

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
HELD ON TUESDAY 4th OCTOBER 2022 AT BROCKENHURST VILLAGE HALL**

Present:

Cllr M Harris	Chairman
Cllr P Wales	Cllr J Wingham
Cllr A Bartlett	Cllr P Mueller
Cllr K Whittle	Cllr J Korbey
Cllr P Pearse	Cllr R Horne
Mrs H Lawrence	Parish Clerk
Carolyn Griffith	Advertiser & Times
C Cllr Mans	(until 7.35pm)
Two members of the public	

Public Presentments:

One member of the public advised that there is an ongoing problems with the fencing between the playground and his back garden, which has already been reported to the Parish Council. It was acknowledged that this is currently being investigated.

22/121 Apologies for absence: Cllr Croker, Cllr R Bowles

22/122 Declarations of Interest/Requests for Dispensation:

Cllr Bartlett declared an interest in accounts for payment 22/135

Cllr Harris declared an interest in Brockenhurst Village Trust 22/129 ii

Cllr Pearse declared an interest in cemetery 22/140

22/123 Minutes of the Meeting held Tuesday 19th July 2022

They were proposed, seconded and signed as a correct record.

22/124 County Councillor's Report:

C Cllr Mans reported that at last week's County Council meeting it was agreed that there would be extra help for Ukrainian refugees, although there are concerns for Asylum Seekers and refugees. There is a welcome reduction in National Insurance, however, the knock-on effect is that there is now a large gap in social services.

C Cllr Mans advised that our concerns for the completion of Grigg Lane road condition has been passed onto the relevant department.

C Cllr Mans reported that he had a small amount of money left in his budget for any local projects and any applications should be submitted by the end of January 2023.

22/125 District Councillor's Report

Cllr Harris reported that NFDC are under some budget pressures.

Cllr Harris advised that he has been appointed as a director of New Forest Enterprise Centre in Totton.

22/126 Appointment of Vice-Chairman: There was no nomination for vice-chairman. This will be an agenda item for the next meeting.

22/127 To decide on the HCC Active Travel Scheme final proposal

Cllr Wales explained the various stages of this proposal, the results of the public consultation and the last meeting with Hampshire County Council.

It was proposed that the scheme should go ahead as described in the public consultation of July/August 2022. The proposal was seconded and agreed by eight councillors with one councillor against the proposal. A report will be prepared to add to the website

ACTION: Clerk to contact HCC

ACTION: Cllr Wales to prepare a report for the website

**22/128 Reports and response to Consultations -
to include ratification of recommendations**

**i) Planning committee meetings held 25th July & 22nd August 2022 &
27th September**

Cllr Korbey gave an overview on the three meetings including the response to the Short-Term Holiday Lets consultation.

It was recommended at the August 2022 meeting that the planning committee should move their meetings from a Monday evening to a Tuesday evening, which would be effective from November 2022 onwards. This was proposed, seconded and unanimously agreed.

ii) A&I Committee meeting held on 2nd August 2022

A report of the meeting was given by Cllr Bartlett and the following items were recommended for approval: -

- a) It was recommended that the bin in the playground is removed for a trial period of three months and a sign added to ask people to take their litter home. The clerk read out an email from the Village Hall explaining the ongoing litter problems and the problems that would be caused by the removal of the bin. It was noted that NFDC have advised that this bin would be chargeable to be emptied at £10 per visit and is currently being emptied three times a week. It has come to light that a contract was not in place for this bin and the price is guaranteed until 31st March 2023. It was therefore agreed that further investigation of the problem should be considered by A&I committee and the recommendation was not approved.
- b) The recommendation of new signage for the cycle rack in Brookley Road was considered not to be necessary as the Active Travel Scheme proposal has been approved.
- c) The recommendation to find a long-term solution to the neighbour fencing problem is being explored.
- d) It was recommended that a beehive should be allowed for twelve week between 1st May – 31st July 2023. Forestry England have given permission and plot holders would be written to. This was unanimously agreed.

- iii) Events Committee meetings held on 10th August, 6th September & 3rd October. .**
To include agreeing road closure order for Christmas Fun Evening
To consider quotes for a new gazebo and PA system

Cllr Harris gave an overview of the three meetings and an update on the Christmas Fun Evening on the 2nd December.

The road closure for the 2nd December from 4pm – 8.45pm was unanimously agreed.

The quotes for the gazebo were considered and was agreed that alternatives quotes were needed to find the correct type of gazebo for our needs.

It was proposed that a budget of £1000 is agreed, this was seconded and unanimously agreed by all.

The quotes for the PA system were considered but after some discussion it was agreed that the Parish Council should continue to borrow the PA system from the church.

- iv) Climate Action Group meeting held on 5th September**

Cllr Pearse gave an update on the meeting and proposed that the group should continue as a working group and follow it's ongoing objectives. This was unanimously agreed.

ACTION: Assistant Clerk to amend Village Hall planning committee bookings

ACTION: Clerk to continue to find solution to fencing issues at the playground

ACTION: Clerk to contact plot holders about the beehive

ACTION: Clerk to apply for road closure

ACTION: Cllrs Pearse and Wingham to look at other gazebo options and clerk to purchase within budget

22/129 Correspondence

- i) NFDC Clerks Invitation to meeting with Kate Ryan, Chief Exec 8.11.22**

The clerk's attendance was unanimously agreed.

- ii) NFDC Supporting residents with the cost of living**

Cllr Wales explained during covid there was a network of people set up that included Joyce from Brockcare and Sarah from the village hall. It was agreed that the Parish Council should support the local community. There are various facilities being set up around the village to provide an indoor warm area with activities, but further investigation is required to what exactly will be provided. The Village Hall have various clubs that might be able to extend their hours and the Community Rail Partnership may be able to offer some financial support.

- iii) Update from the local policing team - noted.**

- iv) Meadens - query weight limit on bridge – noted, pursue a reply from HCC**

ACTION: Cllrs Wales and Harris to investigate local facilities and arrangements

ACTION: Clerk to contact HCC for a reply to the weight limit on the bridge

22/130 To consider a Parish Council communications plan including update on administration costs and progress for the office digital screen

Cllr Pearse explained his proposed communication plan. This would involve councillors choosing a number of ongoing projects and deciding who would take the lead and provide a regular update to be made available for members of the public. Reports from committees could be made into a mock newsletter to see how this would look.

The future of the newsletter was discussed, and it was agreed that the quickest and easiest way to give information to residents is via email, website and office screen.

It was noted that for some of the older residents who do not have electronic devices that a small number of a printed publication would to be made available.

There is a potential of using Brock Parish News for getting information out quickly to residents, but it was noted that less than 50% of the community subscribe to this paid publication although they are also available to buy in local shops at £1.00.

The Village Directory was also discussed, the time consuming work is dealing with the advertisers, especially as the last publication was in 2019. The printing and design are outsourced and it was thought that someone could be contracted just for this work. Further discussion is required.

The clerk advised that a successful meeting had taken place regarding the office screen and the content is being worked on. The contract for the remote access of the screen is likely to be available at the end of this year and would be charged at £10 per month, with plans to start this from January 2023. Staff would need training to be able to use the programme and it was noted that some ad-hoc chargeable work may be required later.

All points will be an agenda item for the next meeting

22/131 To consider arrangements for Christmas Lights and electricity costs To consider quote for putting up and taking down the Christmas Lights

Cllr Horne explained that with the high energy costs there have been national concerns regarding whether Councils would display their lights this year.

Brockenhurst Business Association have expressed their wish for the lights to be displayed and will liaise with their members to help with a small amount towards the additional electricity cost.

It was proposed that the lights and Christmas trees are display as normal but only for a restricted time of 2pm – 10pm. This was unanimously agreed.

