



BURLEY PARISH COUNCIL

ANNUAL COUNCIL MEETING MINUTES 21st May 2026

Present:

Philip Daubeney (PD)	P	Peter Egerton (PE)	P	John Cook (JC)	P
Michaela Radley (MR)	P	John Vincent (JV)	P	Kate Hedge (KH)	NP

Present (P) Not Present (NP) Part Present (PP)

Also present:

In attendance: 4 members of the public, the Clerk.

26.18 Election of Chair for 2026-27

Cllr Daubeney was proposed and seconded to be re-elected as Chair.

DECISION: RESOLVED to elect Cllr Philip Daubeney as Chair of The Parish Council.

26.19 Appointments of: Vice-Chairman, Finance Committee members, representatives to outside bodies and councillor responsibilities 2026-27

No Vice-Chair appointed

- a) To confirm appointment of members to:
 - I. Finance Committee - PD, PE, JC
 - II. Quadrant Meeting - PD
 - III. Planning Committee - PE, MR
 - IV. Village & Green Matters – KH
 - V. Roads - JC
 - VI. Lengthsman - JV

DECISION: RESOLVED to appoint members to committees as set out 26.19a

26.20 Apologies for absence

Received and accepted from KH.

26.21 Chairman's Remarks

The Chairman thanked all those who attended the Annual Parish Meeting and noted that the event had gone well. Disappointment was expressed that FE had been unable to send a representative.

The Chairman advised that discussions regarding the affordable housing project being progressed by the National Park Authority were continuing and suggested that the Council liaise with the project manager regarding matters such as vehicle access and design. Anticipated project costs were noted as being in the region of £650,000–£750,000, funded through Section 106 contributions.

Members were reminded of the Council's planned presence at the Village Show, where the Parish Council pitch would be located alongside Burley Good Neighbours.

JC expressed appreciation to the Chairman for his handling of the Annual Parish Meeting.

26.22 Declarations of interest

No declarations of interest from members, or dispensations made by the Clerk, regarding any item of business on the agenda.

26.23 Public participation including input on planning matters



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A member of the public spoke in relation to questions raised at the Annual Parish Meeting and followed up on concerns regarding the Planning Authority, referring to findings that it had acted poorly and asking whether there was scope to highlight these issues through the parish magazine.

A resident enquired as to whom the Park Authority is ultimately accountable, with it suggested this would likely be the Secretary of State for Environment/DEFRA. The resident further commented that where planning decisions appear inconsistent with the local plan, the reasons for such decisions should be clearly explained.

26.24 To receive reports from district and county councils

Newly appointed Hampshire County Councillor unable to attend.

26.25 Planning:

Decisions communicated by NFNPA since last report for BPC Meeting:

Application No. Address	Proposal	Decision
26/00186FULL 24, GARDEN ROAD, BURLEY, RINGWOOD, BH24 4EA	Extension to dormer window	Granted Subject to Conditions (R5 – NPOs to decide)
26/00170VAR Long Close Cottage, SHAPPEN HILL LANE, BURLEY, RINGWOOD, BH24 4EP	Application for discharge of condition 8 of planning permission 25/01260FULL for single-storey side and rear extensions, close existing gateways, form new pedestrian access and alter existing vehicular access to include new gates, 2No. porches, new front and back doors, photovoltaic panels, air source heat pump, alterations to windows, hardstanding for terrace and gravel driveway, demolition of garages, removal of concrete drive	Discharge of Conditions Allowed (R5)
26/00125VAR Long Close Cottage, SHAPPEN HILL LANE, BURLEY, RINGWOOD, BH24 4EP	Application to vary condition 2 of planning permission 25/01260FULL for Single-storey side and rear extensions, close existing gateways, form new pedestrian access and alter existing vehicular access to include new gates, 2No. porches, new front and back doors, photovoltaic panels, air source heat pump, alterations to windows, hardstanding for terrace and gravel driveway, demolition of garages, removal of concrete drive	Granted Subject to Conditions (R5)
26/00038FULL Heatherside, BENNETTS LANE, BURLEY, RINGWOOD, BH24 4AT	Exchange of roof; frames to an existing conservatory	Granted Subject to Conditions (R5)

Planning applications considered at the meeting.

Application No. Address	Proposal	BPC Response
26/00204FULL	Front and rear porches; re-roof and refurbishment of existing single storey extension; alterations to doors and windows	R5 – NPOs to decide



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Forest Edge, COACH HILL LANE, BURLEY, RINGWOOD, BH24 4HN		
26/00359FULL 1 Twin Cottages, BISTERNE CLOSE, Burley, Ringwood, BH24 4BA	Single-storey extension; removal of existing conservatory	R5 – NPOs to decide

26.26 To receive reports from outside bodies

None.

26.27 Approval of minutes of the meeting of Burley PC held on 8th April 2026

Members had reviewed the minutes of the ordinary meeting on 8th April.

DECISION: RESOLVED to approve the minutes of the meeting on 8th April as a true record

26.28 Matters Arising Not Covered Elsewhere

PE reported that boxes of Parish Council property had been collected from the previous Clerk. The contents were reviewed and folders containing meeting minutes were passed to the current Clerk. Other paperwork is proposed to be destroyed by PE and JC.

The items recovered included an old copier, four old laptops, a shredder, and a scanner. The copier, shredder and scanner are proposed to be taken for waste disposal, and the four laptops are to be delivered to Rapid PCs for secure wiping and disposal.

DECISION: RESOLVED to approve PE & JC to carry out disposals as detailed above

PD enquired about the signed land disposal and lease documents relating to Little Deers, noting these may be required in future, particularly in light of current Local Government Reorganisation proposals.

