

BURLEY PARISH COUNCIL

Draft Minutes to be approved on 13th June 2018

Present Cllr P Daubeney (Chairman), Cllr P Russell, Cllr N Martin, Cllr V Johnstone,

In attendance S Gale (The Clerk)

Also present 2 members of the public,

Date Wednesday 9th May 2018

Opened at 6.30pm Closed at 8.30pm

Subject Burley Parish Council Monthly meeting

1 Election of Council Officers, membership of committees and representation to other organisations:

The following were officers were elected unanimously:

Chairman: Philip Daubeney

Vice Chairman: Peter Russell

Chairman of the Planning Committee: Robert Clarke

Chairman of the Finance Committee: Philip Daubeney

Finance committee members: Robert Clarke, Neal Martin, Peter Russell (ex-officio)

Burley Heritage Chairman: Peter Russell

SW Quadrant NFNPA committee member and NF consultative Panel: Robert Clarke

Emergency Plan: Philip Daubeney

Bournemouth Airport representative: Peter Russell, Neal Martin

Neal Martin: NFALC representative, Roads and Traffic and Lengthsman,

Jane Kendall was elected as Community Services Councillor

Veronica Johnstone was elected as Village Organisations Councillor inc transport

Burley Village Heritage Trust: Peter Russell, Veronica Johnstone

2 Public Participation A member of the public raised the issue of Honey Lane traffic and flooding issues. He asked how to complain about the lack of progress made with previous complaints that he has made to the associated public bodies. The Chairman said that Honey Lane is a Forestry Commission track; Cllr Clarke has been in touch with the FC and they have asked for householders to clear drains. The elector said that he would like a barrier installed to prevent people from using the Lane as a rat run and causing further damage to it. (PD - RC)

3 Apologies Cllr R Clarke, Cllr J Kendall, Cllr Mark Steele (NFDC)

4 Declarations of Interest None

5 Approval of Minutes of previous Meeting Resolved – that the Minutes of the last full Meeting held on 11th April 2018, together with the Clerk's report for that meeting, having been previously circulated, be signed by the Chairman as a correct record.

6 Matters Arising and Clerk's Report

As shown in the Clerk's report the balance of the current account on 30th April was £16,049.91. The payments detailed in the Clerk's report were approved and the cheques signed. The bank statements were checked and signed by Cllr Johnstone.

Cllr Martin has contacted an Environmental Health Officer at NFDC regarding Dawsons garage. The officer confirmed that because planning permission has already been approved it is understood that conditions cannot now be applied to the permission. Environmental concerns for example noise and pollution issues have to be raised directly by residents to NFDC before action can be taken. Cllr Russell expressed his dissatisfaction at BPC's recommendation to the NFNPA over this planning application; he went on to say that he had been told by the NFNPA that an environmental assessment had been requested, however this did not appear to be the case. The Chairman said that Cllr Clarke fed back local residents views to the NFNPA as part of BPC's recommendation before planning permission was granted.

A letter has been sent by the Clerk to Dawson's garage outlining the conditions of use of parking spaces opposite the Village Hall.

Ownership of the trees behind Warnes Lane is still in dispute. Cllr Martin has been advised by HCC that because the lane is unmade, it has not been accepted by HCC; it is understood that the FC may be responsible for some and others are privately owned trees. RC is in communication with the FC. (RC)

The Clerk will send Trust registration information to the Chairman (SG) Cllr Russell said that he has not had a response from the grant application for the exhibition.

The Chairman reported on a WW1 commemoration meeting: a meeting of volunteers was held and organisers were agreed for a special event at the Church; plan and budget is now being organised. This will be held on the Saturday before Armistice Day.

Cllr Martin reported that a War Memorial meeting has taken place. There are 21 names from the first and second World War that may be added to the Burley War Memorial. He has spoken to the War Memorial Trust; a process of due diligence on the names is required to check if they are on any other War Memorials – the RBL is undertaking this. The cost of adding them to the War Memorial will have to be raised by village. The date for completion of works that is hoped for is the anniversary of the War Memorial installation: July 2019.

