 \$
T Brindley	Expenses	Admin	110.79	6.89	117.68	5 \$
The Tree Management Co	Cotts Lane Tree	Project:Trees	281.75	56.35	338.10	1 *+
Datacenta	Web hosting	Admin:Website	50.00	10.00	60.00	4 \$ +
TOTAL			1285.54	75.04	1359.68	

Status: \$ = Contractual * = Approved + = Already paid

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 s137

Receipts up to 3rd June

Payee	Description	Budget Heading	Gross
NatWest	Interest	Interest (War Mem)	0.12
NatWest	Interest	Interest (Deposit)	1.43

1. Bankline application submitted.
2. IB applications in progress for Cllrs Cook and Clarke
3. £600 grant from M Levitt should arrive on next week.

LCPD Membership

In past years the council has subscribed to the HALC HR scheme, but there is no evidence that the scheme has ever been used. With only one employee, this service would appear to be unnecessary, and I recommend we terminate the subscription.

The annual cost of the LCPD membership for 2022/23 is £198.00, so not cheap.

Account Reconciliation

Balance of accounts 31st May 2022:

Current Account	13187.48
Deposit Account	16346.84
War Memorial	1,365.44
o/s cheques	0.00
	30,899.76

For information at the meeting:

Internal audit

Note: This is repeated this month as the AGAR was not considered at the May meeting.

Internal audit completed 9th May. Audit passed with comments.

Test		Matter arising	Recommended Action	RFO comment
B	Minute approval	The signed set of minutes for the April 2021 meeting was not to hand during the audit.	Please ensure that a signed set of minutes is on file in advance of approval of the AGAR	Now signed
B	Public participation	It is good practice not to minute the names of members of the public speaking in a personal capacity as their GDPR 'right to be forgotten' cannot be met once minutes are signed.	Where possible, use the term 'an elector' or 'a resident' to allow accurate but non-personal minutes.	April minutes amended
B	VAT reclaim	The VAT reclaim to the end of the year had not been submitted as at the date of audit.	This should be done in advance of approval of the AGAR.	Advice incorrect, HMRC advise is not to submit claims for under £100. BPC VAT was £68 on 31 st March.
D	Reserves	The council has been unable to bring forward existing projects and may have altered the viability of others so the reserves are higher than best practice.	Over the coming months, all reserves and projects should be reviewed for viability and where possible brought forward	General reserves to be assigned to earmarked projects.
L	Website information	At the start of the audit, some broken links on the website made finding information unclear.	Over the coming months, the new clerk should work with the council to check the website.	Links now corrected
M	Member resignation and co-option	During the year the resignation of a councillor was minuted to be effective at a later date.	Resignation of councillors is immediate once notified to the proper officer.	Cllr Martin gave notice of intention to resign but remained as councillor.
M	Member resignation and co-option	During the year it appears that a member was co-opted without electors having the opportunity to request an election.	Co-option procedures are set by statute and should be followed.	Vacancy process was followed correctly, but started while no vacancy.

Greening Project

Leaflets prepared and ordered without budget approval or officer input. All contracts/POs must be issued by the clerk/RFO after approval from council or under delegated powers.

Casual Vacancy

Notice of vacancy posted. Closing date for call for election 8th June 2022.

Lengthsman Grant

No reply from Cllr Mans on how to apply for this grant. HCC knew nothing about the scheme (it may be known under a different title internally).

War Memorial Cleaning

Contract placed with Harris Grave tending. Work to be carried out 30th June and 1st July. Cost is £695.

Accounting packages

Cllr Cook has reviewed Scribe and now supports the use of this system.

Tom Brindley

3rd June 2022

BURLEY PARISH COUNCIL

Annual Governance Statement (May 2022)

(Smaller authority is one with an annual turnover less than £200,000)

Statement	Yes means that this smaller authority:	Evidence
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	prepared its accounting statements in accordance with the Accounts and Audit Regulations.	Financial reports presented to council each quarter. Bank A/C reconciled each month Accounts reviewed by internal auditor Qualified Clerk
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	Financial reports presented to council each quarter Accounts and Internal control practices reviewed by internal auditor Risk register reviewed. Internet banking payment protocol reviewed and improved.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	has only done what it has the legal power to do and has complied with proper practices in doing so.	Legal powers quoted against each payment or action. GPC adopted
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	Accounts presented at meeting held in public. Right to view accounts publicised.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	considered the financial and other risks it faces and has dealt with them properly.	Financial reports presented to council each quarter. Accounts and Internal control practices reviewed by internal auditor Risk register reviewed. Internet banking payment protocol reviewed and improved.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	Eleanor Greene re-appointed as internal auditor. Eleanor Greene is the co-author of the Audit practitioner's guide, a qualified accountant with many years' experience of auditing local councils.

BURLEY PARISH COUNCIL

<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>responded to matters brought to its attention by internal and external audit.</p>	<p>None raised in 2021. Internal audit report reviewed and all actions complete.</p>
<p>8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.</p>	<p>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</p>	<p>Nothing to declare</p>
<p>9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</p>	<p>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</p>	<p>Not applicable.</p>



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