

LYNDHURST PARISH COUNCIL

Minutes of the meeting of Lyndhurst Parish Council held on Tuesday 9 April 2019 at 7.15 pm at Lyndhurst Community Centre.

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

In Attendance: Mrs M Weston, Clerk and Responsible Financial Officer
16 Members of the public

176. Disclosures of Interest

None.

177. Apologies for absence

An apology for absence were received from Councillor Willsher.

178. Public participation

None

179. Minutes of Previous meeting

The minutes of the meeting held on 12 March 2019 were confirmed as a true and accurate record and duly signed by the Chairman.

180. Matters arising other than Agenda items

None.

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

The minutes of the Planning Committee meeting held on 26 March 2019 were received and confirmed as a true and accurate record.

182. District Councillor's Report

Councillor Wyeth explained that she would only be giving brief details as we are in purdah. She had spoken to the Estates Department at NFDC who had confirmed that the hut in the car park is in poor condition and no longer feasible for use in the short term. Further consideration would have to be given to the space it now occupied and thought had been given to both extending the recycling facility or removing part of it. A suggestion was made that the hut could be removed and the space used for car parking to generate revenue.

Councillor Wyeth reported that she had suggested painting out the directional signage relating to the Post Office which was no longer applicable but HCC had stated that it would require removal and a new sign. The other directional sign for the post office on the wall above Goose Green shop does not need planning permission to remove.

RESOLVED: That on Councillor Wyeth's recommendation the future removal of both these signs be placed in the hands of the Planning Committee.

183. Annual Parish Meeting Follow Up

Suggestions coming forward were as follows:

Different format.

Suggestion from a resident for name plates and/or badges for all Councillors at meetings.

Parish Champion awards to be made at Annual Parish Meeting with expansion to cover other groups and a junior award.

It was also suggested that better communication was necessary and a newsletter came forward as a suggestion as well as further use of social media.

184. Finance

(a) Accounts due for payment since the date of the last meeting were authorised as follows:

	Amount	VAT	Total
Accounts due for payment			
ADH Cleaning & Maintenance Services	42.00		42.00
Office window cleaning			
Nicholas Barwood (Sambelex LLP)	346.66		346.66
Building insurance charges			
ITEC	27.67	5.53	33.20
Photocopies			
Lyndhurst & District Community Assoc			
Room hire - Planning (Feb & Mar)	50.00		
Room hire - LPC	25.00		
Room hire/hospitality AGM	156.25		
Total			231.25
Mrs M Weston	2145.85		2145.85
Clerk's Salary & Expenses			
Mint Gardens Ltd			
Cemetery Maintenance	1408.97	281.79	
Recreation Ground Maintenance	200.00	40.00	
Allotment Maintenance	175.00	35.00	
Total			2140.76
Total	4577.40	362.32	4939.72

(b) The bank reconciliation for March was authorised as follows:

Bank Reconciliation - 01.03.19 to 28.03.19	
Opening Balance - 01.03.19	107211.59
New Income	1809.40
Sub-total	109020.99
Payments made	6963.62
Sub-total	102057.37

Balance at 31.03.19

£102,057.37

- (c) The Clerk presented the statement of income and expenditure for the financial year commencing 1 April 2018 as shown in Appendix A

185. Redundant iPads

Councillor Willsher had previously agreed to undertake research on the value of the LPC iPads purchased in 2012/13.

RESOLVED: That as Councillor Willsher was not present at the meeting this matter would be held in abeyance until the May meeting.

186. Parish Council Office

Councillor Wilkins gave a brief update on the resolutions that had been passed at the March meeting and this was followed by an update on progress made regarding office accommodation as follows:

A letter had been sent to the landlord asking to be released from the present agreement but this had not been successful and there would seem to be no other course of action than to remain in the office until May 2021. If it was decided to vacate the premises at that time adequate notice should be given.

The Chairman stated that LPC had researched the difference in non domestic rates for retail and office premises, bearing in mind that the Clerk was now seeking planning permission for a change of use from retail to office accommodation. LPC had been charged at the retail rate (£315 per square metre) as against the office rate (£80-£85 per square metre) for the last two years but had been running on a temporary office planning permission. The Chairman further reported that LPC should receive reimbursement from May 2017 of approximately £6,000. LPC attracts non domestic rates as we have two premises, one being the Cemetery and Chapel but the possibility of obtaining charitable status for these premises would be explored.

