

LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 11 February 2020 at 7.15 pm at Lyndhurst Community Centre.

Present: Councillors C Willsher (Chair), S Se-Upara (Vice Chair), G Bisson, T Dunning, F Green, B Preddy, C Read, G Reeve, M Rollé and A Wiltshire.

In Attendance: Mrs M Weston (Clerk/Responsible Financial Officer)
Mrs C Griffith (Press)
Three members of the public

150. Disclosures of Interest

Disclosures of interest to be registered as they occurred during the meeting.

151. Apologies for Absence

Written apologies for absence were received from Councillors B Stratford who was overrunning meetings and the Revd Dr C Wilkins, whose dog was very unwell. The Chair asked Councillors present if they were willing to accept the reasons for absence. All Councillors indicated that reasons for absence were acceptable.

152. Public Participation

Mr Herbert spoke on obstruction of High Street pavements. He stated that he was a past member of LPC and knew the history of the wider pavements. Some traders were now encroaching on space that was not their own. Entreaties have been made to no avail. Since the High Street has changed the situation has also changed to, in Mr Herbert's opinion, the inconvenience of pedestrians. Baby buggies have increased in size and more people are using mobility scooters. Dog owners now use extending leads. Mr Herbert said he realised that it was an all or nothing situation with regard to removal of advertisements, etc. Mr Weston said cars were also parked in the wrong place, thus encroaching onto pavements.

Mr Weston, as a Trustee of L&DCA, stated that he had met today with representatives from HCC and would like to know how LPC felt about the Library situation. He explained that Lyndhurst Library is No 10 out of 10 to be closed. The Community Centre, which at present houses the Library, are trying to support them and a decision on the Library's future will be made by HCC on 6 June. Many Lyndhurst residents are travelling to use larger libraries because of the slow turnaround in books in Lyndhurst which is not helping the case for retention here. It was noted that there was an opportunity for residents to voice their opinion on the HCC website regarding the consultation taking place. It was suggested that it might be possible to subsidise the Library to ensure that it continued.

153. Minutes

RESOLVED: That the minutes of the Parish Council Meeting held on 14 January 2020 are approved as a true and accurate record.

154. Matters Arising from the Minutes

None.

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155. Planning Committee Meeting

The minutes of the Planning Committee meeting held on 28 January 2020 were received, endorsed and noted with no matters arising.

Councillor Reeve, as Planning Committee Chairman, reported that he had received an invitation from representatives of Hoburne who wished to introduce themselves and share their thoughts and proposals. This meeting would take place at 6.00 pm on Thursday 20 February with Councillors Se-Upara, Reeve and Green attending. Hoburne have commenced the planning negotiation process with NFNPA by enquiring as to whether an environmental impact report will be needed. The area of the proposed development falls outside the air quality monitoring area, lying as it does, at the lower end of High Street. Proposals show 85 dwellings (including the holiday flats) instead of the 50 recommended in the NFNPA local plan. This discrepancy issue should be raised as well as the impact of traffic and what proportion of affordable housing was likely to be put in place. Other factors would be what the Community Infrastructure Levy would involve, would there be room for a bus layby (as discussed in a previous application) and the fact that there could be upwards of 160 people living in the new homes which would put pressure on existing resources.

156. Pavement Obstruction Policy

Further discussion took place regarding the item in Public Participation (Minute 152) and this was taken during Minute 152. Various points were made including:

Perhaps the A boards could be set at an agreed, smaller size although it was agreed that it would be an "all or nothing" policy regarding removal. It was noted that "obstructions" also included tables and chairs, flower baskets and tubs, an ornamental ice cream cone and bicycles at the cycle shop to name some of the issues.

It was suggested that a Licence was needed in order to enforce items placed on the pavement with clear guidelines as to what was considered acceptable. The Chair did not feel that the Chamber of Trade should be approached as they did not appear to be holding meetings.

RESOLVED: That the Clerk contact HCC to ascertain whether they have a role in this matter after which the Clerk and Chair would approach NFDC regarding the possibility of licences being issued to all traders wishing to display items on the pavements with a specification as to what would be allowed and the time frame involved. The Chair would also draft a letter that Councillor Brand could circulate to Chamber of Trade members.

157. District Councillor's Report

District Councillor Brand presented her report as follows:

The damaged tree in the car park had been dealt with satisfactorily.

More signage was needed on the village roads and Councillor Brand reported that she continued to work on a transport plan for Lyndhurst. When this was finished it was hoped that grant funding could be obtained and she would talk to the Clerk regarding this matter. Concern was expressed by Councillors regarding any changes that might be made at Goose Green that could influence the traffic flow and a request was made that LPC be involved in any discussions and decisions.

St Michael's School were seeking funding and ideas for the future. There is a petition to save the Library. Attention was drawn to the fact that petitions would not have the same weight as sending individual comments.

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The bus shelter in the car park will be moved.

Councillor Brand had spoken to the owner of the former Post Office building who reported that he was nearing the conclusion in negotiations regarding gaining access to the building.

Councillor Brand and the Chair had attended a meeting regarding air quality, with particular reference to the High Street and statistics showed improvements had been made. Councillor Bisson said data indicated that the school was not in the danger area although the Chair said that existing air quality measures are too high to monitor fumes that are concentrated at low level where children are situated.

Councillor Green asked if there was any new information about the Budgens site. It was noted that it will be empty, possibly because rooms upstairs and at the back of the premises have asbestos content and it will cost £200,000 to remedy. The Chamber of Trade will not be pursuing to take over the site.

RESOLVED: LPC to pursue.

158. Finance

- (a) To note accounts for the financial year to 31 January 2020
- (b) To authorise payment of invoices paid or due for payment at today's date
- (c) To note and authorise January 2020 bank reconciliation

RESOLVED: To authorise items (a), (b) and (c) above

159. Annual Parish Meeting and Annual Report

The Chair reported that the Annual Report would be completed shortly and distributed to Councillors. Councillor Reeve had secured a room free of charge at the Crown Manor Hotel but the price of refreshments was considered to be too high to warrant the expenditure for the occasion. It was noted that Councillor Stratford had spoken to Perry Bond at Down to the Wood and he had agreed to make the awards in wood, subject to publicity. It was agreed that invitations should be sent to organisations within the community.

RESOLVED: That the Clerk contact the Community Centre to ascertain whether the APM could be accommodated there and make the booking. Invitations would then be sent out.

160. Standing Orders

RESOLVED: To adopt the amended Standing Orders.

161. Governance Procedure

The following items of governance procedure were considered:

- (a) Draft Disciplinary and Grievance Policies
- (b) Staffing Committee Terms of Reference

RESOLVED:: To agree and adopt (a) and (b) and Councillor Bisson would give the small changes required to the Clerk.

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(c) Election of Disciplinary and Grievance Committee

RESOLVED: That Councillors Green, Reeve and Rollé are elected to Committee and this would be reviewed in May.

(d) Planning Committee Terms of Reference

Councillor Bisson drew attention to necessary changes that should be made.

RESOLVED: That Councillor Bisson consult with the Clerk with reference to any necessary alterations to the items of governance procedure and that Terms of Reference be taken back to the Planning Committee for confirmation.

162. Welcome to Lyndhurst Signage

It was noted that the Welcome to Lyndhurst sign on Beaulieu Road had now been removed due to irreparable damage and several other Welcome signs are also damaged. The two signs on the Southampton Road were originally larger than the other signage.

RESOLVED: That the Clerk and Councillor Bisson consult with HCC regarding replacement signs of a smaller size and replace as necessary.

163. Update on Gales Green/Pikes Hill Issues

Permission had been obtained from HCC to undertake work to replace and add to dragon's teeth on greens at Pikes Hill and to provide a barrier adjacent to the rear pedestrian access to Cranleigh Paddock although this action would have to be funded by the Parish Council and utilities would need to be safeguarded. It was suggested that HCC be approached to undertake the work as they would have all the necessary information to hand.

RESOLVED: That the Clerk obtain quotations for the work involved.

164. Tourist Information Kiosk

The Vice Chairman reported on the idea of a redundant red telephone box being utilised as a small tourist information centre. The telephone box would need to be in a central position within the village as the present signage indicates a former tourist information centre in this position. Possible site suggestions were the Library garden, public open space in the car park, outside the Heritage Centre or near the post boxes in the High Street. It was noted that there would be a cost in transporting the kiosk that was to be donated by Councillor Wiltshire.

RESOLVED: To add this item to the Action Plan which the Chair would circulate and to take the proposal forward.

165. Reports from Representatives of Outside Bodies

The Chair reported that Councillor Wiltshire will be Vice President of Probus Club for the ensuing year.

Councillor Wiltshire reported that the British Legion held a Burns Night dinner realising a profit of £900. They would like to continue to use the Community Centre but needed to be able to increase numbers attending.

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Councillor Wiltshire reported that the Red Arrows would like to have a presence at the VE day weekend planned by the Parish Council if they have aircraft in the area although this would not necessarily be the Red Arrows.

