



BURLEY PARISH COUNCIL

FULL COUNCIL MEETING MINUTES 9th NOVEMBER 2022

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

In attendance: C Cllr 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 reminded members that the community carol singing would be held on 12th December at The Queens Head.

3 Declarations of interest: None at this time

4 Public participation:

4.1 A member of the public reported on the meeting of the Bournemouth Airport Consultative Committee held on 3rd November. Some workshops are to be held on 22nd November by Cyrrus concerning Concept Design options for Stage 2a of Bournemouth Airports FASI(S) ACP and a report will be made to the December council meeting. An issue had been noted regarding lack of taxis to meet evening flights. The airport has a community fund which can be applied to by residents of premises affected by noise; it was noted at the meeting that this fund has not made a distribution over the last two years. A new noise contour map is to be published, showing the limits at various locations on the flight path. The number of recorded noise complaints is very low and an audit has been commissioned to ensure all complaints are properly recorded.

5 (Agenda item 5) Reports from higher authorities:

5.1 C Cllr Keith Mans updated council on matters at county. Two departments have been merged to create a single Universal Service Department, responsible for all public facing services. The cap on council tax increases of 2.9% remains in place. The county received grants totalling £30m from central government to install solar panels on council buildings. Across the county, there are 50k residential unit planning permissions granted but not completed.

5.2 Cllr Clarke expressed concern with the difficulties using the new NFNPA planning portal and Cllr Mans requested a note of the apparent issues adversely affecting users upon its public introduction.

5.3 In response to a question from Cllr Cook, C Cllr Mans agreed to escalate the issues with reparations to roads impacted by the Holmsley bridge replacement scheme.

6 (Agenda item 6) Reports from outside bodies

6.1 Cllr Clarke referred members to the email he had circulated following the NFNPA Annual meeting.

7 (Agenda item 7) The minutes of the Burley Parish Council meeting held on 12th October 2022

7.1 The clerk recommended that reports be attached as annexes and not included in the body of the minutes, and had prepared the draft minutes accordingly.

7.2 After debate, members **RESOLVED** to continue to include details of NFNPA planning decisions within the body of the minutes.

7.3 As a result of the decision in 7.2, approval of the minutes was deferred until the next meeting.

8 (Agenda item 8) Matters arising: None

9 (Agenda item 9) Clerk's report

9.1 The clerk presented his report

9.2 Members **RESOLVED** to pay the 2020 and 2021 invoices for anti-virus email scanning.

9.3 The report was noted.

10 (Agenda item 10) Finance

10.1 Payments totalling £1,551.07 were noted and approved – see list annexed to minutes.

10.2 The bank reconciliation, showing balances as of 31st October and checked by Cllr Egerton, was presented.

10.3 Members were reminded to put forward any requests for inclusion in the 2023/24 budget ahead of the Finance committee meeting.

10.4 Members **RESOLVED** to hold the Finance committee meeting on Wednesday 7th December commencing 17:30 (prior to the full council meeting commencing 18:30).



BURLEY PARISH COUNCIL

11 (Agenda item 11) Website provider

- 11.1 Members **RESOLVED** to change the website hosting to Parish Council Websites.
- 11.2 Members **RESOLVED** to use this switch of platforms to reboot the website in a more graphical and user friendly manner, while ensuring full compliance with legal accessibility obligations.
- 11.3 The clerk was asked to work with Cllr Lucy Bramley on the content of the new website.

12 (Agenda item 10) Remembrance Ceremony at the War Memorial

- 12.1 Members noted that road closure signs had been placed at village entry points.
- 12.2 The Order of Service had been printed and distributed.
- 12.3 The chairman confirmed he would preside over the ceremony. Cllr Hedge agreed to lay the parish council's wreath.

13 (Agenda item 12) LDDN new building

- 13.1 Cllr Egerton reported that he had spoken to the LDDN manager who confirmed discussions were ongoing between with the county council regarding rent for the new building.
- 13.2 Cllr Clarke noted that the five year lease between the LDDN and the council expired on 31st August. Members **RESOLVED** to rollover the lease on a monthly basis.
- 13.3 The clerk was asked to send a letter to the tenants offering to allow for the lease to be rolled-over for the time being.
- 13.4 Cllr Egerton agreed to establish the contact details of the current chairman of the trustees.

14 (Agenda item 13) 'Dixon Land' and affordable social housing project: Nothing to report.

