

Bramshaw Parish Council

New Forest Hampshire

Minutes of the Annual General Meeting held on 22 May 2018 at 7:00pm in the Community Room of Bramshaw Village Hall

Present: Councillors: Sally Day (SD) – Chair, Martin Vann (MV) – Vice-chair, Sue Bennison (SB), David Johnston (DJ), Cllr Diane Andrews (DA), Melanie Camilleri (MC) – Clerk.

No members of the public attended.

AGM OF THE PARISH COUNCIL

61/18 Apologies for absence

Jenny Watts (JW), Mark Medley (MM), and Kay Harrison (KH)

62/18 Election of Chair

Cllr. David Johnson proposed Cllr. Sally Day, and Cllr. Martin Vann 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 will sign a Declaration of Office.

63/18 Election of Vice-chair

Cllr. Sally Day proposed Cllr. Martin Vann, and Cllr. David Johnston 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 will sign a Declaration of Office.

64/18 Declarations of interest

In accordance with the Local Government Act 2000, S.81(1) of the Local Authorities (Model Code of Conduct) Order 2007, each Cllr will complete their Notification of Interest Form.

65/18 Minutes of the Ordinary Meeting of the Parish Council held on 24 April 2018 were agreed by all, subject to the following modifications, and signed by SD

i. Modifications:-

Collection of mail

It was resolved unanimously to change the PC correspondence address to the Clerk's address

ii. Matters arising: None

66/18 Allocation of Duties

It was resolved unanimously that allocated duties would be as follows:-

Bramshaw Village Hall Trust: MV

New Forest Association of Local Councils (NFALC): SD and MV

New Forest Conservative Panel: SB

Police Liaison: All

Footpaths and rights of way: SD and JW. SB raised issue of Bramble Hill Footpath no6. To be discussed at next PC meeting

Defibrillator – regular checking of battery light and pad replacement: JW

Bramshaw Telegraph: DJ stated that this is an important and valued vehicle for communicating with the community. All agreed that ownership should be deferred to the next PC meeting in order to properly discuss when MM present.

Bramshaw Parish Council website: MC

Lengthsman: TBC if KH will continue

Planning: DJ and JW

NE Quadrant: SD and MV

Highways: SB

Utilities: All

67/18 Review of documents

- Assets: **Action:** MC to review asset register to include speedwatch equipment, and bench at Stocks Cross (in place of the one at Royal Oak)
- Standing Orders, Comms Protocol, and Financial regulations
It was resolved unanimously that these Parish Council Policy documents would be adopted. Action: MC to place these Policy documents on the website
- Insurance cover: **Action:** MC to investigate cover status with the broker Came and report back at the next PC meeting, plus check cover required for speedwatch equipment, given it's shared 1/3rd with Minstead and Copythorne North
- Subscriptions: MC confirmed cheques raised for HALC/NALC affiliation fees, plus GIS Partnership Contribution. **Action:** MC to investigate status of other bodies
- Complaints procedure: These are covered under the Standing Orders
- Freedom of Information and GDPR: **Action:** MC to forward to SD up to date guidelines for Parish Councils communicated from ICO etc for consideration **Action:** SD to give update at next PC meeting
- Press/media: These are covered under the Standing Orders

68/18 NFDC Cllr Andrews

- Bob Jackson, Barry Rickman and DA had a meeting with Southern Water regarding their draft water resources Management plan currently out for consultation. The plan looks ahead for 25 to 50 years to see how the demand for water will change and what measures need to be taken to both conserve water as well as to ensure continuity of supply to everyone. One estimate is that demand for water could increase by as much 50% by 2070. However the water authorities are striving to encourage people to use 100 litres of water per person per day. Our water comes from 37% groundwater and 63% from river Itchen and Test. Many people feel too much is being pumped out of the Itchen causing serious problems with wildlife. The environment agency has asked S.W. to halve the amount of water taken from the Itchen. With the surge in new house building sustainable water supply is a priority. Our area is divided between two water authorities Southern Water which is also responsible for supply and wastewater and Bournemouth water for supply only. The deadline for the response is 28th May on line at southern water.co.uk then type WRMP in the search box on the home page.
- The Governments decisions to consult on a deposit return scheme for plastic bottle has been agreed for later in the year to increase recycling rates. UK consumers go through an estimated 13 billion plastic drinks bottles a year, but more than three billion are incinerated, sent to landfill or left to pollute our countryside and seas. The scheme is expected to extend to glass bottles and aluminium cans with "reverse vending machines" placed near supermarkets. This may cause a re think for HCC on the new super energy recovery facility. If there is to be a sudden fall in the amount of recycling material it may

not be cost effective to spend millions on a new facility so talks are stalled until a more definite decision can be given by the government.