The Chairman went to the AGM of the village hall where he thanked the trustees for their work.

20 bags of rubbish were collected at the spring litter pick, 18 people attended including 3 representatives from McDonalds.

7 Review of Internal Audit 2017-18 See attached review.

8 Approval of Accounts and approval of Section 1 and then Section 2 of the Annual Return 2017-18 The Annual Accounts for 2017-18 were approved. Section 1 of the Annual Return was agreed and signed. Section 2 of the Annual Return was agreed and signed.

9 Review of Code of Conduct and Standing Orders: adoption of NALC model Standing Orders 2018 The current Code of Conduct (NFDC model) and NALC Model Standing Orders 2018 were agreed

10 General Data Protection Regulation (GDPR) update including Councillor's email addresses A file is circulating containing BPC GDPR policies for Councillors to read and sign; this is to demonstrate approval, and agreement to comply with, the policies. A data audit has been circulated and all Councillors need to dispose of all unnecessary data, electronic and hard copies. Cllr Martin said replication of data between Councillors should be considered when deciding what data to keep. Secure storage of hard copy data needs careful consideration. A confidential waste collection will be available on 17th May and Councillors should deposit any unwanted hard copy data with the Clerk before this date.

BPC email addresses for Councillors were discussed. The Clerk confirmed that she had obtained three quotes for provision of 10 .gov.uk email addresses to be hosted by a private company. It was agreed that BPC should go ahead with this at a cost of £50 per year through "emango". Agreed format:

Email addresses: firstname.surname@burleyparishcouncil.gov.uk

Councillors also agreed that BPC Councillor tablets/laptops would be an efficient way of ensuring a separation of Councillor's personal items and Council work; it would also facilitate any hand over to new Councillors. It was agreed that the costs of tablets would be investigated. (NM/SG)

11 Legislation, licensing and law It was noted that Burley Club has applied for a licence for 26/05/2018 20:00:00 23:30:00

12 Correspondence including dedication of benches An email was received by the Clerk regarding dedication of a bench to a late relative. It was discussed that permission for additional benches was unlikely to be granted by agreement of the Verderers. It was agreed that either the new bench in Pound Lane or an existing bench at the cricket pitch may be dedicated for a small donation towards future benches. (SG)

An email was received about plastic dog poo bags left in the forest; Cllr Martin has replied via email.

An elector has emailed the Chairman stating objections to the proposed Heritage Centre; other concerns have also been noted from electors. The elector agreed to attend public participation when appropriate.

13 Update on Pound Lane Tree Planting Proposals and agreement on which quote to accept Agreed: three quotes were previously circulated to all Councillors and a quote by the Tree Management Company was agreed. Planting of the saplings is aimed to be on 22nd May; the FC will provide trees.

14 Report on Annual Assembly 2018 Cllr Martin reported that trustees of the Burley Club said they were not given time to speak at the Annual Assembly. The Chairman apologised and said this was a misunderstanding; he will write to them (PD). Lord Manners, Official Verderer was particularly well received.

15 Report on the Burley Club The Chairman reported that although Burley Club has debts the trustees are turning it around. PD and RC attended the AGM and confirmed that the trustees want to continue to run it as a men's club in line with 999 year lease – if this is breached the property will return to the donating family. PR thanked RC for his in-depth enquiries.

16 Young People in Burley Report None

17 Roads and Traffic Report inc. Cycling Events Cllr Martin reported that:

- He has tried to contact Burleylicious over reported issued with pedestrians on the corner, however the shop was shut. Cllr Martin will continue to investigate.
- VJ reported: Dangerous parking of lorries at Picket Post that affect visibility of other motorists. Cllr Martin will raise this with Highways England.
- Milestones: cleaning to be done by Lengthsman using the approved process of soft brushes and water
- PR reported: Issues with the opening/closing of FC gate at the primary school. The gate was closed on Sunday and also Tuesday morning after 10am (yesterday). It should only be closed during drop off and pick up times. (NM)

18 Burley Heritage Report A contact of Cllr Clarke, approached by a member of Burley Village Heritage Trust, has agreed to draw up initial Heritage Centre plans on condition he be allowed to quote for the formal job if planning is approved. The Chairman said that there are many questions to answer about a Heritage Centre including cost, how money will be raised, how a trust will be run and staffing. PD to contact Mr Avery (NFNPA) for a timescale of the planning application and written agreement of the Heritage Centre peppercorn rent.