It was suggested that a Day of Memory should be held for the dead and it was noted that the Catholic Church already use our Chapel for this purpose in November each year.

It was noted that Councillor Reeve had been undertaking work in the office with regard to a fire safety certificate. The possibility of sub-letting for hot desking was discussed to provide revenue with opinion being divided. The idea of alternative accommodation at the Community Centre was still being explored.

187. Staffing

It was noted that the Clerk/RFO had withdrawn notice of termination of employment. Various ideas were put forward for a planned replacement when appropriate and it was thought that the induction period should be longer with the Clerk stating that from a practical point of view she would still recommend two members of staff, but each working shorter hours.

188. Expressions of Interest in the position of Chairman and Vice Chairman for year commencing May 2019

Expressions of interest in the position of Chairman and Vice Chairman for the ensuing year were made as follows:

Chairman: Councillors Bisson, Rollé and Willsher.
Vice Chairman: Councillors Bisson, Se-Upara and the Revd Dr Wilkins.

Councillor Green suggested that, to take the LPC forward, an opportunity to brainstorm ideas be utilised.

189. Reports from Representatives of Outside Bodies

Councillor Se-Upara reported that it was difficult to find suitable sites for the SID which could only be deployed on a temporary basis. At the present time he and David Donawa are undertaking all the work but more manpower is urgently needed as, due to traffic volumes being high, the batteries require changing approximately every five days.

190. Dates for Future Committee Meetings

Amenities Committee – Tuesday 16 April 2019 at 7.15 pm in the Parish Council Office

Planning Committee – Tuesday 23 April 2019 at 7.15 pm in Lyndhurst Community Centre

191. Items for Discussion at the Next Meeting

Items brought forward from the April Agenda.

Items brought to the Clerk's attention by Monday 29 April 2019.

Brainstorming ideas.

Memorial Bench celebration on 6 June or the weekend following (add to Amenities Agenda).

Co-option of new Councillor.

Clerk's job specification and advertisement.

In the absence of any other business the Chairman thanked those present for attending and closed the meeting. He then invited everyone present to join Councillors and the Clerk in celebrating the service given by Councillors Burrows, Trend and Wyeth who had not sought re-election in May. This was followed by a presentation to these Councillors and refreshments.

Chairman _____

Date _____

APPENDIX A
STATEMENT OF INCOME AND EXPENDITURE AT 31 MARCH 2019

Central Account Balance 31.03.18		32999.06
Add Receipts		<u>61563.34</u>
		94562.40
Less Payments		<u>50632.96</u>
		<u>43929.44</u>
Balance on other accounts		
Recreation Ground	35760.94	
Amenities	27128.00	
Office	-45817.49	
Burial	33833.98	
Allotment	<u>17283.68</u>	68189.11
	68189.11	<u>112118.55</u>
Less Debit Balances		
VAT	9843.18	
Planning	<u>260.00</u>	10103.18
	10103.18	<u>102015.37</u>
Receipts	134187.73	
Less payments	<u>128736.89</u>	
	5450.84	
Balance b/f	<u>96564.53</u>	
	102015.37	
Unpresented cheques	<u>£42.00</u>	42.00
Balance c/f at 1.04.18	£102,057.37	102057.37

<u>Recreation Account</u>		<u>Burial Account</u>	
Balance at 31.03.18	13539.74	Balance at 31.03.18	43252.49
Receipts	<u>36718.70</u>	Receipts	<u>19330.00</u>
	50258.44		62582.49
Payments	<u>14497.50</u>	Payments	<u>28748.51</u>
Credit Balance	<u>35760.94</u>	Credit Balance	<u>33833.98</u>
<u>Amenities Account</u>		<u>Allotment Account</u>	
Balance at 31.03.18	23588.28	Balance at 31.03.18	15172.50
Receipts	<u>9405.69</u>	Receipts	<u>6450.00</u>
	32993.97		21622.50
Payments	<u>5865.97</u>	Payments	<u>4338.82</u>
Credit Balance	<u>27128.00</u>	Credit Balance	<u>17283.68</u>
<u>Office Account</u>			
Balance at 31.03.18	-31987.54		
Receipts	<u>0.00</u>		
	-31987.54		
Payments	<u>14549.95</u>		
Credit Balance	<u>-46537.49</u>		