

## LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held at Lyndhurst Community Centre on Tuesday 8 September 2020 at 7.15 pm.

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

In Attendance: Mrs M Weston (Clerk to the Council)  
Four members of the Public

The Chair commenced the meeting by welcoming everyone and explained that there had not been a meeting since March due to COVID-19 restrictions. He expressed thanks to the Clerk and Finance Officer for their work during the intervening time and also thanked Lyndhurst Welfare Charity, the Lyndhurst Food Bank and the Lyndhurst and Emery Down Community Hub for all the work they had undertaken during this difficult time.

### **200. Disclosures of Interest**

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

### **201. Apologies for Absence**

In line with a previous resolution, a written apology for absence was received from Councillor Green, who could not be present due to family illness commitments and Councillor Stratford, who was unwell. The Chair asked Councillors if they considered these reasons acceptable and it was confirmed that the reasons were accepted.

The Clerk then reported that the Revd Dr Caroline Wilkins had tendered her resignation from the Parish Council and she understood that a copy of the resignation email had been sent to all Councillors. The Revd Dr Caroline Wilkins had also asked that the resignation email be read out at the meeting during the public section and documented in the minutes. However, in order to give a clear picture the Clerk explained that she would like to give a little bit of background information explaining the requirements she had to adhere to in these situations as follows:

“The Revd Dr Wilkins telephoned me at home on Sunday morning and tendered her resignation verbally. I asked her to follow up with written confirmation which she did during the morning, whereupon I accepted her resignation in writing soon afterwards. On Monday I contacted Electoral Services at NFDC and set the wheels in motion, which is a statutory requirement, by notifying them about the vacancy for a Councillor. They sent me the usual notice that we are legally obliged to post stating that if 10 members of the electorate come forward requesting an election it would then take place. Yesterday evening (Monday) the Revd Dr Wilkins telephoned me to say she now wished to withdraw her resignation and I explained that I did not think this was now permissible. However, I said I would make some enquiries the following day. Ultimately, I telephoned HALC and have been informed this afternoon by Amy Taylor that as NFDC have been informed the Revd Dr Wilkins’ resignation cannot be withdrawn. If ten electors do not come forward LPC will co-opt a new Councillor and the Revd Dr Wilkins can stand for co-option”.

Her resignation is as follows:

“I write to tender my resignation from the Lyndhurst Parish Council, effective immediately. I request that this letter be added to the minutes of the Lyndhurst Parish Council meeting due to be held on the 8th September 2020.

"I have several reasons for resigning at this time. Uppermost in my mind is the offence caused to me by the Chairman, who declared my reasons for absence from the council meeting of March this year to be "unacceptable". Firstly, I think it inappropriate for councillors to pass judgment on the reasons of other councillors. A councillor may have private reasons for not attending and not wish to explain those reasons to the council. However, I stated my reasons clearly. My dog had suffered a trauma to her spine, a form of spinal stroke, and at that time required round the clock close nursing and rehabilitation. She was unable to walk unaided, needed to be brought food and water to her bed on a regular cycle, required the assistance of a sling to perform her toilet functions and needed to be observed and kept safe at all times. In addition, she required an extensive set of rehabilitation exercises to be performed four times a day in order to help her regain the ability to walk. At the same time, my horse had an accident and sustained a very serious injury that could easily have taken her life, which required an extended stay in veterinary hospital and then close care and bandage changing in a stable. It was a very demanding time for my family.

"If the Chairman finds the necessary care of family members to be an unacceptable reason for not attending a council meeting, I find myself unable to commit to working further with this Chairman. As such, I prefer to resign.

"I remain available to serve the people of the village as needed. In my service as a parish councillor, I was successful in leading campaigns to save the Cranleigh Paddock dementia home from closure and the historic building known as the Lyndhurst Park Hotel from demolition. Wherever there is a need to protect the welfare and rights of parishioners, I will be available to help. I do not feel I can be of further service on the Parish Council at this time however.

"I would like to thank you Margaret for your many years of dedicated service and your support and help throughout my time on the council. You have served the village of Lyndhurst with unswerving dedication".

The Chair replied with the following statement:

"First, I think it's a great pity that Caroline has chosen to end her association with this Council under these circumstances.

"Second, her description of events is not an accurate one. The process adopted at the March meeting was as today. The Clerk read out the apologies and they were immediately put to the vote. There was no discussion and I certainly did not make any declaration, statement or comment on the matter. I refute any suggestion that I behaved improperly as Chair.

"I repeat that it's a great pity that Caroline has resigned based on a misunderstanding of exactly what happened and, I'm sure like everyone else here, I am very sorry that that inaccurate account has caused her distress.

"Having said that, I will give other councillors an opportunity to comment if they wish. If the meeting feels I behaved inappropriately as Chair, I will step down".

