

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
HELD ON TUESDAY 15th NOVEMBER 2022 AT BROCKENHURST VILLAGE HALL**

Present:

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|----------------------------|--------------------|
| Cllr M Harris | Chairman |
| Cllr P Wales | Cllr P Mueller |
| Cllr A Bartlett | Cllr R Horne |
| Cllr K Whittle | Cllr J Korbey |
| Cllr P Pearse | |
| | |
| Mrs H Lawrence | Parish Clerk |
| Carolyn Griffith | Advertiser & Times |
| Four members of the public | |

Public Presentments:

Councillors were advised that Friends of Brockenhurst had seventy plus people attend their recent AGM. Concerns were raised regarding the parking issues on Sway Road and bottle neck that is created by vehicles. There is also increasing concern for the length of time it has taken for the pavement to be repaired outside Cottage Lodge, Sway Road and that this continues to pose a danger to pedestrians. The pavements in Brookley Road were also mentioned.

22/165 Apologies for absence: Cllr M Croker, Cllr R Bowles, Cllr J Wingham

22/166 Declarations of Interest/Requests for Dispensation:

Cllr Bartlett declared an interest in accounts for payment 22/181

22/167 Minutes of the Meeting held Tuesday 25th October 2022

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

22/168 County Councillor's Report: In the absence of C Cllr Mans there was no report

22/169 District Councillor's Report

Cllr Harris reported that the proposal for the Public Space Protection Order in the New Forest has been approved by NFDC full council and will be moving to public consultation.

22/170 Plastic Free Brockenhurst presentation

An interesting presentation was given by two members of Plastic Free Brockenhurst, which is part of Greener Brockenhurst.

This highlighted the problem with single use plastic and raised awareness of its contribution to Climate Change. The group has joined the Plastic Free Communities campaign which provides a tried and tested framework for engaging and mobilising communities to reduce single-use plastic.

Following the presentation, a motion was unanimously agreed that the Parish Council would support Plastic Free Brockenhurst to remove single use plastic items from our office. Encourage plastic free initiatives and supporting events and have a representative of the council join the community steering group once formed. Cllr Paul Pearse will be the Parish Council representative.

22/171 Reports and response to Consultations - to include ratification of recommendations

i) P&R meeting held on Tuesday 1st November 2022

A report of the meeting was given by Cllr Wales and the following items were proposed, seconded and agreed: -

- a) A project worker to be employed short term for up to 6 hours over two days per week to produce the 2024 Village Directory and give support with our website.
- b) The approval of the updated Financial Regulations and Financial Internal Control Policy
- c) Grant Applications: -
Victim Support - £100
Citizen Advice New Forest - £500 along with a request for some drop-in Sessions in Brockenhurst for the benefit of residents
Brockenhurst Village Trust - £974.80 towards Warm Welcome Hub
- d) The creation of a complaints policy to support the Civility & Respect project.
- e) National Pay Award for the clerk and RFO to be back dated to April 2022.
Additional holiday allowance increasing from April 2023.

ii) Events Committee meeting held on Tuesday 1st November 2022 To include approval of the road closure for 2023 Pancake Races To decide on which charity/organisation any proceeds from Santa's Grotto would go to

An update from the meeting was given by Cllr Harris including details of the Christmas Fun Evening and the possible plans for the Coronation in 2023.

It was unanimously agreed that the road closure should be applied for the Pancake Races on the 21st February 2023.

It was unanimously agreed that the proceeds from the Grotto should be donated to the Brockenhurst Warm Welcome Hub at the Village Hall.

iii) A&I meeting held on Tuesday 8th November 2022

A report of the meeting was given by Cllr Bartlett and the following items were proposed, seconded and agreed: -

- a) Vitaplay quotation for £1047.69 + VAT for remedial work and inspection of the high wooden structures and removal of the three upright timbers.
- b) Quote for £250 + VAT for Lengthsman to carry out weed and moss treatment of the playground surface, tidy and cut back hedging.
- c) Vitaplay winter inspection £107.80 + VAT
- d) Quote from Bronze Design for £180 + VAT for signage for the playground, War Memorial Gate and the office parking space.
- e) A £600 budget for the purchase of a new freestanding bin for the playground.
- f) £455 + VAT for replacement external cabinet for the defibrillator, confirmation required whether there will be additional electrician costs.
- g) Quote for £460 + VAT for Lengthsman to paint the remaining railings on Rhinefield Road.

iv) Brockcare AGM held on Monday 7.11.22

Cllr Harris reported that 100+ attended the AGM. This is a very busy organisation that helps the residents of Brockenhurst in many ways.

v) Bailey Trust meeting held on Monday 7.11.22

Cllr Harris reported that the Trust has an income of £500-£600. Recipients are identified via the school and the vicar. Payments are distributed by the end of the year.

vi) Remembrance Service held on Sunday 13.11.22

Cllr Harris reported that the service was well attended. There were some concerns that it was hard to hear the names being read out.

22/172 Active Travel Scheme update

Following a discussion regarding the proposals for the cycle racks it was agreed that the offer of a meeting with HCC should be accepted to clarify what options are available and how this would fit in with the work schedule.

ACTION: Clerk to arrange a meeting with HCC

22/173 To consider organising the Brockenhurst Citizens Award from 2023

Following a request from the Village Hall for the Parish Council to take over the running of the Citizens Award this was discussed. Cllr Wales explained how the awards have been run over the past three years and that this has been well regarded by residents. It was agreed that in many villages and town that similar awards are run and presented by the Parish/Town council.

With a majority vote it was agreed that from 2023 the awards should be run by the Parish Council with some decisions to be made as how this will be run.

ACTION: Clerk to contact the Village Hall

22/174 Update on the Parish Council communications plan including newsletter

Cllr Pearse recapped on the plans for the newsletter with the first edition scheduled for late January 2023. Most are to be distributed via online sign-up with a small number to be printed for collection on the village, numbers required to be confirmed.

Enquiries have been made with our website provider VisionICT to set up a sign-up section to receive an electronic copy of the newsletter. VisionICT recommended that Mail Chimp should be used at a cost of £10.00 per month, which was unanimously agreed.

Cloud storage/archiving for councillors is still being investigated and hoped to be available during the first quarter of 2023.

22/175 Update on Christmas Light arrangements

All the lights have been checked and arrangements are in place for the electrician. Hayward Fox have requested to be included in the Christmas decorations and lights this year. Ross Boyle has carried out an assessment of their building and has quoted £200 + VAT for the associated work to be carried out. This was unanimously agreed that the Parish Council will cover the cost.

ACTION: Clerk to contact Ross Boyle and Hayward Fox

22/176 To consider quote for fencing at play area

The quote for £425.00 + VAT to carry out repair work to the fencing and reinstate the screening was unanimously agreed by all.

ACTION: Clerk to contact Westbeams

22/177 Update on Brockenhurst Warm Space provisions

Brockenhurst Village Trust grant request from the Parish Council has been approved to help with some equipment needed.

The Food Rescue kitchen have arranged for some Saturday and Monday pop up Food Surplus Hub at the Village Hall.

Cllr Harris is researching a registered charity in Sway called SWAG and is waiting for some information.

22/178 Arrangements for 2023 Annual Parish Meetings

The Annual Parish Meeting is scheduled for the 25th April 2023.

It was agreed that it would be a good opportunity for local organisations and groups to come and speak. It was noted that the amount of time that each person is given is strictly monitored. A list of who to be invite is still to be decided.

22/179 Archived minutes

The clerk advised that following a recent deposit of minutes from December 1990 onwards at the county archives it has come to light that there are minutes from April 1985 until November 1990 missing.

It is understood that in the 1990's minutes were deposited at the Heritage Centre in Lyndhurst but in 2012, with the consent of the Parish Council, they were transferred to the HCC Record Office. This was noted and agreed that no further action is required.

22/180 Correspondence

HALC – Boundary Commission Consultation reminder and Consultation on Draft Partial Update to Hampshire Minerals and Waste Plan – Noted.

NFDC – Electoral Service information for 2023 Elections – Noted, to be passed to the RFO.

NFDC – Code of Conduct will not be reviewed until after the 2023 elections – noted.

22/181 Accounts for payment. Proposed, seconded and agreed.

P&D Hannon - office water recharges - £19.30

Positano Ltd - war memorial mowing September - £94.50

Forestry England - allotment rent - £265.00

RBL Brockenhurst - poppy wreath - £25.00

Brockenhurst Village Hall - hall hire - £206.00

P Wales - travel LGPS meeting - £9.95

Wessex Windows – window cleaning October - £12.00

SLCC – Training for Clerk - £18.00

HALC – Training for RFO - £36.00

RBL – Poppy Wreath - £27.50

Community Rail Partnership – contribution - £100.00

Wessex Window cleaning October - £12.00

Viking – Stationary - £110.65
Mr Cooper – Christmas Trees - £242.00 (cheque required)

Payments made:

Unity bank charges - £37.60
NFDC - road closure Xmas fun evening - £160.00
HCC - Xmas lights licence - £40.00
Bulldog Security Products Ltd - £12.94
Tesco - Chairman's allowance gifts fire service - £15.00
Tesco Mobile - reimburse RR - £10.00

22/182 Precept requirement 2023/24

It was unanimously agreed that the 23/24 precept should remain the same at £42.49 based on a band D property. This is expected to total approximately £81,000, the exact amount to be confirmed following notification of the tax base figure from NFDC.

22/183 Approval of draft budget for 2023/24

The draft budget was unanimously approved.

22/184 Approval of signatories on HSBC main bank account

This item was not required due to a misunderstanding between the clerk and RFO.

22/185 To appoint a second Village Trust director: No nominations

22/186 Clerks & RFO report

The clerk reported that her attendance at the CEO meeting at NFDC was very useful. The SLCC online training course on committees and working group was helpful. Cllr Pearse has attended his training course.
Internal audit currently in progress
VAT refund of £3637.74 for the period to 30th September 2022
Nalder Charity Commission Annual return for 21/22 has been filed.

22/187 Items to note – to include items raised by members of the public

The next planning meeting will be held on Tuesday 20th December.
A query regarding the boarding used to secure the poppy wreaths was raised, this will be checked with Ray.
The ongoing request for repairs to the pavement outside The Cottage Lodge Hotel, Sway Road has been raised with C Cllr Mans and it hoped that HCC will arrange a site visit regarding the parking problems.
Cllr Harris asked councillors to consider whether typing/replying to all is required before pressing send.

22/188 Date of Next Meeting: 17th January 2023 Brockenhurst Village Hall

The meeting closed at 9.25pm

Signed:

Date

