



Bramshaw Parish Council

New Forest Hampshire

Minutes of the Annual General Meeting held on 24 July 2018 at 7:30pm in the Community Room of Bramshaw Village Hall

Present: Councillors: Sally Day (SD) – Chair, Martin Vann (MV) – Vice-chair, David Johnston (DJ), Mark Medley (MM), and Jenny Watts (JW).

There were 0 members of the public present.

AGM OF THE PARISH COUNCIL

98/18 Apologies for Absence

Sue Bennison (SB), Kay Harrison (KH), Cllr Diane Andrews (DA), Cllr Edward Heron (EH).

99/18 Declarations of interest

There were no declarations of interest.

100/18 Minutes

The minutes of the Parish Council Meeting held on the 26 June 2018 were approved and signed. There were no matters arising.

101/18 Public Forum

None as no members of the public attended.

102/18 Councillors' Reports

- i) **JW:** Nothing to report
- ii) **MV:** Traffic calming:

The scheme has been approved by the Verderers but still needs formal assent from Natural England and a licence from the Forestry Commission (in that order).

Tobias has been working with Natural England and the ecology team to collect the required information for the assent application and is planning to submit it by the end of this week. The notification period is 28 days so, assuming that assent and licence will be granted, Tobias is hoping to start the works at the end of August/early September. He'll give an update on timescales as soon as he hears back from Natural England. He'll also talk to the area office about the road markings near The Bell to find out if any repairs are planned.

- iii) **MM:** Emails

Sent out instruction to all on how to set-up an Outlook email account specifically for council work (to satisfy GDPR). It was unanimously agreed that this would be done and reviewed in a couple of months' time.

MC indicated that there are three Parish Clerk email addresses – gmail (used for all correspondence), btconnect (historical used by previous Clerk) and Outlook account (set-up when microsoft package added to the PC laptop). MM requested that MC send him full details of all accounts so that he could link them to be operated through the Outlook account.

- iv) **DJ:** He's taken the noticeboard outside of the Royal Oak at Fritham for repair. To be fixed in due course
- v) **SD:** Decision over 2 Rose Cottage planning application 18/00386. Planning Officer indicated that only one option can be selected for all three aspects. SD selected Option 3 to reflect recommend permission with condition. All councillors ratified this decision.

103/18 Planning

- i) 18/00505: BT openreach cabinet

After some discussion, the council resolved unanimously in favour to recommend permission on the basis that the needs of the community outweigh the environmental concerns to the verge on a B road, given the minimal impact upon the ecology (excavation of 2m sq of earth).

- ii) CONS/18/0604 Tree works Fritham House, Fritham

After some discussion, the council resolved unanimously that no comment was required.

104/18 Lengthman Scheme

- i) Response regarding Brambles in Bramshaw and Brook. **Action:** SD to draft response for MC to issue.
- ii) Telephone box: **Action:** SD to email KH for an update on quote

105/18 Footpaths: Awaiting update on sign at Bramble Hill from SB. Adjourned to next meeting

106/18 Traffic Calming: Refer to report in item 102/18.

107/18 Litterbins-Nomansland

A Redlynch parishioner has raised the issue that the two bins at Nomansland are in poor condition, an eyesore, and potentially a risk to adults, children, and livestock. Despite extensive enquiries, Bramshaw PC hasn't been able to establish who owns these bins (we know it's not Bramshaw PC).

After much discussion, the councillors unanimously agreed that they would be prepared to remove the bins altogether, and, as a courtesy to the Redlynch residents and PC, share with them the cost (50/50) of replacing with Pony-proof bins, on the condition that ownership (and their insurance) rests with Redlynch. Total cost likely to be in the region of £2K (so £1K each). It was noted that the bins are currently emptied by Wiltshire County Council who will need to be notified if the bins are replaced.

Action: MC to draft an email to Redlynch PC for councillor's approval

108/18 Shop car park It's been noted that loose stones have been placed in the holes

109/18 SLCC subscription

Membership lapsed Jan 2018. After discussion, the council agreed to renew the subscription in order to enjoy the benefits membership offers (Networking, specialist advice, discount on Parish Clerk training). To re-join £8 fee + £100 annual subscription.

CiLCA training receives a discount for SLCC members. The council agreed to support the cost of MC attending CiLCA training courses run by SLCC on 11 Sept, 9 Oct, 7 Nov, 4 Dec at a cost of £340 + VAT.

MC to approach WT&F PC to request 50% contribution towards cost of these courses (their decision is not dependent upon training and financial support going ahead).

110/18 Bramshaw Telegraph. MC to explore taking on responsibility for this newsletter and updates to the website. **Action:** MC to come-up with a proposal for 25 Sept PC meeting

111/18 Email addresses for clerk and councillors: Covered under 102/18 MM report

112/18 Internal audit: Findings discussed. Actions:-

- i) Parish Clerk contract (see 113/18)
- ii) Transparency Code 2015: MC to identify gaps on website and report back. Likewise for GDPR compliance.
- iii) Change of auditor: MC to identify and report back on other auditors operating in the region

113/18 Parish Clerk contract of employment

Prepared by SD and signed by MC – see attached blank contract

114/18 Finances and cheques

Cheques signed (for S137 grant approved for Church and to repay Jenny Watts for defibrillator) plus Schedule of Accounts approved

115/18 Correspondence:

- i) Poundbottom Landfill site – email discussed. As the PC has no control over the site or traffic involved, their comments can only be noted.
- ii) Traffic Penn Common – email discussed. **Action:** SB to respond about PCSO involvement.
- iii) S137 grant application from Citizen's Advice. The councillor agreed to award £80.

116/18 Items for next agenda

- i) Set-up of Outlook emails for councillors and Clerk – update from MM
- ii) Telephone Box – update from KH
- iii) Sign at Bramble Hill – update from SB
- iv) Litterbins Nomansland – response from Redlynch PC
- v) Bramshaw Telegraph – proposal from MC
- vi) Transparency Code 2015: MC to identify gaps on website
- vii) Change of auditor' MC to identify and report back on other auditors operating in the region

117/18 Agreed the next meeting will be held on **Tuesday 25 September 2018 at 7.30pm** in the Community Room at Bramshaw Village Hall.

IF there are planning applications to consider, a planning meeting will be held on **Tuesday 28 August at 7:30pm** in the Community Room at Bramshaw Village Hall.