

LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held remotely by Zoom on Tuesday 10 November 2020 at 7.15 pm.

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

In Attendance: County Councillor E Heron (part of the meeting)
District Councillor H Brand (part of the meeting)
PCSO R Williams (part of the meeting)
Mrs M Weston (Clerk to the Council)
Mrs C Gibbs (Finance Officer to the Council - part of the meeting)
Two members of the Public (part of the meeting)

218. Disclosures of Interest

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

219. Apologies for Absence

None – all Councillors present.

220. Public Participation

A local resident stated that it was his opinion that the number of low flying aircraft over the village and surrounding forest had increased, particularly this year. He reported that he had made enquiries from Bournemouth and Southampton Airports who said it was not connected in any way to their activities. The Chair said he had contacted the Civil Aviation Society who had suggested reading the number on the aircraft and contacting its owner. It was questioned whether it could be microlites or flying lessons although as we are in lockdown this does not seem likely. It was also noted that there are no commercial flights at the present time.

The Vice Chair, Councillor Rollé and Councillor Read joined the meeting.

ACTION: The local resident was asked to log the situation and come back to a future LPC meeting.

The resident left the meeting.

221. Minutes

RESOLVED:

- (a) That the minutes of the Parish Council Meeting held on Tuesday, 8 September 2020 are approved as a true and accurate record and
- (b) That the minutes of the Planning Committees held on the 27 September and 22 October 2020 are approved as a true and accurate record.

222. Matters Arising from the Minutes

None.

District Councillor Hilary Brand joined the meeting.

223. Police Report

PCSO Richard Williams reported on the spate of break-ins to sheds and outbuildings that had taken place over several nights. There had also been an arrest due to similar burglaries elsewhere. Reports were occurring from time to time of an unclothed man walking on the open Forest.

PCSO Williams reported that the culprit who had burgled the jewellers in the High Street had now been sentenced and jailed.

With regard to the present COVID-19 situation PCSO Williams stated that he had visited people who were considered to be vulnerable and asked that he be informed if there was anyone who was known to be in need of help or advice. It was pointed out that the Lyndhurst and Emery Down Community Hub were also giving assistance and Councillor Green was a member of the Food Bank initiative in the village.

The Chair and Vice Chair thanked PCSO Williams for attending the meeting and for his and PC Stephen Norris's presence in the village. PCSO Williams left the meeting.

224. Finance

The Finance Officer presented the following documents:

(a) *Accounts for the financial year to 30 October 2020*

RESOLVED: To note the accounts to 30 October 2020 as detailed on the spreadsheet.

(b) *Payments made since the date of the last meeting and due at today's date*

RESOLVED: To authorise payments made and due for payment since the date of the last meeting totalling £19,152.65.

(c) *September and October bank reconciliations*

RESOLVED: That the bank reconciliations for September and October 2020 be noted and authorised.

225. Budget 2021-22 and Formal Precept Request

County Councillor Edward Heron and Parish Councillor Adrian Wiltshire joined the meeting.

As Finance Officer Mrs Gibbs presented proposals for a way forward to ensure that there would not be an need to increase the Precept in the next financial year. It was agreed by all Councillors present that every endeavour should be made to ensure that there was no increase in the Precept at this time due to the difficult financial situation many people and businesses found themselves in due to COVID-19.

The Finance Officer went through the spreadsheet she had prepared explaining, where necessary, how the final amount had been determined which would result in a final reserve to be carried forward of £60,000. It was stressed that it was important the Parish Council take the advice of the Internal Auditor with the recommendation that this amount be allowed as a reserve figure and which had already been agreed previously. The Finance Officer also stated that she had taken into account any effects from COVID-19 that might become present during the financial year.

RESOLVED: That Lyndhurst Parish Council submit a Precept request to NFDC of £100,000 for the financial year April 2021 to March 2022.

226. County Councillor's Report

Councillor Heron reported that both he and the County Council were working with various services regarding support for residents. The Coronavirus Helpline is available on 0333 370 4000 for anyone in need of support during the pandemic.

The Chair expressed his disappointment with the way in which the closure of Lyndhurst Library had been handled. Lyndhurst would have liked to operate a Click and Collect service but the Library Service had not been willing to discuss this option. This decision will definitely limit any service that can be offered going forward. Councillor Heron said he would be holding a meeting with the Head of Library Services and will provide a report.

Councillor Reeve explained to Councillor Heron that LPC will be taking over the lease of a small parcel of land behind the Fire Station and Hampshire Fire and Rescue Service had intimated that they would be prepared to grant permission for LPC to gain access to this land through land that they also leased. However, this would also necessitate having an access path from Southampton Road over a section of HCC owned land. Councillor Reeve asked if Councillor Heron could facilitate some action on this matter by providing a contact name at HCC to LPC.

RESOLVED: That at the request of Councillor Heron, Councillor Reeve supply an email with requirements which Councillor Heron could then pass to the relevant officer.

County Councillor Heron left the meeting.

227. Parish Action Plan

(a) Coles Mead Play Equipment

As Recreation Portfolio Holder Councillor Rollé reported that one estimate had been received for play equipment and safety surfacing to two areas of play equipment and he and the Clerk had met with representatives of two other play equipment suppliers. One quotation had been received today but had not yet been appraised and we awaited the other quotation. At this point a full assessment could be made of the merits of all the quotations. The Clerk reported that she was also seeking references from other Councils who had equipment supplied by these companies.

RESOLVED: That once the three quotations had been received and assessed a decision could be taken on which quotation would best suit LPC's requirements by the Chair, Vice Chair and Recreation Portfolio holder taking into account advice received from the Clerk.

(b) Ashurst to Lyndhurst Cycle Track

Councillor Preddy reported that the track itself was in poor condition and there was considerable vegetation growing over it. It was noted that the track's length lay within Lyndhurst, Denny Lodge and Ashurst & Colbury Parish Council boundaries.

RESOLVED: That the Clerk write to County Councillor Heron to ask if he could help to facilitate some action being taken to remedy the situation.

(c) Councillor and Staff ID Badges

Councillor Reeve showed examples of identity badges that could be worn by Councillors and staff. The cost was likely to be in the region of £7.50 to £8.50 per item. Badges were fastened with a magnet.

RESOLVED: That Councillor Reeve source the badges and place an order.

(d) Community Resilience Forum

The Chair reported that two meetings of this group had taken place. Those attending had represented LPC, Lyndhurst Community Centre, Lyndhurst Welfare Charity, the Lyndhurst Food Bank and Lyndhurst Community Hub. Printed inserts from all groups had been included with distribution of the calendar as had requests for nominations for the Community Award, a form connected with the Village Design Statement and the Lyndhurst in Wartime leaflet. Another meeting was planned but could not be held due to the current lockdown situation.

(e) Food Bank Proposal

Councillor Green outlined the work of Lyndhurst Food Bank which not only consisted of allocation of food parcels but also support for those isolated during the present pandemic. As a result they would like to provide a Christmas "goody bag" to be delivered to residents on a list they had compiled which consisted of approximately 150 names. Councillor Green suggested a figure of £250 and the Finance Officer said this amount could be made available. Councillor Bisson, whilst supporting the idea, asked whether, as a Parish Council, we could legally allocate the funds in this way. The Clerk stated that under Section 137 of the Local Government Act 1972, paragraph 3(a) it was acceptable to allocate this amount as the Food Bank had charitable status and the money would be of benefit to a considerable number of members of the local community. Councillor Read reported that she could arrange for boxes to be supplied and District Councillor Brand felt she could source Christmas puddings at a competitive rate.

RESOLVED: That LPC allow the sum of £250 as an allocation towards the Christmas "goody bags" to be supplied by Lyndhurst Food Bank.

The Finance Officer left the meeting.

(f) Update on Government Grant Opportunity for High Streets

The Chair explained that whatever LPC had suggested as possible ways to gain funding to assist our High Street to recover from the coronavirus pandemic none met with support from NFDC. It was reported that none of the aid had so far been given out and LPC had not received any tangible guidance.

RESOLVED: That the Clerk write to NFDC to seek guidance on what would be funded and to ask who will be making the decisions on this matter.

(g) Date for APM, Annual Report and Awards

The Chair reported that although it had not been possible to hold the APM and present Awards in 2020 due to the coronavirus pandemic it was scheduled that these would be held as a joint event during April/May 2021 with the Annual Report published at the same time. Some nominations had already been received and residents would be reminded to complete their ideas for a Village Design Statement.

(h) Calendar

The Clerk asked if LPC wished another calendar to be produced for 2022 and drew attention to the fact that this had always been self funding. If this was to continue funding would have to be sought.

RESOLVED: That the deadline for entries be set at 30 April and the calendar would be produced for sale by September 2021. Different formats and themes for the calendar would be considered. The Clerk would circulate the regulations to all Councillors for comment so that these could be published in the January 2022 What's On.

(i) Cemetery Road

Councillor Bisson reported on the bad condition of Cemetery Road. This did not include the spur road to the Cemetery gates which was the responsibility of LPC and was in acceptable condition. The main track, although the responsibility of FE, was partly funded by LPC and Councillor Bisson questioned whether any financial liability would be incurred by LPC or FE if a vehicle was damaged whilst travelling over the road. Attention was also drawn to the fact that LPC had agreed to take photographs of the large amount of cars that used the road but not the Cemetery. Motorists were also parking in the Cemetery car park but not actually visiting the Cemetery.

RESOLVED: That the possibility of clearer signage be investigated for the Cemetery car park and that FE be approached regarding information on when Cemetery road would be resurfaced. The possibility of litigation action for damaged vehicles would also be investigated.

(j) Flower Bed

Councillor Bisson reported that it had long been the responsibility of the Lyndhurst Village Decorations Committee to plant up the flower bed outside the Fox & Hounds PH, together with the tubs at the entrance to Knightwood Avenue and similar on the left hand side at the bottom of the High Street. Following email correspondence with the Chair and Clerk he had asked the Committee if they wished to relinquish this responsibility to LPC and the consensus of opinion was that this was a good option.

RESOLVED: That LPC take over planting of the above named flower bed and planters. The approximate cost of plants would be in the region of £250 per annum.

RESOLVED: That the above items in the action plan be approved.

Councillor Bisson reported that he had looked at the previously posed question of whether it would be possible to site a bus shelter on the approach road to Lyndhurst from Cadnam and had determined that this would not be possible unless land was given in mitigation as the pavement was not wide enough to accommodate a shelter and comply with regulations.

228. Vacancy for a Councillor

The Chair asked Councillors whether they wished to add a paragraph to the information regarding criteria for appointment of a Parish Councillor to include something about geographical areas that could be represented such as the outlying areas of the parish or special skills that were not held by existing Councillors.

RESOLVED: That these items would not be added to the existing policy information and the vacancy would now be advertised and interviews could then take place.

229. District Councillor's Report

District Councillor Hilary Brand asked if there was any further information about the frosted screening to cover the old Post Office windows. Councillor Reeve reported that he now had the necessary material and would shortly be covering the windows.

Councillor Brand reported that she had made some progress with regard to providing planters to enhance the village and, hopefully, promote traffic calming. She had received an offer from the Men's Shed to assist in making planters.

RESOLVED: That Councillor Brand send the research she had done to the Clerk for onward transmission to Councillors.

Councillor Brand had met with representatives from NFNPA and HCC regarding the 10 year plan for Lyndhurst roads and this would be worked as part of the Design Statement.

A local walking and cycling plan would start in November/December with the possibility of more cycle paths.

Councillor Brand outlined an idea for an online children's fun trail around Lyndhurst for children and families. It was agreed that she would send information to the Clerk for distribution to Councillors.

Councillor Wiltshire reported that the Men's Shed had taken on an allotment.

Councillor Brand was asked if she could arrange for more frequent clearance of the rubbish bins in Coles Mead Recreation Ground.

230. Reports from Representatives of Outside Bodies

None.

