



# BURLEY PARISH COUNCIL

## FULL COUNCIL MEETING MINUTES 14<sup>TH</sup> JUNE 2023

**Present:** Cllr P Daubeney, (Chairman), Cllr R Clarke (Vice Chairman), Cllr J Cook, Cllr K Hedge, Cllr J Vincent,

**In attendance:** District Cllr Nigel Linford, two members of the public and the clerk, Tom Brindley.

### 1 (Agenda item 1) apologies for absence

Apologies were accepted from Cllr Peter Egerton.

### 2 (Agenda item 2) Chairman's Remarks:

2.1 The postponed Coronation Cavalcade had been a great success.

2.2 BPC Appointments to outside bodies and councillor responsibilities would be revisited at the July meeting.

### 3 (Agenda item 3) Declarations of interest: None

### 4 (Agenda item 4) Public participation:

4.1 A member of the public addressed the council:

- a. The council was asked if the proposals to remove leasehold property ground rents would also remove FE fees for access rights. Cllr Clarke advised that these were very separate issues and that there was no proposal to remove fees for such New Forest access rights.
- b. Council was asked how the responsibilities of householders with frontage onto highways to maintain drainage ditches were enforced.
- c. Cllr Clarke advised that the council was aware of the difficulties in enforcement but that it was a matter for the Forestry Commission, and the highways authority.

4.2 A member of the public addressed the council regarding Litter and Climate Change.

- a. The litter picking initiative was proving popular, and particularly with Copse Road from where there were now eight volunteers.
- b. Volunteers had noted the large number of dog poo bags left as litter. Members noted that these could be deposited in any litter bin and there was no requirement to find a specific dog poo bin.
- c. Councillors were invited to attend an 8 hour training course on Carbon Literacy.
- d. Councillors thanked the presenter for the offer and agreed to consider this at a later date.

### 5 (Agenda item 5) NFDC Report

Newly-elected District Cllr Nigel Linford was welcomed on his first attendance with BPC. He addressed BP councillors & said that he looked forward to working with them. Cllr Linford confirmed that both he and District Cllr Neil Middleton had a locality budget for suitable projects. He would be pursuing the issue of the lack of bins available for the disposal of poo bags.

### 6 (Agenda item 6) Outside bodies

6.1 Cllr Clarke, representing Burley and other SW Quadrant local councils on the Freshwater & Wetland Restoration Forum (FWRF), has developed a depth of knowledge since the Harvestslade Bottom WR project of 2015, and continues to take a keen interest in the management of NF wetlands and the manner of their restoration.

6.2 At a recent on-site meeting of Forum members, renewed plans for restoration at Picket Mire (north of the Picket Post filling station, just outside the village boundary,) were discussed and questions raised of Forestry England & Natural England on the methodology they are now to adopt. This finally follows the long, intensive discussions that took place after the NAO's 2017 critical report on the handling of such projects, as EU-grant funded & promoted between 2010 & 2020 by the NF Higher Level Stewardship Scheme.

### 7 (Agenda item 7) Minutes of previous meeting

Minutes of Burley Parish Council meeting held on 10<sup>th</sup> May 2023 were accepted as a true record and the chairman was authorised to sign.

### 8 (Agenda item 8) Matters arising:

8.1 None that were not covered within the current Agenda.

### 9 (Agenda item 9) To consider the appointment of a clerk/RFO

9.1 Members **RESOLVED** to appoint Mrs Shelley Gale as Clerk and RFO subject to final negotiations on contract with an anticipated start date of 1<sup>st</sup> August 2023.

POST-MEETING NOTE: Mrs Shelley had quickly responded to Cllr. Clarke's email of 16<sup>th</sup> June, accepting the financial details of BPC's offer of re-employment. Just the detailed terms of her new contract of employment require to be finalised.



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9.2 Power was delegated to the staffing committee to finalise the contractual terms and salary within parameters agreed by council.

## 10 (Agenda item 10) Clerks Report

10.1 The report was noted.

## 11 (Agenda item 11) Finance

11.1 Members noted the payment report and **APPROVED** discretionary payments. Payments totalling £2042.27 + VAT were noted – see list annexed to these minutes.

### 11.2 Bank Reconciliation

- a). It was agreed that the format of Reconciliation Reports be referred to the BPC Finance Committee.
- b). The Clerk was requested to get Cllr Cook full access to the Scribe accounting package to facilitate bank reconciliations and not leave the council exposed to having only a single person with full systems access.

### 11.3 Mandate and banking changes.

- a. Members **RESOLVED** to add the new clerk/RFO to the banking mandate and subsequently to remove the retiring clerk/RFO.
- b. Members noted the security risks associated with Nat West business banking and agreed to re-consider the council's banking arrangements at a future date.
- c. Members noted the difficulties with NatWest Bankline and in the period prior to switching banks agreed that where necessary the council would revert to the online banking process used prior to Bankline.
- d. It was agreed to instruct the clerk to focus efforts on getting Cllrs Daubeney, Clarke and Cook up and running with NatWest Bankline before his departure.

### 11.4 Internal Auditor's Report

- a. Members received the Internal Auditor's Report (annexed to these minutes) and noted that all areas of inspection were agreed.
- b. Members noted the internal auditor's comments requiring five year's AGAR on the website (in place of the current two) in addition of reports to the hard copy record, and the award of contracts in a public session had been resolved. Reviews of Standing Orders, Financial Orders and Risk Register would be addressed at the July meeting.

11.5 Annual Governance Statement. Members Approved the Annual Governance Statement and authorised the chairman to sign.

11.6 Annual Accounting Statement. Members Approved the Annual Accounting Statement and authorised the chairman to sign.

11.7 To appoint the Internal Auditor for the year 2023/24. Members **RESOLVED** to appoint Eleanor Greene of Do The Numbers Limited as the Internal Auditor for the 2023/4 financial year.

## 12 (Agenda item 12) Planning:

12.1 Decisions communicated by NFNPA since last report for BPC Meeting on 10th May 2023: NONE

12.2 Planning applications considered at the meeting.

Application No. Address	Proposal	BPC Response
23/00271FULL 10, Chapel Haye,	Rear extension	R5 Accept NFNPA decision
23/00671FULL Rooks Farm, Pound Lane	Outbuilding	R5 Accept NFNPA decision
23/00674FULL The Copse, Warnes Lane	Outbuilding; carport (demolition of 3no outbuildings)	R5 Accept NFNPA decision
23/00651VAR Two Acres, Beechwood Lane	Application to vary conditions 2, 3 and 4 of planning permission 21/00974 for single storey extension; 2no. porches; alterations to doors and windows; cladding; demolition of conservatory	R5 Accept NFNPA decision

## 13 (Agenda item 13) Little Deers Day Nursery

13.1 The proposed rebuilding scheme with HCC is moving forward but there is still no decision on the liability to pay



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business rates by LDDN.

## **14 (Agenda item 14) Maintenance of Village Environment including Greening project:**

- 13.1 Cllr Kate Hedge will attend a Community Energy Event on 18<sup>th</sup> July in at the NFDC offices in Lyndhurst. This initiative is looking at ways local groups can generate electricity for local use.
- 14.2 It was reported that McDonalds staff have now again been clearing litter near their Picket Post restaurant.

## **14 (Agenda item 15) Broadband update**

15.1 Cllr Cook updated the meeting on Outreach's latest project report:

**Project 485558** This is still on track for completion by the the end of the month (July).

Project 52177 Outreach have this one down as being merged with 57192 so this did not get handed over to delivery or have a final offer produced for it. Any works that have happened covering this area will not be related to this particular project.

The other two projects (53173 and 50242) are closed pending results from the Procurement from Project Gigabit as while that has been happening the vouchers for the area have been paused.

15.2 It has now been announced that Wessex Internet have won the contract to deliver FTTP across the New Forest.

The Clerk advised the meeting that he had attempted to get a representative from Wessex Internet to present at the meeting and was asked to secure attendance at a future meeting.

15.3 Cllr Cook advised the meeting that ex-cllr Neal Martin had handed the project back to him and it was agreed that as BPC could have negligible impact on any further rollout at this stage, Broadband should cease to be a monthly agenda item going forward.

## **15 (Agenda item 16) Correspondence received:**

16.1 All correspondence had been circulated by the chairman.

## **16 (Agenda item 19) Legal Matters and Licensing Applications**

17.1 Temporary Event Notice: The Sale by Retail of Alcohol for Opera in the Garden at The White Buck on 6<sup>th</sup> July.

## **178 (Agenda item 20) Road and Traffic update**

178.1 Cllr Cook reported that some repairs had been made to the verge along Chapel Lane leading to Church Lane which would be all that parishioners could reasonably expect from Hampshire Highways as far as creating a permanent footpath is concerned.

18.2 The road surface of Ringwood Road from the Primary School to Tyrells Lane had been dressed and the lines repainted.

## **18 (Agenda item 19) Lengthsman Update**

19.1 Cllr. Vincent reported that the Lenthsmen's recent work had included clearing brambles inside the protective tree frameworks in Pound & Cott Lanes, and behind the parking area opposite the Village Hall; plus cleaning around the War Memorial and repainting its poles & chains.

Also, the bench outside the Doctors Surgery in Ringwood Road had been refurbished and 'adopted' by the Jarvis-Ferentinos family, for whom a commemorative plaque had been fixed.

## **20 (Agenda item 20) Urgent Business and Matters for Future Meetings:**

20.1 It was suggested that members consider the council's priorities for the next four years.

**Next meetings:** Full council: Wednesday 12th July 2023 at 6.30pm in the Myrtle Hall, Burley

Meeting closed at 20:20

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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## Annexe 1 Payments

The following payments were approved/noted:

Supplier	Cost Centre	Cost Code	Description	Net	VAT	Gross
Burley WI	Admin	Hall Hire	Hall Hire	36.00	-	36.00
Lebara	Admin	Software	SIM	10.00	-	10.00
Microsoft	Admin	Software	MS365	4.90	0.98	5.88
Parish Online	Admin	Software	Mapping	90.00	18.00	108.00
THB	Staff	Salary	Salary	622.60	-	622.60
THB	Staff	Clerk Expenses	Expenses	92.23	1.27	93.50
Paul Anderson	Repairs & Maint.	Repairs	Bench	155.10	4.90	160.00
BWP Creative T/A Parish Websites	Admin	Web site		685.85	137.17	823.02
James Bates	Repairs & Maint.	Lengthsman	May invoice	155.99	-	155.99
Do the numbers	Admin	Audit	Internal Audit	190.00	-	190.00
<b>Total</b>				<b>2,042.67</b>	<b>162.32</b>	<b>2,204.99</b>



# BURLEY PARISH COUNCIL

Annexe 2  
Internal Auditor's Reports  
Annual Governance Statement  
Annual Accounting Statement  
Annual Exemption Certificate

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