- Locally I can say that every parish is having more and more problems with vehicles of every kind. Driving too fast, destroying verges, using inappropriate rat runs and the increase on our woefully inadequate roads. HCC seem slow to respond and at times as in Copythorne refuse to act when a local garage parks it's cars on what was a green verge. Minstead and Lyndhurst have put together a joint action working group to tackle the cut through from Lyndhurst road to Emery down therefore by-passing Lyndhurst. The road is single track and caravans drivers are ill equipped to tackle the reversing required. This like many other traffic problems is awaiting the money and will to tackle it. I am delighted that the long fought for Bramshaw traffic calming has had the response that it needed.

69/18 No members of the public attended

70/18 Planning

No applications on the agenda

71/18 Finance

i) Payments for authorisation

| Payee | Detail | Amount £ | Cheque No. |
|-----------------------------|--|-----------|------------|
| New Forest District Council | GIS Partnership Contribution 01/04/18 – 31/03/19 | £100.00 | 000819 |
| HALC | HALC/NALC Affiliation fees 2018/19 | £268.00 | 000820 |
| HALC | GDPR training for 2 people | £96.00 | 000821 |
| Awbridge PC | Photocopying (share of cost for clerk) | £24.43 | 000822 |
| Ian Milsom | Salary + expenses for clerk duties | £257.14 | 000823 |
| Total debit | | £1,850.00 | |

ii) Financial report

It was resolved unanimously that these Parish Council Financial report to 31 March 2018 would be adopted. Action: MC to scan and issue to all

iii) Completion of Certificate of Exemption for Audit

It was unanimously agreed that SD could sign whatever documents were required in order to meet the deadline

iv) CiLCA training for Clerk

MC requested approval to funding for the Level 3 foundation qualification covering all aspects of a Clerk's work, operated through HALC. Half day course £40, followed by registration fee £250 (assessed on an evidenced based portfolio).

MC indicated that she's a Parish Clerk for West Tytherley & Frenchmoor Parish Council PC who support this training.

It was unanimously agreed to support this training and share 50% cost with WT&F PC

72/18 Review of notes/minutes from the Annual Parish Assembly 16 May and Parish Council meeting 24 April, and follow-up actions

- Litter bins at Nomansland
Action carried forward: MC to write to the Forestry Commission about ownership issue of these litter bins

- Asset register and Insurance
Actions carried forward: MC to review and include speedwatch equipment, and bench at Stocks Cross (in place of the one at Royal Oak)
- Shop
A member of the public has raised the poor state of repair of the shop car park. **Action:** To be discussed in full at the next PC meeting, and how the PC can support
- Gate at entrance to Forestry Commission car park
Actions carried forward: MC to locate and check if JW's letter has been sent to Forestry Commission
- Traffic calming
DJ suggested that a line could be painted down one side of the road, creating a cycle lane safe for cyclists and pedestrians alike. **Action:** MV to ask Tobias if this is possible and report back and report back at next PC meeting

73/18 Review of internal audit and actions required

Audit conducted on 18/5 with Ian Milsom. Awaiting outcome. **Action:** MC to discuss with internal auditor

74/18 Items for next Agenda

- Completed Councillor Forms - Declaration of Office and Notification of Interest
- Bramble Hill Footpath no6
- Bramshaw Telegraph
- Lengthsman - allocation of duties to Councillor
- Asset register – inclusion of Speedwatch and bench at Stocks Croft
- Insurance - renewal and cover for speedwatch equipment
- Subscription status for all bodies
- GDPR update
- Litter Bins Nomansland
- Shop Car Park
- Gate at entrance to Forestry Commission car park - JW's letter
- Traffic Calming suggestion - response from Tobias
- Internal Audit - forms and outcome

Being no further business, SD closed the meeting at 8:55pm

Date of the next Council meeting is on Tuesday 26 June 2018 at 7:30pm in the Community Room of Bramshaw Village Hall

DRAFT MINUTES TO BE SIGNED AT NEXT MEETING OF THE PARISH