



**BRAMSHAW PARISH COUNCIL
NEW FOREST, HAMPSHIRE**

**MINUTES OF THE MEETING HELD ON TUESDAY,
28th NOVEMBER 2017 AT BRAMSHAW VILLAGE HALL.**

Members Present:

Sally Day – Chairman (**SD**)
 Martin Vann - Vice Chairman (**MV**)
 Mark Medley (**MM**)
 Sue Bennison (**SB**)
 Kay Harrison (**KH**)
 David Johnston (**DJ**)
 Jenny Watts (**JW**)

Others:

HCC Cllr Edward Heron (**ER**)
 NFDC Diane Andrews (**DA**)

Clerk: Ian Milsom (**IM**)

ACTION

146/17 Apologies for absence

No apologies for absence were received.

147/17 Declarations of interest

None were made.

148/17 Minutes

The minutes of the parish council meeting held on 28th October 2017, were accepted as a true record of the business conducted.

149/17 Reports to be received

i. NFDC Cllr Diane Andrews

Due to a Cabinet re-shuffle, is moving from current role as Chairman of Planning to a new role as a member of NFDC's Cabinet. New role will cover 'Community Affairs', with a brief ranging across Community Engagement, Community Grants and Support, Customer Services, Elections and Electoral Registration, Community Safety Partnership, CCTV, Careline and Communications.

ii. HCC Cllr Edward Heron

Nothing to report.

iii. SD

Approached Forestry Commission (FC) regarding dragon's teeth at Brook Bushes. FC will attend to. **KH** advised that some of the dragon's teeth that have sustained damage from vehicles have been repaired, but not moved back as requested. **SD** will convey this to the FC.

SD

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Has reported condition of footpath numbers 3 and 4 to HCC Countryside Service.

NFDC is offering a training session on the new General Data Protection Regulation (GDPR) requirements for public authorities which will come into force in May 2018. Training will be held at 10.00 a.m. on Tuesday 12 December 2017 in the Council Chamber, Appletree Court, Lyndhurst, lasting about 2.5 hours. **IM** has booked two provisional places for himself and **SD**. **IM** now unable to attend and so one place available for any Member who wishes to attend.

IM has reported that the noticeboard near to the Royal Oak, Fritham has sustained damage and one of the doors requires re-hanging. **IM** to ascertain if this is something that the Lengthsman can deal with.

Clerk

iv. MV

Updated on dragon's teeth opposite the Bell Inn, which were discussed at the previous meeting (135/17 ii) refers). Cut down by a contractor, at some point in the past, to enable access.

After further discussion it was agreed that no further action is required.

150/17 Public Forum

No members of the public were present.

151/17 Planning

I. To consider planning applications notified to the Council.

There were no applications to consider.

II. To consider other planning matters – See Appendix 1 for details

- a) Council discussed if Article 4 Directions might control works that could threaten the character of areas of acknowledged importance, particularly through the practice of erecting fences within agricultural fields to create pony paddocks.

To aid discussion, **EH** provided an overview of what constitutes 'development', and requires planning permission, and the general rules around 'permitted development'.

EH explained that an Article 4 direction restricts the scope of permitted development rights either in relation to an area or site, or a development anywhere in the planning authority's area; and briefly set out the process involved.

Following discussion, it was proposed that the clerk write to New Forest National Park Authority, requesting that it considers the application of an Article 4 Direction covering the

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remaining land at Harley Lane, which it is felt is particularly vulnerable to undesirable change. **Resolved.**

Clerk

- b) To discuss planning regulations applicable to outdoor advertisements and signs.

The focus of this discussion was a sign at the Bell Inn, Brook, which has recently been moved nearer to the highway, is larger in scale, and more brightly lit. It was proposed that the clerk approach the NFNPA to determine whether this is 'development' that requires planning permission and, if it does not, that the clerk write to the Bell Inn to ask if it will consider reducing the level of illumination. **Resolved.**

Clerk

152/17 Finance, Policy & Administration

- i) To agree bank reconciliation – See Appendix 2

Agreed and signed by **SD**

It was noted that cheque 000802, in the sum £9.30, remains unrepresented. On the basis that cheques are generally valid for a period of up to six months, it was decided that no action is required at this time.

- ii) To approve cheque payments

It was proposed that the cheque payments, detailed at Appendix 3 be approved. **Resolved.**

- iii) To agree form of future payments to HMRC

It was noted that payments of PAYE to HMRC via the Post Office will be discontinued from 15 December 2017, and it was proposed that future payments of PAYE be made by Direct Debit. **Resolved**

The Clerk to bring the HMRC direct debit form to the January 2018 meeting for authorisation.

Clerk

- iv) To consider and adopt the draft Disciplinary & Grievance Procedures

It was proposed that both procedures be adopted in their presented format. **Resolved**

- v) To review the Risk Management Schedule

It was proposed that the clerk circulate a copy of the schedule to Members and place this issue on the January 2018 meeting agenda.

