



Bramshaw Parish Council New Forest Hampshire

**Minutes of the
BRAMSHAW PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
Tuesday 28th May 2024 at 7:30pm
Bramshaw Village Hall (Main Hall)**

Present:-

Councillors:

Mark Medley - Chair (MM), Martin Vann – Vice Chair (MV), Adam Coutts (AC), Sue Bennison (SB), Carl Seabourne (CS), Vaughan Thomas (VT).

57/24 Election of the Chair and acceptance of office: RESOLVED: MM elected as Chair by unanimous decision

58/24 Election of the Vice-chair and acceptance of office: RESOLVED: MV elected as Vice-chair by unanimous decision

59/24 Apologies for Absence: Gemma Hinchliffe (Parish Clerk), Kay Harrison

60/24 Declarations of interest: None

61/24 Minutes: The minutes of the Parish Council Meeting held on 23rd April 2024 were approved

62/24 Public Forum

One member of the public attended. No representations were made to the Council.

63/24 Governance

- S29(1) of the Localism Act 2011. RESOLVED: Councillors' Register of Interests are published on the PC website. Each Councillor to review and confirm that they are up to date.
- RESOLVED: Councillor's commitment to abide by the Local Government Association's Model Councillor Code of Conduct
- RESOLVED: Councillor's commitment to abide by the Bramshaw Parish Council's Communications Protocol
- RESOLVED: to re-adopt the Standing Orders
- RESOLVED: to re-adopt the Financial Regulations
- Assignment of responsibilities: SB will represent the PC on the Consultative Panel and at NFALC
- Noted Annual Subscriptions: HALC/NALC and the ICO
- RESOLVED: to re-appoint 'Do the Numbers Ltd' as Internal Auditor for 2024/25

64/24 Planning

- i) To consider applications received and resolve on recommendations to be made to the New Forest national Park Authority

24/00496LBC: Fritham Lodge, Proposal: Velux skylight and installation of a WC
RESOLVED: To recommend Approval but would defer to NFNPA decision (Option 1)

24/00497CONS: Moor Farm Barn, Fritham, Proposal: Fell 1 Ash Tree
RESOLVED: To leave decision to the Tree Officers

ii) To note planning decisions

The summary of the Decisions report circulated by SB was noted. All decisions were consistent with the recommendations made by the Council

65/24 Finance

- i) RESOLVED to approve the Parish Council's insurance renewal quote (commencing 01 June 2024)
- ii) Annual Governance and Accountability Return 2023/24 Form 2
 - a. RESOLVED: there are no conflicts of interest with the external auditor BDO LLP
 - b. Noted Bank Reconciliation ending March 2024
 - c. Noted the Internal Auditor's Report
 - d-g. deferred to the 25 June meeting
- iii) The S137 payment of £300 to St Peter's Church (approved in February) was noted
- iv) A reimbursement of £59.99 due to the previous Clerk, M.Camilleri, was noted. This payment is for the renewal of Microsoft Software Licenses
- v) The Cash Flow Report and payments were approved

Payments

Payee	Detail	Amount £	Method
HALC	Annual Affiliation fees and NALC levy 2024/25	328.00	Online
G.Hinchliffe	Salary, Home Allowance & Expenses	537.51	Standing Order
Clear Councils	Insurance renewal	409.76	Online
	Total debit:	1,275.27	

Receipts

Payee	Detail	Amount £	Method
NFDC	Precept – 1 st instalment	5,000.00	
	Total credit:	5,000.00	

66/24 Flooding

Feedback has been received from both HCC and the National Trust following our report on flooding in the area of Wych Green. HCC have confirmed that they will conduct an investigation and the National Trust have taken some action to clear a section of ditch at Penn Common.

RESOLVED: To reply to HCC reiterating our offer to participate in their investigation (and preferably involve the National Trust too), and to confirm timing so that we can a) coordinate resources and b) notify residents that action is being taken. We will also request an urgent repair to the edge of the road at Penn Common in the interim.

67/24 Bramshaw in Living Memory

Feedback from the taskforce was deferred to a future meeting

68/24 New Residents and Welcome Pack

There are believed to be new residents in two properties at Barford, also Memorial Cottages Bramshaw and The Grange, Fritham. CS to edit and combine the two documents which comprise the contents of the Welcome Pack.

69/24 Lengthsman

Noted that all three phone boxes now require glass repairs

Actions:

MM will contact the lengthsman who provided services to us previously (via Wellow PC) and endeavour to agree a direct contract.

70/24 Notice Boards

The locations and visibility of our 6 current noticeboards was discussed and it was agreed that one might be relocated to the Village Hall and the location of the one at the Village Shop could be improved. Details of how to access up-to-date information via our website should also be permanently displayed. **Actions:**

- i) MV to contact the Bramshaw Trust and ask permission to locate a board at the Village Hall
- ii) MV to contact the owner of the Village Shop and seek permission to relocate our board to the front wall (near the letter box)
- iii) MM to post PC contact details (website & clerk email) on all noticeboards

71/24 Website

The information posted on our website requires review and updating – particularly with regard to policies and regulations. This will be undertaken over the coming weeks, pending resolution of issues surrounding the Clerk's position.

72/24 Clerk/RFO

- i) It was noted that the current Clerk has resigned effective the end of May
- ii) CS proposed that the PC communicate a recognition of her services, with thanks, which was approved and will be actioned by MM
- iii) All PC documents have been returned to MM
- iv) MM will contact the bank to remove the current Clerk as an Authorised person from the Bank Accounts
- v) MV will contact the Bramshaw Trust to ask permission for the PC use the Village Hall as our address for administrative purposes
- vi) Our previous Clerk (M.Camilleri) has offered to act as Locum for 2-3 months, and potentially until we can secure a permanent replacement. Unanimous approval was given to securing her services

73/24 Councillors Reports

SB reported that the street light near the Village Shop is still flashing, despite the problem having been repeatedly reported. She will continue to follow-up. SB will also attend the Consultative Panel next week.

74/24 Correspondence, AOB, urgent matters

- i) Correspondence from J.Lewis regarding his proposals for tackling bullying within councils was noted

- ii) We have received a message via our website from Mr & Mrs Calais concerning flooding. The Clerk will reply requesting more information about the location and extent
- iii) We have also received a message via our website regarding the Fritham Free Church which has been recommissioned, asking that PC consider using the venue for future Annual Meetings. Clerk to confirm in the affirmative
- iv) NFDC have replied explaining their position on the provision of additional waste bins in Bramshaw. The Clerk will forward this information to the resident who first enquired, and advise that the PC has decided not to take any further action.

74/24 Date of next meeting

The next Meeting for **Bramshaw Parish Council** will be held on

Tuesday 25th June 2024 at 7:30pm in the **Bramshaw Village Hall (Community Room)**.

(MM and MV offered their apologies in advance, and VT agreed to chair the meeting)

Being no further business, Cllr Medley closed the meeting at 21.02