



Brockenhurst Parish Council

16 September 2025 at
7.00pm

Public participation time

An opportunity for members of the public to raise issues of concern or interest, make a statement, present a petition, or be part of a deputation. Public participation time will be limited to 10 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100).

1. Apologies

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest/Requests for dispensation

To declare any interest relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Confirmation of minutes of previous meeting held on 15 July 2025 [\[LINK\]](#)

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

4. Matters arising from the minutes of the last meeting held on 15 July 2025

To consider any matters arising from the previous minutes.

5. Reports by the Hampshire Council Councillor; New Forest District Councillor; and representatives on outside bodies

To receive the report of the Hampshire Council Councillor; New Forest District Councillor; and any further reports from Parish Council representatives on outside bodies.

5.1 Hampshire County Councillor's Report

5.2 New Forest District Council's Report

5.3 Cllr R Horne – Local Government Reorganisation:

- Local Government Reorganisation Village meeting 21/08/25 [\[LINK\]](#)
- NFDC Proposed Options [\[LINK\]](#)
- HCC Submissions [\[LINK\]](#)
- Brockenhurst Parish Council view [\[LINK\]](#)
- NFDC post-meeting assessment [\[LINK\]](#)
- NFDC Independent Evidence Summary [\[LINK\]](#)

5.4 Cllr R Horne - Aircraft Noise over Brockenhurst – to follow

5.5 Martins Road Bridge – Letter from Forestry England [\[LINK\]](#)

5.6 Cllr R Horne - Flood mitigation in Brockenhurst [\[LINK\]](#)

5.7 Resilience Plan & Progress Report

- Brockenhurst Resilience Plan (Version 1) [\[LINK\]](#)

- Community Resilience Working Group – Progress Report and Recommendations [\[LINK\]](#)

6. Reports of Committees and Sub-Groups

To note the approved/signed minutes of the following committees:

- a) Planning Committee – 22 July 2025 [\[LINK\]](#) and 26 August 2025 [\[LINK\]](#)
- b) Amenities & Infrastructure – 06 May 2025 [\[LINK\]](#)
- c) Personnel & Resources – 01 July 2025 [\[LINK\]](#)
- d) Events Committee – to follow
- e) Village Strategy Committee – 12 August 2025 [\[LINK\]](#)

7. Finance and Payments

To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made, note any queries and approve payments. (LGA1972 s150).

- 7.1 September Payment List [\[LINK\]](#)
- 7.2 Block Paving Final Account and Purchase Order [\[LINK\]](#)
- 7.3 Unity Current Account Reconciled - August Statement [\[LINK\]](#)

Queries on payments should be notified to the RFO in advance of the meeting as the financial systems of the Council will not be available for interrogation at the meeting.

8. Brookley Road Lease

To consider change of terms in lease for the Parish Office, at 70B Brookley Road, Brockenhurst. [\[LINK\]](#)

To consider annual rent increase to £9405 pa (£783.75 pcm) from August 2025.

9. Cemetery Policy

To accept recommendation of the Amenities & Infrastructure Committee to reduce the term of half-rate burial fees from 30 years to 20 years.

10. Sparks Green Project

To accept the recommendation of the Amenities & Infrastructure Committee that this project be terminated and the Barker Mills Estate be informed of this decision. [\[LINK\]](#)

11. Scribe Accounting Software System

- 11.1 To accept the recommendation of the Personnel & Resources Committee and adopt Scribe as the new accounting software, with the additional purchase of the modules for allotments and cemeteries. [\[LINK\]](#)
- 11.2 To accept the recommendation of the Personnel & Resources Committee that a data entry assistant be appointed to conduct data-entry in the cemetery module, for an initial three month period and that remuneration for this post be discussed as a confidential item.

12. Composition of Personnel & Resources Committee

- 12.1 To accept the recommendation of the Personnel & Resources Committee that the Personnel & Resources Committee separate into two committees – the Personnel Committee, and the Policy, Resources & Finance Committee – in doing so members recognised the different skill sets required to manage each function.

12.2 To accept the recommendation of the Personnel & Resources Committee to retain the committee members of Personnel & Resources on both the Personnel Committee, and the Policy, Resources & Finance Committee until the Annual Council Meeting in May 2026, when membership to all committees would be reviewed.

13. To accept the recommendation of the Personnel & Resources Committee that the [Term of Reference for the Personnel Committee](#) and the [Terms of Reference for the Policy, Resources & Finance Committee](#) be approved.

14. Conference Equipment for Council Meetings

To accept recommendation from Personnel & Resources Committee for the purchase of:

14.1 the JTS CS-1CUR conference unit and microphone system be purchased at a cost of approximately £2,103.36 incl VAT.

14.2 the Owl Labs Meeting Owl, to facilitate online meetings, be purchased at a cost of approximately £1046.93 incl VAT.

15. Calendar of Meetings in 2026

To approve Full Council meetings in Calendar of Meetings in 2026. [\[LINK\]](#)

16. Policies for adoption/review

To adopt the following policies:

16.1 Standing Orders [\[LINK\]](#)

16.2 IT Policy [\[LINK\]](#)

16.3 Anti-harassment and Bullying Policy [\[LINK\]](#)

16.4 Complaints Procedure [\[LINK\]](#)

16.5 Councillors' Code of Conduct [\[LINK\]](#)

17. Mobile Phone Contract

To approve the purchase of a SIM only business contract mobile phone for the Clerk:

- TESCO - 60GB - 24 months contract - 99% UK coverage powered by O2 - Unlimited minutes & texts - Works on 4G & 5G = **£15 per month** (ex vat).

18. Parish Council Five Year Objectives

To discuss new [five year objectives](#) to replace current [four year plan](#).

19. Parish Clerk's Report and Council Action List

To note verbal report from Parish Clerk.

To note updates/progress of the actions and resolutions from previous Parish Council and Committee Meetings. [\[LINK\]](#)

20. Any other items the Chair deems urgent

For report, information, or for the agenda at the next meeting. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

21. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 21 October 2025** at **7.00 pm**.

22. Confidential Session

- To confirm end of probation period for Responsible Financial Officer
- To approve review of staff contracts and confirm SLCC Scale Point
- To note the pay for the temporary Data Entry Assistant
- To note action regarding disposal of assets