



# Brockenhurst Parish Council

**Minutes of a Meeting of Brockenhurst Parish Council  
held on Tuesday 16 September 2025 at 7pm, in Brockenhurst Village Hall**

**Members Present:** Cllr R Horne (Chair), Cllr R Wolstenholme, Cllr J Korbey, Cllr M Croker, Cllr M Harris OBE, Cllr J Wingham, Cllr R Bowles, Cllr Pearse, Cllr Whittle, Cllr J Doughty, Cllr P Hollins.

**Officers Present:** Dr Gale Pettifer (Clerk), Mrs M Marler-Roe (RFO)

**Also Present:** NFDC Councillor Adam Parker  
10 members of the public

## **Public Participation**

A member of the public addressed the Council, regarding the Martins Road Footbridge removal scheduled for Wednesday, 17 September 2025.

Cllr Horne opened the meeting by welcoming Cllr Doughty to his first Full Council meeting and inviting him to confirm the committees he would like to be appointed to.

Cllr Doughty confirmed that he would like to be appointed to the Amenities & Infrastructure Committee; Personnel & Resources Committee; and to the Events Committee. **ACTION:** Clerk to add Cllr Doughty to the roll of respective committee representatives.

Cllr Horne also welcomed back Cllr Hollins.

## **PC. 25/170 Apologies**

Apologies were received and accepted from Cllr J Wingham due to ill health.

## **PC. 25/171 Declarations of Interest / Requests for dispensation**

There were no Declarations of Interest.

## **PC. 25/172 Confirmation of minutes of previous meeting held on 15 July 2025**

It was **RESOLVED** that the minutes of the previous meeting, held on 15 July 2025 be **APPROVED** and were signed by the Chair.

Cllr K Whittle joined the meeting.

## **PC. 25/173 Matters arising from the minutes of the last meeting held on 15 July 2025**

There were no matters arising.

## **PC. 25/174 Reports by the Hampshire Council Councillor; New Forest District Councillor; and representatives on outside bodies**

**25/174.1** Hampshire Council Councillor Keith Mans sent his apologies.

**25/174.2** New Forest District Councillor Adam Parker gave his report which included comment on the roll out of new arrangements for domestic waste and food collection in the district; and confirmation that he had written to the CEO of Forestry England in support of retaining Martins Road bridge.

**25/174.3** Local Government Reorganisation ([Report 09/5.5.3](#)) – the report from Cllr Horne was noted.

**25/174.4** Aircraft Noise over Brockenhurst ([Report 09/5.5.4](#)) – the report from Cllr Horne was noted.

**25/174.5** Martins Road Bridge ([Report 09/5.5.5](#))

Cllr Horne gave an overview of the history and issues regarding the bridge. We are not certain who installed it. Hampshire County Council were, nevertheless, maintaining it for many years. When the bridge was discovered to need necessary repairs, there was a great debate about whose responsibility it was. Hampshire County Council offered to cover the costs of 'good repair', and it was agreed that the Parish Council take on the responsibility of the bridge and its future maintenance and preservation. The Forestry Commission (at that time) and Forestry England viewed the state of the bridge but determined that the proposed works did not meet the safety standards required for a bridge (previous inspections were to a HCC footpath specification) and it would be removed.

In early September, Forestry England advised the Parish Council of their decision and that contractors had been instructed to clear vegetation along Meerut Road to make this alternative route safer for pedestrians.

The Parish Council again offered to take on the bridge and make repairs but were advised that a safety audit had been carried out by Forestry England's own engineers, which had determined the bridge was not fit for use and had to be removed. The Parish Council are maintaining dialogue with Forestry England over this matter.

**25/174.6** Flood mitigation in Brockenhurst ([Report 09/5.5.6](#)) – the report from Cllr Horne was noted. The Environment Agency had been in contact to arrange a meeting to discuss the Weirs Project and wish to work with the Parish Council and other parties, such as Natural England, to find natural solutions to the flooding.

**25/174.7** Resilience Plan & Progress Report ([Report 09/5.5.7](#)) – Councillors commended Roger Gomm on his work to produce the *Brockenhurst Community Resilience* plan.

It was **RESOLVED** to adopt the Resilience Plan Version 1 and that it should be shared with New Forest District Council and referred to our Insurers.

## **PC. 25/175 Reports of Committees and Sub-Groups**

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

- a) Planning Committee – 22 July 2025 and 26 August 2025 - Cllr J Korbey, Chair of the Planning Committee presented a summary of the recent meetings. Members had no specific comments or questions.

- b) Amenities & Infrastructure Committee – 06 May 2025 - Cllr Croker, now Chair of the A&I committee did not attend and was not Chair at the time. Members had no specific comments or questions.
- c) Personnel & Resources Committee – 01 July 2025 - Cllr Wolstenholme, Chair of the Personnel & Resources Committee, presented a summary of the recent meetings. Members had no specific comments or questions.
- d) Events Committee – Cllr Pearse, Chair of the Events Committee informed Members that this group met in September, Minutes to follow.
- e) Village Strategy Committee – 12 August 2025 – Cllr Bowles, Chair of the Village Strategy Committee, made a presentment in support of the Oral History project. It was **RESOLVED** that the Parish Council would, in principle, support this initiative. **ACTION:** Cllr Bowles to provide details, such as timelines/costings at a future meeting.

### **PC. 25/176 Finance and Payments**

Councillors considered the list of payments for approval.

#### **176.1** September Payment List ([Report 09/7.7.1](#)).

It was **RESOLVED** that the payments to creditors in the sum of £36,387.53 be approved.

#### **176.2** Block Paving Final Account and Purchase Order ([Report 09/7.7.2](#))

It was **RESOLVED** to approve the Final Account & Purchase Order for the sum of £34,413.19 to Hampshire County Council.

#### **176.3** Unity Current Account Reconciled - August Statement ([Report 09/7.7.3](#))

Members **RESOLVED** to approve the Current Account Reconciliation in the sum of £10,630.97 and the Responsible Finance Officer & Chair both signed the August Statement.

### **PC. 25/177 Brookley Road Lease**

Members considered the change of terms in lease for the Parish Office, at 70B Brookley Road, Brockenhurst.

It was **RESOLVED** to accept terms of the new lease and the rent increase in the sum of £9405 pa (£783.75 pcm) from August 2025.

### **PC. 25/178 Cemetery Policy**

Members accept recommendation of the Amenities & Infrastructure Committee.

It was **RESOLVED** to reduce the term of half-rate burial fees from 30 years to 20 years.

### **PC. 25/179 Sparks Green Project**

Members accepted the recommendation of the Amenities & Infrastructure Committee.

It was **RESOLVED** that the purchase of land at Sparks Green be terminated. **ACTION:** Clerk to inform Barker Mills Estate of this decision.

### **PC. 25/180 Scribe Accounting Software System**

**180.1** It was **RESOLVED** to accept the recommendation of the Personnel & Resources Committee and purchase Scribe Accounting as the new accounting software, with the additional purchase of the modules for allotments and cemeteries at the cost of £1,060 initial payment, and £126 per month. ([Report 09/11.11.1](#))

**180.2** Members agreed 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.

#### **PC. 25/181 Composition of Personnel & Resources Committee**

**181.1** Members considered 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.

It was **RESOLVED** to establish a Personnel Committee, and a Resources & Finance Committee.

**181.2** Members considered 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.

It was **RESOLVED** 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.

**181.3** Members considered 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.

It was **RESOLVED** that the Clerk and the Chair of Personnel & Resources would have delegated authority to review and agree the Terms of Reference for the Personal Committee and the Policy, Resources & Finance Committee.

#### **PC. 25/182 Conference Equipment for Council Meetings**

Members considered the recommendation from Personnel & Resources Committee for the purchase of conference equipment for Council meetings.

**182.1** It was **RESOLVED** to purchase the JTS CS-1CUR conference unit and microphone system at a cost of approximately £2,103.36 incl VAT.

**182.2** It was **RESOLVED** to purchase the Owl Labs Meeting Owl at a cost of approximately £1046.93 incl VAT.

#### **PC. 25/183 Calendar of Meetings in 2026**

The Calendar of meetings for 2026 was **NOTED**.

#### **PC. 25/184 Policies for adoption/review**

Members considered the following policies:

**184.1** Standing Orders: It was **RESOLVED** that Standing Orders would be considered by the Policy, Resources & Finance Committee.

**184.2** IT Policy: It was **RESOLVED** to accept the IT Policy

**184.3** Anti-harassment and Bullying Policy: It was **RESOLVED** to accept the Anti-harassment and Bullying Policy

**184.4** Complaints Procedure: It was **RESOLVED** to accept the Complaints Procedure

**184.5** Councillors' Code of Conduct: It was **RESOLVED** to accept the Councillors' Code of Conduct

**PC. 25/185 Mobile Phone Contract**

Members considered the purchase of a SIM only business contract mobile phone for the Clerk.

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

**PC. 25/186 Parish Council Five Year Objectives**

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

It was **RESOLVED** that the five year objectives should be discussed in more detail at a closed-session Council Strategy Meeting. **ACTION:** Clerk to conduct a Google Poll to find a date/time that suits everyone.

**PC. 25/187 Parish Clerk's Report and Council Action List**

The Clerk gave a verbal report on the following matters:

The Clerk met with Kate Ryan, CEO of NFDC, at a Town & Parish Clerk meeting. Items discussed were:

- Devolution and possible strategic asset transfers
- Waste disposal and shift in models of residential and commercial waste disposal

It was **AGREED** that the Village Strategy Committee would consider waste issue at their next meeting. **ACTION: Cllr Bowles.**

The reported she had received a quote for £289.93 to update the War Memorial with an additional name. This is being funded by Friends of Brockenhurst. **ACTION:** Cllr Horne to contact the stonemason.

The contents of the Council Action List were **NOTED**.

**PC. 25/188 Any other items the Chair deems urgent**

None.

**PC. 25/189 Date of next meeting**

The date of the next meeting was confirmed as **Tuesday 21 October 2025 at 7.00 pm.**

**PC. 25/190 Confidential Session**

25/190.1 It was **RESOLVED** to confirm end of probation period for the Responsible Finance Officer

25/190.2 It was **RESOLVED** to delegate to the Clerk and Chair of Personnel Committee to review staff contracts and confirm SLCC Scale Point.

25/190.3 It was **RESOLVED** to employ a temporary data entry assistant at SLCC SCP 9, for £14.13 on an initial three-month contract, to input cemetery and memorial records into new software system.

25/190.4 It was **RESOLVED** to speak to the Assistant Clerk regarding the disposal of assets, and to organise data protection training.

MEETING CLOSED 9:07PM

DRAFT