



Bramshaw Parish Council

New Forest Hampshire

Minutes of the Annual Parish Council Meeting of Bramshaw Parish Council held on Tuesday 28 May 2019 at 7:30pm in the Community Room of Bramshaw Village Hall

Councillors Present: Sally Day – Chair (SD), Sue Bennison (SB), Martin Vann (MV), Jenny Watts (JW), Kay Harrison (KH), Graham Spiller (GS), and Cllr Diane Andrews (DA).

Plus: Melanie Camilleri - Clerk (MC). One member of the public attended.

81/19 Agenda item brought forward.

One vacancy - advertised and one application received from Mark Medley. SD proposed the Parish Council co-opt Mark Medley. This was seconded by MV. Voting took place by a show of hands. For: 6 Against: 0. The proposal was carried. An offer to co-opt was made to Mark Medley, which he accepted. SD welcomed Mark Medley (MM) to the Parish Council.

65/19 Election of the Chair

Cllr. Martin Vann proposed Cllr. Sally Day and Cllr. Kay Harrison seconded the motion. **It was resolved unanimously that Cllr. Sally Day be elected Chair of the Parish Council for the ensuing municipal year. Cllr. Sally Day** accepted and signed the declaration of office.

66/19 Election of the Vice-chair

Cllr. Mark Medley proposed Cllr. Martin Vann and Cllr. Kay Harrison seconded the motion.

It was resolved unanimously that Cllr. Martin Vann be elected Vice-chair of the Parish Council for the ensuing municipal year. Cllr. Martin Vann accepted and signed the declaration of office.

67/19 Apologies for Absence: None

68/19 Declarations of interest: None

69/19 Minutes of the Parish Council meeting held on Tuesday 23 April 2019 were approved and signed. There were no matters arising.

70/19 Public Forum

71/19 Councillors' Reports

DA

- Cllr. Mark Steele representing Bransgore and Burley has been invited to join the cabinet to replace James Binns, who lost his seat in the recent elections. He held the portfolio for Leisure and wellbeing.
- During the next year and starting on 12th June there will be a boundary review. This will look at present anomalies where parishes have been previously split e.g. Copythorne North and South. Due to the change in the way people now contact their district Councillor and the way the council will be more digital it is thought that the present 60 councillors will be reduced to a figure of around 48. This will make the council more streamlined with a cabinet of 8 and 10 members on each of the four scrutiny panels. The changes will be put into place at the next District elections in 2023.

- DA reminded about the Go New Forest card (cost £10). Offering discounts on pubs (10% off your food bill), health and beauty, restaurants, returning your £10.00 within just a few uses. Search online Go New Forest
- DA delighted to say that Minstead village today delivered a cheque for £107,000 to bring Ultrafast fibre broadband (FTTP) to the premises of 74 Properties. A new Government scheme called “the New Gigabit Voucher Scheme” will bring the remainder of the properties in the parish the same service. Minstead Parish council have been working for the last 2.5 years with HCC’s match funding. Further information can be found on Minstead Village Website or from their Cllr. Richard Taylor.

MM: None

MV: None

SB: Quadrant Meeting raised Defra Regs on ‘professional dog walkers’. They will launch a code of conduct end of June 2019, incl max dogs to be walked 6

JW: None

KH: parking on verge outside Bramshaw Village Hall. Causing an obstruction/danger for cars exiting the VH car park (this was raised by a Parishioner at the Annual Parish Assembly). KH also raised concerns about the gravel which has recently been put down (given SSSI area). JW will speak to the resident directly and report back.

GS: None

SD: None

72/19

Statutory obligations (Led by MC)

- i) Annual PC Insurance: Renewal wef 1 June. Cheque for signing
- ii) Annual fees/subscriptions: HALC+NALC May 2019, ICO on Sept 2018
- iii) Annual Internal Audit

John Murray carried out audit on 16 May. Annual Internal Audit Report 2018/19 (Page 4 of AGAR) completed – all agreed. Points arising for PC attention:-

Subject	Attention required	Parish Council agreed action
Recruitment Policy	None in place	MC to put together for approval at next PC meeting
Contract of Employment for MC	Shows Clerk only	SD will put together new contract also showing RFO by next PC meeting
Workplace Pensions	Establish if we are registered with Pensions Regulator	MC to investigate and report back at next PC meeting
Risk Assessment	Must have one in place	MC reported that we do have one in place (displayed on the website) and that it’s on the Agenda (this meeting) for review.

