



# BURLEY PARISH COUNCIL

## FULL COUNCIL MEETING MINUTES 11<sup>th</sup> JANUARY 2023

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

**In attendance:** County Councillor 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 noted that the clerk would be on holiday for the scheduled March meeting. It was agreed that the meeting would go ahead on the planned date but that someone would be hired to take the minutes.

**3 Declarations of interest:** Cllr Clarke advised members that he had applied for, and been granted, permission to fell a tree on his property within the conservation area.

**4 Public participation:**

4.1 A member of the public addressed the council.

- a. Regarding a damaged fence at Sandy Shoot, Ringwood Road, members advised that replacement was on the county highways list of outstanding jobs.
- b. Bridge near Long Mead Road. Cllr Cook advised he had reported this in September 2021 and that an quotation for the works had been received in October 2022.
- c. Barriers at Woods Corner, Mill Lane had been in place for over a year.
- d. Commenting on an item in the Burley village magazine regarding tree regeneration, the council was asked to comment on Forestry England's policy of leaving fallen trees on the ground, which was restricting grazing for her partner's cattle. She suggested that fallen trees be cleared and a new tree, with suitable protection, be planted, in order to ensure grazing land was not eroded.
- e. Flooding near Dog Kennel Bridge. Members noted that restoration work was completed some years ago. Flooding had reoccurred this year.
- f. The council was asked about responsibility for fences on property that was not permanently occupied.

**5 (Agenda item 5) Reports from higher authorities:**

5.1 Cllr Keith Mans addressed the council on matters involving the county council and other higher authorities.

- a. Regarding the affordable housing proposals at Manor Park, Cllr Mans had received correspondence from Steve Avery, NFNPA Executive Director (Strategy and Planning), advising that legal work on removal of covenants was progressing well. NFNPA hoped to deliver the houses by the end of 2023.
- b. Cllr Mans had contacted county highways officer Tim Lawton regarding restitution work to feeder roads following the Holmsley bridge works and was confident the works would proceed soon.
- c. It had become clear that allowing potholes to remain until a permanent fix was not acceptable as the holes rapidly deteriorated and highways would perform temporary repairs ahead of the permanent fix.

5.2 Cllr Mans advised he had a small amount left in his locality budget. The clerk was asked to apply for a grant towards the website refresh.

5.3 In response to a question from Cllr Clarke, Cllr Mans asked to be sent correspondence regarding the new NFNPA planning portal which was causing difficulties in accessing planning applications.

**6 (Agenda item 6) Reports from outside bodies**

6.1 Cllr Clarke advised that he still had not received the minutes of the December meeting of the New Forest National Park consultancy panel.

**7 (Agenda item 7) Minutes of the finance Committee meeting held on 7<sup>th</sup> December 2022 and the Burley Parish Council meeting held on 7<sup>th</sup> December 2022.**

7.1 Members **RESOLVED** to accept these minutes as a true record of the meetings and the chairman was authorised to sign.

**8 (Agenda item 8) Matters arising:** None

**9 (Agenda item 9) Clerk's report**

9.1 The clerk presented his report including payments due.

9.2 The report was noted.



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## 10 (Agenda item 10) Finance

- 10.1 Payments totalling £800.33 were noted and approved – see list annexed to minutes.
- 10.2 The bank reconciliation, showing balances as of 31st December and checked by Cllr Egerton, was presented.

## 11 (Agenda item 11) Planning

- 11.1 Members recorded thanks to Cllr Clarke for his successful representation at the NFNPA planning committee regarding Woodside. Cllr Clarke, on behalf of the council, persuaded the committee to refuse the application, contrary to the planning officer's recommendation.

### 11.2 Decisions communicated by NFNPA

Application No. Address	Proposal	Decision (BPC Recommendation)
22/00629 Burley Manor Hotel, Ringwood Road	5no. shepherd huts; 6no. car parking spaces; associated landscaping and works (demolition of existing outbuildings)	Grant (None)
22/00805ldcp 6 Daffodil Cottage, Chapel Haye	Application for a Certificate of Lawful Development for proposed change to roof materials and proposed porch	Permitted Development (None)
22/00843ldcp 36 Warnes Lane	proposed infill existing side bedroom window to the first floor and form new bedroom window to the first floor rear elevation.	Permitted Development (None)
22/00556 Woodside, Church Lane	Two storey side and rear extensions; new outbuilding; alterations to doors and windows; removal of existing conservatory	Refuse (R4 Refuse)
22/00699 Beechwood, Beechwood Lane	Single storey extension; door and bay window	Grant (R1 Grant / Accept NFNPA decision)
22/00756 Tyrells End, Tyrells Lane, Ringwood	Chimney	Grant (R1 Grant / Accept NFNPA decision)

### 11.3 Planning applications considered at the meeting.

Application No. Address	Proposal	BPC Response
22/00863 Manor Farm House, Chapel Lane	Reinstatement of existing pond	R5 Accept NFNPA decision
22/00917FULL Hampshire Fire & Rescue, Burley Fire Station	Replacement doors; timber cladding	R5 Accept NFNPA decision
22/00870TEL Communication Site at Vereley Farm Cottage, Vereley,	Installation of antennas and ancillary development on existing mast	R5 Accept NFNPA decision