General discussion took place and it was agreed that the Chair had the support of the Councillors present and had not acted improperly regarding this matter. The process, as agreed by Councillors at an LPC meeting, had been correctly carried out.

## 202. Public Participation

None.

## 203. Minutes

**RESOLVED:** That the minutes of the Parish Council Meetings held on Tuesday, 10 March 2020 and Tuesday 28 July 2020 are approved as true and accurate records.

## 204. Matters Arising from the Minutes

With reference to Minute 180(d) of the March 2020 minutes it was noted that the noticeboard advertising the Mad Hatter Tearooms had been moved to the grounds of the Lyndhurst Workmen's Club but that there were now tables and chairs placed in front of these tearooms. However, due to the Covid-19 lockdown it had been decided not to approach any of the businesses in the High Street who were placing unauthorised items on the pavements. Since then NFDC had issued new guidelines inviting businesses to apply for a licence free of charge to enable them to have tables and chairs on the pavement provided they did not cause an obstruction.

## 205. Portfolio Holders' Reports

### (a) Recreation Report

#### (i) *New play equipment*

- Coles Mead  
There was nothing further to report other than that there were two items of equipment in need of replacement.
- Great Mead  
There was now some question regarding the possibility of obtaining the £25k grant from Ineos but further information was awaited. Due to the time lapse there would be a need to recontact the companies who had supplied quotations. The question of the best position in Great Mead for children's play equipment was raised and it was noted that the area towards Gosport Lane was wetter.

**RESOLVED:** To make further enquiries regarding funding for both sites.

#### (ii) *Wellands Road football ground and other new ground acquisition*

This matter was still under discussion with solicitors with the condition of the boundary fencing adjacent to the Fire Station land being under discussion between Forestry England and Hampshire Fire and Rescue Service. It was noted that there would be a need to seek permission from HCC in order to form a pedestrian access into the land adjacent to the Fire Service.

LPC have been contacting businesses and charities regarding fund opportunities. Ineos may be retargeting their grant funds and Sports England money is no longer available at the moment.

### (b) Cemetery Report

The Chair thanked Councillor Wiltshire for all his work in the Cemetery and Allotments during lockdown.

(i) *Cemetery Maintenance*

Ongoing maintenance had taken place in the same way as usual.

(ii) *Updated toilet proposal*

Councillor Wiltshire reported that he was still receiving requests for a toilet facility at the Cemetery. Further investigation showed that it might be possible to have one in the Chapel behind the altar on the right hand side with an accessway inside the Chapel. Studwork, a ceiling and insulation would be required and it was noted the Chapel has no footings. £2520 had already been donated by members of the public and there may also be an opportunity of a grant from the Round Table. An initial quotation showed the estimated cost of the work was in the region of £8,800 for a flush toilet which would use water harvesting from the roof discharging into a cesspit. Two other quotations had been sought. Councillor Wiltshire felt £4k to £5k would be needed from LPC. It was possible that a faculty would be required and this would not be possible for a stand alone toilet outside the Chapel. There would not be room for a disabled toilet but a pedestrian access would be viable.

**RESOLVED:** That Councillor Wiltshire investigate further with the idea that this be taken forward in Spring next year with LPC funding the scheme to a level of £5,000.

(iii) *Stained glass window.*

CLlr Wiltshire asked to put this item in abeyance. Councillor Rolle suggested taking forward via action plan.

**RESOLVED:** To place the suggestion of a stained glass window in the Chapel on the Action Plan.

(iv) *Remembrance Sunday 2020*

Councillor Wiltshire and the Revd David Potterton reported that the Parade and Church Service had been cancelled due to statutory Covid-19 precautions. There will be a service at the war memorial at 10.40 am to allow for the logistics of the fly past which is scheduled to take place at the end of the service. Representatives from the Armed Services and a buglar will be present and it was noted that six musicians could be present, provided they were socially distanced and not professional musicians. The Revd David Potterton said that gatherings of up to 30 people would be permissible and Guides and Scouts could attend with their standard. There will be a shorter service in the afternoon with wreath laying.

It was noted that the RBL are no longer organising this event and the role has been taken on by LPC. It was suggested that £400 be allowed by way of finance in 2021. It was suggested that we should not be bringing in large numbers of members of the Armed Forces at the expense of local people when it came to seating capacity in the church.

(c) Allotments Report

(i) *Clearance Work*

Councillor Wiltshire reported that plot clearance work had taken place in order to provide further allotment gardens as there had been an upturn in requests for plots due to the pandemic lockdown. It was noted that when the ditch in Great Mead had been cleared the residue rubbish had been dumped on these plots and has now been cleared.

