

**MINUTES OF THE ANNUAL MEETING OF BROCKENHURST PARISH COUNCIL  
HELD ON TUESDAY 20th MAY 2025 AT BROCKENHURST VILLAGE HALL**

**Present:**

Cllr R Horne	Chairman
Cllr R Wolstenholme	Vice Chairman
Cllr A Bartlett	Cllr R Bowles
Cllr M Croker	Cllr M Harris
Cllr J Korbey	Cllr P Pearse
Cllr J Wingham	Cllr K Whittle

Mrs H Lawrence Parish Clerk  
Three members of the public

**25/83 Election of Chairman**

Cllr Horne was proposed by Cllr Korbey, seconded by Cllr Whittle and unanimously elected as Chairman.

**25/84 Chairman's Declaration of Acceptance of Office**

The Declaration of Acceptance of Office was signed by Cllr Horne

**25/85 Election of Vice-Chairman**

Cllr Wolstenholme was proposed by Cllr Horne, seconded by Cllr Bowles and unanimously elected as vice-chairman

**25/86 Vice - Chairman's Declaration of Acceptance of Office**

The Declaration of Acceptance of Office was signed by Cllr Wolstenholme.

**Public Presentments:-** None

**25/87 Apologies for absence:** Cllr P Hollins

**25/88 Declarations of Interest/Requests for Dispensation**

Cllr Bartlett declared an interest in accounts for payment 25/98

**25/89 Minutes of the Meeting held 15<sup>th</sup> April 2025**

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

**25/90 County Councillor's Report**

Cllr Mans gave his apology for being unable to attend our Annual Parish Meeting as he had other commitments with a neighbouring parish.

Cllr Mans advised that the position regarding the re-organisation of councils was still not clear and gave an overview of the future actions.

It was noted that there will be a public consultation in the Summer/Autumn at which time the Parish Council and councillors should submit their comments.

A review of County Council's devolved budgets is taking place with the decision expected and the end of July/beginning of August. Parish Councils will be able to make their comments regarding the County Council's devolved budgets during this review.

Cllr Mans confirmed that he has sent two emails to Highways regarding the Parish Council taking over the responsibility for the Watersplash flood signage.

### **25/91 District Councillor's Report**

Cllr Parker reported that he has recently taken part in a litter pick last Wednesday, which covered areas around Brookley Road, The Rise, train station and college. It is hoped another litter pick can be arranged soon.

An update was given on resident's issues that have been brought to his attention including parking problems in Fathersfield and Horlock Road.

District Councillors grant for 2025/26 was mentioned.

### **25/92 Update on Brookley Road works**

Weekly progress meetings are held between the Parish Council, HCC and a member from Brockenhurst Business Association.

Cllr Wolstenholme raised concerns regarding the daytime closure of the pavement after the Co-op and including the entrance to Pot Pourri.

Some cyclists are not dismounting and a query was raised whether the signage should be displayed on the right and left hand sides of the pavements in both directions.

### **25/93 Update on Martin's Corner Footbridge**

The clerk gave an update on the last response from Forestry England, which advised that correspondence is still ongoing with HCC and once they have heard back from HCC a call will be arranged with the deputy surveyor and a councillor. Details to be arranged, Cllr Horne confirmed that he would like to be involved.

### **25/94 Election of Committees and Representatives:**

<b>Amenities and Infrastructure</b>	Alan Bartlett John Korbey	Peter Hollins Michael Harris	Kevin Whittle Russell Horne	Michael Croker
<b>Events</b>	Paul Pearse Richard Wolstenholme Members of public including School PTA Brockenhurst Church New Forest Rotary		John Korbey W.I. Friends of Brockenhurst Business Association	
<b>Nalder Bequest</b>	Ros Bowles Richard Wolstenholme Mark Böckle (co-opted)	Michael Harris Thorold Masefield (co-opted)	John Korbey Aude Holden (co-opted)	Chris Hayward (co-opted)
<b>Personnel &amp; Resources</b>	Ros Bowles John Korbey Michael Croker	Michael Harris Peter Hollins	Russell Horne Richard Wolstenholme	

<b>Planning</b>	Ros Bowles Kevin Whittle Peter Hollins	Russell Horne John Wingham	John Korbey Richard Wolstenholme
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<b>Climate Action Group</b>	Michael Harris Kevin Whittle	Paul Pearse	Russell Horne
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<b>Village Centre Strategy Group</b>	Ros Bowles Michael Croker	Peter Hollins	Richard Wolstenholme
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Non-council members as previously agreed including one member from Greener Brockenhurst and one member from the Friends of Brockenhurst

<b>Citizens Award Working Group</b>	Paul Pearse	Peter Hollins	Michael Harris
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<b>Commemorative Plaques WG</b>	Russell Horne Non-council members as previously agreed including Tony Johnson and Sue Lynes	Michael Harris	
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<b>Resilience WG</b>	Russell Horne	Ros Bowles	Michael Croker
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Non-council members as previously agreed including a member from Brockenhurst Community Action Group

**Representatives on outside bodies:**

Bailey Benefice	Chairman
Hampshire Association of Local Councils	John Korbey
Village Trust Directors	Michael Harris Russell Horne
New Forest Consultative Panel Representative	John Korbey
New Forest Association of Local Councils	John Korbey
New Forest Passenger Transport Forum	Kevin Whittle John Wingham
Local Cycling & Walking Infrastructure Partnership	Paul Pearse
Plastic Free Brockenhurst	Paul Pearse
Brockenhurst Doctors surgery Patient Participation Group	Michael Harris & Peter Hollins

All proposed, seconded and agreed unanimously.

Cllr Wingham suggested that future consideration should be given to a communications committee or working group.

## **25/95 Reports and response to Consultations:**

- i) Planning Committee held 22nd April 2025

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

- ii) Events Committee meeting held 23<sup>rd</sup> April 2025

Cllr Pearce gave an update on the last meeting and the success of the VE Day 80 event on the 10<sup>th</sup> May. It was agreed that St Saviours Church was a good location for the event, which was well attended and residents have given some positive feedback.

- iii) A&I committee meeting held on 6<sup>th</sup> May 2025

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

- a) The recommendation to accept a quote from Vitaplay for £195.00 + VAT for repair of damaged segments in the small ground trampoline
- b) The recommendation to spend up to £100 on new signage for the allotment gate
- c) The recommendation to accept the price increase from Lyndhurst Landscapes and continue as the contractor for the War Memorial Garden maintenance.
- d) The recommendation that a commemorative plaque would not be erected for VE Day 80<sup>th</sup> Anniversary.

All items were unanimously approved.

- iv) Feedback from Anzac Service held 27<sup>th</sup> April 2025

The event was well attended, thanks was expressed to Brockenhurst Royal British Legion for their part in the service and for the refreshments before and afterwards.

- v) Feedback from Annual Parish Meeting held 30th April 2025

The meeting was well attended and the presentation of the Citizens of Brockenhurst Awards were given. It was noted that during some of the presentations the microphones were not clear. Other Village Hall microphones may be considered for next year, including lapel or a headset versions.

- vi) Patient Participation Group report – No meeting since last report, item for the next agenda.

## **25/96 To consider unveiling arrangements and press release for the Village Sign**

Following Brockenhurst College confirmation that they could not trace the two students who had the winning designs, it was agreed that one further attempt would be made to contact the students and Cllr Wingham will contact the College again.

It was agreed that an unveiling ceremony should take place and a date should be set before the end of term so a representative from the College can attend. Any press release could also include details of the Citizen of Brockenhurst Awards and the VE Day 80 event.

**ACTION: Cllr Wingham to contact Brockenhurst College**

**ACTION: Date and arrangements to be agreed**

## 25/97 Correspondence

SSEN Upcoming work in your area

Following this correspondence a representative from SSEN visited the Parish Council office and delivered two maps to indicate the work in the 2025-26 financial year. The maps will be left in the front office for councillors and residents to view.