## 12 (Agenda item 12) To consider a response to the NFDC Public Space Protection Orders proposal

- 12.1 In response to the PSPO regarding fires and BBQs, after debate members resolved to agree a response to support the introduction of the order. (See paper annexed)
  - a. Specific mention was raised as a concern that much the land in Burley, including the golf course and cricket square, were excluded from the proposed area.
  - b. Concern was raised regarding the risk of excessive and intrusive signage.
- 12.2 In response to the PSPO regarding feeding and petting animals, after debate members resolved to agree a response to support the introduction of the order. (See paper annexed)

## 13 (Agenda item 13) To set the date for the 2023 Annual Parish Meeting (Annual Assembly)

- 13.1 The clerk advised that the Annual Parish Meeting must be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year.
- 13.2 Members noted that this was not a parish council meeting and agreed it was appropriate to hold the assembly before the parish council elections.
- 13.3 Members **RESOLVED** to hold the Annual Parish Meeting on Monday 17<sup>th</sup> April in the Village Hall.

## 14 (Agenda item 14) To consider actions to commemorate the Coronation of King Charles III.

- 14.1 Members considered suggestions on how to celebrate including tree planting and a picnic in the park.



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- 14.2 After debate, members **RESOLVED** to apply for permission to plant three trees within a currently wooded area of the forest, the exact location to be agreed with the NFNPA, Forestry England and the Verderers. Members noted that funds for this had been included in the 2024 budget.
- 14.3 Members **RESOLVED** to apply to Cllr Mans for a grant from his county council locality budget to support other initiatives within the parish.
- 15 (Agenda item 15) LDDN new building**
- 15.1 The clerk reported he had written to the chair of the trustees but had not received a response.
- 16 (Agenda item 16) 'Dixon Land' and affordable social housing project:**
- 16.1 The chairman remained concerned that easements for utilities had not been established.
- 17 (Agenda item 17) Maintenance of Village Environment including Greening project**
- 17.1 Cllr Bramley tabled a written report, annexed.
- 17.2 The Cider Pantry was closing some of its premises fronting the road but is still prepared to host the recycling shed on land to the rear of the property.
- 17.3 Cllr Hedge advised that she and Cllr Bramley had arranged to borrow a thermal camera from the Schools Energy Project.
- The project had asked for a hire fee in the form of a donation. Cllr Hedge suggested that users were charged a fee for use.
  - The clerk advised that if the council was to charge a fee, it would have to register for and charge VAT as this would be considered a business activity.
  - The clerk advised that it would be possible for the council to make a donation to the Schools Energy Project to cover the hire costs. Members declined to take up the suggestion.
  - Cllr Hedge withdrew her fee suggestion and agreed that she and Cllr Bramley would look to alternative arrangements, independent of the council.
- 17.4 The clerk was asked to enquire if NFDC had any plans to install electric vehicle charging points in the car park.
- 18 (Agenda item 18) Broadband**
- 18.1 Nothing to report.
- 19 (Agenda item 19) Correspondence**
- 19.1 All correspondence had been circulated to members.
- 20 (Agenda item 20) Legal Matters and Licensing Application**
- 20.1 Members noted several TENS applications.
- 21 (Agenda item 21) Road and Traffic update**
- 21.1 Nothing to report
- 22 (Agenda item 22) Lengthsman Update**
- 22.1 John Vincent reported that some leaf clearing had been undertaken.
- 22.2 The clerk advised council that if the lengthsman's invoice for work completed in May 2022 had not been received by the financial year end it should not be paid.
- 23 (Agenda item 23) Urgent Business and Matters for Future Meetings**
- 23.1 Member were asked to consider any nominees for the Freedom of The Parish. The clerk was asked to circulate the council's Freedom of the Parish policy.

**The meeting closed at 8.45 pm**

**Next meetings:**

Wednesday 8th February 2023 at 6.30pm in the Myrtle Hall, Burley

Wednesday 8th March 2023 at 6.30pm in the Myrtle Hall, Burley

Wednesday 12th April 2023 at 6.30pm in the Myrtle Hall, Burley

Annual Parish Meeting (assembly) Monday 17<sup>th</sup> April 2023 in the Village Hall, Burley

Wednesday 10th May 2023 at 6.30pm in the Myrtle Hall, Burley

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## Annexe 1 Payments

The following payments were approved/noted

Payee	Description	Cost Centre	Cost Code	Method	Net	Vat	Gross	Pwr	Approved Contract Delegated
Burley WI	Hall hire	Admin	Hall hire	BnkL	£24.00	£0.00	£24.00	4	Contract
T Brindley	Expenses	Admin	Clerk x's	BnkL	£	£0.	£48.50	5	Contract
NALC	Training	Cllr Expenses	Training	DC	£32.44	£6.49	£38.43		Approved
T Brindley	Salary	Salary	Salaries	BnkL	£520.00	£0.00	£520.00	5	Contract
Microsoft	MS365	Admin	Software	DD	£4.50	£0.90	£5.40	4	Contract
HMRC	PAYE	Staff Expenses	Salary	BnkL	130.00	0.00	130.00		Contract
GiffGaff	WiFi	Admin	Admin	DD	8.33	1.67	10.00		Contract
Amazon	Laptop charger	Admin	Admin	DC	20.00	4.00	24.00		Approved
<b>Total</b>					<b>£715.27</b>	<b>£13.06</b>	<b>£800.33</b>		