(ii) *Security*

It was noted that there have been several burglaries, the second being more widespread. Forestry England use wildlife cameras to combat timber pilfering issues on the open forest which operate by motion detection. It was considered that four cameras would be necessary and it was noted that they must be focussed only on LPC land.

**RESOLVED:** That the sum of £250 be made available for the purchase of four cameras plus batteries and Councillor Rollé had provided details.

(d) Amenities Report

(i) *New Welcome Signage*

Three replacement Village entry signs are still awaited. Locations and design have all been approved but an administrative error from Hampshire Highways has delayed the supply. This should now be rectified.

(ii) *Tree work maintenance at Great Mead*

The tree work in Great Mead is now complete at a total cost over four projects of £3,020-00, paid for out of developer contributions, set aside specifically for that purpose.

In summary: Crown lifting to all trees adjacent to Great Mead roadway to comply with statutory requirements and remove all dead wood. Crown reducing three Alders to reduce sail area and maintain safety. Crown reducing and reshaping three Weeping Willows removing all dead wood. Crown reducing one Silver Birch and one Alder to reduce sail area maintaining safety. Felling of distressed group of Crack Willow to clear watercourse and maintain safety. Felling of one dying Oak and one distressed Alder to maintain safety and reduction of a further two Alders to reduce sail area thus maintaining safety. All wood had been processed and removed from site with ground left neat and tidy.

NFDC have been instructed to source and plant three Oaks, including protection. This is being funded by a sustainability grant and may include some small clumps of Hazel. Advice is also being sought as to the viability of some small areas of wild flower planting. If the grant is not completely used up some fruit trees could be purchased to be planted in the Allotment Orchard.

It should be made clear that none of these works will result in a lack of ability to continue to use the dedicated open space for quiet enjoyment, exercise or dog walking.

(iii) *Parish walk leaflet and map board*

An updated version of the Parish Walk has been produced and new leaflets printed. An updated Map Board has also been procured and Our Parish Lengthsman has been instructed to fit it. We also have The Alice Trail, The Arthur Phillip Trail and Hidden Lyndhurst on another leaflet. A new addition is the Lyndhurst Military History Walk. These are available from the New Forest Heritage Centre and on the Parish web site. It is hoped that various businesses within the Village will also act as distribution points and may assist with funding. Thanks were expressed to former Councillor Angela Trend for her work on the wartime walks.

(iv) *Information Points (ex-telephone boxes)*

Due to Covid 19 these have not had full attention. This is something to address in the coming months and we will be looking for some new volunteers to maintain them.

(v) *Seats, bus shelters, dog waste bins and grit bins*

All in good order.

Councillor Bisson reported that NFDC had placed new signage in the car park stating No Overnight Parking but this was not in agreement with parking orders and should, in fact, state No Overnight Camping.

**RESOLVED:** That the Clerk write to NFDC to alert them to the incorrect signage.

(e) Planning Committee Chairman's Report

(i) *Lyndhurst Park Hotel update*

Councillors Reeve and Bisson had been to a meeting with the developers (Hoburne), who hoped to submit an application in September although it was noted that the NFNPA are being slow to respond. The start date for building is likely to be November 2021. Councillor Reeve reported that Hoburne still intend to retain the heritage part of the hotel. Unfortunately, the bus stop cannot be moved to allow room for a layby. It was noted that there will be some housing association housing. Trees at the back must stay. Prices for the housing remains unknown. There will be a residents parking scheme.

(ii) *To approve minutes of May, June, July and August Planning Committee meetings.*

**RESOLVED:** To approve the minutes for the Planning Committee meetings held on 24 March, 28 April, 26 May, 23 June, 28 July and 25 August 2020.

As Chairman of the Planning Committee Councillor Reeve reported that he would shortly be commencing on formulation of the proposed Village Design Statement, initially by meeting with the Chair and Clerk.

Councillor Bisson reported that there was a new planning White Paper which he will forward to the Clerk for onward transmission.

(f) Chair's Report

(i) *Pandemic risk assessment*

This had been circulated to all Councillors and now contained a resolution concerning delegation of authority to the Clerk in consultation with the Chair and Vice Chair to ensure business continuity during the period of pandemic coronavirus and a resolution was passed as follows:

**RESOLVED:** To accept the pandemic risk assessment with particular note that the Council delegates authority to the Clerk in consultation with the Chair and Vice Chair to take any actions necessary with associated expenditure to protect the interests of the Community and to ensure Council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the Council.

It was noted that it would be necessary to add information to the risk assessment as follows: "Whenever possible seek global solutions by removing hazards with informed choice of products - keeping everyone safe rather than using PPE and local precautions".

(ii) *To agree future pattern of meetings*

The Chair opened a debate on the type and frequency of meetings, questioning the need for monthly meetings and asked whether less frequent meetings might be advantageous. The Vice Chair asked for the Clerk's views and she stated that having less frequent meetings would allow her more time to carry out administration and other work considered essential to the smooth running of the Parish Council.

