

LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 14 May 2019 at 7.15 pm at Lyndhurst Community Centre.

Present: Councillors G Bisson, T Dunning, F Green, B Preddy, M Rolle, S Se-Upara, B Stratford, the Revd Dr C Wilkins, C Willsher and A Wiltshire.

1. Election of Chairman and for Chairman to confirm acceptance of office

Councillor Green explained that Councillors Bisson, Rollé and Willsher had put their names forward for the position of Chairman for the ensuing year. All three candidates were nominated and seconded. A secret ballot took place with the result decided by process of elimination of the Councillor with the least number of votes.

RESOLVED: That Councillor Willsher is elected Chairman for the forthcoming year. Councillor Willsher confirmed his acceptance of office.

2. Election of Vice Chairman and for Vice Chairman to confirm acceptance of office

The Chairman stated that Councillors Bisson, Se-Upara and Wilkins had put their names forward for the position of Vice Chairman for the ensuing year. Councillor Wilkins said she wished to withdraw from standing as Vice Chairman and her name was duly removed from the list. Councillors Se-Upara, but not Councillor Bisson, was duly nominated and seconded.

RESOLVED: That Councillor Se-Upara is elected Vice Chairman for the forthcoming year. Councillor Se-Upara confirmed his acceptance of office.

3. Review of Committee Structure and Appointment of Committees

The Chairman outlined his proposal to reduce the number of Committees with only the Planning Committee remaining which would continue to be held on a monthly basis. In all other respects a portfolio holder would be elected with overall responsibility for the former committees. Portfolio holders would liaise with the Clerk on minor issues and report to the LPC meetings on matters of more importance and informed decisions could then be taken by the full Council. Councillor Wilkins expressed concern that this would undermine democracy.

RESOLVED: That the Chairman produce a draft proposal which would be circulated in advance of the June meeting when it would be an Agenda item for consideration.

At this stage it was only necessary to appoint members to the Planning Committee and this took place as follows:

RESOLVED That the following Councillors be appointed to serve on the Planning Committee for the following year: Councillors Se-Upara, Bisson, Dunning, Preddy, Reeve and Stratford.

4. Appointment of Representatives to Outside Bodies

The following representatives to outside bodies were appointed for the ensuing year:

New Forest Consultative Panel – Chairman and Vice Chairman

NFNPA Quadrant meetings – Councillors Bisson and Stratford.

Village Decorations Committee – Councillor Bisson

Public Transport – the Clerk/RFO if deemed necessary

Village Twinning Committee – Councillor Bisson said he would keep LPC informed of any items as necessary but did not wish to become LPC's official representative

NFALC – Councillor Bisson

Chamber of Trade – Councillors attending in other capacities to report as necessary

Lyndhurst Welfare Charities – Angela Trend and one other to be appointed.

Royal British Legion – Councillor Wiltshire

Lyndhurst – Minstead Traffic Management Working Group – Councillors Willsher and Bisson

Neighbourhood Watch – Councillor Green

Community Speedwatch – Councillor Se-Upara

It was noted that all Councillors and the Clerk were welcome to attend NFNPA quadrant and NFALC meetings.

5. Lyndhurst Welfare Charity

This item was moved forward with the permission of the Chairman from Agenda item 18 in view of its relevance to Minute No 4. Councillor Green reported that she had recently had a helpful meeting with the Charity Chairman Bernard Austin and he had explained how the Charity ran. Councillor Green stated that she would like to nominate Joanne Rollé to the role of Trustee representative when LPC appointed a new Trustee. The Clerk explained that the previous LPC Trustee, Pat Wyeth had come to the end of her term of office but had indicated that she would be willing to continue in the role.

Councillor Wilkins nominated Joanne Rollé to the position and Joanne explained her professional and local knowledge background. Councillor Bisson proposed an amendment that the position be advertised by the Clerk in the Community Centre What's On to ascertain if anyone else would be interested in taking on the role and had suitable qualifications. An appointment could then be made at the next LPC meeting. Voting took place with the amendment being heard first. The amendment received insufficient support and the proposal that Joanne Rollé be adopted as the LPC representative on the Lyndhurst Welfare Charity was adopted.

RESOLVED: That a recommendation be sent to the Secretary of the LWC that Joanne Rollé be appointed as the second LPC representative to the Lyndhurst Welfare Charity.

5. Review/Authorisation of Transparency Items, Governance and Protocol

The following transparency, governance and protocol items were reviewed and authorised:

Asset Management Plan

Asset Register

Financial Regulations

Financial Risk Assessment and Management Plan

Risk Assessment

GDPR General Privacy Notice

GDPR Consent Form

Business Continuity Plan

Code of Conduct

Community Engagement Policy

Complaints Procedure

Councillor Co-option Policy

Document Retention Policy

Health and Safety at Work Policy

Member Officer Protocol

Standing Orders – January 2018 (with amendment May 2019)

Councillor Bisson drew attention to the addition to standing orders and stated that he did not feel that this item was necessary. It concerned an addition that had been added to take into account

the voting procedure for Chairman and Vice Chairman at the Annual Meeting. Voting took place on this proposed addition to standing orders.

RESOLVED: That an addition be made to standing orders to show that Councillors must put their name forward at the April meeting if they wished to be considered for the post of either Chairman or Vice Chairman at the Annual meeting. All other documents were adopted as seen.

6. Disclosures of Interest

None.

7. Apologies for Absence

An apology for absence was received from Councillor Reeve.

8. Public Participation

None.

9. Minutes

The minutes of the Parish Council meeting held on 9 April were approved.

10. Matters Arising from the Minutes

There were no matters arising from the minutes.

11. Committee Meetings

The minutes of the following Committee meetings held since the date of the April LPC meeting were confirmed as a true and accurate record:

Amenities Committee Meeting – 16 April 2019

Planning Committee Meeting – 23 April 2019

The Planning Committee Chairman reported that the planning application in Elcombes Close had been refused.

12. District Councillor's Report

District Councillor Hilary Brand presented her report by stating that as she was newly appointed there was very little to report this month. Traffic and requests for road crossings were the main topics.

13. Finance

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

| | Amount | VAT | Total |
|---|--------|-----|---------|
| Accounts paid since the last meeting | | | |
| HALC | 712.00 | | £712.00 |
| Affiliation fee/NALC levy | | | |
| J Howell | 11.36 | | £11.36 |
| Paint/Brushes re Rec graffiti | | | |
| Lightatouch | 145.83 | | £145.83 |

| | | | |
|---|-----------------|--------------|-----------------|
| Internal Audit fee | | | |
| Bernard Austin | 105.00 | | 105.00 |
| Planning application fees | | | |
| HMRC | 1603.46 | | £1,603.46 |
| PAYE/NI | | | |
| Accounts due for payment | | | |
| ADH Cleaning & Maintenance Services | 32.00 | | 32.00 |
| Office window cleaning | | | |
| ITEC | 28.03 | 5.61 | 33.64 |
| Photocopies | | | |
| TLC Online | 54.00 | | 54.00 |
| Printing | | | |
| Lyndhurst & District Community Assoc | | | |
| Room hire - Planning (April) | 25.00 | | |
| Room hire - LPC | 25.00 | | |
| Total | | | 50.00 |
| Mrs M Weston | 1976.69 | 42.34 | 2019.03 |
| Clerk's Salary & Expenses | | | |
| Forestry England | 325.00 | | 325.00 |
| Colesmead Rec rent (Apr - Oct inc) | | | |
| N Barwood | | | |
| Insurance and Services | 304.58 | | |
| Annual Rent | 9500.00 | | |
| Total | | | 9804.58 |
| Mary Corbett Accountancy Ltd | 73.00 | | 73.00 |
| Payroll services | | | |
| Total | 14920.95 | 47.95 | 14968.90 |

(b) The Annual Governance and Accountability Return 2018/19 was received, approved and signed by the Chairman and Clerk as follows:

- (i) Section 1 - Annual Governance Statement 2018/19
- (ii) Section 2 – Accounting Statements 2018/19

14. Brainstorming Proposal

Councillor Green stated that this was a new chapter for LPC and asked that Councillors highlight a few ideas tonight and come back again next month. She said she would like to see youth activities and more done regarding recycling. Ideas from other Councillors included a Cemetery open day, the football club and Coles Mead facilities. Lyndhurst had, at one time, held a medieval fair.

May 2020 would see the anniversary of VE Day. The Royal British Legion would be hosting a cream tea with band on Sunday 8 September at the Community Centre. It was noted that plans should be started soon.

RESOLVED: That all ideas be sent to the Clerk to collate and presented to the June meeting.

15. Staffing

(a) Policy for recruitment of a Parish Clerk

A document had been circulated for consideration by Councillors in order that LPC was prepared when it became necessary to appoint a new Parish Clerk.

RESOLVED: That the document be adopted.

(b) Training and Development Policy

RESOLVED: That the Chairman and Vice Chairman work with the Clerk to add to the document already prepared.

16. Redundant iPads

The Chairman reported that the redundant iPads were likely to be worth between £60 to £90 and LPC have four iPads, one of which has a cracked screen. Angela Trend and Councillor Wilkins would like to keep their iPads.

RESOLVED: That Angela Trend and Councillor Wilkins be permitted to keep their redundant iPads and that a charge of £60 be made which was in line with other Councillors who had kept their iPads. The remaining iPads would be donated to the pre-school.

17. Parish Council Office

Councillor Rollé reported that nothing further had been heard regarding the application for a reduction in business rates and the Clerk similarly reported that the application for a change of use planning permission had been lodged and was being considered by NFNPA.

19. Redundant Hut in Lyndhurst Car Park

Councillor Dunning reported that it might be possible to move the hut in the car park owned by NFDC to one of the football fields provided costs were met. However, the Clerk reported that both the football clubs had stated that they could not find a use for the hut.

RESOLVED: That the offer from NFDC be declined but that it be pointed out that both the Community Centre and Village Decorations Committee had previously expressed an interest in using the hut in its present location.

20. Vacancy for a Parish Councillor

A document to fill the vacancy for a Parish Council had been produced. The Clerk explained that in order to comply with the time scale of electoral criteria following parish council elections it would be necessary to fill the vacancy for a Parish Councillor soon.

RESOLVED: To instigate the procedure for adoption of a Parish Councillor with interviews of suitable candidates taking place as soon as possible.

21. Memorial Bench

It was reported that the Amenities Committee had decided to tie-in the dedication of the memorial seat to the fallen of World War 1 with the D-Day commemoration and send a report to the Lymington Times. There would be a service for the Airborne Division on 2 June and the Lyndhurst Branch of the Royal British Legion had been invited to attend. On 5 June the British Legion were also involved in a commemoration at the Canadian War Memorial at Boldrewood.

22. Reports from Representatives of Outside Bodies

NFALC meeting report from Councillor Bisson – Topics had included Citizens Advice who were asking for finance and support and a review of the number of district councillors and areas which were likely to reduce from 60 to 48. Wiggle Group – Safety Advisory Group had asked for

numbers on front and back of cyclists and there is a code of conduct. Several disqualifications had been made at the last event. Toilets at start point were not working. On 9 August the first explosive event at Fawley Waterside would take place when the turbine hall is taken down.

Councillor Green reported that there had been a meeting of Neighbourhood Watch the previous week and two more co-ordinators had been secured, making a total of eight roads covered.

Councillor Se- Upara reported that SID can go back up this week.

Councillor Bisson reported that the Decorations Committee would be holding its AGM on 26 June at 7.00 pm at the Crown Manor Hotel. He stated that they were looking for volunteers.

Councillor Stratford stated that 15 July is County Day.

23. Dates for Future Committee Meetings

Planning Committee – 28 May 2019 at 7.15 pm in Lyndhurst Community Centre

24. Items for Discussion at the Next Meeting

Items brought forward from the May Agenda

Items brought to the Clerk's attention by Monday 3 June 2019

Format of APM

Village Champion

Calendar

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

Chairman _____

Date _____