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## Annexe 2 Greening Report

Greening Burley – Report to Burley Parish Council – Jan 2023

### Plan Outline:

	Inset Lead Person Name and relevant date(s) in each Green Box	Costs	December	January	February	March	April	May	June	July	August
Phase 1 - Engage your community	Leaflet through every door	£125									
	Clothes Swap	Nil									
	Display / Presentation at Village Assembly	Nil									
	Stand at Village Show	Nil									
Phase 2 - Retrofit & Rewilding	Leaflet through every door	£125									
	Thermal Imaging Camera	£300									
	Retrofit & Rewilding Showcase	£100									
	Nature Walk	Nil									
	Display / Presentation at Village Assembly	Nil									
	Stand at Village Show	Nil									
Waste & Recycling	Litter Pick	Nil									
	Recycling Shed - Gather Team	Nil									
	Recycling Shed - Announcement	Nil									
	Recycling Shed - Launch	£800									
Sustainable Transport	Safer Cycling Event	Nil									
	Transport Pop-up	TBC									

### Updates:

**Thermal Imaging Camera** – One on loan from Schools Energy Project. We have agreed to charge £30 per household to cover loan costs. In view of the value of the device we will not loan it out. Kate, Lucy & Michael Hedge are trained to use it. Weather not conducive to use currently (needs to be cold outside and not raining!)

**Retrofit Showcase** – We are working toward a Retrofit Showcase Event at Ringwood Library w/c 13<sup>th</sup> Feb in conjunction with Greening Ringwood group. Topics – energy efficiency, renewables.

**Recycling Shed** – The Topps are putting the Cider Pantry on the market but will be keeping the shop, barns and land behind so this should still be a good location.

**Sustainable Transport** – We are working towards a transport-themed pop up in late spring – bicycle repairs, discussions on car sharing options, will also invite Community First Transport who run minibuses in other areas.

Lucy Bramley & Kate Hedge

Burley Parish Council



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## Annexe 3 Response to PSPO consultation

### Public Spaces Protection Order

PSPO 1 Fires and BBQs		
Question		BPC Response
1	How concerned are you about wildfires in the proposed Restricted Area?	Extremely concerned
2	How much do you agree or disagree that the use of BBQs and the lighting of fires in the proposed Restricted Area are currently a DANGER TO PUBLIC SAFETY?	Agree
3	How much do you agree or disagree that the use of BBQs and the lighting of fires in the proposed Restricted Area is currently a DANGER TO THE LOCAL ECOLOGY (i.e. the land, the animals, the flora & fauna, etc.)?	Agree
4	Have you had any personal experience of problems with fires in the proposed Restricted Area in the last 2 years?	N/A (Parish Council, not individual)
5	There is no question 5.	
6	Do you agree with the Council's proposal to introduce PSPO No. 1 which prohibits the use of BBQs and the lighting of fires in the proposed Restricted Area?	Yes
7	Do you have any further comments regarding the proposed PSPO No. 1?	Burley Parish Council is concerned that significant areas in Burley, open to the public are excluded, including the golf course, the cricket field, Mill Lawn and the car park. Burley Parish Council is concerned introduction of these orders should nor result in excessive obtrusive signage.
8	How are you connected to the local (i.e. New Forest) area?	Parish Council

### PSPO 2 feeding and petting of forest ponies, donkeys, horses and mules

Question		BPC Response
1	How concerned are you about the feeding and petting of New Forest Ponies, Horses, Donkeys and Mules in the proposed Restricted Area?	Concerned
2	How much do you agree or disagree that the feeding and petting of New Forest Ponies, Horses, Donkeys and Mules in the proposed Restricted Area is currently a DANGER TO PUBLIC SAFETY?	Agree
3	Have you had any personal experience of problems with the feeding and petting of New Forest Ponies, Horses, Donkeys and Mules in the proposed Restricted Area of the New Forest in the last 2 years?	N/A (Parish Council, not individual)
4	There is no question 4.	
5	If PSPO No 2 is not introduced, a potential impact could be that New Forest Ponies, Horses, Donkeys and Mules are withdrawn from the Restricted Area. If this were to happen, how do you think that the New Forest would be impacted?	There would be a negative impact.
6	Do you agree with the Council's proposal to introduce PSPO No. 2 which prohibits the feeding and petting of New Forest Ponies, Horses, Donkeys and Mules in the proposed Restricted Area?	Yes
7	Do you have any further comments regarding the proposed PSPO No. 2?	Burley Parish Council is concerned introduction of these orders should nor result in excessive obtrusive signage.
8	How are you connected to the local (i.e. New Forest) area?	Parish Council