

**MINUTES OF A MEETING OF LYNDHURST PARISH COUNCIL HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 12 JULY 2016 COMMENCING AT 7.15 PM**

Present: Mrs H Klaassen (Chairman), Mr G Bisson, Dr E Chell, Mr K Kaljura, Mr M Rollé, Mr S Se-Upara, Mrs A Trend, the Revd Dr C Wilkins and Mr A Wiltshire.  
Clerk to the Council: Mrs M Weston  
In attendance: 3 members of the public  
Carolyn Griffiths - Press

**43. Declaration of Acceptance of Office**

The Chairman reported that Mr Lock was on holiday in Portugal and would not be attending the meeting. Therefore the declaration of acceptance of office could not be signed. It was noted that Mr Lock had not attended the June meeting either and concern was expressed as to whether he had the time available to devote to the requirements of being Vice Chairman.

**RESOLVED:** That this subject be made an Agenda item for the September meeting.

**Clerk to action Agenda item**

**44. Public Participation**

None.

**45. Disclosures of Interest**

None.

**46. Apologies for Absence**

Apologies for absence were received from Mr T Dunning, Mr J Lock and Mrs P Wyeth.

**47. Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 14 June 2016 were approved as a true and accurate record.

**48. Matters Arising**

None.

**49. Selection Method for Chairman and Vice Chairman**

Following on from discussion that had taken place at the June Parish Council meeting regarding the method of selection of the Chairman and Vice Chairman further discussion took place and the following resolution was passed:

**RESOLVED:** That any councillors that wished to stand for the position of Chairman or Vice Chairman for the ensuing year make their position known at the April meeting. There would be no time limit on the period of office but a vote would be taken annually. Voting would be by secret ballot and if there was more than one candidate ballot papers, naming candidates, would be prepared in advance. Each candidate would give a resume on their Parish Council activities in the current year and a statement of intent for the coming year.

Mr Rollé stated that he felt that it was important that there was a handover between outgoing and incoming Chairmen and stated that the Chairman had not sought one from him this year.

Mr Bisson asked that it be minuted that whilst he was in favour of a secret ballot he did not agree with the other areas of the resolution, ie length of time a Chairman could hold office, resume of current and intended activities.

#### **50. Committee Meetings**

The minutes of the following Committee meetings held since the date of the last meeting were submitted and approved:

Planning Committee meeting – Tuesday 28 June 2016

Cemetery Committee meeting – Friday 8 July 2016

#### **50 Council Meeting Dates**

Mrs Klaassen reported that it had been suggested by Mr Lock, Mr Bisson and herself that it might be appropriate to change the date and time of the Annual Parish Meeting to attract more people, perhaps holding it on a Saturday morning. It was thought that it could be advertised in the Lymington Times and promoted on social media. The Clerk pointed out that the Community Association had their AGM on a Monday morning and the Linden Hall was always full. However, it was noted that lunch was provided. Perhaps residents could be invited to contribute by indicating what they would like and what they already liked in the parish.

#### **52. Speed Indicator Devices**

The Clerk reported that she had contacted the Clerk to Sway Parish Council who had stated that they did not have any speed indicator devices within the parish.

**RESOLVED:** That the Clerk pursue this matter and a report would be given to the next meeting. A letter would be sent to the new Minister of Transport.

**Clerk to continue to follow up and action Agenda item. The Chairman and Mr Se-Upara to set up an online petition.**

#### **53. Arthur Phillip Memorial Seat in Public Open Space**

Mrs Trend reported that efforts had been made to find suitable wood for the seat. However, a local company and local oak could not be sourced but a company in Devon with a proven record of high quality workmanship could facilitate all the work involved with the wooden seat itself including logos and carved inscription and Richard Green, a local builder, would build the piers or a plinth that the wood could rest on although the bricks would probably only be used for decorative purposes. In the meantime, NFDC had placed two seats in the public open space temporarily as there had been calls for seating from the public.

**Mrs Trend and the Clerk to continue to bring this project to a satisfactory conclusion and Mrs Trend to update the Parish Council at the September meeting.**

#### **54. Freedom of Lyndhurst Event**

Mr Wiltshire reported that he had attended a meeting at Appletree Court concerning the Freedom of Lyndhurst event on 25 September commencing at approximately 2.00 pm. There would be a guest list of 320, although it was hoped to keep numbers as low as possible, and to attract a Royal presence. Arrival time would be 12.30 and 1.30 pm, after which guests would not be able to leave until after the event finished. It was noted that the Royal British Legion would receive a separate invitation and that the military would put on a presence next year for Armed Forces Day and also the anniversary in two years' time of the end of WW1. There would be a military band and the Chamber of Trade had been informed. The next meeting would take place on Monday or Tuesday, 1 or 2 August. Lyndhurst Park Hotel, Foxlease, Ineos and park and ride facilities were suggested as possible ways of overcoming parking problems.

**RESOLVED:** That Mr Wiltshire inform NFDC that the Parish Council would like eight invitations for Parish Councillors and another eight for their guests.

#### **55. Correspondence**

The Clerk reported that since the date of the last meeting all items of correspondence that required the attention of Councillors had been forwarded by email and further action had not been requested by any of the Councillors.

#### **56. Accounts**

The Clerk submitted accounts which had been paid or had become due for payment since the date of the last meeting, as detailed in Appendix A, and these were approved.

The Clerk submitted the following report by way of a resume of the Parish Council accounting and general situation at today's date as she would not be attending another meeting before her departure from office:

##### **Allotments**

There is the sum of £12,416.01 in the Allotment budget for this financial year. Many thanks must go to Adrian Wiltshire who works so hard and does many jobs voluntarily. There remains some fencing work to be done and it will be necessary for the new Clerk to send out allotment tenancy renewal letters requesting fees for the current year in September.

##### **Recreation**

There is £43,579.65 in the Recreation budget. This includes the sum of £15,280 Section 106 Agreement funding for the second phase of the skateboard ramp project. There are plans for other items, including adult fitness equipment and for replacement of existing equipment reaching the end of its life span. During the 13 years I have been Clerk I have seen the Recreation Ground go from a remote place that was rarely visited to a welcoming, well equipped centre for youngsters of all ages. Thanks must go to Mark Rolle for all his hard work and to Karl Kaljura who has brought the skateboard ramp project to fruition. For a village I feel we can be justly proud of Coles Mead.

##### **Cemetery**

There is £16,800.87 in the Cemetery budget. This includes fees paid for burial plots, burials and memorial stones so far this financial year of £9,010. A payment has been made from Parish Council Cemetery funds of £36475.99 which includes VAT amounting to £6079.33 for which a form has already been submitted for reimbursement. The full amount will be recouped from the Viridor grant and £2,000 has already been received by way of further grant aid. There is other grant aid promised of £2,550. The lych gate will be painted this year and work continues all year round to maintain the Cemetery in a condition second to

none. Chapel lighting has recently been discussed at a Committee meeting, tenders will be sought and a grant sourced. Again, thanks to Adrian Wiltshire for his work as Committee Chairman.

## **Amenities**

There is £20,096.56 in the Amenities budget. There are still outstanding amounts due from residents in Shaggs Meadow re ditching that took place in Great Mead in 2015. Mr Bisson will action as previously agreed. The Parish Walk leaflet reprint is still outstanding but we have £1,550 grant money in place to fund 20,000 copies of the leaflet and a noticeboard for the public open space in the car park. Money is also needed for a reprint of the In and Around Lyndhurst walk leaflet and this also could have a board in the public open space. A suitable site needs to be found for a Village Information Board. Daffodils have been purchased for planting in the Autumn.

## **Arthur Phillip Project**

£2868.51 still held in funds for the seat that will be placed in the public open space in the car park. Massive thanks must go to Angela and also Paul Trend for work on this project and also to former Councillor Len Cornell.

## **Lengthsman's Scheme**

Kevin Bennett acts as the Parish Council Lengthsman. We receive £1,000 per annum from Hampshire County Council towards costs incurred around the village under the terms of the scheme and maintenance of public footpaths. Under the terms of the scheme the Parish Council is also obliged to contribute a further £1,000. We haven't spent anything from funds so far this financial year.

**Our closing balance on 29 June 2016 showed £158,691.83 in funds.**

## **57. Banking Arrangements**

### *(a) Future banking account arrangements*

The Clerk stated that at the present time the Parish Council held one account with Lloyds Bank plc but there was an amount in funds far in excess of the Government's guarantee scheme. She suggested that at least one, possibly two, other accounts should be sourced with reputable banks/building societies who also operated within the Government scheme in order to safeguard the Parish Council's finances and perhaps gain a small amount of interest on funds held.

### *(b) To authorise bank account signatories*

The Clerk outlined the present system whereby the Chairman, Vice Chairman, Committee Chairmen and the Clerk are authorised signatories on the Parish Council bank account and recommended that this system continue but with the addition of Mr Wiltshire (Committee Chairman) and Mr Lock (Vice Chairman) as authorised signatories. However, unfortunately due to slow broadband speeds it had proved impossible to download the necessary form to enable details of the further two authorised signatures to be added to the Parish Council list at this stage. The bank mandate form would shortly be arriving by post.

**RESOLVED:** That, once the form arrived, the Clerk arrange for the necessary details be added and submitted to Lloyds Bank plc.

**Clerk to follow up and action as Agenda item.**

#### **58. Possible Refuge at Clay Hill**

The Clerk reported that there had been no further information received on this matter but the Agenda item would be taken forward to the next Parish Council meeting.

#### **59. Staffing Committee**

The Clerk reported that before an official meeting of the Staffing Committee could take place it would be necessary to set up terms of reference.

**RESOLVED:** That the Clerk put together a set of Terms of Reference for consideration and distribute it to all Councillors. In order that the Staffing Committee could move forward it would then be necessary to convene an Extraordinary meeting of the Parish Council to ratify the Terms of Reference.

#### **60. Vacancy for Clerk/Responsible Financial Officer**

An advertisement had been placed in the Advertiser & Times and on the Parish Council website, together with a job description and application form. One reply had been received to date.

**RESOLVED:** That an Extraordinary meeting of the Parish Council be held on Tuesday 2 August at 7.15 pm in Lyndhurst Community Centre. The first item on the Agenda would be consideration of the proposed Terms of Reference and the job applications received could also be reviewed as the closing date would have passed.

#### **61. Green Streets Initiative**

Dr Chell reported that emissions in Lyndhurst High Street are unacceptably high and although the problem had been visited previously it had not been possible to mitigate the issue. It is recognised that there is a safe walk to school but there are still many people walking around the village. Dr Chell suggested that the first campaign should be to green the village with the objective to protect people. A start could be made with the school. It is impossible to see what is going on inside our bodies but we know from surveys and research that the problem is a real one. There is a need to canvas the village more widely and engage organisations such as the Woodland Trust.

The Revd Dr Wilkins stated that the pollution problems will be affecting residents of Lyndhurst in terms of their health. Tree planting, climbing plants, arbors, window boxes, green walls would all be effective in cutting pollution levels.

It was suggested that ideas be sought from businesses and individuals, in fact the whole village. Leaflets could be placed in shops with an award for the biggest effort. It was also suggested that planning applications should be viewed to ensure they conformed to the initiative and this might be something for the village design statement.

Mr Wiltshire said it should be remembered that trees have canopies and roots and can get in the way. The utility companies do not favour them. Consideration would have to be given as to whether the Parish Council would put finance into any project and whether it should be referred to the Amenities Committee or kept as an item on the Parish Council agenda.

#### **62. In and Around Historic Lyndhurst Leaflet Reprint**

**RESOLVED:** That a reprint of 10,000 copies be authorised to be taken from the Amenities Committee budget.

**63. Village of the Year Competition**

Mr Bisson reported that the Parish Council's entry had been registered and preparations were in hand.

**64. Reports from Representatives of Outside Bodies**

None.

**65. Dates for Future Committee Meetings**

Recreation Committee	23 July	7.15 pm	Lyndhurst Community Centre
Planning Committee	26 July	7.15 pm	Lyndhurst Community Centre
Extraordinary Meeting	2 August	7.15 pm	Lyndhurst Community Centre

**66. Items for Discussion at the Next Meeting**

Items brought forward from the July Agenda and meeting  
Any items brought to the attention of the Chairman by 5 September 2016  
Vice Chairman's appointment

In the absence of any other business the Chairman thanked those present for attending and closed the meeting.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

## Appendix A

### Accounts presented at the June 2016 Parish Council Meeting:-

	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
<b>Accounts paid between meetings</b>			
<b>Ava Recreation Ltd</b>			
Repair to zipwire	558.33	111.67	£670.00
<b>Mr K Bennett</b>			
Allotment maintenance	438.00		
Cemetery maintenance	2166.00		
Recreation Ground maintenance	710.00		
Total			3314.00
<b>TLC Online</b>			
Website maintenance (March, April, May 2016)			
Paws in the Park posters, entry forms, flyers	83.47		83.47
<b>Lyndhurst Community Centre</b>			
Room hire PC meeting x2	47.00		
Planning Cte meeting	23.50		
Photocopying	19.20		
Total			89.70
<b>Accounts due for payment</b>			
<b>Beckley Joinery Ltd</b>			
Shelving for phone box and information boards	185.00		185.00
<b>BT</b>			
Telephone bill	198.53		198.53
<b>Community First New Forest</b>			
Membership renewal	10.00		10.00
<b>Mrs M Weston</b>			
Clerk's Salary and Expenses	1801.19		1801.19
<b>Total Amount Paid</b>	<b>5681.89</b>	<b>111.67</b>	<b>6351.89</b>