

## **MINUTES OF A MEETING OF LYNDHURST PARISH COUNCIL HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 14 NOVEMBER 2017 COMMENCING AT 7.00 PM**

Present: Councillors M Rollé (Chairman), the Revd Dr C Wilkins (Vice Chairman), G Bisson, Dr P Burrows, T Dunning, K Kaljura, S Se-Upara, A Trend, A Wiltshire and P Wyeth

Clerk/RFO: Mrs M Weston

In attendance: 4 members of the public (part of the meeting)  
Carolyn Griffiths (Press) (part of the meeting)

### **106. Disclosures of Interest**

The Chairman reminded Councillors of their responsibility to declare an interest in any matter on the Agenda where they might be considered to have a prejudicial interest. There were no declarations of interest.

### **107. Apology for Absence**

An apology for absence was received from Councillor F Green.

### **108. Public Participation**

A member of the public asked about the arrangements for unloading delivery lorries outside the new Co-op shop. The Chairman said that as planning permission had been granted for unloading to take place there was little that the Parish Council could do other than to monitor the situation. It was pointed out that it was not possible to take lorries under the archway and into Cooper's Yard due to height restrictions.

It was also noted that deliveries to Costa Coffee were being unloaded close to the recycling bins and this was causing an obstruction.

### **109. Interviews for New Councillor**

It was noted that one candidate had been unable to attend the meeting. The two candidates and members of the public and Press were asked to leave the room and each candidate was invited back individually to give a brief resumé regarding what they thought they would bring to the Parish Council if co-opted and, in turn, Councillors asked questions. Election then took place by secret ballot and Chris Willsher was invited to join the Parish Council. He accepted the position.

### **110. Minutes of the October LPC meeting**

Councillor Bisson pointed out that he had been reported as attending and being absent from the meeting. The Clerk agreed to correct the minutes to show that Councillor Bisson had been absent from the meeting and had given his apologies for absence.

Councillor Trend reported that there was a slight factual error in the Parish Council's submission to NFNPA regarding Planning Application No 00732 – Lyndhurst Park Hotel but it was considered that this was a minor amendment and would not be relevant at this late stage anyway.

In all other respects the minutes of the Parish Council meeting held on 10 October 2017 were approved as a true and accurate record and signed by the Chairman.

### 111. Matters Arising

None.

### 112. Committee Meetings

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

Planning Committee – 24 October 2017  
Cemetery Committee – 3 November 2017

Councillor Wyeth explained that she shared Councillor Burrows concerns regarding the possible siting of a toilet in the Cemetery. Councillor Wiltshire, as Cemetery Committee Chairman, reported that a vote had taken place at earlier Cemetery Committee meetings and there were specific reasons for the chosen site. The CCTV would give added security and the toilets would only be available to the public when burials took place or the Chapel was in use. It was hoped that a toilet facility would encourage use of the Cemetery Chapel and it should be remembered that, apart from the precept, the Cemetery was the biggest source of income. The Clerk drew attention to the fact that it was the intention to go for grant aid as much as possible to cover the cost of installation of the toilet facility.

### 113. Accounts

(a) The accounts paid and due for payment since the October meeting were presented as follows:

#### **Income received since last meeting to current account**

Allotment Fees	554.00	0.00	554.00
Maintained graves	20.00	0.00	20.00
HMRC - VAT refund	9749.03	0.00	9749.00
HMRC - PAYE from M Weston	944.00	0.00	944.00
Cemetery Fees	2820.00	0.00	2820.00
<b>Total</b>	<b>14087.03</b>	<b>0.00</b>	<b>14087.00</b>

#### **Cheques requiring endorsement**

<i>Cheque no</i>		Net	VAT	Total
2685	K Bennett <i>Maint-Cem/Rec/Amen/L'man/Allot</i>	3049.00	0.00	3049.00
2686	Royal British Legion <i>Donation re wreath</i>	18.00	0.00	18.00
2687	Cancelled			
2688	ADM <i>Window cleaning</i>	42.00	0.00	42.00
2689	Sophie's Services <i>Office cleaning</i>	80.00	0.00	80.00
2690	S Luffman <i>Photocopier</i>	150.00	0.00	150.00

#### **New payments by cheque**

*Cheque no*

2691	SLCC <i>Clerk's Regional Training Seminar</i>	79.00	15.80	94.80
2692	Community First New Forest <i>Minibus hire re Village of the Year</i>	56.40	0.00	56.40
2693	Advertiser & Times <i>Events advertising re LPH</i>	123.75	24.75	148.50
2694	Heppenstalls Solicitors Ltd <i>Legal fees re bus shelter on A35</i>	906.00	0.00	906.00
2695	L&DCA <i>Room fees and catering</i>	579.50	0.00	579.50
2696	Mrs M Weston <i>Clerk's Salary and Expenses</i>	2,848.66	69.56	2,918.22
2697	Lyndhurst Village Decorations Cte <i>Christmas lights subscription</i>	60.00	0.00	60.00
2698	TLC Online <i>Website maintenance/printing</i>	125.33	0.00	125.33
2699	New Forest Tree Services <i>Treework - Great Mead</i>	80.00	0.00	80.00
2700	K Bennett <i>Cem/Rec/Allot/Bulbs/L'man</i>	2,329.50		2,329.50
<b>Total cheques payment</b>			<b>110.11</b>	<b>10637.25</b>
Direct debit payments - BT		3.00	0.60	3.60
<b>Total payments</b>		<b>10527.14</b>	<b>110.71</b>	<b>10640.85</b>

**(b) Bank Reconciliation**

**Financial Summary at date of meeting**

	<b>Opening Balance</b>	<b>143877.85</b>
	New income	14087.00
	<b>Sub-total</b>	<b>157964.85</b>
less	Uncleared cheques	0.00
	<b>Sub-total</b>	<b>157964.85</b>
less	Payments to be made	10640.85
	<b>Closing Balance</b>	<b>147324.00</b>

**RESOLVED:** That the above accounts be accepted as paid and due for payment.

**114. Staffing**

The Chairman explained that the Clerk would like to reduce her hours gradually with a view to eventual retirement. In order to facilitate a smooth handover she had suggested that an assistant be employed for 10 hours a week initially and this would be at a lower rate of pay than the Clerk/RFO as they would not have the same experience and knowledge of the work involved.

**RESOLVED:** That this subject be taken forward for further discussion at the Finance and General Purposes Committee meeting on 21 November 2017.

## 115. District Councillor's Report

In her capacity of District Councillor, Councillor Wyeth reported that the new lights in the car park had been installed at a higher level than anticipated. There had been a request from neighbours for shades to be added to the new lights and NFDC Officers would be addressing the problem. It was considered that the lighting was a big improvement.

## 116. Speed Indicator Devices

The Clerk had received information from County Councillor Heron which seemed to indicate that the provision of a fixed SID could be achieved under the terms of the HCC Community Funding Traffic Initiative. However, Councillor Bisson reported that he had spoken to Marc Samways at the recent HALC AGM and he had indicated that fixed permanent SIDs would still only be allowed where they met traffic safety criteria. For information Marc Samways is Highways Manager – Traffic and Safety at HCC.

Possible positions for fixed permanent SIDs would be Gosport Lane and Clay Hill in the first instance, followed by Chapel Lane and Swan Green. Councillor Willsher suggested that a right of appeal should be investigated.

## 117. Street Furniture – Cycle Repair Kit

Councillor Dunning had suggested that LPC provide a cycle repair kit which could be used by the public. The Clerk reported that funding could be obtained from NFNPA under their sustainable communities fund budget. Grants were available up to £2,000. The cost of the equipment was likely to be less than this amount although groundwork would be necessary. The most appropriate site was considered to be on the land between the former Lyndhurst Park Hotel and the entrance to Beaulieu Road as there were cycle racks already installed there.