Clerk

- vi) To confirm date of December 2017 meeting

After discussion it was proposed that this meeting, scheduled for 19th December, will only proceed if, by 12th December 2017, an urgent or contentious issue requiring the Council's attention is notified. If no such issue arises, the meeting to be cancelled and appropriate notices posted on the website and on the noticeboards. **Resolved.**

Clerk

- vii) To consider provisional 2018 meetings schedule and to confirm dates

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It was proposed that subject to the following amendment/addition the schedule of dates be confirmed. **Resolved.**

Delete 16th January, insert 23rd January
Insert 16th (Wednesday) May - Annual Parish Assembly (At Valetta Barn, Fritham if available).

SD will contact owner of the Valetta Barn regarding this booking

SD

viii) To consider support for the NFNPA Historic Routes & Pathways Project

SD

It was proposed that **SD** meet with the project worker and, if appropriate, invite her to the February 2018 meeting of the Council.

153/17 Litter bins at Nomansland

During discussion, it was established that the litter bins were not provided by New Forest District Council, are situated on Forestry Commission land near the border with Landford Parish, are emptied by Wiltshire County Council and were reported as problematic by parishioners of Redlynch.

Council considered whether the renewal of the bins, at a price of £955, is expenditure that it is reasonable for the residents of Bramshaw to meet.

It was proposed that as the bins are on Forestry Commission Land, the clerk should write to the Commission, suggesting that it either removes the bins without replacement, or replaces with new bins available from New Forest District Council at a cost of £955. **Resolved.**

Clerk

154/17 Traffic Calming

A copy of the Consultation Report was seen by Members prior to the meeting. Based on the report, it was proposed that the Council support, in principle, the conclusions and recommendations contained within the report, subject to completion of the detailed design and implementation plan; and further consultation with residents. **Resolved.**

Clerk to notify Hampshire County Council of this decision.

Clerk

There was a brief discussion concerning mobile vehicle activated signs. **EH** suggested contacting NFDC and HCC re cost of supplying traffic warning signs as a paid-for service, adding that the highway authority will not permit fixed signs other than at recognised accident spots.

MV undertook to carry out further research into feasible options and bring to a future meeting.

MV

155/17 Furzley telephone box

JW advised that although the previously agreed deadline for completion of repairs had passed, due to extenuating circumstances, progress has been made. The door has been repainted and re-glazed and the door furniture obtained. The work should be completed soon.

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156/17 Protocol on Death of a Senior Royal

In response to information circulated by NFDC, Council discussed whether to make local preparations to mark the occasion of a Royal death, and to decide whether local protocols/plans to cover the arrangements should be made.

Following discussion, it was proposed that parishioners would be notified of such an event, via Bramshaw Telegraph/e-mailing groups and Council noticeboards, and be provided with information on locations outside the village where there are arrangements for members of the public to offer condolences.

Clerk

157/17 Age Concern Village Agents

Council discussed a request from Age Concern to support the local recruitment of a Village Agent, who can provide face to face assistance to older people, their relatives and friends on how and where to find the information and support they may need.

It was proposed that this request be looked at again in Spring 2018.

Resolved. Clerk to advise Age Concern of this decision.

Clerk

EH advised Council of 'Connect to Support Hampshire', an online information and advice guide and directory of services for Hampshire adults with care and support needs. It was agreed that the clerk should place details, including the link www.connecttosupporthampshire.org.uk/ on the website and in the Bramshaw Telegraph.

Clerk

158/17 Date of next meeting and items for the agenda

The date of the next meeting is 23rd January 2018.

Agenda items - Risk Management Schedule

The meeting closed at 8.55.

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Appendix 1

**Planning
Applications for Consideration**

There were none.

Other planning matters for consideration

- I. To consider the role of the Parish Council in relation to the sub-division of agricultural land for recreational equestrian use.
- II. To discuss planning regulations applicable to outdoor advertisements and signs

Appendix 2

Bank Reconciliation

At 3 November 2017

Prepared by Ian Milsom (Clerk and responsible officer)

To be approved by Council on 28th November 2017

Current account balance as per bank statement dated 3 November 2017	£13,813.22
Deposit account historic balance	.60
Subtotal	£13,813.82
<u>Less</u> unpresented cheque 000802	£ 9.30
Net bank balances at 3 November 2017	£13,804.52
Cash book balance at 3 November 2017	£13,804.52

Appendix 3

Cheque Payments

Cheque	Amount	Payee	Reason
000808	£17.00	Ian Milsom	Refund of donation to Royal British Legion Poppy Appeal
000809	£23.98	Ian Milsom	Refund of cost of website domain renewal October 2017 – October 2019
000810	£819.04	Ian Milsom	Clerk's Salary 22 August – 12 November 2017
000811	£204.60	Post Office Limited (HMRC)	PAYE August – November 2017

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Appendix 4**Bramshaw Parish Council****Schedule of Meetings 2018**

Bramshaw Parish Council meetings are usually held on the 4th Tuesday of the month except for the meeting in December 2018. Meetings take place, unless stated otherwise, in the community room at Bramshaw Village Hall.

23 January

27 February

27 March

24 April

16th (Wednesday) May - Annual Parish Assembly (At Valetta Barn, Fritham)

22 May - Annual Parish Council Meeting

26 June

24 July

28 August

25 September

23 October

27 November

18 December (Third Tuesday)

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