Councillor Green reported that she had met with PCSO Williams and will arrange another community event at the end of March. Cedar Mount and Oak Close residents have now joined and are covered by Neighbourhood Watch.

Councillor Reeve has negotiated with Hampshire Fire and Rescue Service to agree a pathway through from Southampton Road into the land we will shortly be taking over on lease from Forestry England to the rear of the Fire Station.

Councillor Bisson reported that the Decorations Committee will be holding their AGM on 21 April at Lyndhurst Community Centre.

166. Dates of Future Meetings

HALC Training Event – 12 February 2020 at 7.15 pm in Lyndhurst Community Centre
Village VE Day event meeting – 26 February 2020 at 7.00 pm in Lyndhurst Community Centre
Planning Committee – 25 February 2020 at 7.15 pm in Lyndhurst Community Centre
LPC Meeting – 10 March 2020 at 7.15 pm in Lyndhurst Community Centre
APM/Parish Champion Awards – 17 March 2020 at 7.30 pm in Lyndhurst Community Centre

167. Items for Discussion at the Next Meeting

Items brought forward from the February Agenda and Minutes
Items brought to the Clerk's attention by Monday 2 March 2020
Heritage Forum.

Chairman _____

Date _____

Initials _____

Date _____

Action Points

Minute	Action required	By whom	By when
156	Contact HCC/NFDC re policy on pavement obstruction possible action. Chair to provide letter to Cllr Brand for Chamber of Trade	Clerk Chair	29.02.20 04.03.20
159	Contact Community Centre re change of APM venue	Clerk	12.02.20
162	Source new Welcome to Lyndhurst signage	Councillor Bisson/Clerk	10.03.20
163	Explore bollards for Pikes Hill Green	Clerk	10.03.20
164	Explore possibility of Tourist Information Point	Vice Chairman	10.03.20

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Lyndhurst Parish Council Accounts Report - 2019/20: January (Month 10)

BUDGET TO MONTH 10: 2019 % = 83%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 75	Budget vs. forecast
INCOME							
A0 - Reserves carried over	102,015.37	102,015.37	-	102,015.37	102,015.37	100.00 %	
A1 - HMRC VAT refund	7459.9	4,299.83	(3,160.07)	4,299.83	10,000.00	74.60 %	
A1 - Precept	90,000.00	90,000.00	-	90,000.00	90,000.00	100.00 %	<i>All payments made</i>
A2 - HCC Lengthsman scheme	1,100.00	1,000.00	(100.00)	1,000.00	1,100.00	100.00 %	<i>Includes £100 payable to Clerk for administration</i>
A3 - Burials & grave purchases	24,292.25	9,375.00	(14,917.25)	11,250.00	26,000.00	93.43 %	<i>Income greater than expected</i>
A4 - Allotment rents	2,604.50	1,667.00	(937.50)	2,000.00	2,700.00	96.46 %	
A5 - Training Event	1,000.00						<i>Unexpected income</i>
A5 - Calendar	1,000.00	1,000.00	-	1,000.00	1,000.00	100.00 %	<i>Ineos grant for calendar</i>
A6 - Micellaneous	1,634.80	-	(1,634.80)	-			
Total INCOME	231,106.82	209,357.20	(20,749.62)	211,565.20	232,815.37	99.27 %	<i>above target</i>
EXPENDITURE							
B - Office Costs							
B1 - Landlord: rent/insurance/utilities	10,151.24	10,151.24	-	11,500.00	11,500.00	88.27 %	<i>Expenditure as expected</i>
B2- NFDC rates (office)	4,879.15	5,421.15	542.00	6,169.15	8,223.71	59.33 %	<i>Expenditure as expected</i>
B3 - Telephone	506.05	562.00	55.95	675.00	560.00	90.37 %	<i>Expenditure as expected</i>
B4 - Photocopier	2,956.51	230.00	(2,726.51)	460.00	1,200.00	246.38 %	<i>Expenditure more than expected</i>
B5 - Window cleaning	396.00	159.33	(236.67)	478.00	478.00	82.85 %	<i>Expenditure as expected</i>
B6 - Stationery/Miscellaneous items	1,215.00	-	-		1,300.00	93.46 %	
Total Office Expenditure	20,103.95	16,523.72	(2,365.23)	19,282.15	23,261.71	86.43 %	

