

## LYNDHURST PARISH COUNCIL

Minutes of the annual meeting of Lyndhurst Parish Council held on Tuesday 11 May 2021 at 7.00 pm in Lyndhurst Community Centre.

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

In Attendance: Mrs M Weston (Clerk to the Council)

### 1. Apologies for Absence

There were no apologies for absence. The Clerk drew attention to the fact that Councillor Stratford was not at the meeting and this was the third meeting in succession where he had not been present and an apology had not been given. The Chair asked the Clerk to contact Councillor Stratford to ascertain whether he was alright.

### 2. Public Participation

None.

### 3. Election of Chairman

**RESOLVED:** That having indicated at the March LPC meeting that he was willing to stand as Chairman Councillor Willsher be appointed Chairman for the ensuing year. Councillor Willsher signed acceptance papers which were handed to the Clerk.

### 4. Election of Vice Chairman

**RESOLVED:** That having indicated at the March LPC meeting that he was willing to stand as Vice Chairman Councillor Se-Upara be appointed Vice Chairman for the ensuing year. Councillor Se-Upara signed acceptance papers which were handed to the Clerk.

### 5. Disclosures of Interest

None

### 6. Appointment of Committees

#### (a) Planning Committee

The following Councillors were elected to the Planning Committee for the ensuing year:

Councillors Reeve, Dunning, Preddy, Read, Se-Upara, Bisson and Willsher (ex officio as Chair of the Parish Council).

#### (b) Disciplinary and Grievance Committee

The following Councillors were elected to the Disciplinary and Grievance Committee for the ensuing year:

Councillors F Green, Read and Reeve

## 7. Appointment of Portfolio Holders

- |                          |                      |  |
|--------------------------|----------------------|--|
| (a) Cemetery             | Councillor Wiltshire | Councillors J Green and Se-Upara to assist |
| (b) Allotments           | Councillor Wiltshire | Councillors J Green and Se-Upara to assist |
| (c) Recreation           | Councillor J Green   | Deputy - Councillor Dunning                |
| (d) Amenities            | Councillor Bisson    |  |
| (e) Environment Matters  |                      | To be left in abeyance                     |
| (f) Community Engagement |                      | Councillors F Green and Preddy             |
| (g) Community Speedwatch |                      | Councillor Se-Upara Chair to assist        |

## 8. Appointment of Representatives to Outside Bodies

- |                                   |  |
|-----------------------------------|--|
| (a) New Forest Consultative Panel | Councillor J Green                                       |
| (b) NFNPA Quadrant Meetings       | Councillor Smith   |
| (c) Public Transport              | Chair  |
| (d) Village Twinning Committee    | Chair  |
| (e) NFALC                         | Chair/Councillor Read                                    |
| (f) Chamber of Trade              | Councillors Se-Upara and Wiltshire                       |
| (g) Lyndhurst Welfare Charity –   | Mrs J Rollé (Councillors F Green and Chair when vacancy) |
| (h) RBL Lyndhurst Branch          | Councillor Wiltshire/Councillor Preddy to shadow         |

## 9. Review/Adoption of Standing Orders and Financial Regulations

- (a) Standing Orders

Councillor Bisson felt it was unnecessary to clarify apologies for absence with the reasons for doing so as Councillors were volunteers giving their time freely.

**RESOLVED:** To approve Standing Orders but to bring No 11 back if it proved necessary.

- (b) Financial Regulations

**RESOLVED:** To approve the financial regulations.

## 10. Review/Authorisation of Governance Documents as listed below

- (a) Acceptable Internet Use Policy

**RESOLVED:** To adopt the revised LPC Acceptable Internet Use Policy

- (b) CCTV Policy

**RESOLVED:** To adopt the LPC CCTV Policy

- (c) Tree Management Policy

**RESOLVED:**

(a) To adopt the LPC Tree Management Policy.

(b) That Councillor Green is appointed Tree Warden with Councillor Smith as Deputy Tree Warden.

**11. Review of Asset Register**

**RESOLVED:** To adopt the Asset Register.

It was noted that the litter/dog bin on the public footpath at Pikes Hill had been removed and the Clerk said she would ask for a new bin to be installed.

