

**MINUTES OF THE MEETING OF BROCKENHURST PARISH COUNCIL
HELD ON TUESDAY 19th NOVEMBER 2024 AT BROCKENHURST VILLAGE HALL**

Present:

Cllr R Horne	Chairman	
Cllr A Bartlett	Cllr R Bowles	Cllr M Harris
Cllr P Hollins	Cllr J Korbey	
Cllr P Pearse	Cllr K Whittle (from 7.05pm)	
Cllr J Wingham	Cllr R Wolstenholme	

Mrs H Lawrence Parish Clerk
Eleven member of the public

24/179 Election of Chairman

Cllr Horne was proposed by Cllr Wolstenholme and seconded by Cllr Pearse and unanimously elected as Chairman

Cllr Horne noted that Pete Wales hard work over the years that he has been a councillor and also as the Chairman has been a benefit to the parish council and the residents and everyone wished to express their thanks and good wishes for a speedy return to full health.

24/180 Chairman's Declaration of Acceptance of Office

The declaration of acceptance of office was signed by Cllr Horne

Public Presentments

A presentment was given by a resident regarding the ongoing parking issues in Auckland Road and Auckland Place. A petition has been signed by residents and submitted to Hampshire County Council, Cllr Mans, Brockenhurst HCC Councillor and Cllr Parker, New Forest District Councillor.

A presentment was given on behalf of the Brockenhurst and New Forest Flood Action Group, regarding the ongoing flooding problems and the challenges of dealing with other authorities to find a resolve.

Cllr Horne and Cllr Bartlett to discuss with Peter Hebard the response to recent correspondence on flooding.

24/181 Apologies for absence: Cllr Mans (HCC)

24/182 Declarations of Interest/Requests for Dispensation

Cllr Bartlett declared an interest in accounts for payment 24/193

24/183 Minutes of the Meeting held 15th October 2024

Proposed, seconded and signed as a correct record.

24/184 County Councillor's Report – In the absence of Cllr Mans no report was received.

24/185 District Councillor's Report – In the absence of Cllr Parker no report was received.

24/186 Reports and response to Consultations:

- i) Village Centre Strategy Working Group meeting held 17th October

Cllr Bowles gave a report on the meeting which was attended by representatives from Greener Brockenhurst and Friends of Brockenhurst. The next meeting is 28th November.

- ii) Planning committee meetings held 22nd October 2024 and ratification of two items from the planning committee meeting held 24th September 2024

Cllr Wingham gave an update on the planning meeting and ongoing issues. From the committee meeting held on the 24th September the following items were recommended for approval:-

- a) The recommendation to adopt the amended Planning Committee terms of reference
- b) The recommendation to adopt the amended the Planning Committee process - guidance notes for members of the public.

All the above items were unanimously approved.

- iii) Patient Participation Group meeting held 24th October 2024

Cllr Harris reported that group covers both Brockenhurst and Sway surgeries and has ten members. Cllr Harris has been elected as chairman for one year. The group will become a critical friend for both surgeries and aims to be positive, productive and successful.

- iv) Cyber Crime talk held 29th October 2024

Cllr Wolstenholme reported that around seventy people attended the talk. It was agreed that the talk was very informative and if available should be held again in 18/24 months' time.

Cllr Bowles will type up some notes and useful information that could be handed out during office public opening.

ACTION: Cllr Bowles to type up notes

- v) P&R Committee meeting held 5th November 2024

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

- a) The recommendation to apply for CIL funding for the Village Signage project
- b) The recommendation to increase the cemetery fees by 2% from 1st April 2025
- c) The recommendation to adopt the revised model Financial Regulations, as amended.
- d) The recommendation to adopt the Reserve Policy

- e) Following review, the recommendation to adopt the Internal Financial Control Policy with no amendments.
- f) Following review, the recommendation to adopt the Grant Policy and application form with no amendments.
- g) The recommendation to continue the agreement with Barclaycard and the new contact to be signed.
- h) The recommendation to arrange a local councillors refresher training course
- i) The recommendation to assist in cemetery training of the Apprentice Clerk at Sway Parish Council.
- j) The recommendation to finalise the budget and the precept requirements for 2025/26 at an extra ordinary full council meeting once a decision is received from Hampshire County Council regarding the Brookley Road Scheme.
- k) The recommendation to allow employees to claim mileage in the performance of their duties in line with HMRC principles.
- l) The recommendation to amend Tiffany Pritchard's job title to Responsible Finance Officer and Clerk to the planning committee.
- m) The recommendation for employees to be able to carry forward the statutory entitlement only of unused holiday in the event of absence due to sickness

All the above items were proposed by Cllr Wolstenholme, seconded by Cllr Pearse and unanimously approved.

- vi) Events committee meeting held 6th November 2024

Cllr Pearse gave an update on the meeting including information regarding the Christmas Fun Evening and events in 2025.

- vii) Remembrance Services 10th & 11th November 2024

Both services were well attended.