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C - Central Costs							
C1 - HALC - Fee/SLCC/NALC Levy	932.00	932.00	-	712.00	712.00	130.90 %	<i>Expenditure as expected</i>
C2- LCDA room hire, adverts, printing, IT etc	2,733.20	750.00	(1,983.20)	1,500.00	1,500.00	182.21 %	<i>Expenditure as expected</i>
C3 - Lengthsman	360.00	1,000.00	640.00	2,000.00	2,000.00	18.00 %	<i>£1K funded by HCC grant</i>
C4 - Misc (Inspections, servicing, repairs etc)	2,976.49	5,000.00	2,023.51	10,000.00	10,000.00	29.76 %	
C5 - Staffing costs	24,665.57	20,475.00	(4,190.57)	24,570.00	27,555.00	89.51 %	<i>Appointment of RFO</i>
Total Central Expenditure	31,667.26	28,157.00	(3,510.26)	38,782.00	41,767.00	75.82 %	
D - Allotment Costs							
D1 - Utilities, ground rent	990.00	300.00	(690.00)	900.00	900.00	110.00 %	<i>Expenditure as expected</i>
D2- MINT Grounds maintenance	2,785.00	1,250.00	(1,535.00)	2,500.00	2,500.00	111.40 %	
Total Allotments Expenditure	3,775.00	1,550.00	(2,225.00)	3,400.00	3,400.00	111.03 %	
E Cemetery Costs							
E1 - Utilities	578.92	450.00	(128.92)	900.00	900.00	64.32 %	<i>Expenditure as expected</i>
E2- MINT Grounds maintenance	15,912.77	9,500.00	(6,412.77)	19,000.00	19,000.00	83.75 %	<i>Burial costs difficult to predict; costs largely covered by income</i>
E3 - NFDC rates (cemetary)	1,848.56	2,054.56		2,054.56	2,054.56	89.97 %	
E4 - Miscellaneous	378.79						
Total Cemetery Expenditure	18,719.04	12,004.56	(6,541.69)	21,954.56	21,954.56	85.26 %	
F - Planning	175.00	-		-			
Total Planning Expenditure	175.00	-	-	-	-	-	
G - Recreation Costs							
G1 - Forestry Commission: rent	650.00	162.50	(487.50)	650.00	650.00	100.00 %	<i>Expenditure as expected</i>
G2- MINT Grounds maintenance	6,594.97	5,250.00	(1,344.97)	10,500.00	10,500.00	62.81 %	
G3 - Miscellaneous	178.50						
Total Recreation Expenditure	7,423.47	5,412.50	(1,832.47)	11,150.00	11,150.00	66.58 %	
H - Amenities Costs							
H1 - MINT Grounds maintenance	2,378.00	1,000.00	(1,378.00)	2,000.00	2,000.00	118.90 %	<i>Expenditure as expected</i>
H2- Misc (Village Walks, expenses)	150.92	50.00	(100.92)	200.00	200.00	75.46 %	
H3 - NFDC (G Mead and dog bins)	1,106.00						
Total Amenities Expenditure	3,634.92	1,050.00	(1,478.92)	2,200.00	2,200.00	165.22 %	

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I - VAT to be reclaimed	6,693.17						
Total VAT	6,693.17	-	-	-	-	-	
Total EXPENDITURE	92,191.81	64,697.78	(17,953.57)	96,768.71	103,733.27	88.87 %	
Expenditure - Income (excl. carry forward)					129,082.10		

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Accounts authorised for payment:

	Amount	VAT	Total
NFNPA			
Copies of local plan	40.00	0.00	40.00
Play Inspection Co			
Annual inspection of playground	130.00	26.00	156.00
Fireguard Services			
Servicing of fire equipment Cemetery	27.00	5.40	32.40
Salaries			
C Gibbs	312.00	0.00	312.00
M Weston	1674.10	0.00	1674.10
M Weston Expenses	64.83	0.00	64.83
ITEC			
Photocopier charges January 2020	38.36	7.67	46.03
Hampshire Association of Local Councils			
Training session on 12.2.2020	400.00	80.00	480.00
MINT Garden Services			
Lengthsman Scheme	180.00	36.00	
Amenities - noticeboard in shelter	20.00	4.00	
Amenities - tree maintenance Great Mead	120.00	24.00	
Recreation - ditch clearance & equip maint	102.00	20.40	
Cemetery - maintenance/materials/chapel	1193.00	238.60	
			1938.00
NFDC			
CCTV Oct - March 2020	366.00	0.00	366.00
Littlethorpe of Leicester			
Purchase of bus shelter	6673.00	1334.60	8007.60
Total	4667.29	442.07	13116.96

Bank Reconciliation - 01.02.19 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

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