The quote for testing of all connection boxes, erect and dismantle of the Christmas trees and lights and collection and return from storage was considered. It was noted that the clerk has been unable to obtain a comparable quote due to the complexities of the work and knowledge of the contractor who has carried out this work for several years.

It was unanimously agreed to accept the cost of £2000 + VAT to collect and erect and £2000 + VAT to dismantle and return to storage.

ACTION: Clerk to liaise with contractor

22/132 Update on Remembrance Sunday arrangements

Royal British Legion has confirmed that a service will again take place at the War Memorial on Sway Road only. The road closure order has been applied for.

Poppies will again be added to the fencing at the War Memorial, school and church. Cllr Harris is planning to attend and C Cllr Mans has asked for details.

22/133 To consider the clerk attending the HALC AGM & Conference 20th Oct 2022

It was unanimously agreed that the clerk should attend both and that the £80.00 fee will be paid by the Parish Council.

ACTION: Clerk to book a place

22/134 To consider quotes for lanyards and Hi-Vis vests

Further information required. Item for the next agenda

22/135 Accounts for payment. Proposed, seconded and agreed.

J Humphry Associates Ltd - payroll services – August £36.00 + Sept £36.00

Gates Engineering Co Ltd - fuel – August £8.95 + Sept £8.45

Streets Ironmongers - supplies - £25.43

Positano Ltd - grass cutting - £31.50

PKF Littlejohn LLP - AGAR audit - £480.00

Wessex Windows - office windows - £12.00

Corbins Florist - office flowers - £64.00

Brockenhurst Village Hall - hall hire - £220.00

SPG – mower assessment - £30.00

Brockenhurst Village Trust - peppercorn rent playground - £1.00

R&A Scamp - daffodils - £300.00

HALC - reference books - £22.00

Anthony Collins - LGPS advice - £600.00

Payments made during August were noted with no queries.

22/136 Appointment of External Auditor 2022/23 - 2026-27

It was proposed, seconded and unanimously agreed that we should continue to not opt out of the central procurement and appointment scheme for the next five years.

22/137 Conclusion of External Audit

It was noted that the audit is complete with no problems. Congratulations are to be Passed onto Tiffany.

22/138 To consider additional pro-rata holiday allowance for staff for the additional Bank Holiday on Monday 19th September

It was unanimously agreed for pro-rata additional holiday hours to be given to all three part-time employees for this additional bank holiday day.

22/139 To appoint a second Village Trust director: No nominations.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed.

22/140 Update on Cemetery

Now that the land registration in the burial ground/churchyard has been correctly established, The Parish Council are liaising with the Church to ensure that in the long term there is effective maintenance of the churchyard at St Nicholas. The Parish Council current arrangements for burials remain unchanged

Cllrs Horne and Wales report was considered and the proposal unanimously agreed by all.

22/141 Purchase of land enquiry

It was agreed that the parcels of land were all of interest and an appointment to walk the land should be arranged.

ACTION: Clerk to make appointment

22/142 Items to note – to include items raised by members of the public

Concern was raised for the Forestry England bridge along Meerut Road, as it has been out of action for a long time. It was noted that FE have been in correspondence with Cllr Bartlett and it is being dealt with.

Concern for the whole in the pavement in Sway Road, near the War Memorial was raised, this has been reported and the clerk is monitoring its progress which could take up to two months to be repaired.

The clerk advised that Cllr Pearse is booked onto the HALC Knowledge & Core Skills training course on the 8th November.

The Parish Council post box on the wall by the old office has now been sealed up and a note added to say the new address.

The large dip caused by a collapsed pipe in Burley Road, after The Rise, has been reported. The graffiti on the North Road footbridge has been reported.

22/143 Date of Next Meeting: 25th October Brockenhurst Village Hall

The meeting closed at 9.25pm

Signed:

Date: