



# 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 7<sup>th</sup> December 2022 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.

A handwritten signature in blue ink that reads 'Tom Brindley'.

Tom Brindley, Clerk to the Parish Council

Dated this 30<sup>th</sup> day of November 2022

### **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 12<sup>th</sup> October 2022 and 9<sup>th</sup> November 2022.**
8. **Matters arising not covered elsewhere**
9. **To receive the clerk's report**
10. **Finance:**
  - a. **To note payments made and due, and to approve discretionary payments**
  - b. **To note the bank reconciliation**
  - c. **To receive the recommendation from the Finance Committee on the 2023/24 budget**
  - d. **To set the precept for 2023-24**
11. **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).**
12. **LDDN potential rebuild at Deer Hall**
13. **'Dixon Land' and affordable social housing project**
14. **To receive a report on the Greening project**
15. **Broadband update**
16. **Correspondence received**
17. **Legal matters and Licensing applications**
18. **Roads and traffic update including drainage and ditches**
19. **Lengthsman update**
20. **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).**
  - c. **To consider separating planning from the main meeting agenda,**
21. **Urgent Business and matters for future meetings**



# Burley Parish Council

## PLANNING REPORT

Decisions communicated by NFNPA since last report for BPC Meeting on 9<sup>th</sup> November 2022

Application No. Address	Proposal	Decision (BPC Recommendation)
<b>22/00661</b> Rye Croft, Forest Road,	Detached outbuilding; single storey extension; existing outbuilding to be demolished	Grant (R1 Grant/Accept NFNPA decision)
<b>22/00475</b> Long Mead, Shappen Hill Lane	Garage conversion and roof alterations to facilitate hobby/home office (AMENDED)	Grant (R5 Accept NFNPA decision)
<b>21/00787</b> Manor Farm House, Chapel Lane	Two storey rear extension; single storey extension; access alterations;	Grant (R5 Accept NFNPA decision)

Applications to be considered on 7<sup>th</sup> December

Application No. Address	Proposal	Deadline for BPC Response
<b>22/00863</b> Manor Farm, Manor Farm House, Chapel Lane	Reinstatement of existing pond	
<b>22/00629</b> Burley Manor Hotel, Ringwood Road	5no. shepherd huts; 6no. car parking spaces; associated landscaping and works (demolition of existing outbuildings)	
<b>22/00756</b> Tyrells End Tyrells Lane,	Chimney	16/12/22
<b>22/00696</b> Beechwood Cottage, Church Lane,	Single storey extension with open porch canopy; 1no. open porch canopy over an existing door	16/12/22
<b>22/00699</b> Beechwood, Beechwood Lane	Single Storey Extn., Door & Bay Window	8/12/22

**§ 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](mailto:robert.clarke@burleyparishcouncil.gov.uk) and [clerk@burleyparishcouncil.gov.uk](mailto:clerk@burleyparishcouncil.gov.uk).



# BURLEY PARISH COUNCIL

## FULL COUNCIL MEETING MINUTES 9<sup>th</sup> 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 12<sup>th</sup> 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 3<sup>rd</sup> November. Some workshops are to be held on 22<sup>nd</sup> 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 12<sup>th</sup> 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 31<sup>st</sup> 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 7<sup>th</sup> 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 31<sup>st</sup> 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 I 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
<b>Total</b>					<b>1,551.07</b>	<b>48.32</b>	<b>1,599.39</b>		

# Clerk's Report for Burley Parish Council Meeting

## Wednesday 7th December 2022

### Myrtle Hall Wi-Fi

A 4G modem has been installed in the Myrtle Hall. The modem is on loan from Todeka Ltd (at no charge). Todeka Ltd is a company owned by the clerk. It is powered by a SIM (currently from Sky, using the 3 network, again on loan from Todeka Ltd) at a cost to the council of £8.33 per month. The original SIM from GiffGaff would not work with the modem (not sure why). Over the next month I will swap the SIM for one in the council's name.

### Little Deers Day Nursery

I have not yet been advised as to chair of the trustees. If this name is not readily available, I will send the letter regarding the lease roll-over just addressed to the Chair of Trustees, rather than a named individual.

### Finance (Agenda Item 10b)

#### Account Reconciliation

Balance of accounts 30th November 2022 (To be checked by Cllr Egerton) See Annexe 1.

War memorial 30/11/2022	1,367.27
Deposit 30/11/2022	16,368.66
Current 30/11/2022	10,638.82
<b>Total 31/10/2022</b>	<b>28,374.75</b>

### NFDC Grant passported to Burley Charities

We received £400 from NFDC which was to be passported to Burley Charities as part of the warm space initiative. I loaded the payment onto NatWest Bankline and asked Cllr Egerton to be the second approver. When Cllr Egerton tried to approve, it said it had been cancelled. I therefor entered it a second time. We now find it has been processed twice. I have requested a refund of £400 from Burley Charities which is being processed.

### Deposit Account

We are now receiving a reasonable interest rate (£9) this month on the deposit account, so I have moved £5000 from the current account to the deposit account.

### Payments List (Agenda Item 10a)

New payments since last meeting, including those pre-approved, paid under contract or to be authorised at the meeting:

The NALC training fee is for an online communications seminar which I and Cllr Hedge would like to attend. The Annual grants represent the balance of grants included in the 2022/23 budget. I am unsure as to the validity of the PCSO lunch. Perhaps members can advise on the history of this. Has this been approved by the police? Is it a taxable payment? How many PCSOs are included? I am only aware of one PCSO covering Burley

Payee	Description	Cost Centre	Cost Code	Method	Net	Vat	Gross	Pwr	Approved Contract Delegate
Burley WI	Hall hire	Admin	Hall hire	BnkL	36.00	-	36.00	4	Contract
HMRC	PAYE	Salary	Salaries	BnkL	130.00	-	130.00	5	Contract
Microsoft	MS365	Admin	Software	DC	4.50	0.90	5.40	4	Contract
T Brindley	Salary	Salary	Salaries	BnkL	520.00	-	520.00	5	Contract
ICO	Annual fee	Admin	Admin	DD	35.00		35.00		Contract
T Brindley	Expenses	Admin	Clerk x's	BnkL	69.27	0.83	70.10	5	Contract

NALC	Training	Cllr Expenses	Training	DC	64.88	12.98	77.86	4		
<b>ANNUAL GRANTS</b>										
NF Disability	Grant	Grant	Grant	BnkL	50.00	0.00	50.00	6		
R&B band	Grant	Grant	Grant	BnkL	75.00	0.00	75.00	6		
CAB	Grant	Grant	Grant	BnkL	150.00	0.00	150.00	6		
First responders	Grant	Grant	Grant	BnkL	100.00	0.00	100.00	6		
PSCO Xmas lunch	Grant	Grant	Grant	BnkL	100.00	0.00	100.00	6		
<b>Total</b>					<b>1334.65</b>	<b>14.71</b>	<b>1349.36</b>			

**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 S137: LGA 1972 s137 8 War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133.

## Asset List

At the request of Cllr Cook, I have included the asset list as Annexe 2 of this report.

## Remembrance Sunday

The Remembrance Sunday ceremony went well, was well attended and completed safely. I retrieved the surplus orders of service and if anyone know of more can they collect them ready for reuse at next year's event.

I made the following observations for consideration ahead of next year's ceremony.

- The road closure could be delayed until 5 minutes before. This would reduce the ques of traffic with the knock on effect of making the road opening safer.
- The band only had a few minutes of music to play and public were standing, largely in silence, for ten minutes.
- Before re-opening the roads, an announcement should be made to warn the public that traffic is about to flow. There were still a lot of the public in the road as cars and motorcycles tried to get through.
- An announcement to retain or return the Orders of Service.
- Better co-ordination between the council (via the clerk) and the Royal British Legion in advance of the ceremony.

## Legal matters and Licensing applications (Agenda Item 17)

<b>NFDC Ref:</b>	TEN 10282 / LICTE/22/15462 - KS	TEN 10275 / LICTE/22/15393 - BD
<b>Date:</b>	05 December 2022	28 November 2022
<b>Application Type:</b>	<b>Temporary Events Notice</b>	<b>Temporary Event Notice (LATE)</b>
<b>Date(s) Of Proposed Event:</b>	<b>21/12/2022 12:00:00 to 23/12/2022 22:00:00</b>	<b>09/12/2022 16:00:00 to 09/12/2022 23:00:00</b>
<b>Premise Address:</b>	<b>Shappen Stores And Cafe, The Cross, Burley, Ringwood, BH24 4AB</b>	<b>Noohn, The Cross, Burley, Ringwood, BH24 4AB</b>
<b>Applicant Details:</b>	<b>Nigel Blow</b>	<b>Judith Swayne</b>
<b>Event Details:</b>	Christmas Event. The sale by retail of alcohol. The provision of regulated entertainment 21 December 2022 - 12:00 hrs to 23:00 hrs 22 December 2022 - 12:00 hrs to 22:00 hrs 23 December 2022 - 12:00 hrs to 22:00 hrs 50 persons	Christmas Pop Up Shop. The sale by retail of alcohol. The provision of regulated entertainment. The giving of a late Temporary Event Notice 09 December 2022 16:00hrs to 23:00hrs 30 persons

**Tom Brindley**

5<sup>th</sup> December 2022

Annexe 1 Bank Reconciliation

Annexe 2 Asset List





## BURLEY PARISH COUNCIL FIXED ASSET REGISTER 2022-2023

Description	Date acquired	Location Held	Book Value/	Insurance Value	
			Purchase cost	Zurich 01/10/22-30/09/23	
Deer Hall			74,540	171,077	
Hut			5,000	11,255	
<b>TOTAL BUILDINGS</b>			<b>79,540</b>		
War Memorial *	1919		1	112,457	
Office Contents inc:	Various	Clerk's address	801	1,687	
<b>Milestones/Bus shelters/Street Furniture</b>			1	54,899	
Burley Street noticeboard	11/05/2016	Burley Street	1,200	1,500	
General contents inc BLH	2011-2013	Hut	10,667	12,000	
Jubilee Clock	04/02/2014	Village Centre	2,956	3,606	
Cycle Racks	01/03/2014	NFDC Car Park, Burley	2,200	2,476	
DEFIBRILLATOR	01/10/2014	Village Hall	1,680	5,628	
Burley Street benches x2	12/10/2017	Burley Street	1,050	1,694	
Pound Lane bench	10/01/2018	Pound Lane	500		
<b>5 x Councillor Laptops (Lenovo ideapad 120s 14")</b>	<b>21/06/2018</b>	<b>Clerk's home, Cllr Bram</b>	<b>1,100</b>	<b>1,508</b>	
1 x laptop (Lenovo Ideapad 320s 15")	21/06/2018	Cllr Clarke's home	280	350	
<b>Cumulative</b>			<b>101,976</b>	<b>379,787</b>	
<b>2019-20:</b>					
HP Officejet Pro 7740 Wide		06/05/2019	Cllr Clarke's home	162	250
Second village defibrillator		09/11/2019	near Shappen Stores	1,250	2,000
Noticeboard at Post Office		22/10/2019	near Shappen Stores	1,650	2,000
hp all-in-one printer		09/02/2020	Clerk's address	40	50
<b>Cumulative</b>			<b>105,078</b>	<b>384,087</b>	
<b>2020-21:</b>					
Bench Seat		15/09/2020		540	600
<b>Cumulative</b>			<b>105,618</b>	<b>384,687</b>	

<b>2021-22:</b>						
Litter Pick equipment: 29 Tabards, 1 x Medium, 17 x Large, 10 x Xlarge, 1 x 2XLarge, 35 Litter Pickers, 4 Bag Rings, 4 Protective Glasses.			10/06/2021	Cllr Egerton's home	458	500
New Dell laptops x4				Cllrs Hedge, Cook, The Clerk	2,636	3,000
<b>Cumulative</b>					<b>108,711</b>	<b>388,187</b>

**2022-23:**

Gazebo				Aug-22 Cllr Clarke's home	83	
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**Cumulative**

<b>108,794</b>	<b>388,187</b>
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<b>Details of Land and Building Assets</b>					
<b>Description</b>	<b>Location</b>	<b>Owner/</b>	<b>Date of Acquisition</b>	<b>Cost of Acquisition</b>	<b>Present Use</b>
Deer Hall	Ringwood Road, Burley	BPC	unknown	unknown	Little Deers Day Nursery
Old Red Cross Hut	Ringwood Road, Burley	BPC	unknown	unknown	Storage
War Memorial	The Cross, Burley	BPC	1919	unknown	War Memorial

\*reinstatement values adjusted following assessment by building surveyor April 2017