

LYNDHURST PARISH COUNCIL

Minutes of the meeting of Lyndhurst Parish Council held on Tuesday 12 March 2019 at 7.15 pm at Lyndhurst Community Centre.

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

In Attendance: Mrs M Weston, Clerk and Responsible Financial Officer
Five members of the public

159. Disclosures of Interest

Councillor Willsher declared a non-prejudicial interest in Agenda Item 6 (Minute 163) as he owned and resided in a nearby property.

Councillor Bisson declared an interest in Agenda Item 14 (Minute 170) as he was Secretary of the Village Lighting and Decorations Committee.

160. Apologies for absence

Apologies for absence were received from Councillors G Reeve, M Rollé (Chairman) and A Trend.

161. Public participation

None.

162. Minutes of Previous meeting

The minutes of the meeting held on 12 February 2019 were signed as a true and accurate record.

163. [Application No 00029](#) – Tyrol House and Magnolias, Elcombes Close

Planning Committee's recommendation regarding creation of 28no age restricted apartments; 1no guest apartment, communal facilities, mobility scooter store; refuse store; associated car parking and landscaping; new vehicular and pedestrian accesses

Councillor Se-Upara, as Planning Committee Chairman reported that the Planning Committee had unanimously recommended that permission be refused for this application. Councillor Wyeth stated that as the NFNPA Officers, the Parish Council and herself were against the application it was likely that it would be dealt with under delegated powers.

It was also noted that the Planning Appeal regarding Magnolias, Elcombes Close had been dismissed. This was for the existing property to be demolished and replaced with two detached dwellings.

164. Minutes of Committee Meetings held since the date of the last meeting

The minutes of the Planning Committee meeting held on 26 February were noted and ratified.

165. District Councillor's Report

Councillor Wyeth stated that she would only report on one item as she would be presenting a full report to the Annual Parish Meeting next week. She had been contacted by Stephen Ferder as

he had witnessed a crash outside his house by the crossing and felt that this could potentially be a danger point for a serious accident.

165. Lengthsman Work and Parish Inspections

- (a) *Work that had taken place since the date of the last meeting and work that was planned before the end of the financial year:*

In February 2019 clearance work had been undertaken to the Gosport Lane, Goose Green and Clay Hill areas and in March 2019 a section of pavement in Chapel Lane in front of the fields had also been cleared. It was noted that all the Lengthsman budget had now been utilised.

- (b) *Consideration of reinstatement of Councillor inspections of pavements, etc around the parish.*

RESOLVED: That this item be placed on the Agenda for first meeting after the Parish Council election on 2 May 2019.

166. Finance

- (a/b) *Payments made between meetings and due for payment at today's date were authorised as follows:*

	Amount	VAT	Total
Accounts paid between meetings			
Lightatouch	289.58		£289.58
Interim Internal Audit fee			
Mrs S McCarthy	720.00		£720.00
Cemetery plot fee reimbursement			
Accounts due for payment			
David Ogilvy Engineering	1030.50	206.10	£1,236.60
Armed Forces Memorial Seat			
Mrs M Weston	1751.03		1751.03
Clerk's Salary/Expenses			
HALC	95.00	19.00	114.00
Councillor Training			
ADH Cleaning & Maintenance Services	42.00		42.00
Office window cleaning			
ITEC	55.63	11.13	66.76
Photocopying			
Mint Gardens Ltd			
Lengthsman work	260.00	52.00	
Recreation Ground tree work	50.00	10.00	
Allotments - replacing gate post	20.00	4.00	
Cemetery maintenance	1428.00	285.60	
Total			2109.60
Total amount due	5741.74	587.83	6329.57

(c) *Bank Reconciliation*

The Parish Council bank reconciliation for February was authorised and signed by the Vice Chairman as follows:

Bank Reconciliation - 01.01.19 to 28.02.19	
	£
Opening Balance - 01.01.19	113430.04
New Income	2096
Sub-total	115526.04
Payments made	8314.45
Sub-total	107211.59
Balance at 31.01.19	£107,211.59

167. Annual Parish Meeting

The Clerk reported that the Welfare Charities will not be represented at the APM and this has been reflected on the Agenda.

The Chairman will give his report and Committee Chairmen were reminded to have their reports ready to present to the meeting.

168. Redundant iPads

LPC have three redundant iPads in the office and a decision should be made as to their future. It was noted that local schools might be interested in the iPads if they were gifted.

RESOLVED: That Councillor Willsher undertake research to ascertain how much the iPads were worth.

169. Parish and Town Council Elections – May 2019

The Clerk reminded any Councillors seeking re-election that the purdah period commenced on 22 March 2019.

Useful information from HALC can be found on the following link:

<https://www.hampshirealc.org.uk/pagedetail&id=653>

If it is necessary to co-opt additional Councillors after the election it is not necessary to notify NFDC and obtain the statutory notice. LPC can just carry on with co-option.

There will be an opportunity for new Councillors to take up an offer of training from officers from HALC which will be provided at Sway by their Parish Council. Any existing Councillors who have not attended a training course can also go along.

Councillors Trend, Wilkins and Wyeth had indicated that they would not be seeking re-election.

170. Parish Champion

It was noted that there were eight nominations for the award and this year it had been decided that a group as well as individuals could be elected. There were two candidates tying for first position but as one was a Councillor it was decided, as previously recommended, not to put their name forward. Councillor Bisson declared an interest and didn't vote.

Discussion took place as to whether the Parish Champion Award should be further expanded with various categories that could receive nominations for awards.

RESOLVED:

- (1) That the Parish Champion Award 2018 should be awarded to the Village Lighting and Decorations Committee and this would be announced at the APM.
- (2) That the possibility of extending the award to cover further categories be placed on the September LPC Agenda.

171. Parish Council Office

(a) Possible alternative accommodation

The Vice Chairman reported that it would shortly be necessary to apply for a change of use from retail to office space for the premises at 13 High Street as the two year allowance for change of use would then run out. It was understood that there was likely to be a significant reduction of non-domestic rates once this had taken place and it was also likely that non-business rates could be considerably rebated for the previous two years as well.

It was noted that the two year break in the lease had not been requested by LPC and so the landlord would be entitled to hold the Parish Council to payment of rent for the sum £9,500 per annum for each of these two years. Rent for the year commencing May 2019 had been allocated in the same way as other funding at the November 2018 Finance and General Purposes Committee meeting.

Councillor Wyeth read out an email from the Chairman of the Trustees at Lyndhurst and District Association stating that they could provide two "hot desk" surgeries in the Library per week with the opportunity of storage for the sum of approximately £4-£5k per annum. Further exploration could take place to see if it might be possible to provide further office accommodation at the Community Centre on a more permanent basis but that this would take at least one year. Storage would be as before. There was a further option but this was more long term in that when plans were drawn up for the expansion of L&DCA it might well be possible to include a larger, fit for purpose office and storage accommodation in one place.

Councillor Willsher recommended seeking release from the office lease at the earliest mutually agreed opportunity to see what the landlord would accept. The basis of this recommendation was principally financial as Councillor Willsher had calculated that the office was costing LPC approximately £23k per annum and also the fact the Community Centre was a more central and accessible location.

The Clerk said she was concerned regarding pollution, noise and accessibility issues at the present accommodation but felt that the first two problems could be overcome without too much expense or difficulty. If we vacated the present office it would give LPC no bargaining power with L&DCA over future accommodation and might result in no accommodation for LPC at all. It would also mean that if permanent accommodation was to be provided both the Trustees at L&DCA and HCC would have to be consulted and permission obtained. There was also the subject of

continuity for a new Clerk/RFO if it was not known whether this would be a largely office based or home based appointment.

Councillor Burrows said he would like to hear the Chairman's views before any decision was made. He felt the question of change of premises should be postponed until at least the April meeting but that the landlord should be contacted for their views.

It was noted that Steve Avery, NFNPA had indicated that they would be prepared to wait a further 18 months regarding change of use providing alternative office accommodation was being sought.

Two proposals were made:

- (1) That the subject be postponed until at least the April meeting but the landlord be consulted to ascertain their views. Proposed by Councillor Burrows, seconded by the Revd Dr Wilkins. 3 for: 6 against
- (2) That LPC seek release from the lease at the earliest mutually agreed opportunity. Proposed by Councillor Willsher, seconded by Councillor Wiltshire. This proposal was passed by 5 for: 2 against with 2 abstentions.

RESOLVED:

- (1) That the Clerk write to the landlord to seek release from the lease at 13 High Street at the earliest mutually agreed time.
- (2) That a letter of acknowledgement be sent to the Chairman of L&DCA and that Councillor Wyeth follow up options with the Community Centre.

(b) *Change of use planning application*

RESOLVED: To submit an application for change of use from retail to office accommodation regarding 13 High Street.

Note: Councillor Bisson voted against this resolution.

172. Staffing

Following the resignation of the current Clerk/RFO discussion took place on the recruitment process for new staff.

The Clerk stated that she did not believe that 25 hours per week was sufficient time allowance for the job and suggested that the work be shared between two people in order to solve the problems of cover when a lone employee was sick or wanted a holiday.

RESOLVED: To advertise for a Clerk to work 25 hours per week largely from home with some office work and at least two evenings' work a month allowed for meetings. It should also be noted that the position might develop into more hours or a second person.

A small committee could be formed at the next meeting to consider applications and the cut off date would be two weeks from the insertion of the advertisement.

The Clerk drew Councillors' attention to the fact that two hours and five minutes had elapsed since the commencement of the meeting and stated that standing orders should be suspended.

173. Reports from Representatives of Outside Bodies

None.

174. Dates of Future Committee Meetings

Planning Committee – Tuesday 26 March 2019 at 7.15 pm

Amenities Committee – Tuesday 2 April 2019 at 7.15 pm

175. Items for Discussion at the Next Meeting

Items brought forward from the March Agenda

Items brought to the Clerk's attention by Tuesday 2 April 2019

Expressions of interest in the position of Chairman for the year commencing May 2019

Chairman _____

Date _____