- Approved and signed by SD (Chairman) and MC (RFO): Certificate of Exemption (AGAR 2018/19 Part 2), Annual Governance Statement 2018/19 (Section 1), Accounting Statements 2018/19 (Section 2), and End of year accounts (Financial Statements year end 31 March 2019).
- MC will publish the approved accounts on the Parish Council website for public inspection as from 3 June 2019, as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities.
- MC will also return Certificate of Exemption to the external auditor PKF Littlejohn (address 1, Westferry Circus, Canary Wharf, London, E14 4HD)

73/19

Governance (Led by MC)

- i) Standing Orders (last updated April 2017): Reviewed, approved with no change, and adopted
- ii) Financial Regulations (adopted March 2016): Reviewed, approved with no change, and adopted.
Action: MC to pass to SD a sealed envelope with a copy PIN access for Bramshaw laptop
Action: MC to bring along latest bank statement for Councillor's to verify/sign as a true reflection of the bank balance reflected in the Minutes
- iii) Financial Risk Assessment (adopted March 2016 Reviewed, and approved with the following updates:-
 - Loan to Village Hall Trust has been repaid
 - Typo page 1
- iv) Policy on Grants under S137: Reviewed, approved, and adopted
- v) Councillor Register of Interests for NFDC Monitoring Officer (Localism Act 2011): All forms completed and either sent or to be sent to NFDC Monitoring Officer. MM to now complete Form as co-opted Councillor

74/19

Planning

- i) Treeworks applications presented for Cllrs info only
- ii) SB notified Cllrs of **TPO/0011/19** put in place on 21 May 2019 for Woodland at Marlpits Row, Ash Copse and Snipes Wood, Bramshaw (in relation to Treeworks CONS/19/0361). It will continue on this basis for six months or until the TPO is confirmed by NFNP Authority, whichever is the sooner. In simple terms it prohibits anyone from cutting down, topping, or lopping any of the trees described in the Schedule and shown on the Map without the Authority's prior consent. The Authority has made this Tree Preservation Order because it is considered that premature removal or extensive pruning of the tree(s) would result in the loss of an amenity to the local environment. NFNP Authority will consider whether the TPO should be confirmed, that is to say, whether it should take effect formally, but before a decision is made you may make comments about any of the trees, groups of trees or woodlands covered by the TPO by 18 June. MC will request extension so that the PC may consider and discuss 26 June.

75/19

Repairs and maintenance

- i) Quotes for repair/replacement of Commemorative Bench at Brook Green, and
- ii) Phone box repairs
MV and SB acquired quotes for i) and ii) for councillors' consideration.
It was unanimously agreed that the repair works be carried out by Nicholas Spens. 50% payment required in advance (approved).
- iii) Lengthsman: jobs discussed. SD will pull together a list and send to MC for issue
- iv) Ditch at Bramble Hill: SB to draft letter establishing ownership of land
- v) Traffic calming: £71K with £2K contributed by Bramshaw PC. This was reported at the Annual Parish Meeting.
- vi) Dragons Teeth: Concern over plans on installation raised by parishioner at the Annual Parish Meeting. SD had subsequently spoken to the parishioner, and it was agreed that no further action required at this stage

76/19

Finance & Cheques

- i) Accounts agreed and payments authorised.

Bank balances

Main Account (as at 03.05.19): £11,369.37

Main Account

Payee	Detail	Amount £	Cheque No.
M Camilleri	Salary - paid by Standing Order	434.47	Standing Order

J.K.Murray	Auditor	135.00	000841
Came & Co	PC Insurance	389.91	000842
M Camilleri	Renewal of Office 365	59.99	000843
Nicholas Spens	50% costs repair work bench and phone boxes	437.50	000844
Total debit		£1,456.87	

Receipts	Detail	Amount £	Deposit Ref.
NFDC	Precept – 1 st instalment	3,625.00	
HMRC	VAT reclaim	124.83	
Total credit		£3,749.83	

77/19 'Welcome Pack' for new residents

- i) SB ran through changes and will have the leaflet ready for the next PC meeting. Once approved, it will be added to the website.
- ii) MV proposed that he will deliver this pack to all identified new residents in person. This was unanimously agreed

78/19 Website Accessibility Regulations 2018: to be added to Sept agenda

79/19 "New Forest Books"

50 NF Books (left in Village Hall store cupboard) have been donated to the PC on the basis they are accessible to members of the public. Discussion took place on how this could be achieved. Majority agreed (by 6 votes to 1) that JW approach The Bell pub to display on behalf of the PC. JW to report back

80/19 Correspondence: None

81/19 Moved to the beginning of the meeting

82/19 Date of next meeting

Agreed the next Bramshaw Parish Council meeting will be held on **Tuesday 25 June 2019 at 7:30pm in the Community Room, Bramshaw Village Hall.**

Being no further business, SD closed the meeting at 9:15pm.