Councillor Green asked for an update on the Christmas lights. Councillor Bisson reported that there would not be strings across the road. The trees had arrived today and there would be additional floodlamps this year. The Committee were looking at the feasibility of overhead strings. Due to the coronavirus pandemic there would not be a switching on event. Councillor Green stated that there was huge support for reintroducing the strings and Councillor Preddy said that more explanation was needed as to why the money that was being raised was needed.

Councillor Bisson said that information received today indicated that, due to COVID-19 restrictions outside gyms should be closed but children's play areas could remain open. The Clerk said she had only just received the information and would have signage in place at Coles Mead shortly.

231. Dates for Future Meetings

Planning Committee – 24 November 2020 – 7.15 pm – via Zoom

Planning Committee – 15 December 2020 – 7.15 pm (venue to be advised)

LPC Meeting - 12 January 2020 – 7.15 pm (venue to be advised)

Councillor Reeve reported that a new application had been submitted for the ex-Lyndhurst Park Hotel. Changes had been made to the initial consultation, mainly showing that the old building would now be housing (not holiday apartments) and the building plans showed an extra floor on top of the hotel.

Councillor Wiltshire reported that the NFNPA were no longer pursuing the enforcement breach on No 3 Queens Parade.

232. Exclusion of the Press and Public

RESOLVED: In accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Councillors resolved 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. The exclusion relates to Agenda Item 15 (Minute 233 only).

233. Proposed Relocation of Parish Council Office

The Chair declared an interest in the Agenda item as he was a Trustee of Lyndhurst and District Community Association and took no part in the voting.

RESOLVED: That the terms offered by L&DCA for a new Parish Office at Lyndhurst Community Centre are accepted unanimously.

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

Chairman _____

Date _____

Lyndhurst Parish Council Monthly Budget Report - October 2020/21

Lyndhurst Parish Council Monthly Budget Report - October 2020/21							
BUDGET TO MONTH 7 % =58.33%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 58.33	Budget vs. forecast
INCOME							
A0 - Reserves carried over	118,434.75	118,434.75	-	118,434.75	118,434.75	100.00 %	
A1 - HMRC VAT refund	-	-	-	8,000.00	18,000.00	0.00 %	<i>Based on 19-20 will claim October & March & 1 x large project</i>
A2 - Precept	100,000.00	100,000.00	-	100,000.00	100,000.00	100.00 %	<i>April and October</i>
A3 - HCC Lengthsman scheme	1,100.00	1,100.00	-	1,000.00	1,100.00	100.00 %	<i>matched funding</i>
A4 - Burials & grave purchases	17,574.10	13,416.67	(4,157.43)	23,000.00	23,000.00	76.41 %	<i>Estimate</i>
A5 - Allotment rents	2,689.50	3,890.00	1,200.50	2,500.00	3,890.00	69.14 %	<i>Updated prices - due October - payments outstanding</i>
A6 - Admin income	1,215.00	1,166.00	(49.00)	4,300.00	27,000.00	4.50 %	<i>Calendar sales; £25K grant from INEOS for office modifications; remove picnic on pitch grant</i>
Total INCOME	241,013.35	238,007.42	(3,005.93)	257,234.75	291,424.75	82.70 %	<i>£34K increase - £25K grant for capital project + VAT reclaim + increase in allotment rent less picnic on pitch income</i>
EXPENDITURE							
B Admin Costs							
B1 - HALC - Fee/NALC Levy	746.14	750.00	3.86	750.00	750.00	99.49 %	<i>Due May 2020 annual payment</i>

B2- LCDA room hire, adverts, etc	141.00	350.00	209.00	1,600.00	600.00	23.50 %	<i>Lockdown - no bookings</i>
B3 - Lengthsman	160.00	583.33	423.33	2,000.00	1,000.00	16.00 %	<i>£1K funded by HCC grant</i>
B4 - Payroll costs	14,478.96	14,583.33	104.37	25,000.00	25,000.00	57.92 %	<i>Up to date</i>
B5 - Grant allocations	-	-	-	2,500.00	27,500.00	0.00 %	<i>donations for local causes; office modificatons £25K</i>
B6 - Office costs	14,677.43	15,333.00	655.57	18,595.00	19,500.00	75.27 %	<i>costs of running the office - additional cleaning costs</i>
B7 - Misc/Expenses/HMRC/Audit	8,979.80	9,333.33	353.53	16,600.00	16,000.00	56.12 %	<i>HMRC payment due October; audit charges due Spring 21</i>
Total Admin Expenditure	39,183.33	40,933.00	1,749.67	67,045.00	90,350.00	43.37 %	<i>office costs (1K), one off grant (£25K), savings on lengthsman, Misc & room hire (£3K) - £23K</i>
C Cemetery Costs							
C1 - Electricity	1,018.65	845.83	(172.82)	750.00	1,450.00	70.25 %	<i>Electricity - high due to actual reading</i>
C2 - Grounds maintenance	10,326.00	11,083.33	757.33	21,000.00	19,000.00	54.35 %	<i>Mint Gardens Limited includes increase to £20 ph - slightly lower than prior year</i>
C3 - NFDC rates	1,541.24	1,540.00	(1.24)	2,125.00	2,640.00	58.38 %	<i>includes 3% increase - actual rates now received-revised forecast</i>
C4 - Miscellaneous	640.00	408.00	(232.00)	2,000.00	15,000.00	4.27 %	<i>Flowers, chapel painting, lychgate, benches (£5.5K); glass window £4K; toilet £5K, cemetery gate repairs £500</i>

Total Cemetery Expenditure	13,525.89	13,877.17	351.28	25,875.00	38,090.00	35.51 %	<i>£700 inc electricity, £2K savings grnds maint, £500 inc, rates, £13K inc. capital projects - Overall £12K increase</i>
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BUDGET TO MONTH 7 % =58.33%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 58.33	Budget vs. forecast
EXPENDITURE							
D Allotment Costs							
D1 - Utilities	512.45	466.67	(45.78)	520.00	800.00	64.06 %	<i>water costs</i>
D2- Grounds maintenance	2,015.00	2,158.33	143.33	3,200.00	3,700.00	54.46 %	<i>Mint Gardens including lengthsman - additional cost incurred clearing area</i>
D3 - Miscellaneous	681.33	583.33	(98.00)	550.00	1,000.00	68.13 %	<i>ie Ground rent,</i>
Total Allotments Expenditure	3,208.78	3,208.33	(0.45)	4,270.00	5,500.00	58.34 %	<i>£1300 increase due to water charges, plot clearance & plumbing repairs</i>
E Recreation Costs							
E1 - Forestry Commission rent	650.00	650.00	-	650.00	650.00	100.00 %	<i>due April 2020</i>
E2- Grounds maintenance	2,540.00	3,500.00	960.00	7,000.00	6,000.00	42.33 %	
E3 - Miscellaneous	-	204.17	204.17	350.00	350.00	0.00 %	<i>annual inspections</i>

E4 - Playground	-	-	-	27,000.00	52,000.00	0.00 %	<i>One off payment for Coles Mead playground - take from reserves</i>
E5 - Football ground	1,300.00	1,300.00	-	6,000.00	6,000.00	21.67 %	<i>Legal costs and fencing</i>
Total Recreation Expenditure	4,490.00	5,654.17	1,164.17	41,000.00	65,000.00	6.91 %	<i>£1K saving on grnds maint, £25K extra for Coles Mead capital project,</i>
F Amenities Costs							
F1 - Grounds maintenance	1,295.00	1,750.00	455.00	3,520.00	3,000.00	43.17 %	<i>Mint Gardens Limited includes increase to £20 ph</i>
F2- Village Walks	-	116.67	116.67	200.00	200.00	0.00 %	
F3 - NFDC dog bins	313.14	361.67	48.53	620.00	620.00	50.51 %	
F4 - Miscellaneous	3,186.00	3,791.67	605.67	500.00	6,500.00	49.02 %	<i>Increase forecast for tree works; footpath at Emery Down; £500 wildflower meadows</i>
Total Amenities Expenditure	4,794.14	6,020.00	1,225.86	4,840.00	10,320.00	46.45 %	<i>Extra £5.5K for tree works, footpath & wildflower meadow</i>
G - VAT to be reclaimed	4,311.84			-	18,000.00		
Total VAT	4,311.84				18,000.00		<i>based on one large project tbc</i>
Total EXPENDITURE	69,513.98	69,692.67	178.69	143,030.00	227,260.00	30.59 %	
Surplus balance				114,204.75	64,164.75		

Lyndhurst Parish Council Sept/Oct 2020 payments approved November 2020			
Includes on line payments via bank and cheques			
Accounts due for payment	Amount	VAT	Total
Catts Tree Care			
Tree works	£ 600.00	£ 120.00	£ 720.00
ITEC			
Photocopier costs	£ 47.75	£ 9.55	£ 57.30
TLC Online			
VE day leaflets	£ 99.00		£ 99.00
M C Whelan			
Office clean 19.8 & 2.9.2020	£ 60.00		£ 60.00
Dutton Gregory Solicitors			
Legal charges for football ground lease	£ 1,300.00	£ 260.00	£ 1,560.00
ITEC			
Photocopier costs	£ 17.85	£ 3.57	£ 21.42
Mint Gardens			
August garden maintenance	£ 1,970.00	£ 394.00	£ 2,364.00
Lyndhurst Community Centre			
Room hire	£ 75.00		£ 75.00
Payroll management costs			
Mary Corbett	£ 40.00		£ 40.00
M C Whelan			
Office clean 16.9	£ 30.00		£ 30.00
Viking			
Office stationery	£ 79.79	£ 12.57	£ 92.36
Mint Gardens			
September ground maintenance	£ 2,113.00	£ 422.60	£ 2,535.60
Forestry England			
Allotment permissions	£ 550.00	£ -	£ 550.00
M C Whelan			
Office clean 30.9.2020	£ 30.00	£ -	£ 30.00
Tarrant Garden Services			
Conifer removal	£ 300.00	£ -	£ 300.00
TLC Online			
Survey sheets and parish calendar	£ 1,795.32	£ -	£ 1,795.32
C Gibbs			
Reimbursement for parking clock expenses	£ 35.00	£ -	£ 35.00
Payroll for September			
M Weston	£ 2,079.20	£ -	£ 2,079.20
C Gibbs	£ 372.40	£ -	£ 372.40
HMRC			
2nd qtr employer costs	£ 2,104.68	£ -	£ 2,104.68
HCC			
New signs	£ 766.00	£ 153.20	£ 919.20
Viking			
Accounts due for payment	Amount	VAT	Total

Office stationery	£ 96.41	£ 19.28	£ 115.69
Forestry England			
Coles Mead rent	£ 325.00		£ 325.00
K Bunney			
Photographic winner for Calendar	£ 100.00		£ 100.00
RTS Fencing			
Cemetery gate repairs	£ 290.00	£ 58.00	£ 348.00
Viking			
Office stationery	£ 69.85	£ 13.97	£ 83.82
Payroll management costs			
M Corbett March payroll - to replace lost cheque	£ 32.50	£ -	£ 32.50
P Trend			
VE day commemoration	£ 181.50	£ -	£ 181.50
October Payroll			
M Weston	£ 1,736.68	£ -	£ 1,736.68
C Gibbs (includes 4.5 hrs o/t)	£ 388.98	£ -	£ 388.98
TOTALS	£ 17,685.91	£ 1,466.74	£19,152.65

Bank Reconciliation - 01.09.2020 - 30.09.2020	
Opening Balance - 01.09.2020	£ 136,378.38
New Income	£ 54,230.00
Sub-total	£ 190,608.38
Payments made	£ 7,402.75
Total	£ 183,205.63
Balance at 31.09.2020	£ 183,205.63

Bank Reconciliation - 01.10.2020 - 31.10.2020	
Opening Balance - 01.10.2020	£ 183,205.63
New Income	£ 4,645.19
Sub-total	£ 187,850.82
Payments made	£ 16,236.45
Total	£ 171,614.37
Balance at 31.10.2020	£ 171,614.37

Draft annual budget 2021-22 - Lyndhurst Parish Council		
BUDGET	FULL YEAR	Notes
Details	Draft Budget	Budget vs. forecast
INCOME		
A0 - Reserves carried over	64,000.00	<i>Estimate based on 2020-21 reporting at October 2020</i>
A1 - HMRC VAT refund	8,000.00	<i>Estimate</i>
A2 - Precept	100,000.00	<i>No increase on previous year</i>
A3 - HCC Lengthsman scheme	1,100.00	<i>matched funding</i>
A4 - Burials & grave purchases	25,000.00	<i>Estimate</i>
A5 - Allotment rents	4,000.00	<i>Based on 20-21 income</i>
A6 - Admin income	2,500.00	<i>Calendar sales; misc. income</i>
Total INCOME	204,600.00	
EXPENDITURE		
B Admin Costs		
B1 - HALC - Fee/NALC Levy	800.00	<i>Increase from 2020-21</i>
B2- LCDA room hire, adverts, etc	1,600.00	<i>Estimate</i>
B3 - Lengthsman	2,000.00	<i>£1K funded by HCC grant</i>
B4 - Payroll costs	25,500.00	<i>Based on 20-21 plus 2%</i>
B5 - Grant allocations	2,500.00	<i>donation for local causes</i>
B6 - Office costs	15,000.00	<i>Estimate pending move to Community Centre</i>
B7 - Misc/Expenses/HMRC/Audit	11,000.00	<i>HMRC payments £8K, expenses £1K, audit £1K, misc £1K</i>
Total Admin Expenditure	58,400.00	
C Cemetery Costs		
C1 - Electricity	1,000.00	<i>Estimate based on 20-21</i>
C2 - Grounds maintenance	20,000.00	<i>Mint Gardens Limited - no increase on hourly rate plus other one off payments to contractors</i>
C3 - NFDC rates	2,700.00	<i>Based on 20-21 plus 2%</i>
C4 - Miscellaneous	4,000.00	<i>General maintenance & remembrance day (£500)</i>
Total Cemetery Expenditure	27,700.00	

BUDGET TO MONTH 3 % = 25	FULL YEAR	Notes
Details	Approved Budget	Budget vs. forecast
EXPENDITURE		
D Allotment Costs		
D1 - Utilities	800.00	<i>water costs</i>
D2- Grounds maintenance	3,700.00	<i>Mint Gardens including lengthsman -</i>
D3 - Miscellaneous	1,000.00	<i>ie Ground rent, general maint</i>
Total Allotments Expenditure	5,500.00	
E Recreation Costs		
E1 - Forestry Commission rent	700.00	
E2- Grounds maintenance	4,000.00	
E3 - Miscellaneous	350.00	<i>annual inspections</i>
E4 - Playground	26,000.00	<i>General maintenance & phase 2 upgrade of Coles Mead</i>
E5 - Football ground	1,500.00	<i>General maintenance of facilities</i>
Total Recreation Expenditure	32,550.00	
F Amenities Costs		
F1 - Grounds maintenance	9,500.00	<i>Includes £6.5K ringfenced from developers contribution</i>
F2- Village Walks	200.00	
F3 - NFDC dog bins	620.00	
F4 - Miscellaneous	2,000.00	<i>Estimate - includes £1K for bus shelter</i>
Total Amenities Expenditure	12,320.00	
G - VAT to be reclaimed	8,000.00	
Total VAT	8,000.00	
Total EXPENDITURE	144,470.00	
Surplus balance	60,130.00	

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
CENTRAL			
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
ALLOTMENTS (Adrian Wiltshire)			
Install security cameras	AW, MW & CW	£300	Autumn 2020
AMENITIES (George Bisson)			
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
CEMETERY & REMEMBRANCE (Adrian Wiltshire)			
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
RECREATION (Mark Rollé)			
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