Planning Committee meetings were also discussed as these had been held by email since lockdown began. Several Councillors said that they would prefer to revert to face to face Planning Committee meetings with Zoom to be considered if this was not possible.

**RESOLVED:** That Parish Council meetings be trialled on a two-monthly basis for the remainder of the financial year, meetings taking place in November 2020, January and March 2021. Planning meetings would continue to be held monthly. Face to face meetings would be held where possible.

(iii) *Update on High Street grant opportunity*

**RESOLVED:** That a grant request be made to NFDC for finance to be used for a street cleaning opportunity in order to enhance the main commercial area and assist in bringing back trade following the lockdown due to the Covid-19 pandemic.

(iv) *Library and Office*

The Chair reported that HCC has made the decision to close the Library. Ways were being sought by the Lyndhurst and District Community Association Trustees to enable a Library existence to remain in the village although this might have to be via a virtual existence. The Library space will be used as a new conference centre and possibly the far end of the former library will become a self contained Parish Council office.

## **206. District Councillor's Report**

District Councillor Hilary Brand had given her apologies for non attendance. She had sent a report asking if Councillors would be happy if she, the Clerk and any interested Councillors could determine where flower planters could be put around the village and to fund this through the £2,000 grant from NFDC.

**RESOLVED:** That Councillor Brand be asked for more information so that this matter could be given further consideration.

Regarding the Christmas lights, Councillor Brand had attended a recent Village Decorations Committee meeting and had also subsequently met with a representative from an electrical engineering company and a Committee member to discuss the possibility of reintroducing the strings of lights across the High Street. The outcome of the meeting had been very positive and further work has been undertaken by the engineers to determine a solution, although costs were unknown. Councillor Brand felt positive that it might well be possible to have strings of lights across our High Street again for Christmas 2021, although costs were unknown and funding sources would need to be established.

Councillors felt that more information would be needed and Councillor Bisson said he felt Councillor Brand was talking out of turn. She had attended a Decorations Committee meeting. The fixings are the problem and they have been tested and enquiries made. HCC specifications need to be complied with. There are unlikely to be lights across the High Street this year although a solution is being sought for 2021.

## **207. Finance**

- (a) To note accounts for the financial year to 31 August 2020.
- (b) To authorise payment of invoices paid between meetings and due at today's date.
- (c) To note and authorise July and August bank reconciliations.

**RESOLVED:** To approve and authorise items (a), (b) and (c).

It was noted that LPC is now set up for electronic banking.

## **208. Annual Parish Meeting, Annual Report and Awards**

It was noted that due to the coronavirus pandemic and subsequent lockdown it had not proved possible to hold the APM or present the annual report and awards.

**RESOLVED:** That the next APM and awards be held post-March 2021 and due to the unique circumstances there would be four general awards with none of them in a specific section. Recipients for the 2020 awards would be invited to come into the Parish Office to receive their awards.

#### **209. Updated Information**

Updates were received on the following outstanding items:

*(i) Gales Green/Pikes Hill Issues*

The Clerk reported that although she was negotiating with HCC regarding the required work to provide dragon's teeth to prevent motorists driving over the greens in this area this had been hampered by the pandemic lockdown. However, she hoped to have some more news shortly.

*(ii) Tourist Information Kiosk*

The Vice Chair was looking at the possibility of placing the donated telephone kiosk in front of the Community Centre or Heritage Centre but did not have any further information at the present time.

*(iii) Pavement Obstructions*

This subject had already been addressed under Minute 204 above.

#### **210. Community Resilience**

This had been discussed previously and the Chair and Vice Chair would meet with representatives of the organisations who had worked so hard during lockdown and would report back.

#### **211. Parish Action Plan/Wish List**

Items shown on the action plan were discussed. Councillor Preddy asked about a celebration event for 2021 and it was agreed to hold a Picnic on the Pitch type event on 28 August 2021.

**RESOLVED:** To take forward the action plan shown in the table at the end of these minutes.

#### **212. Reports from Representatives of Outside Bodies**

Councillor Wiltshire reported that the President and Treasurer of the RBL Lyndhurst Branch would be moving out of the area and had consequently tendered their resignations from the posts.

The Vice Chair reported that Community Speedwatch now has more sites for operation.

Councillor Dunning had reported on Hants SNAP, a Police initiative aimed at dealing with traffic offences caught on camera and information given had been reported on the LPC social media pages.

#### **213. Dates for Future Meetings**

Planning Committee – Tuesday 22 September 2020 – 7.15 pm

LPC meeting – Tuesday 10 November 2020 – 7.15 pm

#### **214. Exclusion of the Press and Public**

In accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Councillors resolved that the Press and public be excluded from the meeting during consideration of the following items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information. This exclusion relates to Agenda Items 19 and 20 (Minutes 215 and 216) only.

**215. Contracts**

**216. Staffing**

**217. Items for discussion at the next LPC meeting**

Items brought forward from the September Agenda  
Items brought to the Clerk's attention by Monday 2 November 2020  
Councillor ID badges  
Condition of Ashurst to Lyndhurst cycle track

**218. Dates for Future Meetings**

Planning Committee Meeting – Tuesday 22 September 2020  
Parish Council Meeting – Tuesday 10 November 2020

Chairman \_\_\_\_\_

Date \_\_\_\_\_

| Lyndhurst Parish Council Monthly Budget Report – August 2020/21 |                   |                   |                   |                   |                   |                       |  |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--|
| BUDGET TO MONTH 4<br>% =41.66%                                  | YTD TOTALS        |                   |                   | FULL YEAR         |                   | ACTUAL VS<br>FORECAST | Notes  |
| Details   | Actual            | Budget            | Variance          | Approved Budget   | Forecast          | (%) 41.66             | Budget vs. forecast  |
| <b>INCOME</b>   |                   |                   |                   |                   |                   |                       |  |
| A0 – Reserves carried over                                      | 118,434.75        | 118,434.75        | -                 | 118,434.75        | 118,434.75        | 100.00 %              |  |
| A1 – HMRC VAT refund  | -                 | -                 | -                 | 8000.00           | 8000.00           | 0.00 %                | Based on 19-20 will claim October & March  |
| A2 – Precept  | 50,000.00         | 50,000.00         | -                 | 100,000.00        | 100,000.00        | 50.00 %               | April and October  |
| A3 – HCC Lengthsman scheme                                      | 1,100.00          | 1,100.00          | -                 | 1,000.00          | 1,100.00          | 100.00 %              | matched funding  |
| A4 – Burials & grave purchases                                  | 11,316.41         | 9,583.33          | (1,733.08)        | 23,000.00         | 23,000.00         | 49.20 %               | Estimate   |
| A5 – Allotment rents  | 22.00             | -                 | (22.00)           | 2,500.00          | 2,500.00          | 0.88 %                | Based on 19-20 income due September  |
| A6 – Admin income   | 1,265.00          | 1,791.67          | 526.67            | 4,300.00          | 4,300.00          | 29.42 %               | Calendar sales; Ineos donation; £3K grant for picnic on pitch; one off grants  |
| <b>Total INCOME</b>   | <b>182,138.16</b> | <b>180,909.75</b> | <b>(1,228.41)</b> | <b>257,234.75</b> | <b>257,334.75</b> | <b>70.78 %</b>        | £25K grant removed – unlikely to receive this for playground   |
| <b>EXPENDITURE</b>  |                   |                   |                   |                   |                   |                       |  |
| <b>B Admin Costs</b>  |                   |                   |                   |                   |                   |                       |  |
| B1 – HALC – Fee/NALC Levy                                       | 746.14            | 750.00            | 3.86              | 750.00            | 750.00            | 99.49 %               | Due May 2020 annual payment  |
| B2- LCDA room hire, adverts, etc                                | 66.00             | 500.00            | 434.00            | 1,600.00          | 1,200.00          | 5.50 %                | Lockdown – no bookings   |
| B3 – Lengthsman   | 160.00            | 833.33            | 673.33            | 2,000.00          | 2,000.00          | 8.00 %                | £1K funded by HCC grant  |
| B4 – Payroll costs  | 9,901.70          | 10,416.67         | 514.97            | 25,000.00         | 25,000.00         | 39.61 %               | Does not include qtrly HMRC costs due July 2020 (£638) or June sals  |
| B5 – Grant allocations  | -                 | 1,041.67          | 1,041.67          | 2,500.00          | 2,500.00          | 0.00 %                | donations for local causes   |
| B6 – Office costs   | 13,118.31         | 12,532.00         | (586.31)          | 18,595.00         | 18,000.00         | 72.88 %               | costs of running the office  |
| B7 – Misc/Expenses/HMRC/Audit                                   | 4,330.50          | 6,916.67          | 2,586.17          | 16,600.00         | 16,600.00         | 26.09 %               | Office stationery, window & Office cleaning (increase by £500) and maintenance (IT); picnic on pitch £5K, refreshments |
| <b>Total Admin Expenditure</b>                                  | <b>28,322.65</b>  | <b>32,990.33</b>  | <b>4,667.68</b>   | <b>67,045.00</b>  | <b>66,050.00</b>  | <b>42.88 %</b>        |  |
| <b>C Cemetery Costs</b>   |                   |                   |                   |                   |                   |                       |  |
| C1 – Electricity  | 951.02            | 604.17            | (346.85)          | 750.00            | 1,450.00          | 65.59 %               | Electricity – high due to actual reading   |
| C2 – Grounds maintenance  | 7,416.00          | 8,750.00          | 1,334.00          | 21,000.00         | 21,000.00         | 35.31 %               | Mint Gardens Limited includes increase to £20 ph – summer works increased costs  |
| C3 – NFDC rates   | 1,101.24          | 1,100.00          | (1.24)            | 2,125.00          | 2,640.00          | 41.71 %               | includes 3% increase – actual rates now received- revised forecast   |

|                                     |                   |                  |                 |                        |                   |                               |  |
|-------------------------------------|-------------------|------------------|-----------------|------------------------|-------------------|-------------------------------|--|
| C4 – Miscellaneous                  | 350.00            | 833.33           | 483.33          | 2,000.00               | 2,000.00          | 17.50 %                       | Flowers & general maintenance for chapel                                     |
| <b>Total Cemetery Expenditure</b>   | <b>9,818.26</b>   | <b>11,287.50</b> | <b>1,469.24</b> | <b>25,875.00</b>       | <b>27,090.00</b>  | 36.24 %                       |  |
| <b>BUDGET TO MONTH 3<br/>% = 25</b> | <b>YTD TOTALS</b> |                  |                 | <b>FULL YEAR</b>       |                   | <b>ACTUAL VS<br/>FORECAST</b> | <b>Notes</b>   |
| <b>Details</b>                      | <b>Actual</b>     | <b>Budget</b>    | <b>Variance</b> | <b>Approved Budget</b> | <b>Forecast</b>   | <b>(%) 25</b>                 | <b>Budget vs. forecast</b>   |
| <b>EXPENDITURE</b>                  |                   |                  |                 |                        |                   |                               |  |
| <b>D Allotment Costs</b>            |                   |                  |                 |                        |                   |                               |  |
| D1 – Utilities                      | 66.27             | 216.67           | 150.40          | 520.00                 | 520.00            | 12.74 %                       | water costs  |
| D2- Grounds maintenance             | 1,655.00          | 1,541.67         | (113.33)        | 3,200.00               | 3,700.00          | 44.73 %                       | Mint Gardens including 11lengthsman – additional cost incurred clearing area |
| D3 - Miscellaneous                  | 131.33            | 229.17           | 97.84           | 550.00                 | 550.00            | 23.88 %                       | ie Ground rent, utility repairs  |
| <b>Total Allotments Expenditure</b> | <b>1,852.60</b>   | <b>1,987.50</b>  | <b>134.90</b>   | <b>4,270.00</b>        | <b>4,770.00</b>   | 38.84 %                       |  |
| <b>E Recreation Costs</b>           |                   |                  |                 |                        |                   |                               |  |
| E1 – Forestry Commission rent       | 325.00            | 325.00           | -               | 650.00                 | 650.00            | 50.00 %                       | due April 2020   |
| E2- Grounds maintenance             | 1,600.00          | 2,916.67         | 1,316.67        | 7,000.00               | 7,000.00          | 22.86 %                       |  |
| E3 – Miscellaneous                  | -                 | 145.83           | 145.83          | 350.00                 | 350.00            | 0.00 %                        | annual inspections   |
| E4 - Playground                     | -                 | -                | -               | 27,000.00              | 27,000.00         | 0.00 %                        | One off payment for Project – take from reserves                             |
| E5 – Football ground                | 1,300.00          | 1,300.00         | -               | 6,000.00               | 6,000.00          | 21.67 %                       | Legal costs and fencing  |
| <b>Total Recreation Expenditure</b> | <b>3,225.00</b>   | <b>4,687.50</b>  | <b>1,462.50</b> | <b>41,000.00</b>       | <b>41,000.00</b>  | 7.87 %                        | Total low as Mint Gardens not submitted August invoices                      |
| <b>F Amenities Costs</b>            |                   |                  |                 |                        |                   |                               |  |
| F1 – Grounds maintenance            | 402.00            | 1,173.33         | 771.33          | 3,520.00               | 3,520.00          | 11.42 %                       | Mint Gardens Limited includes increase to £20 ph                             |
| F2- Village Walks                   | -                 | 66.67            | 66.67           | 200.00                 | 200.00            | 0.00 %                        |  |
| F3 – NFDC dog bins                  | 313.14            | 206.67           | (106.47)        | 620.00                 | 620.00            | 50.51 %                       |  |
| F4 – Miscellaneous                  | 2,420.00          | 1,000.00         | (1,420.00)      | 500.00                 | 3,000.00          | 80.67 %                       | Increase forecast for tree works   |
| <b>Total Amenities Expenditure</b>  | <b>3,135.14</b>   | <b>2,446.67</b>  | <b>(688.47)</b> | <b>4,840.00</b>        | <b>7,340.00</b>   | 42.71 %                       |  |
| G – VAT to be reclaimed             | 3,132.17          |                  |                 | -                      | 8,000.00          |                               |  |
| <b>Total VAT</b>                    | <b>3,132.17</b>   |                  |                 |                        |                   |                               |  |
| <b>Total EXPENDITURE</b>            | <b>49,485.82</b>  | <b>53,399.50</b> | <b>3,913.68</b> | <b>143,030.00</b>      | <b>146,250.00</b> | <b>33.84 %</b>                | <i>under budget due to lockdown</i>  |
| <b>Surplus balance</b>              |                   |                  |                 | <b>114,204.75</b>      | <b>111,084.75</b> |                               |  |