ACTION: Clerk to investigate documentation held on file

JC advised that a complaint had been received regarding the Coach House being considered an eyesore. The council had previously written to the owners but had received no response.

JC advised of recent communication regarding CIL infrastructure funding, which may prove useful.

26.29 Correspondence

PD advised that a response had been received from the Monitoring Office regarding the council's complaint about Planning Authority comments made to the Planning Inspectorate, which suggested the council had not taken an objective approach. PD highlighted key sections of the response:

Firstly, and to clarify, I can confirm that the comments made to the planning inspector on behalf of the Authority on this matter were not made by David Illsley, but rather by the case officer dealing with the matter...

...Having looked at the Authority's statement to the planning inspector alongside your complaint...

...There is no suggestion of a departure from the governance rules and the statement from the Authority presents a factual analysis of what occurred...

...My conclusion is that the Authority's statement isn't intended to allege any procedural failing but



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pointing out that the level of detail is inconsistent with the Parish's general approach and detail on such matters. That position supports the alternative view of the Authority on the planning matter which the Authority is entitled to promote and also assists the planning inspector when considering the matter holistically....

...not any indication of an allegation of wrongdoing in terms of the Parish Council's decision making or governance compliance which would be a separate issue to the planning matter...

...Whilst it does summarise in conclusion that the Authority's view is that the Parish Council's position did not provide an objective view overall in terms of this matter, in my conclusion that is because of the additional and unusually expansive reasons given to support the matter as opposed to any procedural irregularities or the conflict of interest, which were handled appropriately and are a separate point...

...I have concluded that the Authority was entitled to present its case to the planning inspector in the terms that it did and whilst that may have caused some perception of unfair treatment in your view or an interpretation of procedural wrongdoing, that is not my conclusion...

...If you are not satisfied with this response, you may ask our Chief Executive to review your complaint under Stage Two of our Complaints Policy.

DECISION: RESOLVED to conclude the complaint

26.30 To review and approve Standing Orders

Members had reviewed current Standing Orders. The Clerk advised the current adopted Standing Orders are based on the model version which include sections in brackets where council-specific information is required to be inserted.

DECISION: RESOLVED to re-adopt the Standing Orders

26.31 To review and approve Financial Regulations

Members had reviewed the current Financial Regulations

DECISION: RESOLVED to re-adopt the Financial Regulations

26.32 To review and approve Code of Conduct

Members had reviewed the current Code of Conduct

DECISION: RESOLVED to re-adopt the Code of Conduct

26.33 To review the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection 13 legislation (see also standing orders 11, 20 and 21)

DECISION: RESOLVED to re-adopt:

- **Data Protection Policy**
- **Retention Schedule**
- **Privacy Policy**

26.34 To consider and approve an IT Policy

DECISION: RESOLVED to approve IT Policy

26.35 To confirm arrangements for insurance cover in respect of all insurable risks



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DECISION: RESOLVED members noted confirmation of insurance cover in respect of all insurable risks

26.36 To determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council

DECISION: RESOLVED to approve dates for Full Council as follows:

10 June, 8 July, 9 September, 14 October, 11 November, 2 December **2027**: 13 January, 10 February, 10 March, 14 April, 12 May.

26.37 Approval of accounts 2025-26, Annual Governance and Accountability Return (AGAR) YE 31st March 2026

a) Bank Reconciliation Summary

DECISION: RESOLVED to receive and note Bank Reconciliation Summary

b) Summary Receipts & Payments

DECISION: RESOLVED to receive and note Summary Receipts & Payments

c) Annual Internal Audit Report, Section 3, AGAR, YE 31st Mar 2026

DECISION: RESOLVED to receive and note Annual Internal Audit Report

d) Annual Governance Statement, Section 1, AGAR, YE 31st Mar 2026 – Members reviewed each statement and responded accordingly.

DECISION: RESOLVED to approve the Annual Governance Statement for 2025-26 having considered and responded to each statement

e) Accounting Statement, Section 2, AGAR, YE 31st Mar 2026 – The RFO had prepared and presented the figures for members' review.

DECISION: RESOLVED to approve the Accounting Statement for 2025-26

f) Dates of public rights as published on website

DECISION: RESOLVED to approve the dates of 3rd June to 14th July as the period for the exercise of public rights

26.38 Finance

a. Payment schedule presented for April/May 2026

DECISION: RESOLVED to ratify and approve April/May payment schedule (26 payments totalling £9,459.08)

b. Income received schedule presented for April/May 2026

DECISION: RESOLVED to ratify and approve April/May receipt schedule (3 receipts totalling £13,511.34)

c. Bank reconciliation was presented for April 2026



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DECISION: RESOLVED to approve bank reconciliations for April

d. Resolution to add members to bank mandate

DECISION: RESOLVED to add JC, MR, JV, KH to bank mandate

26.39 Legal matters and licensing applications

All licensing applications circulated by the Clerk.

26.40 Roads and traffic update

None.

26.41 Lengthsman update

JV gave brief update of recent work.

26.42 To receive an update on Little Deers Nursery

Members noted that this item was no longer required as a standing agenda item.

DECISION: RESOLVED to remove Little Deers Nursery as a standing agenda item

26.43 Urgent business and matters for future meetings

JV advised email received from planning office of Wessex Internet, Forestry England and Natural England agreed plan, high speed internet should be available on house-by-house basis by Autumn this year.

JV continuing to progress removal of Estate Agent boards.

The next Council meeting will be on Wednesday 10th June 6.30pm, Church Hall.

With all business completed the Chair closed the meeting at 7.45 pm.

Signed:

Date: