



# Bramshaw Parish Council New Forest Hampshire

**Minutes of the BRAMSHAW PARISH COUNCIL**  
**Meeting held on**  
**Tuesday 25 June 2024 at 7:30pm**  
**Bramshaw Village Hall (Community Room)**

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Councillors present: Adam Coutts (AC), Kay Harrison (KH), Sue Bennison (SB), Vaughan Thomas (VT), and Carl Seabrook (CS).

Plus: Melanie Camilleri (MC) – Clerk/RFO and two members of the public

**75/24 Appointment of Chair for Meeting**

**RESOLVED:** In the absence of the Chair and the Vice chair, Cllr Thomas was appointed to Chair the meeting.

**76/24 Apologies for Absence:** Mark Medley (MM) and Martin Vann (MV). Reasons noted and accepted.

**77/24 Declarations of interest:** None

**78/24 Minutes: RESOLVED:** the Minutes of the Ordinary Parish Council Meeting held on 28 May 2024 were approved.

**79/24 Public Forum**

Residents of the Parish attending raised an issue with blocked drains and consequential flooding in the following areas: -

1. Furzley Crossroads
2. Penn Common (C109)

Cllr Thomas acknowledged that drains in this area were clogged with dirt and silt, and in places, had collapsed. The Parish Council have recently written to HCC Highways reporting the situation but other than an acknowledgement had yet to receive a response.

Cllr Thomas went on to propose that the Parish Council write once again to HCC Highways reporting receipt of further complaints from residents and request an in-person site meeting to discuss and agree action to remedy. Cc Cllr Edward Heron, National Trust, and Verderers.

All Councillors were in agreement with this proposal.

**80/24 To receive a report from NFDC.** A Councillor from NFDC did not attend therefore no report was given.

**81/24 Planning**

- i) **RESOLVED:** applications received were considered and recommendations made (see Appendix A)
- ii) Noted planning decisions (see Appendix B)

**82/24 Finance Part 1: Internal and External audit**

- i) Annual Governance and Accountability Return 2023/24 Form 2
  - a. Noted the Internal Auditor's Report

- b. **RESOLVED:** the Certificate of Exemption was approved
  - c. **RESOLVED** Section 1 – Annual Governance Statement was approved
  - d. **RESOLVED** Section 2 – Accounting Statements was approved
  - e. **RESOLVED** the Explanation of Significant Variances Report was approved
  - f. Noted the Bank Reconciliation ending 31 March 2024
  - g. **RESOLVED** the dates for the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return were agreed as 01 July 2024 – 09 August 2024
- ii) MC, as Locum Clerk/RFO, proposed a two-stage approach to dealing with the Internal Auditor’s ‘Matters Arising’ Report: -
- 1) MC to fully consider all aspect of the Report, document a response (of recommendations and actions on remedy), and present to full council at the 23 July meeting.
  - 2) Full council to consider and agree recommendations and actions on remedy.

**RESOLVED:** Proposal accepted as this is work additional to that which would usually be expected of the Clerk, and that MC should tackle each stage as a stand-alone exercise (invoiceable to the Parish Council) with a max budget of £525 for Stage 1. Budget for Stage 2 to be considered once scale of actions in Stage 1 determined.

**83/24 Finance Part 2: Payments**

- i) **RESOLVED:** the Cash Flow Report and payments were approved. Direct payments to be made by Cllr Medley.

Payments

Payee	Detail	Amount £	Method
Bramshaw Village Hall	Room hire for Parish Council Meeting 25/06/24	£22.00	Direct
M Camilleri	Reimbursement of Microsoft Office subscription (approved May meeting)	£59.99	Direct
M Camilleri	Gross Salary, office expenses, and mileage	£944.37	Direct
	Total debit	£1,026.36	

- ii) a Bank Reconciliation was not prepared by MC as she did not have access to bank statements

**84/24 Lengthsman**

- i) MC reported that no direct payments had been received from HCC for the financial years 2023/24 and 2024/25. Action: MC to raise Purchase Orders seeking payment of these funds.

