

**BRAMSHAW PARISH COUNCIL  
NEW FOREST, HAMPSHIRE**

**MINUTES OF THE MEETING HELD ON TUESDAY,  
27th March 2018 AT BRAMSHAW VILLAGE HALL**

**Members Present:**

Sally Day – Chairman (**SD**)  
Martin Vann - Vice Chairman (**MV**)  
Mark Medley (**MM**)  
Sue Bennison (**SB**)  
Jenny Watts (**JW**)

**Others:**

2 Members of the public

Clerk: Ian Milsom (**IM**)

**36/18 Apologies for absence**

*Meeting commenced at 7.50pm due to the preceding pre-meeting public presentation of the final traffic calming proposals for Bramshaw, attended by 16 parishioners, over-running.*

Apologies received from Cllr Johnston and accepted

Apologies also received from NFDC Cllr Diane Andrews and HCC Cllr Edward Heron.

**37/18 Declarations of interest**

No declarations made.

**38/18 Minutes**

It was proposed that the minutes of the parish council meeting held on 27th February 2018 be accepted as a true record of the business conducted.

**Resolved.**

Update on items not on the agenda or in councillor reports

- Land off Harley Lane  
**SB** advised of information obtained from owner of the remaining land to the effect that the land has been taken off the market. Owner advised that when the land is placed back on the market, there will be a covenant put in place restricting any building on the land.

**SB** informed that the new owner of Linhay Farm has bought the piece of land off Harley Lane that Council feared may have been divided into smaller paddocks for the grazing of horses. Following discussion, it was agreed that no further action be taken at this time regarding an Article 4 Direction.

- Litter Bins at Nomansland – Chased by email on 28/2/18. Still no reply. Clerk to write again. **Clerk**

- Asset Register. Clerk advised that most up-to-date version is in the annual financial statements 2018. **SB** queried reference in register to bench at the Royal Oak Public House. **SD** agreed that there was no bench at this location. There is one, however, at Stock’s Cross. Clerk to amend asset register accordingly. **Clerk**

**39/18 Reports to be received**

Bramshaw Parish Councillor reports:

**MM** – nothing to report

**SB** – Nothing to report.

**JW**

- Official opening of the village hall kitchen will take place on 23 April 2018. **SD** will receive invitation.
- On 19 May 2018, Bramshaw Trust Management Committee have arranged a public showing of the Royal Wedding at the village hall from 10.00am onwards. Cost £5 (£10 family) to include lunch.
- Gate at entrance to Forestry Commission car park by the golf club car park. Access is currently problematic for walkers and refuse vehicle. **JW** will write to Forestry Commission. **JW**

**MV**

- Fritham Broadband Met with Open Reach and Hampshire County Council on 26 March 2018. Fritham group will email out information to Fritham residents regarding cost, and to gauge level of continuing support, including any from local businesses. The cost of broadband to Fritham is a total of £189,000 after the contribution of HCC. That is £2675 per household based on 66 properties.

**SD**

- Reported approach from Minstead Parish Council about Speedwatch camera. **SB** provided background information. Was purchased and shared amongst Bramshaw, Minstead and North Copythorne Parish Councils. **SB** will establish whereabouts of equipment. **SD** asked clerk to place Speedwatch camera on agenda for next meeting. **SB/ Clerk**
- Advised of approach from individual, via the website contact page, enquiring about the Council’s plans for August 2018 event to mark the end of World War 1. Individual referred to Redlynch parish council where they have a local connection.
- Highlighted information circulated by Hampshire Association of Local Councils (HALC) about the legal implications of making grants to the Church.

<b>40/18</b>	<b>Public Forum</b> A parishioner has noted the poor condition of various pockets of manorial waste land in the parish. Requested that the Parish Council write to owners, pointing to their duty of care. <b>Noted.</b>	
<b>41/18</b>	<b>Annual Parish Assembly</b> The format and agenda for the 2018 meeting was discussed and the draft agenda, detailed at Appendix 3 was agreed. Agenda to be brought to Council's April 2018 meeting for finalisation.  <b>SB</b> and <b>MV</b> gave their apologies for the Assembly. <b>MV</b> advised that someone will deputise for him in speaking about the Fritham Broadband agenda item.	<b>Clerk</b>
<b>42/18</b>	<b>Traffic Calming</b> To discuss final proposals as presented by Hampshire County Council and to agree to proceed.	
	<ul style="list-style-type: none"> <li>• It was proposed that Council proceed in full with the final proposals as presented earlier this evening by Hampshire County Council. <b>Resolved.</b></li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>• It was proposed that the village gateways be to the design of the Boldre Village example as presented earlier this evening by Hampshire County Council. This design has the added advantage of being able to accommodate a 30mph speed sign. <b>Resolved.</b></li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>• It was also agreed that the PC would ask HCC to include white line edging from Stock's Cross to Bramble Hill to try to slow down traffic.</li> </ul>	<b>MV</b>
<b>43/18</b>	<b>Planning</b> Council considered the planning applications listed at Appendix 1. The responses detailed at Appendix 1 were properly proposed and <b>resolved.</b>	<b>Clerk</b>
<b>44/18</b>	<b>Finance, Policy &amp; Administration</b>	
	<ul style="list-style-type: none"> <li>i) It was proposed that the payments detailed at Appendix 2 be approved. <b>Resolved.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>ii) To receive Financial report to 31 March 2018  Report received and noted. It was proposed that the financial report be placed on the agenda for the April 2018 meeting. <b>Resolved.</b></li> </ul>	<b>Clerk</b>
	<ul style="list-style-type: none"> <li>iii) Insurance cover – to decide whether to increase the level of street furniture cover (At no increase in premium) from £1,036.52 to £5,000 to reflect the value shown in the Asset Register.  It was proposed that the clerk contact the Council's insurer and increase the level of cover on the street furniture as detailed above. <b>Resolved.</b></li> </ul>	<b>Clerk</b>

iv) To discuss and adopt draft Equal Opportunities Policy.  
It was proposed that Council adopt the the draft Equal Opportunities Policy. **Resolved.**

- Communications Protocol - To discuss ideas for a draft protocol  
**MV** circulated a brief paper containing ideas for achieving effective communications within the parish council between meetings, viz:

Objectives

- Improve the efficiency of the PC by enabling appropriate communications between meetings
- Avoid potential confusion or misunderstanding engendered by parallel communications
- Enhance transparency and collaborative working within the PC
- Avoid burdening the clerk with work which was not approved by the PC

Proposal:

- 1) Communications to Third Parties on subjects that have been agreed upon and delegated during PC meetings (e.g. Planning, Traffic Calming) will be copied to all PC members by the PC member responsible.
- 2) Communications to the clerk that have been agreed upon and delegated during PC meetings will also be copied to all PC members (e.g. proposed drafts of communications to be sent by the clerk on behalf of the PC).
- 3) Communications to the clerk on any subject that wasn't agreed during a PC meeting will pass via the Chair.

During the ensuing discussion of the above proposal, **MM** expressed concern that there would be an over-abundance of information that would not be read.

It was proposed that the Communications Protocol should not be formally adopted as a policy/procedure at this time but should be tested for a period and put on the next agenda for further consideration. **Resolved.**

**ALL**

- v) General Data Protection Regulation (GDPR) - To receive further update/information.

**SD** confirmed attendance, together with the Clerk, at Hampshire Association of Local Councils (HALC) recent training session on the GDPR. **SD** and the clerk provided a brief verbal update. Information Commissioner's Office (ICO) still to issue clear guidance for small organisations (like parish councils).

Difference of opinion across National Association of Local Councils (NALC), HALC and Society of Local Council Clerks (SLCC) as to whether

parish clerks can assume the role of Data Protection Officer (DPO)

What has emerged at this point is the need for parish councillors to have separate email addresses for parish council business. **MM** will look at setting up email accounts for all Bramshaw Members.

**MM**

- vi) Internal audit 2017-18 – To decide whether to retain scheduled date of 18<sup>th</sup> May or request an alternative date.  
**IM's** offer to carry out the necessary administrative tasks throughout the period of the audit was accepted.

It was proposed that the clerk recruitment advertisement be extended on the HALC website and in the Bramshaw Telegraph.

**Resolved.**

**Clerk**

**45/18 Gorse Burning**

To discuss reported incident at Penn Common and to consider any appropriate action

Following discussion, it was proposed that **MM** write to the National Trust regarding this incident.

**MM**

**46/18 Parish Infrastructure**

- i) Noticeboards – to decide whether to request that the two green wooden noticeboards at the village shop be reinstated following their removal to allow refurbishment of the frontage. **MV** will approach the lessee of the Village Shop to seek his view.
- ii) To discuss the deteriorating condition of the gravelled parking area and tarmac frontage to the Village Shop, and to consider what approach, if any, Council should take.

**MV**

**MV** advised that whilst the landlord has been made aware of the condition of the gravelled parking area and tarmac frontage to the village shop, the situation remains unchanged. **MV** has obtained copy of the lease, which makes clear that this is the landlord's responsibility. The shop lessee would like the Parish Council to write to the landlord.

After further discussion it was agreed that Cllr Johnston be asked to write to the landlord.

**MV/DJ**

**47/18 Date of next meeting and items for the agenda**

Tuesday 24<sup>th</sup> April 2018 in the Community Room, Village Hall, commencing at 7.30pm.

**SB** – Council Website and Bramshaw Telegraph.

**SD** – Review of Councillor's areas of responsibility

It was agreed that **MV** will chair the meeting on 24 April 2018 and that **SD** will take the minutes.

The meeting closed at 9.30pm

Appendix 1/1

## PLANNING

### CURRENT APPLICATIONS

**Ref. No: 18/00124**

MARICO HOUSE, BURNSIDE FARM, BROOK HILL, BRAMSHAW

Proposal: Single storey extension; removal of portacabin

Council recommends PERMISSION, for the reasons listed below:

1. The Application is unanimously, strongly supported by all Councillors.
2. The Parish Council accepts and adopts the arguments submitted by the Applicant.
3. The Parish Council welcomes the attempts by the Applicant to meet the concerns expressed by the Committee.
4. Concerns previously expressed about matters under DP17 have been met. There will be no increased activity level on the site; the development proposed is contained entirely within the existing site boundary.
5. The proposal is entirely in keeping with CP14. It is noted that "small scale employment development that helps the well-being of local communities will be permitted through the re-use or extension of existing buildings, the redevelopment of existing business use employment sites". That is exactly the case here.
6. Refusal of the application would raise the real possibility of this existing employment site being lost to the detriment of the National Park and the sustainability of our local community, in breach of CP15.
7. The design and scale of the development is discrete, modest and wholly in keeping with the present building on site. It meets the principles set out in DP1 and 6.
8. The character and appearance of the conservation area will not be affected by the proposed development
9. There is no significant impact on any adjoining occupier.
10. Bramshaw Parish Council acknowledges the benefit to the Parish and to the Forest of an important commercial enterprise that is not part of the tourist industry and is proud to be associated with an innovative, well regarded, international business.
11. The council regards the applicant as an excellent neighbour who makes a valuable contribution to our Parish.

**Ref. No: 18/00161**

BLENMANS HOUSE, FURZLEY COMMON ROAD,

Proposal: Internal alterations (Application for Listed Building Consent)

Council is happy to accept the decision reached by the National Park Authority's Officers under their delegated powers, for the reasons below:

- The proposed alterations do not appear to have any adverse effect on the interests of Bramshaw Parish.

**Ref. No: 18/00168**

BLENMANS HOUSE, FURZLEY COMMON ROAD,

Proposal: Installation of two sets of glazed double doors and one glazed single door behind existing solid timber doors to outbuilding (Application for Listed Building Consent)

Council is happy to accept the decision reached by the National Park Authority's Officers under their delegated powers, for the reasons below:

- The proposed screens will not affect the appearance or character of the building.

**PREVIOUS APPLICATIONS**

**Ref. No:18/00050**

2 ROSE COTTAGES, CANTERTON LANE, BROOK, LYNDHURST, SO43 7HF

Proposal: Single storey side extension; detached two bay carport

Decision: Withdrawn

**CHEQUE PAYMENTS FOR APPROVAL**

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>	<b>Reason</b>
000817	Ian Milsom	£280.56	Salary for period 4 March – 31 March 2018
000818	HMRC	£70.14	PAYE for period 4 March – 31 March 2018

**Annual Parish Assembly**

**16th (Wednesday) May - At Valetta Barn, Fritham**

Draft Agenda

1. Apologies for Absence
2. 2017 meeting notes and matters arising.
3. Chairman's report.
4. Summary of finances.
5. Report by Hampshire County Councillor Mr E Heron.
6. Report by New Forest District Councillor Mrs D Andrews.
7. Police report by PCSO Richard Williams.
8. Presentation by the National Trust.
9. Fritham broadband update.
10. Plans for the coming year.
11. Other parish matters.