**12. Appointment of Internal Auditor for the Financial Year 2021/22**

**RESOLVED:** That Lightatouch are appointed as LPC's Auditors for the financial year.

**13. Setting of dates, times and place of ordinary meetings of the full Council for the next year**

**RESOLVED:** That LPC and Planning Committee meetings until 30 April 2022 be set as follows:

Parish Council Meetings – 13 July, 14 September, 9 November, 11 January, 8 March.

Planning Committee Meetings – 25 May, 22 June, 27 July, 24 August, 28 September, 26 October, 23 November, 21 December, 25 January, 22 February, 22 March, 26 April.

Chair \_\_\_\_\_

Date \_\_\_\_\_

## Lyndhurst Parish Council - Comparison of Asset Register & Insurance Policy Valuations

Asset Categories	Asset Register Proxy Cost AGAR 31/03/2020	Insurance cover Hiscox (Came&Co) 01/08/2019	Insurance cover Hiscox (Came&Co) 25/03/2020
<b>Buildings</b>			
Chapel at Boltons Bench	100	265,200	275,808
<b>General &amp; Office contents</b>			
Furniture	500 )	)	
Office IT & equipment	4,400 )	3,303 ) \$	10,638
Chapel contents	9,000 )	)	
<b>Specified All Risks</b>			
Speed Indicator Device	2,500 *		
Cemetery CCTV	8,000 ^		
Ipads x 10	2,500 \$		
Trees	200 "		
<b>Gates &amp; Fences</b>			
Gt Mead/Lychgate/Rec/Allots	33,000	38,577	40,120
<b>Mowers &amp; Machinery Eqt</b>			
Mowers & Machinery	Nil	Nil	Nil
Outside Eqt incl Defibrillator	5,000	29,414 "	30,590
<b>Play Equipment &amp; Surfaces</b>	120,400	105,408	140,000
<b>Sports Equipment</b>	Nil	Nil	Nil
<b>Street Furniture</b>	66,303	125,611 * ^	130,635
<b>War Memorial &amp; Railings</b>	30,000	39,907	41,504
<b>Land (Uninsured)</b>	Nil	Nil	Nil
	<u>£281,903</u>	<u>£607,420</u>	<u>£669,295</u>

Lyndhurst Parish Council - Asset Register Analysis

Asset Categories	Asset Type	Purchased	Disposed	Serial No.	Assets	AGAR
					Proxy Cost 31/03/2020	Cat. Totals 31/03/2020
<b>Buildings</b>						
Cemetery						38,100
	Chapel				100	
	War Memorial & Railings				30,000	
	CCTV				8,000	
<b>General &amp; Office contents</b>						
General						16,700
	Ipads x 10				2500	
	Chapel contents				9000	
	Trees x 2 at Great Mead				200	
	Defibrillator				5000	
Office IT & equipment						4,900
	Office furniture				500	
	Office equipment				4,000	
	Office ancillaries				400	
<b>Specified All Risks</b>						
	Speed Indicator Device		removed by HCC Dec/Jan		2,500	2,500
<b>Gates &amp; Fences</b>						
	Great Mead				1,000	33,000
	Allotments				7,000	
	Lychgate & Small Gate				23,000	
	Recreation Ground				2,000	
<b>Mowers &amp; Machinery Eqt</b>						
Mowers & Machinery					0	0

Outside Equipment		0	
<b>Play Equipment &amp; Surfaces</b>			120,400
Play Trail		2,000	
Toddlers Section		2,000	
Swings x 4		2,000	
Springies		4,000	
Seesaw		200	
Treetops Tower		22,000	
Skateboard Equipment		50,000	
CCTV		10,000	
Adult Fitness Equipment		22,000	
MUGA		6,000	
Zipwire		200	
<b>Sports Equipment</b>			0
Sports Equipment		0	
<b>Street Furniture</b>			66,303
Bus Shelters x 8		42,000	
Seats & Benches x 50		10,000	
Noticeboards		7,000	
Dog Waste Bins x 6		600	
Cycle Repair Kit		700	
Great Mead Seating		2,000	
Waste Bins x 4		4,000	
BT Telephone Boxes		3	
		<b>£281,903</b>	<b>£281,903</b>