

**.MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL  
HELD ON TUESDAY 17<sup>th</sup> OCTOBER 2023 AT BROCKENHURST  
VILLAGE HALL**

**Present:**

Cllr P Wales	Chairman
Cllr R Horne	Vice Chairman
Cllr A Bartlett	Cllr J Korbey
Cllr P Hollins	Cllr R Wolstenholme
Cllr P Pearse	Cllr J Wingham from 7.35pm
Cllr K Mans	Hampshire County Councillor until 7.50pm
Carolyn Griffiths	Advertiser & Times
Mrs H Lawrence	Parish Clerk
Two members of the public	

**Public Presentments:** None

**23/158 Apologies for absence:** Cllr K Whittle, Cllr R Bowles, Cllr M Harris

**23/159 Declarations of Interest/Requests for Dispensation**

Cllr Bartlett declared an interest in accounts for payment 23/167.

**23/160 Minutes of the Meeting held 19<sup>th</sup> September 2023 and the minutes of the Annual Parish Meeting held 25<sup>th</sup> April 2023**

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

**23/161 Hampshire County Council update on the Brookley Road Scheme**

Two members from Hampshire County Council attended to give an update on the Active Travel Scheme development for Brookley Road. Cllr Wales firstly gave an overview of the arrangements to date.

It was explained that the pause in the arrangements have been due to concerns for the drainage of the area and overnight works are scheduled in Brookley Road for the drainage on the 22<sup>nd</sup> and 23<sup>rd</sup> November, with a back up date of the 24<sup>th</sup> November. This is to demonstrate that the drainage is in good condition and would not be disadvantaged by the scheme. HCC will be writing to each nearby property.

As long as there are no major drainage issues identified then the aim is for the scheme to have it's final project appraisal at the end of November 2023 with view to the works starting sometime in February 2024 and finished by the end of March 2024.

The contractors will be Milestone who will then sub-contract the work.

A query was raised regarding whether HCC had a budget for the drainage work and that any work identified should not be part of the Active Travel Scheme budget.

A list of dates and contact details for Milestones are to be sent to the clerk.

It was noted that it has proved difficult to provide the Parish Council with any advice regarding what type of street furniture to purchase and an approved supplier. A query was raised regarding a previously suggested style which the Parish Council was advised could not be used in a rural village. Further information to be obtained.

Cllr Mans asked why the works might not start until February and to consider that Easter is at the end of March in 2024.

### **23/162 County Councillor's Report**

Cllr Mans reported that budgeting was difficult and was ongoing.

It was noted that HCC are in a good position with regards to the number of school affected by the unsafe concrete.

There was no update on the outstanding work in Grigg Lane or the issue raised regarding verge grass cutting.

### **23/163 District Councillor's Report**

Cllr Parker was unable to attend but send a short report to advise that he attended a litter pick around Brockenhurst with the New Forest Green Party.

Some information regarding the draft NFDC Litter Strategy was included.

### **23/164 Reports and response to Consultations:**

- i) Planning committee meetings held 26<sup>th</sup> September 2023

Cllr Korbey gave an update on the planning meetings and ongoing issues.

- ii) Events Committee meeting held 4<sup>th</sup> October

Cllr Wolstenholme reported that arrangements for the Christmas Fun Evening on the 1<sup>st</sup> December are progressing.

The PTA have confirmed that they will run the Pancake Races on the 13<sup>th</sup> February 2024. A possible event for the 80<sup>th</sup> Anniversary of D Day in June 2024 was briefly discussed again but no decision has been made yet.

### **23/165 Citizens Award 2024**

Cllr Pearse circulated a plan for the awards which it is hoped that the arrangements and documents can be created for publicity by the end of the year. January for the applications to be submitted, reviewed in February, scrolls purchased ready for a presentation at the Annual Parish Meeting on the 24<sup>th</sup> April 2024.

**ACTION: Poster and advertising to be arranged**

### **23/166 Correspondence**

**NFDC Bin charges from April 2024** – Noted, further information required from NFDC.

**Royal Mail Late collection post box in village** – confirmation received that the postbox on the Junction of Brookley Road and Fibbards Road now has a new later collection time of 4.45pm. Information is in place on the postbox until the new collection plate has been fitted.

**NFDC Christmas Free Parking Arrangements** – It was noted that the free parking day is Saturday 2<sup>nd</sup> December to promote Small Business Saturday.

A free parking day will be requested for the Christmas Fun Evening on the 1<sup>st</sup> December

**Court of Buckingham Palace – Churchyard closure** – noted.

**Department for Transport – CrossCountry train service** – noted, Cllr Wingham to draft a response for the clerk to send.

**ACTION: Clerk to contact NFDC regarding the bin charges and Christmas parking**

**ACTION: Cllr Wingham to draft a response to DFT**

**23/167 Accounts for payment:** Proposed, seconded and agreed;-

Brockenhurst Village Hall - hall hire - £268.50

Netley Marsh PC – R Ridout, playground inspection training - £181.25

New Milton News & Media - recruitment advertising - £464.40

BDO LLP - external audit 22/23 - £504.00

Gates Engineering - fuel - £7.94

Streets Ironmongers - supplies - £37.72

J Humphry Associates - payroll services - £36.00

Lyndhurst Landscaping - War Memorial maintenance - £213.00

NFDC - election expenses - £150.00

NFDC - GIS partnership - £125.00

Wessex Winders – September window cleaning - £12.00

Westcotec – Speedwatch Camera - £4614.00

Payments Made:

P&D Hannon - office rent - £625.00

BT - office communications - £64.10

**23/168 Conclusion of external audit**

The conclusion of the external audit was confirmed. The RFO noted that following a request from the auditors there was one amendment since the council agreed the AGAR. This was initialled by the chairman and RFO and noted in the audit report. Councillors thanked the RFO for her hard work.

**23/169 Policies to be reviewed/considered:-**

The following policies were unanimously approved:-

Privacy notice

Press and Media Policy – Minor amendment agreed.

Code of Conduct

The complaints procedure will be reviewed and will be an item on the next agenda.

**ACTION: Clerk to update policies and privacy notice and add to website**

### **23/170 Remembrance Day Road Closure and arrangements**

It was noted that a road closure application for Sway Road has been submitted. Following consultation with the local policing team it was decided that a road closure was not required for The Rise as there is no parade. RBL have been advised.

Two marshalls are required at each end of the Sway Road closure. Cllrs Bartlett, Hollins and Pearse are available with one more person needed.

The Fire Bell will need to be rung on the 11<sup>th</sup> and 12<sup>th</sup> November. Cllr Wales to ask the church bell ringers.

**ACTION: Cllr Wales to contact the church bell ringers**

**ACTION: Clerk to make sure walkie talkies are charged and hi vis vests are available**

### **23/171 Christmas lights and trees**

HCC lighting licence has been applied for.

The order has been placed with the tree supplier for twenty small trees and one large tree, cost and delivery timings are still to be confirmed.

The usual arrangements for the preparation of the trees is to be arranged.

Volunteers will be needed to prepare the tree and erect the large tree. Westbeams to be asked if they can assist with the large tree.

The lighting contractor has confirmed a date of 20<sup>th</sup> November to be on site, Cllr Horne will liaise. It was noted that a new bracket will be installed at Loegria, who have given their consent.

**ACTION: Clerk to liaise with tree supplier and Westbeams**

**ACTION: Cllr Horne to liaise with lighting contractor and source volunteers**

### **23/172 Changes to main email account**

The clerk explained that Hampshire County Council have given us written notice of termination to withdraw the email service provided to NFDC by HCC.

Enquiries are ongoing to find a new provider and to also keep the gov.uk email address. It was noted that this will incur some costs and it was agreed that the clerk will carry out the necessary contractual work and report back to council once done.

**ACTION: Clerk to source a new email supplier**

### **23//173 Councillors devices for Parish Council business**

Cllr Wales explained that the budget is currently being calculated and that if any councillor has a need for an electronic device to access council documents to let the RFO know by the end of October.

**ACTION: Councillors to advise the RFO by the end of October.**

**23/174 Clerks & RFO report**

The interim audit is due to be held on the 6<sup>th</sup> November.  
The councillor's office rota is completed for October with November still to be filed.  
Rota will be circulated.  
Recruitment is ongoing for the assistant clerk vacancy.

**23/175 Items to note - to include items raised by members of the public:**

Cllr Wingham advised that the Friends of Brockenhurst Station have been awarded a "Silver Plus" award in the 2023 "Stations in Bloom Event" for their community work enhancing and promoting the station.

**23/176 Date of Next Meeting:**

Tuesday 21st November 7.00pm at Brockenhurst Village Hall

The meeting closed at 8.30pm

Signed:

Date: 21<sup>st</sup> November 2023