- viii) NFALC meeting held 13th November 2024

The minutes of the meeting will be circulated once received.

24/187 Update on Martin's Corner Footbridge

The clerk reported that the new assistant land agent is in contact regarding the footbridge. The matter is ongoing.

24/188 Update on the Village Sign and to consider quotes

Cllr Wingham reported that the company that been previously sourced to manufacture the main part of the sign can now only laser cut the metalwork but is no longer able to quote for galvanising, powder coating and finishing. Other options are being explored.

A quote has been received regarding the supply of the wooden pole, assembly and installation of the sign but this will not be considered until the above contractor/s have been secured.

ACTION: Cllr Wingham to source contractor/s

24/189 To consider members for the P&R committee and the Citizen Award working Group

Cllr Hollins to join the P&R committee and Cllr Harris agreed to join the Citizen Award Working Group, both with immediate effect.

24/190 Road closure for Pancake Races 4th March 2025

It was agreed that the road closure application should be applied for. It was noted that an alternative location may need to be found if the Brookley Road Scheme work does ahead.

ACTION; Assistant Clerk to apply for the road closure

24/191 Update on Christmas printed News sheet

With the appointment of a new chairman there has been a delay in completing the newsletter. It is hoped that this can still be completed in time. The bottom of the newsletter will include a rip off section for residents to enter a draw to win a prize at the Christmas fun evening and the form will give the option of signing up for the digital news sheet.

ACTION: Clerk to contact contractor for final dates and Cllr Horne to provide a short chairman's report

24/192 Correspondence

- i) **Village parking problems** – see public presentment
- ii) **Community Rail Partnership** – Cllr Wingham & Horne gave an update on the current ongoing issues.
- iii) **NFNPA – Village bins** – An update from the NFNPA People and Wildlife Ranger on the concerns that the NFDC bin outside Tesco Express is not large enough and the livestock are feeding from the rubbish. NFDC are going to review the bins in the village and concerns were raised that this would result in the loss of a bin elsewhere.

ACTION: Clerk to contact NFNPA regarding the NFDC survey

24/193 Accounts for payment: Proposed, seconded and agreed.

NFDC – GIS partnership fee - £125.00
Viking Office – office supplies - £79.81
P&D Hannon – office water & electric - £224.94
Brockenhurst Community Hub – hall hire - £245.50
J Humphry – payroll services - £39.60
Shimie Shine Cleaning – office cleaning - £60.00
Streets – supplies - £88.62
Gates – fuel - £6.74
Mint Gardens – Lengthsman Brockenhurst - £372.00
Mint Gardens – bench repairs/hedge cutting - £540.00
SLCC – membership (2 employees) - £302.80
Rob Hurl – office maintenance. - £72.00
Lyndhurst Landscaping – war memorial maintenance. - £230.04
Wessex Windows – office window cleaning - £12.00
Hampshire County Council – Signage project application fee - £270.00
Andrew Jack Ford (Magic Jack) – Entertainment - £150.00

Brassed Toffs – Entertainment - £385.00
Advertiser & Times – event advertising – up to £200.00
New Forest Meddlars – entertainment - £200.00
Bronze Design – printing - £24.00
Forest PAT testing – Additional testing - £52.50
Fair Accounts – Internal audit 4.24 – 24.10.24 - £625.00
Celia Jowett - Reimbursement for eye test - £39.00
Ross Boyle – Christmas light installation - £2520.00
M Taylor – Christmas trees - £300.00

Payments Made

Mailchimp – subscription (2 months) - £24.01
Morrisons – office supplies - £3.00
P&D Hannon – office rent - £625.00
BT – office communications - £69.16
Unity Trust Bank – bank charges - £10.20
Mint Gardens – Lengthsman East Boldre - £754.67
NFDC – Christmas event road closure fee - £184.00
Christmas Direct – Christmas lights - £152.98
Lampwise – Christmas lights - £62.50

24/194 To consider the Terms of Reference for the Village Centre Strategy Working Group

The amended document was unanimously adopted.

24/195 Clerks & RFO report

The NFDC Notice of vacancy has been received and we will be advised after the 9th December if an election has been requested or if we can advertise to co-opt a new councillor.

The internal auditor Paul Reynolds will be retiring next after completion of the 2024/25 year end audit. We will need to begin the process of appointing a new internal auditor shortly. Next internal audit is booked for the 17th February 2025 and a provisional date of 12 May 2025 for the year end and Nalder audit work.

Due to fraudulent activity, by a third party, the RFO's Parish Council credit card has been blocked.

The office will be closed for Christmas from w/c 23rd December and will re-open Monday 6th January 2025.

24/196 Items to note - to include items raised by members of the public

Cllr Harris acknowledged the concerns for parking in residential areas in Brockenhurst
A request was made for the office screen to be fixed as soon as possible.

Cllr Bartlett acknowledged the parking issues and the ongoing concerns for parking at Waters Green.

24/197 Date of Next Meeting: The date of the extra ordinary meeting is to be confirmed

The meeting closed at 8.33pm