**RESOLVED:** To take this project forward by applying for grant aid and to alert the Cycle shop and any other interested parties to the above information.

Action: Clerk to consult with Fiona Wynne at NFNPA re grant aid and contact cycle shop and other interested parties

## 118. Correspondence

### (a) *Protocol on the Death of a Senior Royal*

Following the receipt of information from NFDC on this matter further discussion took place.

**RESOLVED:** To purchase a black tablecloth and separate framed official portrait photographs of the Queen and Prince Phillip. Flowers would also be purchased when the time came and Councillor Wyeth said she would then prepare a flower arrangement. This would all be displayed in the Parish Council office. LPC would direct residents to use the Book of Condolence at ATC.

Further discussion took place regarding the likelihood of residents wanting to place floral tributes in an appropriate public place in the village.

**RESOLVED:** That the Clerk liaise with NFDC to see if the Dearing Memorial Garden in the main car park could be used.

Action: Clerk to purchase two official portrait photographs of the Queen and Prince Philip, a black tablecloth, black ribbon and consult with NFDC regarding possible site for laying of floral tributes in the event of the death of a senior Royal.

**(b) Clay Hill garage site**

Information had been received from the Estates Office at NFDC explaining that if no use could be found for the landlocked parcel of land at Clay Hill that at present contained garages they might consider selling it. Initially LPC had made an enquiry as it was thought possible that it could be purchased and used as land in mitigation with the Forestry Commission in order to provide more land for the Cemetery. However, additional enquiries had proved that although the land abutted Crown land it was, in fact, an enclosure and was therefore unlikely to be considered suitable by the FC.

**(c) Request for e-Newsletter**

A request had been made by a resident for LPC to publish an e-Newsletter similar to that distributed in Minstead. It was agreed that the content of any e-Newsletter would have to be carefully monitored.

**RESOLVED:** That the Clerk speak to Councillor Richard Taylor at Minstead Parish Council and that Councillor Willsher talk to our website providers as they had set up our original Facebook and Twitter accounts, although these were not used at the present time.

Action: Clerk to consult with Minstead Councillor Richard Taylor.

Councillor Willsher to consult with TLC Online regarding Facebook and Twitter accounts.

**119. Pollution in the High Street**

The Vice Chairman reported that the Chairman of Lyndhurst Chamber of Trade had invited her to come to their next meeting to outline any proposals the Parish Council might have for ideas to cut down the pollution levels in the High Street and also to “beautify” the village. It was also thought that, although small measures might be possible, what Lyndhurst really needed was a bypass and that this should be Forest wide to prevent a knock on effect in other areas.

**RESOLVED:** To ask that this subject be put on the next Traffic Management meeting agenda for further discussion.

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

Councillor Bisson reported that LPC had received the e-Mango website of the year award at the recent HALC AGM. He had made the nomination and agreed to notify TLC Online, as they were our website providers.

Thanks were express to Councillor Wiltshire and the RBL for the Remembrance Parade the previous Sunday and it was noted that Deacon Steven Short had conducted the service in St Michael and All Angels Church, Lyndhurst.

Councillor Bisson reported that Jon Cuthill would be switching on the Christmas lights on 25 November.

**121. Dates for Future Committee Meetings**

F&GP Committee	Tuesday 21 November 2017
Planning Committee	Tuesday 28 November 2017

Councillor Bisson stated that there had been problems this year with arranging Committee meeting dates and attendance. The Clerk said this matter would be the subject of an Agenda item at the F&GP Committee meeting and that she would be distributing Councillor Packs the following day.

**122. Items for Discussion at the Next Meeting on Tuesday 12 December 2017**

Items brought forward from the October Agenda.  
Any items brought to the Clerk's attention by Monday 4 December 2017.

\_\_\_\_\_Chairman  
\_\_\_\_\_Date