

Clerk's Report for Burley Parish Council Meeting

Wednesday 8th February 2023

Little Deers Day Nursery

No response received regarding the rollover of the lease.

Training

Cllr Bramley, Cllr Hedge and I attended an online course on communication. Following on I have set up a Facebook page and group for the council but I have not gone public with this while we get our heads around how it could be used. I have also discovered that the council has a Twitter account and I have retrieved the login details from Shelley Gale.

I am booked on a training course on Committees, Sub-Committees and Working Parties on Tuesday 7th February and can update members at the meeting.

Website

Cllr Bramley and I met to discuss the new website. After reviewing several sites we chose the template currently used by Codicote Parish Council. I have briefed the web company (Parish Council Websites) with a brief to include migrating existing emails. To do this, I will need to disclose each member's email name and password to the company, which will then log in from their server and download historic emails. It would help if members did a clean-up of no longer required emails. You should not retain emails that contain names, postal addresses email addresses, or any other protected information about a member of the public (as defined by the Data Protection Act 2018) longer than is necessary. There must be a justifiable reason as defined by the Data Protection Act 2018 to retain this information. We have been invoiced for 35% of the final fee.

Village Enhancements and Greening (Agenda item 10)

The greening budget has £831.50 remaining unspent. Cllr Bramley will propose we purchase a thermal imaging camera for loan to residents. A suitable camera (Flir C5), the same model as loaned by the Schools Energy Project can be purchased for around £699 (exc VAT).

Finance

Payments List (Agenda Item 11a)

New payments occurring since the last report:

Note: clerk's salary higher this month due to tax rebate. This means the council is in credit with HMRC

Payee	Description	Cost Centre	Cost Code	Type	Net	Vat	Gross	Pwr	Approved Contract Delegated	Status
Burley WI	Hall hire	Admin	Hall hire	BnkL	24.00	0.00	24.00	4	Contract	
PC Websites	35% deposit	Admin	Website	BnkL	199.15	39.83	238.98	7	Approved	
Microsoft	MS365	Admin	Software	DC	4.50	0.90	5.40	4	Contract	
T Brindley	Salary	Salary	Salaries	BnkL	1053.40	0.00	1053.40	5	Contract	
T Brindley	Expenses	Admin	Clerk x's	BnkL	48.08	0.42	48.50	5	Contract	
GiffGaff	Wi-Fi	Admin	Software	DC	8.33	1.67	10.00	5	Contract	
James Bates	Lengthsman	Repairs & Maintenance	Lengthsman	BnkL	80.00	0.00	80.00	1	Delegated	Paid
Amazon	Admin	Admin	Printer ink	DC	37.40	7.48	44.88	4	Delegated	Paid
Amazon	Cleaner	Admin	Admin	DC	6.66	1.33	7.99	4	Delegated	Paid
Total					1461.52	10.9	1513.15			

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 Information: LGA 1972 s1142 8 War Memorials Local Government Act 1948, s.133.

Account Reconciliation(Agenda Item 11b)

Balance of accounts 31st January 2023 (To be checked by Cllr Egerton).

War memorial 31/01/2023	1,369.13
Deposit 31/01/2023	21,397.60
Current 31/01/2023	2,765.26
Total 31/01/2023	25351.99
Uncleared payments	00.00
Uncleared receipts	00.00
Adjusted	25351.99

Income

We received £15 interest in January on the deposit account.

We have received (2nd February) £1000 from Cllr Mans' locality budget.

To appoint a new member to the staffing committee (Agenda Item 13)

The staffing committee consists of three members. Cllr Johnson was a member and was not replaced following her resignation. The committee should meet at least once per year, normally in February.

Elections (Agenda Item 14)

The following timetable was published by NFDC

1. Publication of Notice of Election Monday 20 March 2023
2. Receipt of Nominations 4:00 pm Tuesday 4 April 2023
3. Withdrawal of Candidate 4:00 pm Tuesday 4 April 2023
4. Appointment of Election Agents 4:00 pm Tuesday 4 April 2023
5. Publication of Notice of Election Agents 4:00 pm Tuesday 4 April 2023
6. Publication of Statements of Persons Nominated 4:00 pm Wednesday 5 April 2023
7. Last Date for Registration Monday 17 April 2023
8. Last Date for Receipt of Postal Vote Applications 5:00 pm Tuesday 18 April 2023
9. Publication of Notice of Poll Tuesday 25 April 2023
10. Last Date for Receipt of Proxy Vote Applications 5:00 pm Tuesday 25 April 2023
11. Appointment of Poll and Count Agents Wednesday 26 April 2023
12. First Day to Issue Replacement Lost Postal Ballot Papers Thursday 27 April 2023
13. Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers 5:00 pm Thursday 4 May 2023
14. Last Day for Receipt of Emergency Proxy Vote Applications 5:00 pm Thursday 4 May 2023
15. Day of Poll 7:00 am to 10:00 pm Thursday 4 May 2023
16. Return of Election Expenses Thursday 8 June 2023

Key dates for prospective members:

- Monday 20 March 2023 – this is the earliest day you can register to stand. You will need to be nominated by two people who are on the Burley PC electoral register (I have a copy) and have not nominated more than five other people.
- 20th March to 4th April. During this period you must submit a valid nomination paper to the New Forest District Council offices in Lyndhurst **BY HAND**.
- Tuesday 4 April 2023 **4.00 pm** This is the last date and time you can either submit or withdraw nomination papers.
- Wednesday 5 April – we will know if there is to be a poll (i.e. more than six candidates)

Nomination papers

Nomination papers can be downloaded now from the Electoral Commission website:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

NFDC has asked that you book an appointment if you want your papers to be checked:

<https://www.newforest.gov.uk/informationforcandidates>

There is an online (Teams) briefing session on Monday 1st March at 6.30 pm. If you would like to join, please email to: electoralservices@nfdc.gov.uk

Lengthsman (Agenda Item 21)

- I took a request from a member of the public to clear leaves and brambles from the path between Pound Lane and Warnes Lane .John Vincent arranged for the work to be carried out and I then took a call from the member of the public thanking the council for the prompt action.
- Hampshire County Council has agreed to fund the lengthsman for another year. The parish council will have to sign a contract with Bransgore which acts as the lead council for the scheme. As this is a rollover of the previous contract, I shall sign on behalf of the council. We should receive £1,100 (£1,000 for lengthsman work and £100 for administration). As the budget did not include this money, I will move the surplus to the lengthsman reserve. As part of the contract it is now a requirement that the lengthsman attends a traffic management course, run by HCC Highways. I believe the course is free but we would expect to pay the lengthsman (both Jon Narey and James Bates will need to attend if they have not previously been certified) for their time.

Items for future meeting (Agenda Item 22)

Review of BPC four year strategy (strategy has been circulated).

Tom Brindley

3rd February 2023