15 (Agenda item 15) Maintenance of Village Environment including Greening project

- 15.1 Cllr Hedge reported on a meeting she had attended in Winchester which had addressed the matter of rewilding.
- 15.2 Cllr Hedge reported that in conjunction with Burley Charities she had applied for a district council grant of £400 to run a soup kitchen. The application had included the council's bank details to hold the grant, but it was agreed that as Burley Charities had its own bank account, this should be used instead.
- 15.3 Members agreed to retain the Greening project as a standing item on the agenda and to receive a report from Cllrs Hedge and Bramley.
- 15.4 Cllr Bramley proposed and it was accepted that she will keep a record of incidents related to extreme weather events which can be shared with the NFDC Climate Change Team.

16 (Agenda item 16) Broadband

17 (Agenda item 17) Correspondence

- 17.1 All correspondence received had been circulated to members and actioned as necessary.

18 (Agenda item 18) Legal Matters and Licensing Application

- 18.1 Members noted several TENS applications.

19 (Agenda item 19) Road and Traffic update

- 19.1 Members noted that C10 at Holmsley would be closed for two weeks commencing 14 November in December for cattle grid replacement purposes.
- 19.2 Members noted that while some flooding still occurred under exceptional rainfall, the storm tank recently installed had reduced the general level of flooding.

20 (Agenda item 20) Lengthsman Update

- 20.1 John Vincent advised council that following a neighbour's complaint, the lengthsman would revarnish the bench.
- 20.2 The clock had been set to Greenwich Mean Time and the lengthsman had cleaned around the war memorial.
- 20.3 A quotation for repairs to the ditches and path from Chapel Lane was being sought.

21 (Agenda item 21) Planning

- 21.1 Decisions communicated by NFNPA since last report



BURLEY PARISH COUNCIL

| NFNPA Appn. No. and Address | Proposal | NFNPA Decision (BPC Recommendation) |
|---------------------------------------|--|-------------------------------------|
| 22/00550 Donkey Cottage, Mill Lane | Extension to garage | Granted (R5 Accept NFNPA decision) |
| 22/00543 Foxgloves 10 Garden Road | Outbuilding, demolition of existing building | Granted (R5 Accept NFNPA decision) |
| 22/00642 Bisterne Gate, Bisterne Road | Carport extension to driveway | Granted (R5 Accept NFNPA decision) |
| 22/00475 Longmead, Shappen Hill Lane | Garage conversion and roof alterations to facilitate hobby/home office (AMENDED PLANS) | Granted (R5 Accept NFNPA decision) |

21.2 Applications considered at the meeting: None

22 Urgent Business and Matters for Future Meetings

22.1 Cllr Bramley advised that after further consideration the WI would like to pursue the possibility of Wi-Fi provision in the Myrtle Hall.

22.2 The clerk offered to run a trial using a 4G modem with a data only SIM and a high gain antenna as this would be a cheaper option than a full wired solution. Members approved the purchase of a suitable SIM.

The meeting closed at 8.30 pm

Next meetings:

Finance Committee: Wednesday 7th December 5.30pm in the Myrtle Hall, Burley.

Burley Parish Council: Wednesday 7th December at 6.30pm in the Myrtle Hall, Burley.

Signed: _____ Date: _____



BURLEY PARISH COUNCIL

Annexe 1 Payments

The following payments were approved/noted

| 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 | Approved |
| T Brindley | Expenses | Admin | Clerk x's | BnkL | | | | 5 | Approved |
| Vistaprint | Business cards | Admin | Admin | DC | 16.43 | 3.29 | 19.72 | 4 | Approved |
| Bramble Book Binders | Condolence book | Admin | Admin | BnkL | 48.50 | - | 48.50 | 6 | Approved |
| Lexis Nexus | Charles Arnold Baker LCA | Admin | Admin | BnkL | 138.99 | - | 138.99 | | Approved |
| HALC | Training | Admin | training | BnkL | 96.00 | 19.20 | 115.20 | | Approved |
| 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 | | Approved |
| WI Myrtle Hall | Hall hire | Admin | Hall hire | BnkL | 24.00 | 0.00 | 24.00 | | Contract |
| RBL | Donation | Grant | Grant | BnkL | 25.00 | 0.00 | 25.00 | | Approved |
| Total | | | | | 1,551.07 | 48.32 | 1,599.39 | | |