

## LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 11 June 2019 at 7.15 pm at Lyndhurst Community Centre.

Present: Councillors C Willsher (Chair), G Bisson, T Dunning, F Green, B Preddy, the Revd Dr C Wilkins and A Wiltshire.

### 25. Disclosures of Interest

None.

### 26. Apologies for Absence

Apologies for absence were received from Councillors Reeve, Rollé and Se-Upara.

### 27. Public Participation

*Public participation period: A period of 10 minutes will be allowed. Members of the public intending to address the meeting must have registered with the Clerk by close of business on the Friday preceding the meeting at the latest. Members of the public in attendance are entitled to remain for the meeting should they so wish, unless any item is declared confidential or exempt business. Members of the public may only participate in any of the business being considered except by invitation of the Chairman.*

A Lyndhurst resident, Mrs Rashmi Stacey spoke regarding the recently formed group Campaign for Road Safety. The group had carried out a survey with over 100 responses. Mrs Stacey emphasised that the level of anxiety from pedestrian road users is high within the village and this increases dramatically when residents are accompanied by children. Results of the survey will be summarised into a report which will go to HCC.

District Councillor Hilary Brand reported that she had met with Colin Read, Deputy Chief Executive and Executive Head of Operations at NFDC regarding road issues. It was recognised that it was too late to get any remedial measures into plans/budgets for the current financial year but she hoped that measures could be taken to build something into next year's plan. Councillor Brand would be taking representatives from HCC and NFDC on a tour around the village in order to point out particular concerns and the Chairman asked if a parish councillor could go along as well. Mrs Brand agreed this was a possibility. A member of the public stated that Rachel Higgins, NFDC Environmental Protection Team Manager had conducted a survey in March and results were now available.

**RESOLVED:** That the Clerk contact Rachel Higgins to obtain the results of the latest traffic survey.

### 28. Minutes

The minutes of the Parish Council meeting held on 14 May were approved.

### 29. Matters Arising from the Minutes

There were no matters arising from the minutes.

### 30. Planning Committee Meeting

The minutes of the Planning Committee meeting held on 28 May 2019 were confirmed as a true and accurate record:

### 31. Portfolio Holders

- (i) To consider a proposal to change from Committee Structure to Portfolio Holders

Discussion took place regarding the Chairman's proposal to change from the present Committee structure to a system of portfolio holders who would report to the monthly LPC meeting when necessary.

Councillor Wiltshire proposed, with Councillor Green seconding that portfolio holders be trialled for one year. Councillor Wilkins abstained, Councillor Bisson voted against and there were five votes in favour of the proposal.

**RESOLVED:** That LPC change from a committee structure to portfolio holders for a period of one year.

- (ii) To appoint/elect Portfolio holders

**RESOLVED:** That portfolio holders be appointed as follows:

Amenities:	Councillor Bisson
Cemetery:	Councillor Wiltshire
Allotments:	Councillor Wiltshire
Neighbourhood Watch:	Councillor Green
Environment Matters:	Councillor Wilkins
Youth Matters:	Councillors Green and Preddy

Before the date of the next meeting the following Councillors would be asked if they wished to become portfolio holders as follows:

Recreation:	Councillor Rollé
Community Engagement	Councillor Stratford
Community Speedwatch	Councillor Se-Upara

It had previously been decided that the Planning Committee would remain in its present form and meet separately due to the amount of time it took to consider applications.

### 32. Pride of Lyndhurst

Councillors gave consideration to changing and extending the present Parish Champion awards to cover a wider spectrum of awards and thus promote community spirit. In general it was agreed that the current system of one Parish Champion award each year could be improved although concern was expressed that it would be difficult to attract sufficient sponsorship to cover the cost of a number of awards and more awards might diminish the value.

A total of four awards was considered appropriate – Community Spirit Award, Young Achiever, Contribution to a Better Environment and Parish Champion. It was agreed that more publicity would be needed, including social media. General agreement was reached that nominations would be made which would be shortlisted by Councillors (if necessary) and names would go out

to a public vote. If fewer than 100 votes were cast in any category the winner would be decided by the Parish Council.

Discussion then took place regarding the presentation event itself and opinion was that it should be held following a short Annual Parish Meeting although agreement could not be reached as to the time of day and whether it should be a weekday or weekend.

**RESOLVED:** To agree the idea in principle but that a decision on timing, etc would be made at the July LPC meeting.

### 33. Draft Action Plan (Appendix A)

The Chair's proposals for a draft action plan had been circulated to all Councillors prior to the meeting.

The social event to commemorate VE Day was discussed and it was considered that a 1940s themed event would be most appropriate. Councillor Wiltshire suggested inviting Canadian and American soldiers as they had been based in the area during WW2. He had written to Marchwood Military Port to ask if they would be prepared to exercise their freedom of the New Forest on VE Day by marching down the High Street. Councillor Green suggested a village treasure hunt and the Clerk said she would organise a dog show with a loosely themed WW2 theme.

**RESOLVED:** To hold a 1940s themed event to mark VE day. Councillor Stratford, as Portfolio holder for community engagement, would be asked to form a group to take this matter forward as soon as possible.

With regard to the SID, more sites would need to be identified, a rota established, and people trained to move the SID.

**RESOLVED:** That Councillors Se-Upara and Dunning take this matter forward.

With regard to the office an air purifier had been purchased and the landlord had been asked if they would be prepared to supply and fit a more closely fitting door. The fire risk assessment would be brought forward to the July meeting when Councillor Reeve, who had prepared the report, would be present.

**RESOLVED:** That the future of the LPC office accommodation be decided by July 2019.

Ideas coming forward for Great Mead included a wildflower meadow and children's play area and possible use of this public open space would be further explored. Councillor Bisson pointed out that a wildflower meadow would need cutting and clearing and the fact that the area was a public open space used by dog walkers would cause problems. Councillor Wilkins said she would like to explore the idea of using part of the area as a community orchard.

**RESOLVED:** That Councillor Wilkins explore the feasibility of a community orchard at Great Mead.

Councillor Bisson reported that LPC might need to build Lengthsman duties into the budget as HCC funding may cease. The Clerk reported that she had received funding for the current financial year.

Councillor Wiltshire stated that he was concerned about the maintenance of the football pitches at Wellands Road and felt better maintenance would enable LPC to rent out the pitches to outside organisations. Councillor Green suggested that the possibility of astro turf be explored.

**RESOLVED:** That Councillor Wiltshire provide details regarding maintenance of football pitches and cost effectiveness when compared with their rental value.

The Chair reported that grant aid would be sought from Sports England and the Lottery Fund once costing had been completed.

A resident suggested that dealing with atmospheric pollution should be added to the action plan. The Chair said that real-time statistics should be made available on our website. District Councillor Brand said there were pollution lowering methods available in schools, but Councillor Bisson said that the school was not in a risk area, although Councillor Wilkins reported that the monitors are at first floor level.

**RESOLVED:** That the Chair and Councillor Wilkins consult on suitable wording for an addition to the Action Plan.

**RESOLVED:** That the Action Plan is endorsed.

Councillor Green agreed to take on the investigation of activities that teenagers would like and costs involved.

#### 34. Inspection Areas (Appendix B)

The Clerk had produced a spreadsheet which allocated specific areas to each Councillor to be inspected on a twice yearly basis. Items to be reported include vegetation overhanging footpaths and roads which made them difficult to negotiate, faults in roads and footpaths, remedial work required to bus shelters, seating, dog waste bins, telephone boxes (adopted and unadopted).

**RESOLVED:** That areas be agreed except that Councillor Bisson also inspect The Meadows and that Councillors make their first report to the Clerk before the next LPC meeting. A criteria list would be populated by the Clerk.

#### 35. District Councillor's Report

District Councillor Hilary Brand reported that she had attended her first meeting as Lyndhurst's District Councillor and that the main items had been to vote in Committees and Portfolio Holders. Councillor Brand serves on the Audit, HR and Planning Committees. The idea of a Climate Change Emergency Committee had been turned down although HCC will have one. The Environment Committee will discuss how the new Fawley development will effect Lyndhurst and the effects on wildlife.

Councillor Brand reported that she had worked with Mrs Stacey regarding the Campaign for Road Safety Group and would continue to do so. Councillor Se-Upara had mentioned to her that some residents had suggested that the bus stop in the car park used by school children should be moved and she will be meeting with NFDC officers on site to discuss this matter. She would also be taking up with the relevant authorities other possible measures that might be taken such as safe road crossings. The Chair suggested that Councillor Brand ask the Community Centre if it might be possible for her to write a column in the What's On Newsletter.

Other matters discussed included the possibility of a crossing near Foxlease, the broken post in the High Street and the hole in the pavement outside Prezzo although it was recognised that these were HCC highway issues and not the responsibility of NFDC.

### 36. Finance

- (i) Payment of accounts paid between meetings and due for payment at today's meeting were authorised as follows:

	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
<b>Accounts paid since the last meeting</b>			
<b>Mint Gardens Ltd</b>			
Cemetery maintenance	2223.00		
Great Mead grasscutting	45.00		
Lengthsman Scheme	60.00		
Allotment grasscutting	175.00		
Recreation Ground maintenance	466.97		
Amenities - phone box repairs	30.00		
VAT		599.99	
<b>Total</b>			<b>£3,599.96</b>
<b>TLC Online</b>			
Printing - leaflets for photo competition	44.00		£44.00
<b>Mrs H Biffin</b>	220.00		£220.00
Reimbursement of Cemetery fee			
<b>Accounts due for payment</b>			
<b>ADH Cleaning &amp; Maintenance Services</b>	32.00		32.00
Office window cleaning			
<b>ITEC</b>	30.16	6.03	36.19
Photocopies			
<b>Margaret Weston</b>	1718.97		1718.97
Clerk's Salary & Expenses			
<b>Mint Gardens Ltd</b>			
Allotment maintenance	175.00	35.00	
Recreation Ground maintenance	890.00	178.00	
Cemetery maintenance	1006.00	201.20	
Great Mead grasscutting	45.00	9.00	
<b>Total</b>			<b>2539.20</b>
<b>Chris Willsher</b>	208.33	41.67	250.00
Air purifier for office			
<b>Colin Payne</b>	65.00		65.00
Allotment water - supply maintenance			
<b>TLC Online</b>	100.00		100.00
Website maintenance (March - May 2019)			
<b>Total</b>	<b>7534.43</b>	<b>1070.89</b>	<b>8605.32</b>

- (ii) The May bank reconciliation was noted as follows:

<b>Bank Reconciliation - 01.05.19 to 31.05.19</b>	
<b>Opening Balance - 01.04.19</b>	143,162.17
New Income	6612.83
Sub-total	149775
Payments made	19812.54
	129962.46
Add unrepresented cheques	0.00
Total	129962.46
<b>Balance at 31.04.19</b>	<b>£129,962.46</b>

37. Vacancy for a Parish Councillor

The Chairman reported that there had been some interest shown in the vacancy and interviews would take place at 7.00 pm on Tuesday, 25 June 2019. Councillors would meet at 6.30 pm to review the applications and the method of interview. The monthly Planning Committee would follow the interview and appointment process.

38. Councillor Training

The Clerk outlined the options and cost implications for future Councillor training which, by bringing a trainer from HALC, would mean that all Councillors could participate.

**RESOLVED:** That the Clerk contact Jon Brown, trainer for HALC and arrange training at a mutually convenient time to take place at Lyndhurst Community Centre. Nearby Parish/Town Councillors would be invited to join the session for a fee payable to LPC.

39. Reports from Representatives of Outside Bodies

Councillor Wiltshire had attended a D-Day commemoration at the Canadian War memorial.

Councillor Bisson had been elected unopposed as the NFNPA south east quadrant parish representative

Councillor Dunning was thanked for the investigative work he had undertaken on remedial work necessary for adult fitness equipment in the Recreation Ground. As this was ongoing Councillor Dunning agreed to remain involved.

40. Date of Planning Committee Meeting

Tuesday 25 June 2019 – Lyndhurst Community Centre – timed to follow interviews for a new Councillor.

41. Items for Discussion at the Next Meeting

Items brought forward from the June Agenda

Items brought to the Clerk's attention by Monday 1 July 2019

42. Exclusion of the Press and Public

In accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Councillors are invited to resolve that the Press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

43. Staffing Matter

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

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**ACTION POINTS**

Minute	Action required	By whom	By when
31	Ask the following Councillors if they wished to become portfolio holders as follows: Councillor Rollé      Recreation Councillor Stratford      Community Engagement Councillor Se-Upara      Community Speedwatch	CAW/Clerk	By next meeting
32	Consider timing of future Annual Parish Meetings/Pride of Lyndhurst awards	All	At next meeting
33	<ul style="list-style-type: none"> <li>Chair to contact BS re: VE Day Event and convening of working group meeting.</li> <li>Continue to explore options for permanent office space.</li> <li>Inclusion in plan of actions relating to atmospheric pollution.</li> <li>Explore maintenance options for Wellands Road football pitch.</li> <li>Consider options for community orchard/wildflower meadow at Great Mead.</li> </ul>	CAW  CAW/Clerk CAW/CW/Clerk AW CW/CAW/Clerk	ASAP  July 2020 By next meeting
34	Circulate criteria for councillors' routine inspection areas.	Clerk	By next meeting
38	Circulate possible dates for Council training event	Clerk	By next meeting