Expenditure is lower than anticipated due to lockdown. I will review this in greater detail once the position is clearer. I have removed £25K for the grant for

Great Mead as it is currently unclear whether we will still receive this money. We have allocated £27K for a new playground at Great Mead however

the playground at Coles Mead is life expired and this money may need to be diverted to cover replacement of equipment.

| <b>Lyndhurst Parish Council for approval (August 2020)</b> |                   |                 |                   |
|--|-------------------|-----------------|-------------------|
| <b>Accounts due for payment</b>                            | <b>Amount</b>     | <b>VAT</b>      | <b>Total</b>      |
| <b>Fair Account</b>  |                   |                 |                   |
| Work on asset register                                     | £ 150.00          | £ -             | £ 150.00          |
| <b>M C Whelan</b>  |                   |                 |                   |
| Office cleaning  | £ 60.00           | £ -             | £ 60.00           |
| <b>Salaries for July</b>                                   |                   |                 |                   |
| M Weston   | £ 1,668.30        | £ -             | £ 1,668.30        |
| C Gibbs  | £ 312.00          | £ -             | £ 312.00          |
| <b>TLC Online</b>  |                   |                 |                   |
| folded paper costs (to be reimbursed)                      | £ 835.00          | £ -             | £ 835.00          |
| <b>ITEC</b>  |                   |                 |                   |
| Photocopier costs July 2020                                | £ 33.37           | £ 6.67          | £ 40.04           |
| <b>Russell &amp; Green</b>                                 |                   |                 |                   |
| Cemetery Lighting  | £ 350.00          | £ 70.00         | £ 420.00          |
| <b>J Yates</b>   |                   |                 |                   |
| Allotment clearance  | £ 540.00          | £ -             | £ 540.00          |
| <b>TLC online</b>  |                   |                 |                   |
| VE day leaflets  | £ 389.26          | £ -             | £ 389.26          |
| <b>Mint Gardens Limited</b>                                |                   |                 |                   |
| July gardening services                                    | £ 1,862.00        | £ 372.40        | £ 2,234.40        |
| <b>TOTALS</b>  | <b>£ 6,199.93</b> | <b>£ 449.07</b> | <b>£ 6,649.00</b> |

| <b>Lyndhurst Parish Council for approval at September 2020 meeting</b> |                   |                 |                   |
|--|-------------------|-----------------|-------------------|
| <b>Accounts due for payment</b>  | <b>Amount</b>     | <b>VAT</b>      | <b>Total</b>      |
| <b>M C Whelan</b>  |                   |                 |                   |
| Office cleaning x 2 weeks & expenses                                   | £ 33.47           | £ -             | £ 33.47           |
| <b>Catts Tree Care</b>   |                   |                 |                   |
| Great Mead tree works  | £ 2,420.00        | £ 484.00        | £ 2,904.00        |
| <b>C Willsher</b>  |                   |                 |                   |
| Photo frame expenses for Parish Champion Award                         | £ 18.02           | £ -             | £ 18.02           |
| <b>ADH</b>   |                   |                 |                   |
| Window cleaning  | £ 20.00           |                 | £ 20.00           |
| <b>August Payroll</b>  |                   |                 |                   |
| M Weston   | £ 1,668.30        | £ -             | £ 1,668.30        |
| C Gibbs  | £ 312.00          | £ -             | £ 312.00          |
| C Gibbs stamps   | £ 18.24           | £ -             | £ 18.24           |
| <b>TOTALS</b>  | <b>£ 4,490.03</b> | <b>£ 484.00</b> | <b>£ 4,974.03</b> |

LYNDHURST PARISH COUNCIL

| <b>Bank Reconciliation – 01.07.2020 – 31.07.2020</b> |                     |
|--|---------------------|
|  |                     |
|  |                     |
| <b>Opening Balance – 01.07.2020</b>                  | £ 158,497.26        |
| New Income   | £ 2,185.00          |
| Sub-total  | £ 160,682.26        |
| Payments made  | £ 8,932.28          |
| Total  | £ 151,749.98        |
|  |                     |
| <b>Balance at 31.07.2020</b>                         | <b>£ 151,749.98</b> |

LYNDHURST PARISH COUNCIL

| <b>Bank Reconciliation – 01.08.2020 – 31.08.2020</b> |                     |
|--|---------------------|
|  |                     |
|  |                     |
| <b>Opening Balance – 01.07.2020</b>                  | £ 151,749.98        |
| New Income   | £ 4,631.41          |
| Sub-total  | £ 156,381.39        |
| Payments made  | £ 20,003.01         |
| Total  | £ 136,378.38        |
|  |                     |
| <b>Balance at 31.08.2020</b>                         | <b>£ 136,378.38</b> |



## LYNDHURST PARISH COUNCIL

### Action Plan

Lyndhurst Parish Council's Action Plan is a community project that addresses community needs and represents community views.

The Plan will influence Local Authority decision-making, will give focus to medium and long-term plans for the Parish and will seek to influence local matters such as Planning, Leisure and Highways. With a Parish Plan in place, we can apply for funding from sources which would otherwise be unavailable. The Plan is intended to involve all sections of the community and will give momentum to projects that might otherwise be lost.

It is not a tool for political, religious or commercial purpose nor is it a mandatory process. It is not controlled by Local or Central Government.

The planned activities may well change over the year and are likely to increase as other projects are identified. **Items in red font have been completed.**

| ACTIVITIES AND ACTIONS   | LEAD PERSONNEL    | BUDGET  | TIMESCALE   |
|--|-------------------|---------|-------------|
| <b>CENTRAL</b>   |                   |         |             |
| Secure permanent base for Parish Office at Lyndhurst Community Centre  | MW and CW         |         | By May 2021 |
| Apply for NALC Foundation Award to benchmark performance against other top Parish Councils                                   | MW and CW         | £50 fee | Autumn 2020 |
| Review Council contracts and secure best value   | CG, MW and CW     |         | Ongoing     |
| Relaunch Council website   | CW and MW         |         | Spring 2021 |
| Organise Village social event  | BP, CR et al      |         | August 2021 |
| Investigate opportunities to make High Street more attractive (employing road sweeper/litter collector; installing planters) | MW, CW, SS and CR |         | On-going    |
| Create opportunities to distribute vegetable plants (etc.) around the village  | FG                | Nil     | On-going    |

| ACTIVITIES AND ACTIONS  | LEAD PERSONNEL  | BUDGET  | TIMESCALE           |
|---|-----------------|---------|---------------------|
| Work with HCC to improve footpath along C17 at Emery Down Church to A35 near crossing to Bank | MW              | Nil     | On-going            |
| Ensure Parish Council has Resilience Plan in place in case of future emergency                | CW and SS       | Nil     |                     |
| Provide online access to LPC archives   | CW & volunteers | Nil     | Ongoing             |
| Work with NFDC & community groups to identify air pollution & traffic solutions               | CW              | Nil     | Ongoing             |
| <b>ALLOTMENTS (Adrian Wiltshire)</b>  |                 |         |                     |
| Install security cameras  | AW, MW & CW     | £300    | Autumn 2020         |
| <b>AMENITIES (George Bisson)</b>  |                 |         |                     |
| Investigate feasibility of erecting bus shelter opposite Police Station                       | MW & GB         |         |                     |
| Work with NFDC to identify sites for wildflower meadows in open spaces                        | All             |         | Ongoing             |
| <b>CEMETERY &amp; REMEMBRANCE (Adrian Wiltshire)</b>  |                 |         |                     |
| Redecorate the Chapel   | AW              |         |                     |
| Install stained glass window  | AW and CW       | £4,000  |                     |
| Install toilet in chapel  | AW              | £5,000  |                     |
| Co-ordinate Remembrance Day commemorations  | AW              |         | By 11 November 2020 |
| Create online index to graves   | CW              | Nil     | Spring 2021         |
| <b>RECREATION (Mark Rollé )</b>   |                 |         |                     |
| Replace carpet and life expired equipment in Zone 1 of Coles Mead Recreation Ground           | MR and MW       | £75,000 | Spring 2021         |
| Secure footpath from A35 Southampton Road to Coles Mead                                       | MW and GR       |         | Spring 2021         |
| Secure combined lease for Football Club and Coles Mead and partnership agreement              | MW, MR and CW   | £5,000  | Spring 2021         |
| Continue to explore opportunities for external funding  | MW and CW       |         | On-going            |
| Continue to investigate feasibility of creating Toddlers' playground at Great Mead            | MR              | £25,000 | On-going            |