19 Provision of Affordable Housing None

20 Lengthsman scheme: monthly update The Lengthsman worked 8.5 hours last month. Clearing and cleaning of the milestones will be on the jobs list for May.

21 Planning Decisions The full Council, sitting as the Planning Committee, noted the following decisions had been made by NFNPA since BPC Meeting on 11th April 2018 :-

Application No. & Date	Address	Proposal	BPC Recommendation	NFNPA Decision
18/00032 19.01.18	Lester Cottage, Mill Lane	Replacement Dwelling; re-roof & cladding to existing detached; garage; extension to gravel driveway; demolition of existing dwelling	R1 - Permission	Refused 16.04.18
18/00148 26.02.18	Vereley House, Vereley	Replacement barn with 1 st floor; resurfacing of hardstanding; new access track; replacement fencing & gate	R2 – Refusal	Granted 19.04.18
18/00155 08.02.18	Wayside Cottage, 27 Garden Road	Change of use to residential (Use Class 3)	R5 – NPOs to decide	Granted 18.04.18
18/00157	Hawthorns,	Re-roof existing conservatory; alterations to existing front	R5 – NPOs to decide	Granted 018.04.18

03.04.18	Pound Lane	porch; alterations to fenestration; flue		
18/00175 06.03.18	Rubbles Edge Cottage, Castle Hill Lane	Single storey rear extension	R5 – NPOs to decide	Granted 27.04.18
18/00196 09.03.18	Honey Cottage, Pound Lane	Creation of raised patio area; glass balustrade; rendered wall.	R5 – NPOs to decide	Granted 01.05.18
18/00171	Forest Mead, Tyrells Lane	Application for Cert. of Lawful Development for single storey rear extension & conversion of garage to facilitate additional habitable accommodation	N/A	Permitted 30.04.18

Applications considered at BPC Meeting on 9th May 2018

Application No. & Date	Name of Applicant	Address	Proposal	Deadline for BPC Response	BPC Recommendation
18/00191 06.03.18	Mr R Yateman	Rubbles Edge Cottage, Castle Hill Lane	Outbuilding (Demolition of existing) (AMENDED PLANS)	16.05.18	R5 – NPOs to decide
18/00231 04.04.18	PCC of St John the Evangelist Church, Burley	St John the Baptist Church, Church Lane	Single storey extension; alterations to fenestration.	09.05.18	R5 - NPOs to decide
18/00269 11.04.18	Mr & Mrs Robinson	Long Pond House, Pound Lane	Single storey pool house; canopy	16.05.18	R5 - NPOs to decide

22 Enforcement Matters The Chairman read out the most recent enforcement list. Cllr Martin reported that The Mall has a Merry-go-round in situ and asked whether planning is required for this. (RC)

23 NF Wetland Restoration update None

24 Reports Cllr Martin said that the NFALC minutes have been previously circulated to all. At the meeting a presentation was made by HCC legal services who said that the first 40 minutes consultation with them is free for Parish Councils.

25 Urgent Business Cllr Johnstone said that trees at a property in Bisterne Close have had severe work done and no green notice was observed. It was agreed that the NFNPA should be informed to check whether they are aware of the work (VJ).

Cllr Martin has been approached by an elector about a possible charity event asking whether the BPC would endorse it. More information is required. (NM)

Welcome Packs: Cllr Martin said that he will contact Cllr Kendall for permission to publish her name and telephone number in the village magazine as the Welcome Pack co-ordinator. Cllr Johnstone has also volunteered to be a contact.

The meeting closed at 8.30pm. Next meeting: Wednesday 13th June at 6.30pm in Myrtle Hall.