**25/98 Accounts for payment:** Proposed, seconded and agreed.

Farwells	Village Sign	£3776.94	assemble & erect
HALC	Annual Subscription	£ 970.00	
HALC	LCPD	£ 216.00	
J Humphreys	Payroll Services	£ 42.00	
Gates	Fuel	£ 13.84	
A&T	Anzac notice	£ 60.00	
A&T	RFO Recruitment	£321.60	
A&T	APM notice	£ 64.80	
A&T	Recruitment 2 weeks	£201.60	
Streets	Supplies	£ 29.99	
Cherry Forge	Village Sign	£3775.00	Metalwork
Brockenhurst Village Hall	Hall hire	£ 384.85	
Wessex Windows	Office windows	£ 12.00	
Corbins	Harding Fund	£ 4.50	
Corbins	Flowers	£ 35.00	
Brockenhurst Village Hall	Copying for VE Day	£ 110.00	
Westbeams	Tree work at cemetery	£ 432.00	
Brassed Toffs	VE Day entertainment	£ 350.00	
TLC	News sheet	£ 110.00	
Bronze Design	Citizens Awards	£ 191.00	
Tim Light	Auditor (pre-approval)	£ 500.00	
NF CAB	Grant	£ 150.00	
Brockenhurst Brownies	Grant	£ 300.00	
Celia Jowett	VE Day reimbursement	£ 33.69	
Lyndhurst Landscapes	War Memorial maintenance	£ 102.06	

### Payments made

BT	Office communication	£ 78.91
PD Hannon	Office rent	£ 625.00
Mailchimp	Newsletter service	£ 11.83

## 25/99 Update on internal audit and dates for exercise of public rights

The timetable of dates provided by the RFO were read out:-

- Internal audit 2<sup>nd</sup> – 9<sup>th</sup> June
- AGAR approval by council 17<sup>th</sup> June
- Publish Exercise of Public Rights 18<sup>th</sup> June
- Exercise of Public Rights 19<sup>th</sup> June until 30<sup>th</sup> July
- Submit to external auditor 23<sup>rd</sup> June

**25/100 To approve a recommendation to spread review and adoption of policies and procedures throughout the year, to enable appropriate attention to be given, including the Standing Orders and the Financial Regulations.**

This was unanimously agreed.

The clerk advised that she is working on the amended Standing Orders and the proposed amendments would be circulated as soon as possible.

**25/101 To review the delegation arrangements for committees**

The circulated Terms of Reference for the P&R, A&I and events committee and the Scheme of Delegation policy were considered. All were agreed with an agreement that the A&I Terms of Reference will be reviewed at the next meeting.

**25/102 Confirm all meeting dates for 2025-2026**

All circulated meeting dates were agreed.

Cllr Pearse to check that our proposed date for the APM will not clash with the church AGM.

**ACTION: Cllr Pearse to check church diary**

**25/103 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**

One playground bin and two cemetery bins are emptied under annual contract with NFDC. There is a service level agreement with NFDC for tree inspections.

**25/104 Clerks & RFO report**

Bank reconciliation report has been circulated and added to the website

Graffiti has been reported in three locations in the village. The local policing team have been advised.

**25/105 Items to note - to include items raised by members of the public: None**

**25/106 Date of Next Meeting:**

Tuesday 17<sup>th</sup> June 7.00pm at Brockenhurst Village Hall

**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.**

**25/107 To consider the lease renewal for the Parish Council office and any required actions**

The two lease renewal terms and the monthly rent from the landlord were discussed and it was agreed that the clerk should ask for further terms to be considered.

The current lease does have a redecoration clause and quotes are being obtained for the external front of the office.

Internal decoration is in very good condition and can be carried out by staff.

**ACTION: Clerk to contact landlord**

**ACTION: Clerk to obtain external redecoration quotes**

### **25/108 Recruitment of RFO**

It was unanimously agreed to appoint Morna Marler-Roe for the role of part-time Responsible Finance Officer. A commencement date to be arranged as soon as possible.

Tom Brindley has been appointed as a locum RFO from the 25<sup>th</sup> April 2025 and will continue as locum whilst a handover and any training is given.

### **25/109 To consider the amended HCC Funding agreement for the Brookley Road Scheme**

Following a lengthy discussion, councillors shared their disappointment that only a preconstruction estimate for the breakdown of costs for the block paving element of the Brookley Road Scheme was available and that the contractor cannot, at this stage, clarify the incremental cost of using block paving rather than tarmac. Value for money was still a concern.

The revised HCC funding agreement was considered and the amendments and additions that were requested have been included and no further amendments or additions need to be requested. It was noted that should the funding agreement not be signed that HCC are likely to pursue the Parish Council for incurred costs.

Voting took place, which the following morning concerns were raised by councillors to the Chairman, questioning the legitimacy of the voting procedures and whether any vote can be recorded.

Therefore, with no definitive decision that the clerk can act upon and with the HCC deadline, the funding agreement could not be signed.

The meeting closed at 9.30pm

Signed:

Date: