

## **MINUTES OF A MEETING OF LYNDHURST PARISH COUNCIL HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 11 SEPTEMBER 2018 COMMENCING AT 7.15 PM**

**Present:** Councillors Revd Dr C Wilkins (Vice Chairman), G Bisson, P Burrows, T Dunning, F Green, S Se-Upara, A Trend, C Willsher, A Wiltshire and P Wyeth (part of the meeting).

**Clerk/RFO:** Mrs M Weston  
Three members of the public  
Representative from Lymington Times (Press)

### **58. 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.

### **59. Apologies for Absence**

An apology for absence was received from the Chairman Councillor M Rollé.

### **60. Public Participation**

None.

### **61. Minutes**

Councillor Trend reported several small errors as follows: Minute 45 end of second paragraph should be unwieldy not unweildy. Minute 46 paragraph 3 should read the lorry 'had scraped along an adjacent car' not scrapped. In Minute 41 Councillor Heron had said that a 'decision on signage of the road had taken place'. The signage has not to date been erected.

The Clerk reported that there had been an error in the recording of the voting in respect of the request from NFNPA for a letter of support for their grant application for Leader funding for work in the churchyard to safeguard and increase access to the churchyard's important heritage features and raise awareness of their significance through greater enhancement and promotion of the site. The resolution had shown voting to be 6:2 in favour with one absention when, in fact, voting had been 5:2 in favour with one absention, as Councillor Wyeth had previously left the meeting. The Clerk reported that she had now made the necessary amendment.

The Minutes of the Meeting held on 10 July 2018 were confirmed as a true and accurate record and signed by the Chairman.

## **62. Matters Arising from the Minutes**

None.

## **63. Committee Meetings**

The Minutes of the following Committee meetings held since the date of the last Parish Council meeting were received and agreed:

*Planning Committee Meetings – Tuesday 24 July and 28 August 2018*

## **64. Recreation Ground Track Maintenance**

Councillor Wiltshire reported that three estimates had been received for a replacement track in the Recreation Ground. This would cover the area up to and including the entrance to the children's play equipment. The remainder of the track would be refurbished next year but it was important to get some of the work done before the winter weather arrived. RTS Fencing had provided the most competitive price and would undertake the work early in October. All work would conform to Forestry Commission recommendations using path gravel as approved by both the Forestry Commission and Natural England. It will be necessary to close the Recreation Ground for approximately two weeks while work takes place. John Howell, a local resident, will explain to residents of Wellands Road that we will need access for deliveries and the Clerk said she would provide a letter of explanation for each household.

**RESOLVED:** To accept the estimate from RTS Fencing.

## **65. Lengthsman Scheme**

Councillor Bisson explained that the lengthsman had undertaken several lengthsman jobs recently that came under the umbrella of the HCC Lengthsman Scheme. He explained that LPC receive £1,000 for these minor works and suggested that the Parish Council consider providing additional funds to undertake further work around the parish. Councillor Wyeth suggested that next year consideration be given to removing the Section 137 account and diverting these funds into the Lengthsman Scheme instead. Councillor Bisson felt that wherever the funds came from would need to be discussed at the F&GP meeting. Councillor Willsher voiced concern because he felt the Parish Council should be pressing HCC to do the work for which they are responsible. Councillor Bisson tabled a proposal that this matter is put forward to the F&GP meeting to give consideration to additional funds being added to the Lengthsman Scheme as part of the annual precept. An amendment came forward that this matter should be further discussed at the October LPC meeting and voting took place on the amendment first the result being 9:1.

**RESOLVED:** That the Lengthsman Scheme be put on the Agenda for the October LPC meeting.

## **66. District Councillor's Report**

Councillor Wyeth reported on the planning service in NFDC. In view of the fact that NFNPA will not be exploring joint delivery of the planning function NFDC will be appointing a new chief planning officer (comparable to a Chief Executive). NFDC are taking on houses in the otherwise private market to get people out of B&B and are building some housing in areas where they already own the land.

Traffic has been horrendous, particularly during the summer months. Attention was drawn to the traffic lights in the High Street with particular emphasis on the filter system.

**RESOLVED:** That the Clerk to write to Intelligent Transport at HCC regarding traffic light sequence.

It was noted that there seemed to be an increase in litter in both the High Street and car park.

Councillor Wyeth suggested that Councillors might wish to have an update from Rachel Higgins regarding local air quality.

The street name signs in Kings Close and Forest Gardens are deteriorating and need attention. Councillor Wyeth suggested that the names needed to be painted back onto the signs but Councillor Bisson and the Clerk said it was usual to replace faulty signs with new ones.

Councillor Wyeth had met with David Hurd regarding parking in Kings Close.

## **67. Planning Appeal – Lyndhurst Park Hotel**

This was due to take place at the end of January and would last six days. It was noted that LPC should have as many people there who wished to voice their concerns regarding the planning proposals from Pegasus Life. There should be more information regarding timings, etc available shortly and these would be paramount when organizing the case for dismissal of the Appeal. The Parish Council must register if they wished to speak. The Chairman has stated that he would be prepared to speak against the proposals on behalf of the Parish Council and Councillors Willsher and Green could also be counted on to support him if necessary. It was considered important to adhere to the policy issues to oppose the proposals. Councillor Green suggested that anticipated questions and answers be prepared in advance with LPC having something in place by November.

Councillor Se-Upara mentioned the planning application recently submitted by PegasusLife in respect of erection of hoardings and demolition of a store room.

**RESOLVED:** That this remain an Agenda item and that LPC begin work on their case for dismissal of the Appeal with the idea of having something tangible in place by November.

## **68. Section 137 Grant Funding Applications**

It was noted that Section 137 funding had been re-established this year and three applications had been received. Grant funding amounted to £1,500 for the entire financial year.

Lyndhurst Lighting and Decorations Committee – grant towards ongoing cost of Christmas lights and summer bunting with particular emphasis on the campaign for additional lights and bunting in 2018.

First Responders – grant towards the cost of a replacement defibrillator.

Lyndhurst and Ashurst Cricket Club – grant towards the cost of a defibrillator to be installed on the cricket pavilion, Bolton's Bench.

Discussion took place and a decision was taken based on the fact that the First Responders covered a wide reaching range of calls during the course of their work and the Christmas lights and bunting were very much enjoyed by so many of our residents and visitors and brought trade to the village.

**RESOLVED:** That £1,000 be allowed to the First Responders and £500 to the Lyndhurst Lighting and Decorations Committee. The Clerk would contact the cricket club to explain the reasons for the decision.

#### **69. Commemorative Seat**

The Clerk explained that she had placed an article in the September What's On. Councillor Bisson had also provided information regarding the Armed Forces memorial seat and this was considered a good choice. The Clerk voiced concerns regarding whether sufficient funds would be forthcoming and exactly where the seat would be placed. Councillor Bisson suggested it be placed on the piece of land where lime trees had been planted near the Fire Station. Councillor Trend agreed to write a piece concerning the number of armed forces that had left Bolton's Bench for Southampton and the Western Front in World War 1 and the fact that so many of them had died, never to return to home soil.

**RESOLVED:** That the Clerk write another article for What's On asking for further financial support and link this into a short article from Councillor Trend.

#### **70. Residents' Survey**

Councillor Willsher asked if Councillors would be prepared to provide possible suggestions in the green boxes already circulated in a document. This will be populated by Councillor Willsher and circulated. Findings can be used in the Agenda for the coming year. Councillor Green agreed to provide information on Neighbourhood Watch. Councillor Willsher was thanked for this efforts regarding the Residents' Survey.

#### **71. Vacancy for a New Councillor**

The Clerk reported that she had received one application and one expression of interest. The closing date for applications was 30 September 2018. The Clerk suggested that an application form and person specification might be useful to Councillors to ensure the best candidate was chosen for the position. Councillor Willsher said he had information that could be adapted and would send it to the Clerk. The Clerk also had information supplied by another Parish Council.

**RESOLVED:** That the Clerk work with Councillor Willsher to provide the suggested documents.

#### **72. Football Club Lease**

Councillor Willsher reported that the Chairman, Clerk and himself had met with representatives from the Senior and Junior Football Clubs, together with the Lyndhurst and Ashurst Cricket Club in order to bring together a written agreement between all parties that could be presented to the Forestry Commission in order to secure a new lease for the Wellands Road Ground. All parties were now

working on their comments which would be drawn together, agreed by the parties concerned and brought to a LPC meeting prior to presenting to the Forestry Commission.

### 73. Accounts

(a) Record of payments made and revenue received between 13 June and 11 September 2018

(b) To authorise payments made between meetings

(c) To authorise payment of invoices due at today's date

Shown together as follows:

#### **BANK RECONCILIATION - INCOME AND EXPENDITURE - 13 JUNE 2018 TO 11 SEPTEMBER 2018**

		VAT	Total
<b>Balance after unrepresented cheques paid out</b>	113128.13	0.00	113128.13
<b>Income received since last meeting to current account</b>			
HMRC - VAT	8160.95	0.00	8160.95
MHW - HMRC	1085.00	0.00	1085.00
Allotment fees	42.00	0.00	42.00
Cemetery Fees	2480.00	0.00	2480.00
<b>Total</b>	<b>124896.08</b>	<b>0.00</b>	<b>124896.08</b>

**Payments endorsed and made:**

<i>Cheque no</i>		Net	VAT	Total
DD	Utility Warehouse	24.82	1.55	26.37
	<i>Cemetery Chapel electricity supply</i>			
DD	BT	8.00	1.60	9.60
	<i>Office telephone</i>			
2778	TLC Online	220.00	0.00	220.00
	<i>Questionnaire printing</i>			
2779	SBC Solutions	597.50	119.50	717.00
	<i>Laptop and peripherals</i>			
2780	NFDC	298.06	59.61	357.67
	<i>Dog bin servicing</i>			
2782	Forestry Commission	325.00	0.00	325.00
	<i>Coles Mead half-yearly rent</i>			
2783	Sophie's Services	70.00	0.00	70.00
	<i>Office cleaning</i>			
2784	Mary Corbett Accountancy Ltd	27.00	0.00	27.00
	<i>HMRC Payroll Services</i>			
2785	ADH Cleaning & Maintenance Ltd	50.00	0.00	50.00
	<i>Office window cleaning</i>			
2786	Mr N H Barwood	377.45	0.00	377.45
	<i>Replacement cheque</i>			
2788	Mrs M Weston	1974.30	0.00	1974.30
	<i>Clerk's Salary and expenses</i>			
2789	L&DCA	167.50	0.00	167.50
	<i>Planning x2/LPC x2/F&amp;GP/Affil fee/Ads</i>			
2790	ITEC	58.22	11.64	69.86
	<i>Photocopier</i>			
2791	Mint Gardens Ltd	2403.56	480.71	2884.27
	<i>Maintenance work</i>			

**Payments made between meetings**

DD	BT <i>Office telephone</i>	8.00	1.60	9.60
DD	Utility Warehouse <i>Cemetery Chapel electricity supply</i>	24.17	1.51	25.68
2792	Lyndhurst Junior Football Club <i>Contribution to hut roof refurbishment</i>	350.00	0.00	350.00
2793	TLC Online <i>Domain name purchase/questionnaires</i>	326.00	0.00	326.00
2794	NFDC <i>Cemetery non-domestic rates</i>	1430.96	0.00	1430.96
2795	TLC Online <i>Cycle repair hub notice</i>	44.81	0.00	44.81
2796	ADH Cleaning & Maintenance <i>Office window cleaning</i>	32.00	0.00	32.00
2797	HMRC <i>Payroll NI &amp; IT Payments</i>	1601.66	0.00	1601.66
2798	Mrs M Weston <i>Clerk's Salary and expenses</i>	1950.00	0.00	1950.00
2799	Mint Gardens Ltd <i>Maintenance work</i>	287.14	57.43	344.57
2800	Mint Gardens Ltd <i>Maintenance work</i>	5244.33	1048.87	6293.20
DD	Utility Warehouse <i>Cemetery Chapel electricity supply</i>	25.43	1.58	27.01
DD	BT <i>Office telephone</i>	8.00	1.60	9.60

**Cheques requiring authorisation at September LPC meeting**

2801	Business Stream <i>Allotment water supply</i>	103.22	20.65	123.87
2802	Winsor Camera Company <i>Cemetery CCTV charges</i>	385.00	77.00	462.00
2803	SBC Solutions <i>Microsoft Office subs/internet security</i>	130.00	26.00	156.00
2804	New Forest Tree Services <i>Great Mead treework</i>	180.00	0.00	180.00
2805	ADH Cleaning & Maintenance Ltd Office window cleaning	42.00	0.00	42.00
2806	L&DCA <i>Room hire</i>	184.00	0.00	184.00
2807	Mrs M Weston <i>Clerk's Salary and expenses</i>	2052.98	0.00	2052.98
2808	Mr N H Barwood <i>Office service charges</i>	156.63	0.00	156.63
2809	Lightatouch <i>Interim internal audit</i>	289.58	0.00	289.58
2810	ITEC <i>Office photocopier</i>	30.68	6.14	36.82
2811	Mr P Trend <i>2no external hard drives</i>	98.00	0.00	98.00
2812	Mint Gardens Ltd <i>Maintenance work</i>	2209.55	441.91	2651.46
Total		20758.29	571.70	6433.34
		<b>44553.84</b>	<b>2930.60</b>	<b>32587.79</b>
<b>Total cheques payment</b>		<b>44553.84</b>	<b>2930.60</b>	<b>32587.79</b>

**Bank Reconciliation**

	<b>Opening Balance</b>	<b>113128.13</b>
<b>Financial Summary at date of meeting</b>	New income	11767.96
	<b>Sub-total</b>	<b>124896.09</b>
	Uncleared cheques	0.00
less	<b>Sub-total</b>	<b>124896.09</b>
	Payments to be made	32587.79
less	<b>Closing Balance</b>	<b>92308.30</b>

**74. Correspondence**



New Forest District Council – Correspondence concerning “Could your home be on screen?” This involved a free session at Careys Manor on 11 October at 4.30 pm on possible use of homes for use by film and TV companies.

**RESOLVED:** Having previously indicated that he would be willing to attend, Councillor Wiltshire was asked to be present.

Email from Sarah Chambers – Asking for ideas to enable her son to undertake his Silver Duke of Edinburgh Award which involved volunteering work helping the environment and/or animals for one hour per week.

**RESOLVED:** That the Clerk reply with several ideas put forward by Councillors.

Rachel Higgins, NFDC – offering to come to LPC meeting regarding local air quality update. Councillor Trend mentioned the weather aspect which did not appear to have been taken into account previously.

**RESOLVED:** To invite Rachel Higgins to attend either the October or November LPC meeting.

Email from Rae Moore – Regarding need for 30 mph speed limit at Clay Hill. This had previously been mentioned at the last LPC meeting and HCC Councillor Heron was looking into this and would report back.

**RESOLVED:** That the Clerk contact Councillor Heron for an update.

## 75. Reports from Representatives of Outside Bodies

Councillor Trend had attended the licensing of the new vicar for Lyndhurst, Emery Down and Minstead and felt that there should have been an official representative present from LPC.

**RESOLVED:** To invite the new Vicar to the December LPC meeting.

Councillor Trend reported with regard to ongoing traffic problems in Mill Lane. There had been a meeting with MPC on Sunday evening and all concerns and questions had subsequently been reported to Councillor Heron. HCC now have the results of the traffic survey for assessment and asked that, once they have been assessed, a meeting be called between the two Parish Councils and Hampshire Highways. Councillor Richard Taylor at MPC will be writing a paper. Signage, which had been promised by the end of August, was still not installed. It was agreed that all new information and progress should go on our website and that of MPC as well. Information can be sent to residents in Mill Lane if they opt in (GDPR regulations must be adhered to).

There had been a British Legion concert on Sunday with Downton Brass Band.

Thanks were expressed to Councillor Wiltshire for arranging the Red Arrows. All agreed that it had been a fantastic display.

Councillor Wyeth left meeting at 9.11 pm.

Councillor Bisson had attended a NFNPA quadrant meeting. There had been presentations regarding the Hythe and District local plan and the New Ranger had spoken about historical paths.

With regard to HALC – Steven Lugg, their Chief Executive recently died and Dawn Hamblet is the Interim Chief Executive. Eleanor Green has left. There will be a Board meeting next Saturday.

## 76. Dates for Future Committee Meetings

Cemetery Committee	Monday 17 September	10.30 am	Parish Council Office, 13 High Street
Planning Committee	Tuesday, 25 September	7.15 pm	Community Centre
Amenities Committee	Tuesday 9 October	6.30 pm	Community Centre
F&GP Committee	Tuesday, 20 November	7.15 pm	Community Centre

## 77. Items for Discussion at the Next Meeting

Items brought forward from the September Agenda.

Items brought to the Clerk's attention by Monday 1 October 2018.

Chairman \_\_\_\_\_

Date \_\_\_\_\_