**85/24 Defib**

- i) Noted the village hall have reported that they’ve checked the Defib outside the Village Hall and that the current pads are due to expire Sept 2024.
- ii) **RESOLVED:** the purchase of new pads was approved
- iii) Resolve to approve who will update the website to reflect this check and conduct future checks on status: Matter deferred pending clarity on transfer of responsibility from the Village Hall

**86/24 Website**

- i) Agenda 71/24: MC reported that she’d made several necessary updates to the Parish Council’s website so as to comply with the Transparency Code 2015.

**87/24 Councillors Reports**

- i) To receive reports from the Councillors

**SB:** Reported the light outside the shop still appeared to be continually on. She'll speak to Mike.

**AC:** Reported that 1) one of the village 'Bramshaw' signs + posts had disappeared and 2) the Oak Tree was in need of watering.

**VT:** indicated the walnut tree at the village hall was in need of watering and that he'd attend to it.

**88/24 Correspondence, AOB, urgent matters:** None

**89/24 RESOLVED:** that Agenda item 90/24 would be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the confidential nature of the business to be discussed.

**90/24 Staffing Matter**

**RESOLVED:** the Chair, Cllr Medley, will be writing to the ex-member of staff seeking urgent clarification on an employment matter which is 'Confidential – Not for Publication' under Sections 40 of the Freedom of Information Act 2000.

**91/24 Date of next meeting**

The date of the next Meeting for **Bramshaw Parish Council** will be held on **23 July 2024** at **7:30pm** in the **Bramshaw Village Hall (Community Room)**

Being no further business, VT closed the meeting at 8:30pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**

#### **APPENDIX A: PLANNING APPLICATIONS FOR CONSIDERATION**

##### **24/00636CONS (Treeworks)**

**Address:** Saddlers Cottage, ROAD FROM A31 TO BROOK VIA CANTERTON, BROOK, LYNDHURST, SO43 7HD

**Proposal:** Pollard 1 x Eucalyptus tree

**Decision:** To leave the decision to the Tree Officer.

##### **24/00645CONS (Treeworks)**

**Address:** Oaktree Cottage, ROAD FROM A31 TO BROOK VIA CANTERTON, BROOK, LYNDHURST, SO43 7HD

**Proposal:** Fell 13 x Conifer trees

**Decision:** To leave the decision to the Tree Officer.

##### **24/00704CONS (Treeworks)**

**Address:** Blood Oaks Farm, LYNDHURST ROAD, BRAMSHAW, LYNDHURST, SO43 7JF

**Proposal:** Reduce 1 group of Goat Willow trees (G1 on the plan)

**Decision:** To leave the decision to the Tree Officer.

## **APPENDIX B: PLANNING DECISIONS**

### **24/00466DOC**

Address: FRITHAM LODGE, ROAD THROUGH FRITHAM, FRITHAM, LYNDHURST, SO43 7HH

Proposal: Application for discharge of condition 3 of planning permission 23/01074 to convert the remaining ground floor area of the old Coach House for living accommodation (Application for Listed Building Consent)

Decision: Discharge of Conditions Allowed

### **24/00224PATC (PA- Telecommunication)**

Address: ADJ. The Bungalow, Merry Orchard, Bramshaw, SO43 7JG

Proposal: Application under part 16 of the Town & Country Planning (General Permitted Development) Order in respect of the Installation of 2no. carriageway chambers, approximately 424 metres of duct in carriageway & existing hardstanding; 3no. modular chambers & approximately 428 metres of duct installed in verge of access track in land of Bramble Hill Hotel

Decision: Approval Without Conditions

### **24/00453CONS (Treeworks)**

Address: Careys Cottage, PENN COMMON ROAD, BRAMSHAW, LYNDHURST, SO43 7JN

Proposal: Prune 4 x Oak trees (T1, T2, T4 & T4 on the plan)

Prune 1 x Ash tree (T3 on the plan)

Prune 1 x group of mixed Holly and Ash trees (G1 on the plan)

Decision: Raise No Objection

### **24/00497CONS (Treeworks)**

Address: Moor Farm Barn, ROAD THROUGH FRITHAM, FRITHAM, LYNDHURST, SO43 7HH

Proposal: Fell 1 x Ash tree

Decision: Raise No Objection