



Bramshaw Parish Council

Minutes of the

ANNUAL PARISH COUNCIL MEETING

held on Tuesday 24 May 2022. Start time 7:15pm
Bramshaw Village Hall

Present:-

Councillors: Mark Medley (MM), Martin Vann (MV), Sue Bennison (SB), Adam Coutts (AC), and Carl Seabourne (CS).

Plus: Melanie Camilleri – Clerk/RFO (MC). No members of the public attended.

55/22 Election of the Chair and acceptance of office

Cllr Martin Vann proposed, seconded by Cllr Carl Seabourne and resolved unanimously that Cllr Mark Medley be elected Chair for the municipal year. Cllr Mark Medley accepted and signed the acceptance of office.

56/22 Election of the Vice-chair and acceptance of office

Cllr Mark Medley proposed, seconded by Cllr Adam Coutts and resolved unanimously that Cllr Martin Vann be elected Vice-Chair for the municipal year. Cllr Martin Vann accepted and signed the acceptance of office.

57/22 Apologies for Absence: Kay Harrison (KH) and Jenny Watts (JW)

58/22 Declarations of interest: None

59/22 The **Minutes** of the Parish Council Meeting held on **26 April 2022** were unanimously approved.

60/22 Public Forum

61/22 To receive a report from Cllr Edward Heron (HCC): report delivered during the Annual Parish Meeting

62/22 To receive a report from Cllr Diane Andrews (NFDC): during the Annual Parish Meeting Cllr Andrews delivered an informative report on NFDC's new Waste and Recycling Strategy for the New Forest in line with the government's objectives. Further information will be published in the Bramshaw Telegraph (June edition). Members of the public are encouraged to attend BPC's 28 June meeting where they will be given the opportunity to ask questions.

63/22 Governance

- s29(1) of the Localism Act 2011: all members agreed to review and update, if necessary, their Councillors' Register of Interests.
- Review and adoption of Standing Orders: adopted unamended with a commitment to review later in 2022
- Review and adoption of Financial Regulations: adopted unamended with a commitment to review later in 2022 to reflect any changes to online banking
- Parish Council's Insurance wef 01 June 2022: unanimously agreed renew with BHIB Insurance for a 3-year undertaking £362.26 per year.
- Noted Annual Subscriptions: HALC/NALC, ICO
- Internal Auditor for 2022/23 AGAR: Unanimously agreed to appoint J K Murray.

- To review Councillor assignment of responsibilities, memberships of groups and committees, and representatives to external bodies: all agreed would remain as-is.

64/22

Finance

- i) Annual Governance and Accountability Return 2021/22 Form 2
 - a) Annual Internal Audit Report. The internal auditor reported he had no matters to bring to the Council's attention.
 - b) Certificate of Exemption – Form 2. Completed, approved, and signed
 - c) Section 1 – Annual Governance Statement. Completed, approved, and signed
 - d) Bank Reconciliation. Approved
 - e) Section 2 – Accounting Statements. Completed, approved, and signed
 - f) Explanation of Variances. Approved
 - g) The Notice of Public Rights and Publication of the Annual Governance & Accountability Return (Exempt Authority) will be published on 30 May 2022 with dates set for the inspection period Monday 13 June 2022 – Friday 22 June 2022.

- ii) The Cash Flow Report and payments were unanimously approved

Bank balances

Current Account (as at 24 May 2022): £10,170.09

Business Reserve (as at 24 May 2022): £0.60

Payments

Payee	Detail	Amount £	Method
M Camilleri	Gross Salary + office expenses	641.03	Standing Order
M Camilleri	Reimbursement for VH Room Hire 24 May	20.00	892
John K Murray	Internal Audit	155.00	893
Total debit		£816.03	

Receipts

Payee	Detail	Amount £	Method
NFDC	Precept – 1 st instalment	5,000.00	
NFDC	Grant from Cllr Diane Andrews (NFDC) towards treeguard for Queen's Platinum Jubilee commemorative tree	300.00	
Total debit		£5,300.00	

- iii) An application under S137 from St.Peter's Church, Bramshaw for churchyard maintenance was considered and a payment of £300 unanimously agreed.
- iv) Consideration to online banking options (with BPC's bank Nat West) including associated risks and banking fees. Deferred to 28 June meeting pending further investigation.

65/22

Planning

- i) Planning applications and treeworks were considered.

Given SB is a member of the National Park Authority, and sits on the Planning Committee, SB did not take part in the discussion of any of the planning applications on the agenda and abstained from voting; forfeiting her vote.

22/00068: Wykens, Brook Hill, Bramshaw, Lyndhurst, SO43 7JB

Proposal: Outbuilding; oil tank

Unanimously recommend Permission but would accept the decision reached by the National Park Authority's Officer under their delegated powers **subject to** imposing the following conditions:-

1. the outbuilding is solely for ancillary use

2. the hedge is maintained to achieve screening of the outbuilding (so that it is not visible from the road)

66/22

Oak Tree Wych Green

English Oak Tree to be supplied by Landford Trees in the Autumn (coinciding with planting time). SB obtaining quotes for fencing. Further discussion deferred to the 27 September meeting.

67/22

Queen's Platinum Jubilee Tree

Walnut Tree to be supplied by Landford Trees in the Autumn (coinciding with planting time). Further discussion deferred to the 27 September meeting.

68/22

Commemorative plaques for Queen's Silver, Gold, and Platinum Jubilee

MC presented options of various commemorative plaques. Further discussion deferred to the 27 September meeting.

69/22

Lengthsman

- i) Invoice no1624 and latest balance queried with Wellow PC. They apologised for the delay and will respond in full shortly.
- ii) Identify jobs:
 - white railings at various locations in the parish – cut vegetation and paint the railings. AC and CS to send a list of locations to KH
 - Furzley phonebox - little window missing so needs replacing. KH to notify Lengthsman of these jobs.

70/22

Councillors Reports

- i) Noticeboard at Forge Cottage Stocks Cross: Request from property owners to remove/relocate Bramshaw Parish Council's Noticeboard which is attached to the wall of Forge Cottage; a listed building:

After a short discussion, it was agreed that the board will be removed from the wall of Forge Cottage once the Parish Council has identified a suitable location and have established and approved all associated costs.

71/22

Correspondence, AOB, urgent matters

- i) NFDC Parking Standards Supplementary Planning Document (SPD) on 6 April 2022. Noted - not relevant to the parish.
- ii) Temporary Events Notice: Green Dragon, Lyndhurst Road, Brook, Lyndhurst, SO43 7HE. 03/06/2022 (6-11:30pm), 04/06/2022 (12-11:30pm), and 05/06/2022 (12-8pm)
Queens Jubilee Festival Weekend. 300 Persons. The Sale by Retail of Alcohol, The Provision of Regulated Entertainment 3rd and 4th June.

72/22

Date of next meeting

The date of the next Meeting for **Bramshaw Parish Council** will be held on **Tuesday 28 June 2022** at **7:30pm** in the **Bramshaw Village Hall (Community Room)**

Being no further business, Cllr Mark Medley closed the meeting at 8:45pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING