

LYNDHURST PARISH COUNCIL

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NOTICE OF MEETING OF THE PARISH COUNCIL

I hereby give you notice that the Meeting of the Parish Council will be held on Tuesday 11 May 2021 at 7.30 pm (or after the Annual Meeting) at Lyndhurst Community Centre.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Clerk to the Council

AGENDA

Public participation period: A period of 10 minutes will be allowed. Members of the public intending to address the meeting are encouraged to register with the Clerk before the meeting. Priority will be given to those who have given notice in advance. Members of the public in attendance are entitled to remain for the meeting should they so wish, unless any item is declared confidential or exempt business. Members of the public may only participate in any of the business being considered by invitation of the Chairman.

- (1) Disclosures of Interest
- (2) Apologies for Absence
- (3) Public Participation
- (4) Minutes

To confirm the Minutes of the LPC Meeting held on 9 March 2021 and the Planning Committee Meetings held on 23 March 2021 and 27 April 2021.

- (5) Matters Arising from the Minutes
- (6) Finance
 - (a) To note accounts for the financial year to 31 March 2021
 - (b) To note accounts for the financial year to 1 April 2021
 - (c) To authorise payment of invoices paid between meetings and due at today's date
 - (d) To note and authorise March and April bank reconciliations
- (7) County Councillor's Report
- (8) District Councillor's Report

- (a) Report on Goose Green road change proposals to include formal request for funding from LPC.
- (b) Any other matters.

(9) Reports from Representatives of Outside Bodies

(10) Parish Action Plan

- | | |
|--|------------------------------------|
| (a) Proposed Toilet Facility at Lyndhurst Cemetery | (Update from Councillor Wiltshire) |
| (b) Coles Mead Play Equipment | (Update from the Clerk) |
| (c) Wellands Road football ground lease | (Update from the Clerk) |
| (d) Relocation of Parish Council Office | (Update from Chair/Clerk) |
| (e) Tree Survey Report | (Update from Chair/Clerk) |

(11) Remembrance Sunday

Councillor Wiltshire to Report

(12) Future Allocation for Play Equipment

To consider budget allocation for remaining area of play equipment

(13) Annual Parish Meeting

- (a) Date and format to be arranged
- (b) Annual Report to be agreed

(14) Photograph Competition and Calendar 2022

(13) Speed Indicator Device

Clerk to report

(14) Dates for Future Meetings

Annual Parish Meeting – to be arranged
Planning Committee – 25 May and 22 June 2021 – 7.15 pm
LPC Meeting – 13 July 2021
LPC Meeting to authorise AGAR 2020/21 – to be arranged

LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held remotely by Zoom on Tuesday 9 March 2021 at 7.15 pm.

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

In Attendance: County Councillor E Heron (part of the meeting)
District Councillor H Brand
Mrs M Weston (Clerk to the Council) (second part of the meeting)
Five members of the Public

253. Disclosures of Interest

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

254. Apologies for Absence

The Clerk had sent apologies as she could not, because of circumstances beyond her control, attend the first part of the meeting.

There were no other formal apologies for absence. The Chair informed the meeting that Mark Rollé had today tendered his resignation from the Parish Council. This follows a period of over 20 years as a Councillor, 10 of which were as Chairman. Thanks were expressed for all Mark's work over this period of time and it was hoped that in the future, when COVID-19 restrictions could be lifted, it would be possible to commemorate his achievements in a fitting way.

255. Public Participation

Local resident Jim Green, who lives close to the Recreation Ground explained that he had begun to remove dead willow trees from overhanging and disrupting the flow of the stream. His intention would be to make the streamside accessible and create a walkway which allows access through the wood but creates opportunity for climbing and exploring. The small amount of work already completed has encouraged many more children to use and enjoy the area. Permission was now sought to continue to open up the overgrown area, giving light and space to the flora and fauna that would enhance it and this would be done in consultation with the Parish Council. Jim would be very interested in working with the Parish Council to create a management plan for the area, particularly in the light of future stewardship of the wider area. With ideas for access to Southampton Road, the concept of continuation of the Parish Walk might be a topic of discussion and the grassed areas alongside the football pitch, a perfect spot to increase the woodland corridor, if that was desired. However, he was aware that some trees had recently fallen and asked about a tree management policy as there was some indication of decay in other trees. He also asked about management of drainage due to build up of leaf matter. Jim Green asked if the play bark that would be lifted in readiness for wet pour safety surfacing in the children's play area could be left somewhere appropriate and he would use it for the woodland walk. He also said he would be happy to become involved in any land management plan for the area.

The Chair reported that there was no time frame on tree management but the Clerk had, or would be shortly, contacting Forestry England regarding the condition of the trees on some of the land that would eventually come within the responsibility of the Parish Council. A full inspection would be requested before LPC took over the lease and any remedial action thought appropriate would be sought from FC.

Councillor Bisson reported that a full tree survey had been carried out at Great Mead by Catts Treecare. It was intended that this becomes an annual inspection and could be extended to include other sites for which the Council was responsible. Councillor Dunning stated that there was usually a general clear up at Coles Mead before November which provided items for Bonfire Night but due to COVID-19 this had not taken place in 2020.

256. Minutes

RESOLVED:

- (a)** That the minutes of the Parish Council Meeting held on Tuesday, 12 January 2021 are approved as a true and accurate record.
- (b)** That the minutes of the Extraordinary Parish Council Meeting held on Tuesday 2 March 2021 are approved as a true and accurate record with the proviso that voting be changed to 5:3 in favour of recommending permission be granted but to leave the final decision to Officers/Committee for approval and that there was one abstention.
- (c)** That the minutes of the Planning Committee meetings held on Tuesday 26 January 2021 and Tuesday 23 February 2021 are noted as a true and accurate record.

257. Matters Arising from the Minutes

(a) Minutes of the Meeting held on 12 January 2021

Councillor Wiltshire asked Councillor Stratford if he had managed to obtain any information regarding the 100th anniversary of the war memorial which would take place on 10 April. Councillor Stratford reported that he still needed an email address for Angela Trend and was also trying to make contact with the Vicar at St Michael's and Priest in Charge at the Catholic Church. The Chair advised contacting the Clerk.

Councillor Dunning reported that part of Cemetery Road had been repaired to a satisfactory level but the part that had only been patched was already deteriorating and he envisaged that there would be adverse comment made.

(b) Minutes of the Extraordinary Meeting held on Tuesday 2 March 2021

There were no matters arising from these minutes.

(c) Planning Committee minutes of meetings dated 26 January and 23 February 2021

There were no matters arising from these minutes.

258. Finance

The Finance Officer's Report was presented containing the following documents:

- (a) Accounts for the financial year to 28 February 2021*

RESOLVED: To note and authorise the accounts to 28 February 2021 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 £13,448.21.

(c) *January and February bank reconciliations*

RESOLVED: That the bank reconciliation relating to January and February 2021 be noted.

(d) *External Auditor's Report for the financial year April 2019 to March 2020*

RESOLVED: To receive and note the above report.

(e) *To receive and note the interim report so far from the Internal Auditor for the financial year commencing 1 April 2020*

RESOLVED: To receive and note the above report.

(f) *To note the three quotations received for the new children's play equipment and chosen installer*

The estimates for children's play equipment had been received as follows:

Wicksteed	£76,338.50	
Sovereign	£41,573.14	(less equipment quoted than the other two estimates)
Vitaplay	£48,300.00	

RESOLVED: To note the three quotations received and to accept the recommendation regarding the chosen installer, ie Vitaplay

(g) *To note the three quotations obtained for Parish Council insurance*

The Finance Officer had obtained three estimates for LPC insurance to cover the next financial year as follows:

Hiscox	£2,247.22	(existing insurer)
Pen Underwriting	£2,322.32	
Ecclesiastical	£3,501.77	

A further estimate for cyber insurance was considered necessary as a new measure and Came & Co's estimate for £319.20 was recommended.

RESOLVED: To note the quotations received and to accept the recommendation by the Finance Officer that the quotation from Hiscox for the forthcoming year for £2,247.22 be accepted and that the estimate of £319.20 for cyber insurance was considered a necessary item and should be accepted.

259. County Councillor's Report

County Councillor Edward Heron reported on the HCC budget and explained that quite a lot of what is undertaken by the County Council is not seen by the public. HCC have had their budget meeting and of the £2.1 billion budget that HCC approved for 2021/22 £680M is allocated to protecting the most vulnerable in our society, £470M is allocated to adult health and care and £210M goes to children's services. These are important services in that if anything goes wrong people will die and Councillor Heron stated that he was proud to say that HCC have an exceptional track record. £910M goes to Hampshire schools and £260M

goes to capital projects. Waste recycling and disposal amounts to £41M and £56M is spent on highways and transport. The point is that a large part of what HCC does is invisible to most of us but vital. Costs through COVID-19 have been in the region of £175M additional costs.

Regarding the issue with the removal of the post and LPC's SID, which was attached to the post at the time, the HCC officers are adamant that the SID was not on the post when it was removed. Councillor Heron will ask for confirmation and suggested that the only way forward is to report the SID as stolen to the Police. However, he was happy to work with the Clerk on this matter.

With regard to the safer road scheme which District Councillor Hilary Brand was working on, Councillor Heron said he would work with all levels to achieve partnership funding for the scheme. The local cycling and infrastructure scheme was also coming forward.

Councillor Heron said he would take questions and the Chair said he didn't know how HCC could be so authoritative as to say that the SID was not on the pole as they didn't know what had happened to the pole itself after it had been removed.

David Donawa explained that the SID was on a pole which had previously had permission for mounting. The SID had been mounted on 26 October, since when the pole and SID had been removed. It was padlocked to the pole and had clear contact details and indicated that it was the property of LPC. The pole in Gosport Lane had been removed and a shorter one, not adequate for the job, had replaced it.

Councillor Heron, who had only received the information at late notice, said he would like to make further investigations. David Donawa said he would like to know where the pole had gone and another pole had also been removed in the past and the SID holder had also gone. He did not believe that the SID had been stolen as it had been padlocked to the pole and no other SIDs had been stolen around the country.

The Chair thanked David Donawa for all the work he had done.

Councillor Reeve said there was no delay on the pelican crossing at the bottom of the High Street and asked if this could be arranged. Councillor Heron said he would follow up this as he considered it to be a fault. Councillor Bisson said this might be to do with the type of crossing.

The Clerk joined the meeting.

260. District Councillor's Report

District Councillor Hilary Brand reported that she had managed to obtain road safety plans from HCC following the campaign that had taken place in the Shrubbs Hill/Chapel Lane area. The cost of the scheme would amount to £30k which HCC had said they would be unable to fund. The next step would be to ascertain from where funding could be obtained and Councillor Brand asked if LPC would be able to contribute some money – different parts of the scheme varied between £3k, £4k and £23k. She would also talk to NFDC regarding possible funding sources and drew attention to the infrastructure and cycling plan. There was also local interest, particularly with regard to possible effects on residents' accessways to their homes, etc so there would need to be further negotiations. However, progress was being made.

The Chair commented that LPC would need to reserve their opinion until the new financial year when more was known regarding the budget. Councillor Heron said that HCC funding could be available regarding safety issues but this was always linked to Police data showing a casualty issue or a Police audit to leading to a decision being taken. More work needed to be done on this scheme but he felt it should be wrapped into one project, there would need to be community buy-in and then progress could be achieved fairly

quickly. There are various options that could be followed provided the scheme was ready to go and there was community buy-in. Councillor Brand stressed the need for everyone to be happy with the scheme.

Councillor Bisson said he was uneasy at the moment as funding seemed to be under discussion but LPC had not yet considered the matter and he felt that the traffic issues in the whole village should be discussed and it should be an Agenda item. The Chair assured those present that no decision concerning funding had been taken and agreed that the route by which this had been raised was a little unorthodox. Councillor Brand said she had already discussed with the Clerk to ensure that this scheme was on the next Agenda.

Councillor Heron left the meeting.

Councillor Brand reported that she had met with Councillor Stratford to start work on the Lyndhurst app that she is developing for visitors to the area. There will be a rural and High Street walk and any money raised will be put into projects for the village and its residents. The Chair suggested talking to the Lyndhurst Welfare Charity or Community Centre before setting up a trust for the proceeds to see if they could act as a holding organisation with a ring fenced pot of money.

Councillor Brand had met with representatives from the Community Centre regarding the possibility of setting up a youth club. She had also enquired whether they had room for a men's shed and various options were mentioned such as the Scout hut and Foxlease. The Chair suggested asking NFDC if car parking spaces could be freed up in the main car park for a container to act as accommodation. Councillor Brand would also speak with the Clerk regarding Lyndhurst planting. With regard to a youth club Councillor Preddy suggested that safeguarding training and various other checks would be necessary also bearing in mind other activities around the village during the evening.

261. Reports from Representatives of Outside Bodies

Councillor Bisson, as Secretary of the Lyndhurst Village Decorations Committee, gave a Powerpoint presentation to illustrate the situation that the Committee were now in whereby the strings across the road required more rigorous adherence to regulations in order for them to continue in place, thus increasing necessary funding levels. Various options had been considered. Research has been undertaken to see if adaptations could be made to allow strings to continue in the future.

New brackets would need to be made and there would be a need for stainless steel catenary wires. Added to this is the cost of fitting and because installation is on an A road there would need to be professional installation giving a subtotal of almost £42k plus VAT. It might be necessary to remove the catenary wires each year and hydraulic lifts would have to be used for installation.

Councillor Bisson reported that the Decorations Committee wanted to continue with the current display but did not feel that they could take the steps necessary to fulfil the strings of lights across the road. The Committee felt it was important that before the Press release became public knowledge the Parish Council should be informed.

Councillor Green asked if the Press release could invite suggestions and assistance from members of the public. Councillor Bisson said he did not feel the current Committee would take this on although they were happy to see someone else do so if they came forward. It was noted that permission would, in some cases, also need to be sought from building owners for the brackets. The Chair said he hoped that the Committee would reconsider and add another sentence to the Press release to ask if anyone would like to take this matter forward. Councillor Bisson said he would consult with the Committee on this matter.

262. Parish Action Plan

(a) Proposed Toilet Facility at Lyndhurst Cemetery

Councillor Wiltshire, as Cemetery Portfolio Holder, reported that he had attended many services at the Cemetery and its Chapel and had often been asked if there were toilet facilities. He had undertaken lengthy research to try and resolve the situation and seven sites had been suggested and ultimately rejected for various reasons. The final proposal is to build a small extension to the maintenance building. This would have no effect on the beauty of the Cemetery or the Chapel and would not be obtrusive in any way. The cost was likely to be in the region of just in excess of £5k which could be made up of £2,750 pledged by public donations and £5k already allocated by the Parish Council. The only downside would be the occasional emptying of a cassette type toilet and hand cleansing could be achieved with hand sanitizer.

RESOLVED: That Councillor Wiltshire obtain three estimates for the work involved and bring them back to the Parish Council with a recommendation for approval.

(b) Coles Mead Play Equipment

Quotations had been viewed and that from Vitaplay had been accepted. This would involve some new play equipment but the main focus was on the wet pour safety surfacing that would be added in two of the three play zones. The redundant play bark would be removed under contract by Brett Wateridge and it was hoped that some of it could be re-used on another project in the Recreation Ground. Because we had a very good quotation for the wet pour it had been possible to replace, renovate or add to the existing equipment in Zones 2 and 3 as well.

(c) Welllands Road Football Ground Lease

All the information concerning the new lease has now come back from Forestry England. The draft agreement between ourselves, the Junior Football Club and the Men's Football Club has been agreed by all parties and will be signed off shortly. The Clerk reported that she had concerns about the trees on the pocket of land that LPC would be taking over between Coles Mead and the Fire Station. It was likely that some of the trees were in a poor, possibly dangerous condition and two trees in Holmfield had come down over the Recreation Ground this year. They had been removed by Brett Wateridge at no cost to LPC. A request would be made to FE to undertake a tree survey before LPC took possession of the land and liability for the trees and they would be asked to take remedial action where necessary.

(d) Update on Government COVID-19 grant Opportunity

There was no further information to give an update on this matter at the present time although a small amount of money had been paid into our account by NFDC following the first COVID-19 lockdown.

(e) Village Design Statement – summary of responses

Planning Committee Chairman Graham Reeve referred to the responses to the questionnaire and reported that the next step was to set up a small steering group of 6 to 10 people including a mix of Parish Councillors and members of the community to produce a short project plan with costs and assigned roles. District Councillor Hilary Brand had indicated that she would like to join Councillor Reeve in the group along with Councillor Stratford, Green, Read, Preddy and the Chair. An initial meeting would be set up with a follow up meeting when other interested parties could be asked to attend.

(f) Relocation of Parish Office

Councillor Reeve reported that good progress had been made but a recent water leak had caused considerable damage, putting the scheme back some time. The Chair extended thanks to Graham and Jacqui Reeve, Mike and Margaret Weston and Alana Bubb for their work in moving furniture and equipment from 13 High Street to the new office. Mike Weston was also thanked for removing the CCTV equipment and the Chair extended his thanks, on behalf of the Parish Council, to everyone who had undertaken this work.

Councillor Reeve reported on the water damage and steps taken to address the matter. The Clerk assured Councillors that all remedial work would be covered by insurance other than that of the Parish Council and it would not cost LPC at all other than in time. There would also be a need to make good decorations in the existing parish office.

Councillor Reeve asked for volunteers to move the last of the equipment. A local resident volunteered to bring a man and van and Councillor Stratford indicated that he would be prepared to undertake decorating in the High Street office.

(g) CCTV Package

The Clerk explained that this project would now need to be taken forward and suggested that she look into it with the Chair. Contact details for three companies had been obtained so it was now necessary to come forward with a specification, asking each contractor to quote for exactly the same work. This would then be brought back to the Parish Council for consideration.

(h) Trees at Great Mead

Councillor Bisson, as Amenities Portfolio Holder, outlined the work that had taken place using the NFDC Environment Grant. Three oaks had been planted and following a meeting with NFDC arboriculturalist Mark Bursey sites had been found for suitable nut trees. This tied in with the oak trees and there would be opportunities to coppice. The wild flower meadow had been ruled out due to lack of space and type of ground. There was also a desire to retain the “openness” of Great Mead.

263. Speed Indicator Device

See Agenda Item 259 for explanation as to why it might be deemed necessary to purchase a new SID. It was noted that there is a four to six week delivery on a new SID. It was hoped that HCC would fund the new camera but a resolution on this matter might take some time.

RESOLVED: That LPC purchase a new SID subject to this not compromising an insurance claim.

264. Parish Council Meeting Dates for 2021

The Chair explained the difficult timetable that was experienced due to the number of meetings being held. There was also the question of the amount of time staff were spending in preparation for meetings which could otherwise be used on other important work for Parish Council projects. The Chair outlined some of the projects that had been completed in the last six months. Detailed discussion took place.

RESOLVED: To retain meetings every other month.

265. Expressions of Interest for the Position of Chairman and Vice Chairman for the Year Commencing May 2021

The Chair, Councillor Willsher said he would be prepared to continue as Chair for the coming year.

The Vice Chair, Councillor Se-Upara said he would be prepared to continue as Vice Chair for the coming year and stressed that it had been a difficult year for him. Councillor Stratford thanked Councillor Se-Upara for all the work he had done in the area during the past year.

RESOLVED: That in accordance with Standing Orders as one nomination had been made for each office of Chair and Vice Chair for the year commencing May 2021, these would be the only names going forward for selection.

266. Dates for Future Meetings

Village Design Statement Meeting –Tuesday 13 April - 7.15 pm (to be conducted via ZOOM)

Planning Committee – Tuesday 23 March 2021 – 7.15 pm (to be conducted via ZOOM)

Planning Committee – Tuesday 27 April 2021 – 7.15 pm (to be conducted via ZOOM)

LPC Meeting – Tuesday 11 May 2021 – 7.15 pm (venue to be advised)

The Chairman reported that the machinery would be put in place the following day to start the process of election of two new Councillors.

Thanks were expressed to District Councillor Hilary Brand and the members of the public who had also been present.

At 9.25 pm the Chair thanked all present for attending and closed the meeting.

Chairman _____

Date _____

Lyndhurst Parish Council Monthly Budget Report - 2020-21 Financial Year - February 2021

BUDGET TO MONTH 11 % = 91.66%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 91.66	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	4,176.14	4,000.00	176.14	8,000.00	6,500.00	64.25 %	<i>Based on 19-20 will claim October & March</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	24,459.10	25,666.67	(1,207.57)	23,000.00	28,000.00	87.35 %	<i>increased actual income vs approved budget</i>
A5 - Allotment rents	3,748.50	3,890.00	(141.50)	2,500.00	3,700.00	101.31 %	<i>Updated prices - due October - one payment outstanding</i>
A6 - Admin income	28,513.00	1,166.00	27,347.00	4,300.00	29,000.00	98.32 %	<i>Calendar sales; £25K grant from INEOS for office modifications; additional £2K covid grant from NFDC</i>
Total INCOME	280,431.49	254,257.42	26,174.07	257,234.75	286,734.75	97.80 %	<i>£39K increase - £25K grant for capital project + VAT reclaim + increase in allotment rent less picnic on pitch income; greater burial income; Covid grant £2K</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	240.00	220.00	(20.00)	1,600.00	240.00	100.00 %	<i>Lockdown - no bookings</i>
B3 – Lengthsman	620.00	641.67	21.67	2,000.00	700.00	88.57 %	<i>£1K funded by HCC grant</i>
B4 - Payroll costs	22,714.36	22,708.78	(5.58)	25,000.00	24,773.21	91.69 %	<i>Up to date Feb 21</i>
B5 - Grant allocations	248.55	248.55	-	2,500.00	27,500.00	0.90 %	<i>donations for local causes; office modifications £25K</i>
B6 - Office costs	18,190.71	17,416.67	(774.04)	18,595.00	19,000.00	95.74 %	<i>costs of running the office - additional cleaning costs; new IT Contract</i>

B7 Misc/Expenses/HMRC/Audit	14,069.61	15,216.67	1,147.06	16,600.00	16,600.00	84.76 %	HMRC payment x 4; audit charges due Spring 21
Total Admin Expenditure	56,829.37	57,202.33	372.96	67,045.00	89,563.21	63.45 %	office costs (1K), one off grant (£25K), savings on lengthsman, Misc & room hire (£3K) - £23K
C Cemetery Costs							
C1 – Electricity	1,270.80	1,329.17	58.37	750.00	1,450.00	87.64 %	Electricity - high due to actual reading
C2 - Grounds maintenance	15,646.00	15,583.33	(62.67)	21,000.00	17,000.00	92.04 %	Mint Gardens Limited includes increase to £20 ph - lower costs than previous year - contractor has one less staff??
C3 - NFDC rates	2,421.24	2,421.83	0.59	2,125.00	2,642.00	91.64 %	includes 3% increase - actual rates now received- revised forecast
C4 – Miscellaneous	640.00	408.00	(232.00)	2,000.00	800.00	80.00 %	Flowers, cemetery gate repairs £500
Total Cemetery Expenditure	19,978.04	19,742.33	(235.71)	25,875.00	21,892.00	91.26 %	£700 increase in electricity due to actual meter readings being provided, £4K savings grnds maint, NO CAPITAL PROJECTS HAVE TAKEN PLACE THEREFORE £14K NEEDS TO BE C/F IF THEY ARE TO GO AHEAD IN 2021-22

BUDGET TO MONTH 11 % = 91.66%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 91.66	Budget vs. forecast
EXPENDITURE							
D Allotment Costs							
D1 – Utilities	912.95	916.67	3.72	520.00	1,000.00	91.30 %	water costs

D2- Grounds maintenance	3,220.56	3,391.67	171.11	3,200.00	3,700.00	87.04 %	Mint Gardens including lengthsman - additional cost incurred clearing area
D3 - Miscellaneous	681.33	733.33	52.00	550.00	800.00	85.17 %	ie Ground rent,
Total Allotments Expenditure	4,814.84	5,041.67	226.83	4,270.00	5,500.00	87.54 %	£1300 increase due to water charges, plot clearance & plumbing repairs
E Recreation Costs							
E1 - Forestry Commission rent	693.00	650.00	(43.00)	650.00	650.00	106.62 %	uplift in rent
E2- Grounds maintenance	3,175.00	3,208.33	33.33	7,000.00	3,500.00	90.71 %	
E3 – Miscellaneous	235.00	350.00	115.00	350.00	235.00	100.00 %	annual inspections
E4 - Playground	-	-	-	27,000.00	-	0.00 %	One off payment for Coles Mead playground - will not be taken from this financial year
E5 - Football ground	1,300.00	1,300.00	-	6,000.00	6,000.00	21.67 %	Legal costs and fencing
Total Recreation Expenditure	5,403.00	5,508.33	105.33	41,000.00	10,385.00	52.03 %	£3.5K saving on grnds maint, £50,000 NEEDS TO BE C/F TO 2021-22 FOR COLES MEAD PLAYGROUND UPGRADE DUE TO BE INSTALLED APRIL 2021
F Amenities Costs							
F1 - Grounds maintenance	1,770.20	1,666.67	(103.53)	3,520.00	2,000.00	88.51 %	Mint Gardens Limited includes increase to £20 ph
F2- Village Walks	-	-	-	200.00	-	0.00 %	
F3 - NFDC dog bins	626.28	521.90	(104.38)	620.00	626.28	100.00 %	
F4 – Miscellaneous	3,286.00	2,916.67	(369.33)	500.00	3,500.00	93.89 %	Increase forecast for tree works; footpath at Emery Down; £500 wildflower meadows
Total Amenities Expenditure	5,682.48	5,105.23	(577.25)	4,840.00	6,126.28	92.76 %	Extra £5.5K for tree works, footpath & wildflower meadow - TO BE C/F TO 2021-22
G - VAT to be reclaimed	6,342.14			-	6,500.00		
Total VAT	6,342.14				6,500.00		based on one large project tbc
Total EXPENDITURE	99,049.87	92,599.89	(6,449.98)	143,030.00	139,966.49	70.77 %	
Surplus balance				114,204.75	146,768.26		C/F OF £69,500 to 2021-22 for capital works not taken place during financial year

Lyndhurst Parish Council January/February 2021 payments approved March 2021			
Includes on line payments via bank and cheques			
Accounts due for payment	Amount	VAT	Total
M C Whelan			
Office cleaning 30.12	£ 30.00	£ -	£ 30.00
Mary Corbett Accounting			
3rd Qtr payroll serices	£ 30.00	£ -	£ 30.00
HMRC			
3rd quarter tax and NI employer costs	£ 2,027.25		£ 2,027.25
MC Whelan			
Office cleaning 12.1	£ 30.00		£ 30.00
Mint Gardens Limited			
December gardening maintenance	£ 1,995.00	£ 399.00	£ 2,394.00
Fiona Green			
Reimbursement for purchases for food bank (grant award by Parish Council up to £250)	£ 248.55		£ 248.55
Digitoolbox			
Monthly contract charge for January	£ 51.00	£ 10.20	£ 61.20
ADH Window cleaning			
5/19 Nov and 4/17 December window cleaning	£ 32.00		£ 32.00
Sambelex LLP (N Barwood)			
Landlord charge for water & electricity (12 months)	£ 719.23		£ 719.23
PM Security Solutions			
CCTV provision for new office	£ 49.00		£ 49.00
Lightatouch			
Interim audit 20-21	£ 562.50		£ 562.50
NFDC			
CCTV contribution	£ 366.00		£ 366.00
January Payroll			
M Weston	£ 1,736.88		£ 1,736.88
C Gibbs	£ 321.97		£ 331.97
Mint Gardens Limited			
January ground maintenance	£ 1,525.00	£ 305.00	£ 1,830.00
M Whelan			
Office clean	£ 30.00		£ 30.00
TLC			
Web maintenance Dec -March	£ 133.00		£ 133.00
Viking			
Office stationery	£ 58.82	£ 11.76	£ 70.58
Solent Plastics			
Plastic boxes for move	£ 256.00	£ 51.20	£ 307.20
SLCC			
Clerks subscription membership	£ 208.00		£ 208.00
The Play Inspection Co.			
Annual inspection of play equipment	£ 135.00	£ 27.00	£ 162.00

M C Whelan			
Office clean 12.2	£ 30.00		£ 30.00
February Payroll			
M Weston	£ 1,736.68		£ 1,736.68
C Gibbs	£ 322.17		£ 322.17
TOTALS	£ 12,634.05	804.16	£13,448.21

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.02.2021 - 28.02.2021	
Opening Balance - 01.02.2021	£ 186,587.81
New Income	£ 1,425.00
Sub-total	£ 188,012.81
Payments made	£ 6,631.19
Total	£ 181,381.62
Balance at 28.02.2021	£ 181,381.62

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
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
Purchase and plant fruit trees to add to Community Orchard	MW	£850	Spring 2021
AMENITIES (George Bisson)			
New village signage	GB	£2,000+	2021-2022 - ongoing
Work with NFDC to identify sites for wildflower meadows in open spaces	All		Ongoing
Trees at Great Mead using NFDC environment grant	GB/MW		Spring 2021
CEMETERY & REMEMBRANCE (Adrian Wiltshire)			
Redecorate the Chapel	AW		
Install stained glass window	AW and CW	£4,000	
Install toilet in Cemetery	AW	£5,000	
Co-ordinate Remembrance Day commemorations	AW		By 11 November 2021
Create online index to graves	CW	Nil	Spring 2021
RECREATION			
Replace carpet & life expired equipment in Zones 2/3 of Coles Mead Recreation Ground	CW 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 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
Update CCTV package	TD/CW/MW		Spring 2021
PLANNING (Graham Reeve)			
Production of Village Design Statement	GR		On-going

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD BY ZOOM ON TUESDAY 23 MARCH 2021 AT 7.15 PM

Present: Councillors G Reeve (Chairman), G Bisson, T Dunning, B Preddy, C Read, K Stratford and Chairman of the Council C Willsher (in an ex officio capacity).

In Attendance: Mrs M Weston, Clerk to the Council
4 members of the public (part of the meeting)

1. Public Participation other than regarding planning applications on the Agenda

None.

2. Apologies for Absence

Councillor Se-Upara had sent written apologies for non-attendance due to an important business engagement. The Committee indicated that they accepted this reason for absence.

3. Declarations of Interest

None.

4. Minutes of the Previous Meeting:

RESOLVED: That the minutes of the meeting held on 23 February 2021 are approved as a true and accurate record.

It was noted that regarding Application No CONS/21/0057 – Woodpeckers, Sandy Lane referring to the removal of a Horse Chestnut tree, the Clerk had written to the Senior Tree Officer to voice the Committee’s concerns at the possible removal of this prominent tree but had been informed that the tree was diseased and needed to be taken down.

5. Matters Arising

NFNPA Status

[Application 00804](#) – Ormonde House Hotel, Southampton Road
Retention of shed

Awaiting Appeal decision

[Application No 00865](#) – 25 Northerwood Avenue
Ancillary outbuilding

Awaiting decision

[Application No 00956](#) – Westons, Pinkney Lane
1.9m deer proof boundary fencing

Granted

[Application No 00965](#) – 14 Empress Road
Creation of new entrance door and porch canopy

Awaiting decision

[Application No 00099](#) – 7 Clarence Road
One and two storey extensions

Awaiting decision

[Application No 00918 – Whiteladies, Southampton Road](#)

Awaiting decision

Two storey side extension; enclosed side porch; infill existing front porch; 1no window; gable roof to replace flat roof; alterations to roof and 1no window; demolition of existing single storey extension

6. Planning Applications considered by the Planning Committee

When determining a recommendation Lyndhurst Parish Council consider the following criteria from the New Forest National Park Authority who are the Planning Authority for our area:

- (1) To recommend PERMISSION for the reasons listed but to accept the decision reached by the NFNPA's Officers under their delegated powers.
- (2) To recommend REFUSAL for the reasons listed but to accept the decision reached by the NFNPA's Officers under their delegated powers.
- (3) To recommend PERMISSION for the reasons listed.
- (4) To recommend REFUSAL for the reasons listed.
- (5) To accept the decision reached by the NFNPA's Officers under their delegated powers.

[Application No 00056 – 14 Hilary Close](#)

Single storey rear extension; demolition of conservatory

RESOLVED: To recommend that permission be refused. Unanimous decision. The proposals lie outside the defined village envelope and amount to more than 30% floor space. All nearby properties will view the extension, thus having a negative effect by virtue of visual intrusion.

[Application No 00066 – 19 Clarence Road](#)

Single storey side and rear extension; access alterations; fence; gates; demolition of existing conservatory

RESOLVED: To recommend that permission be granted for the reasons listed but to accept the decision reached by the NFNPA's Officers under delegated powers. Unanimous decision. The perimeter fencing would have no detrimental effect on Clarence Road but the close boarding fencing at 1.8m is not in keeping with the Conservation Area appraisal. The Parish Council asked that consideration be given to changing the boundary treatments to one more in keeping.

[Application No 00141 – 1 Heather House, Southampton Road](#)

1no detached dwelling; alterations to existing dwelling doors and windows; demolition single storey side extension

RESOLVED: To recommend permission for the reasons listed but to accept the decision reached by the NFNPA's Officers under their delegated powers. Unanimous decision. The application is designed to look like a coach house and is subservient to the main dwelling. It lies within the defined village area and does not have a detrimental effect on the Conservation Area. There are no highway objections and the proposals will result in an improved street scene and compliment the area.

[Application No 00143 – 22 Romsey Road](#)

Installation of dropped kerb

RESOLVED: To recommend that permission be granted. Unanimous decision. There are other dropped kerbs along this stretch of road.

[Application No 00158 – Camphill Cottage, Emery Down](#)

Single storey infill extension; external door

RESOLVED: To recommend that permission be granted. Unanimous decision. The proposals comply with regulations in the Conservation Area and there is no detrimental effect on the street scene or neighbour amenity.

[Application No 00159 – Boulton Cottages, Emery Down](#)

Replacement footpath and hardstanding seating area

RESOLVED: To recommend that permission be granted. Unanimous decision. The proposals comply with regulations and there are no objections. There would be no detrimental effect on the street scene or neighbouring properties. It was noted that this was a Listed Building but it had not been deemed necessary to have a Listed Building Application on this occasion.

[Application No 00186 – Garden House, Emery Down](#)

Application for Certification of Lawful Development for existing roof alterations to facilitate 3no dormer replacement windows and doors and installation of electric sliding entrance

RESOLVED: To recommend that permission be granted. Unanimous decision. There would be no detrimental effect on the existing building or the street scene.

[Application No 00187 – Vernalls Orchard, Gosport Lane](#)

Single storey side extension (demolition of existing)

RESOLVED: To recommend that permission be granted. Unanimous decision. There would be no detrimental effect on the street scene or neighbouring properties.

[Application No 00208 – 7 Oak Close](#)

Creation of new vehicular access

RESOLVED: To recommend refusal of the application. Unanimous decision. It was noted that it was not proposed to close the existing access and HCC Highways had raised objections to having two accesses. It was considered that the proposals would be detrimental to the character of this part of Chapel Lane. It was considered that a new entrance in this position could erode the existing character of the locality and would be contrary to SP17 and SP7. There were also concerns regarding safety issues for a new access onto an A road.

[Application No 00211 – Matley Cottage, Beaulieu Road](#)

Extension to existing outbuilding

RESOLVED: To recommend that permission be granted. Unanimous decision. It was not considered that there would be a detrimental effect on the surrounding area or on any trees. The proposals comply with Policy DP37 as the accommodation would continue to be non-habitable.

[Application No 00231 - Weavers Cottage, Emery Down](#)

Storage building (AMENDED DESCRIPTION)

RESOLVED: To recommend permission for the reasons listed but to accept the decision reached by the NFNPA's Officers under their delegated powers. Unanimous decision. It was recommended that it be noted

that the building should only be used for agricultural and maintenance purposes, ie storage and maintenance of the land. The height of the shed was felt to be an issue and it was felt that the new proposals should not be any higher than predecessors. It was also recommended that a stipulation be made that the existing foundation slabs be removed, all materials be stored on site and any damage should be made good at the end of the project with the paddock made good to its original condition.

7. Tree Works Applications lodged since the date of the last meeting:

Application No CONS/21/0124 – Stag Hotel, 69 High Street
Leylandii (x2) – fell

Application No TPO/21/0133 – Stydd Cottage, Shrubbs Hill Road
Douglas Fir - fell

8. Tree work applications decided since the date of the last meeting:

Application No CONS/21/0041 – Linden, 39 Northerwood Avenue
Raise no objections

Application No CONS/21/0057 – Woodpeckers, Sandy Lane
Horse chestnut – fell; Holly – remove
Raise no objections

9. Date of next Meeting

27 April 2021

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

Chairman _____

Date _____

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD BY ZOOM ON TUESDAY 27 APRIL 2021 AT 7.15 PM

Present: Councillors G Reeve (Chairman), G Bisson, T Dunning, B Preddy, C Read, S Se-Upara and Chairman of the Council C Willsher (in an ex officio capacity).

In Attendance: Mrs M Weston, Clerk to the Council
One member of the public (part of the meeting)

1. Public Participation other than regarding planning applications on the Agenda

None.

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Interest

Councillor Se-Upara declared an interest in an application (No 00255) he had submitted to NFNPA and did not take any part in the discussion or vote on this application.

4. Minutes of the Previous Meeting:

RESOLVED: That the minutes of the meeting held on 23 March 2021 are approved as a true and accurate record.

5. Matters Arising

NFNPA Status

[Application 00804](#) – Ormonde House Hotel, Southampton Road
Retention of shed

Awaiting Appeal decision

[Application No 00865](#) – 25 Northerwood Avenue
Ancillary outbuilding

Awaiting decision

[Application No 00965](#) – 14 Empress Road
Creation of new entrance door and porch canopy

Awaiting decision

[Application No 00099](#) – 7 Clarence Road
One and two storey extensions

Granted

[Application No 00918](#) – Whiteladies, Southampton Road
Two storey side extension; enclosed side porch; infill existing front porch; 1no window; gable roof to replace flat roof; alterations to roof and 1no window; demolition of existing single storey extension

Granted

[Application No 00056](#) – 14 Hilary Close
Single storey rear extension; demolition of conservatory

Refused

[Application No 00066](#) – 19 Clarence Road
Single storey side and rear extension; access alterations; fence; gates; demolition of

Awaiting decision

existing conservatory

<u>Application No 00141</u> – 1 Heather House, Southampton Road 1no detached dwelling; alterations to existing dwelling doors and windows; demolition single storey side extension	Granted
<u>Application No 00143</u> – 22 Romsey Road Installation of dropped kerb	Granted
<u>Application No 00158</u> – Camphill Cottage, Emery Down Single storey infill extension; external door	Granted
<u>Application No 00159</u> – Boulton Cottages, Emery Down Replacement footpath and hardstanding seating area	Granted
<u>Application No 00186</u> – Garden House, Emery Down Application for Certification of Lawful Development for existing roof alterations to facilitate 3no dormer replacement windows and doors and installation of electric sliding entrance gates	Awaiting decision
<u>Application No 00187</u> – Vernalls Orchard, Gosport Lane Single storey side extension (demolition of existing)	Granted
<u>Application No 00208</u> – 7 Oak Close Creation of new vehicular access	Withdrawn
<u>Application No 00211</u> – Matley Cottage, Beaulieu Road Extension to existing outbuilding	Awaiting decision
<u>Application No 00231</u> - Weavers Cottage, Emery Down Storage building (AMENDED DESCRIPTION)	Awaiting decision
<u>Application No 00240/NMA</u> – Woodpeckers, Sandy Lane Construction of single storey garage (revised design to 19/00063) (Application for non material amendment to PP 20/00240)	Raise no objection
<u>Application No 00265/NMA</u> – Coley Mead, Gosport Lane One and two storey extensions; 2no dormer windows; porch; alterations to existing dormer windows and fenestration; demolition of existing garage and chimneys (Application for Non-Material Amendment to Application No 20/00185)	Raise no objection

6. Planning Applications considered by the Planning Committee

When determining a recommendation Lyndhurst Parish Council consider the following criteria from the New Forest National Park Authority who are the Planning Authority for our area:

- (6) To recommend PERMISSION for the reasons listed but to accept the decision reached by the NFNPA's Officers under their delegated powers.
- (7) To recommend REFUSAL for the reasons listed but to accept the decision reached by the NFNPA's Officers under their delegated powers.

- (8) To recommend PERMISSION for the reasons listed.
- (9) To recommend REFUSAL for the reasons listed.
- (10) To accept the decision reached by the NFNPA's Officers under their delegated powers.

[Application No 00202 – The Old Cottage, Pinkney Lane, Bank](#)

Outbuilding

RESOLVED: To recommend that permission be granted but to accept the decision reached by the NFNPA's Officers under their delegated powers (voting 5:2). The proposals were considered to be acceptable providing the Conservation Officer is satisfied that there will be no detrimental effect on the Listed Building.

[Application No 00233 – The Old Barn, Church Lane](#)

Change of use of office to dwelling; alteration to fenestration

RESOLVED: To recommend that permission be granted. (Unanimous decision). It was not considered that there would be any impact on the street scene, neighbour amenity or the existing property.

[Application No 00239 – The Old Barn, Church Lane](#)

Determination as to whether prior approval is required for proposed Change Of Use of office building (Class B1(a)) to dwelling (Use Class C3)

RESOLVED: To recommend that permission be granted but to accept the decision reached by the NFNPA's Officers under their delegated powers (voting 4:3). It was felt that there would be no detriment to the street scene but concern was expressed that there might be parking problems as cars were often parked on the pavement outside the premises, which was subject to double yellow lines.

[Application No 00255 – 74A High Street](#)

Timber slated fence and decking over existing first floor flat felt roof

Max Holmes (Concept Design) presented on behalf of this application and Councillor Se-Upara took no part in the discussion or voting.

RESOLVED: To recommend that permission be granted but to accept the decision reached by the NFNPA's Officers under their delegated powers (voting 5:2). The proposals are for a property that is in the Conservation Area and Defined Village area. It was considered that there would not be a detrimental effect on the street scene or neighbouring properties and it was not particularly visible from the High Street. It would enhance the view, provide a private outdoor space and the fencing would provide security. It would not set a precedent as there have been similar permissions granted.

[Application No 00263 – 3 Northerwood Avenue](#)

Single storey rear extension; vehicular access; driveway; demolition of Rear projection

RESOLVED: To recommend that permission be refused (unanimous decision). The building was not a small dwelling but the proposals lay outside the defined village policy where the 30% rule applied. The proposals were for an increase in habitable accommodation of more than 40%.

[Application No 00303 – Stirling Cottage, Pikes Hill](#)

Conservatory

RESOLVED: To recommend that permission be granted (unanimous decision). There would be no detrimental effect on the street scene, neighbouring properties or the existing property. It was noted that Building Regulations would be required for the removal of a wall. The Clerk was asked to write to NFNPA as a Briefing Note had not been received prior to the meeting.

7. Tree Works Applications lodged since the date of the last meeting:

Application No TPO/21/0133 – Stydd Cottage, Shrubbs Hill Road

Douglas fir – fell

Application No CONS/21/0192 – 3 Empress Road

Apple tree – fell

Application No CONS/21/0174 – Forest View Cottage, Southampton Road

Silver birch (x2) – fell

Application No CONS/21/0175 – The Crown Hotel, 9 High Street

Poplar – prune; Thuja – prune

8. Tree work applications decided since the date of the last meeting:

Application No CONS/21/0091 – Roseveare, 14 Forest Gardens

Raise no objections

Application No CONS/21/0124 – Stag Hotel, 69 High Street

Leylandii (x2) – fell

Raise no objections

Application No R14/15/21/0183 – Chatsworth, Knightwood Avenue

Oak – removal of 1no dead branch

Exempt works

9. Date of next Meeting

25 May 2021

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

Chairman _____

Date _____

Lyndhurst Parish Council Monthly Budget Report - 2020-21 Financial Year - March 2021

BUDGET TO MONTH 12 % =100	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	100%	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	7,332.39	6,500.00	832.39	8,000.00	6,500.00	112.81 %	<i>Based on 19-20 will claim October & March</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	28,214.10	28,000.00	214.10	23,000.00	28,000.00	100.76 %	<i>increased actual income vs approved budget</i>
A5 - Allotment rents	3,761.00	3,700.00	61.00	2,500.00	3,700.00	101.65 %	
A6 - Admin income	28,513.00	29,000.00	(487.00)	4,300.00	29,000.00	98.32 %	<i>Calendar sales; £25K grant from INEOS for office modifications; additional £2K covid grant from NFDC</i>
Total INCOME	287,355.24	286,734.75	620.49	257,234.75	286,734.75	100.22 %	<i>£40K increase - £25K grant for capital project + VAT reclaim + increase in allotment rent ; increase burial income; Covid grant £2K</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	240.00	240.00	-	1,600.00	240.00	100.00 %	<i>Lockdown - no bookings</i>
B3 - Lengthsman	1040.00	700.00	(340.00)	2,000.00	700.00	148.57 %	<i>£1K funded by HCC grant</i>
B4 - Payroll costs	24,773.21	24,773.21	-	25,000.00	24,773.21	100.00 %	<i>Full year costs</i>
B5 - Grant allocations	15,248.55	27,500.00	12,251.45	2,500.00	27,500.00	55.45 %	<i>donations for local causes; office modificatons £25K</i>

B6 - Office costs	19,172.16	19,000.00	(172.16)	18,595.00	19,000.00	100.91 %	costs of running the office - additional cleaning costs; new IT Contract
B7 - Misc/Expenses/HMRC/Audit	17,279.14	16,600.00	(679.14)	16,600.00	16,600.00	104.09 %	HMRC payment x 4; audit charges due Spring 21
Total Admin Expenditure	78,499.20	89,563.21	11,064.01	67,045.00	89,563.21	87.65 %	£10K TO BE C/F FOR BALANCE OF COSTS DUE TO OFFICE MODIFICATIONS
C Cemetery Costs							
C1 - Electricity	1,383.61	1,450.00	66.39	750.00	1,450.00	95.42 %	Electricity - high due to actual reading
C2 - Grounds maintenance	16,926.00	17,000.00	74.00	21,000.00	17,000.00	99.56 %	Mint Gardens Limited includes increase to £20 ph - lower costs than previous year - contractor has one less staff??
C3 - NFDC rates	2,641.24	2,642.00	0.76	2,125.00	2,642.00	99.97 %	includes 3% increase - actual rates now received- revised forecast
C4 - Miscellaneous	640.00	800.00	160.00	2,000.00	800.00	80.00 %	Flowers, cemetery gate repairs £500
Total Cemetery Expenditure	21,590.85	21,892.00	301.15	25,875.00	21,892.00	98.62 %	NO CAPITAL PROJECTS HAVE TAKEN PLACE THEREFORE £14K TO BE C/F

BUDGET TO MONTH 12 % =100	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 91.66	Budget vs. forecast
EXPENDITURE							
D Allotment Costs							

D1 - Utilities	912.95	1,000.00	87.05	520.00	1,000.00	91.30 %	water costs
D2- Grounds maintenance	3,440.56	3,700.00	259.44	3,200.00	3,700.00	92.99 %	Mint Gardens including lengthsman - additional cost incurred clearing area
D3 - Miscellaneous	721.33	800.00	78.67	550.00	800.00	90.17 %	ie Ground rent,
Total Allotments Expenditure	5,074.84	5,500.00	425.16	4,270.00	5,500.00	92.27 %	<i>Savings on grounds maintenance</i>
E Recreation Costs							
E1 - Forestry Commission rent	693.00	650.00	(43.00)	650.00	650.00	106.62 %	uplift in rent
E2- Grounds maintenance	3,295.00	3,500.00	205.00	7,000.00	3,500.00	94.14 %	
E3 - Miscellaneous	235.00	235.00	-	350.00	235.00	100.00 %	annual inspections
E4 - Playground	-	-	-	27,000.00	-	0.00 %	One off payment for Coles Mead playground - will not be taken from this financial year
E5 - Football ground	1,300.00	6,000.00	4,700.00	6,000.00	6,000.00	21.67 %	Legal costs and fencing
Total Recreation Expenditure	5,523.00	10,385.00	4,862.00	41,000.00	10,385.00	53.18 %	<i>£3.5K saving on grnds maint, £50,000 NEEDS TO BE C/F TO 2021-22 FOR COLES MEAD PLAYGROUND UPGRADE DUE TO BE INSTALLED APRIL 2021; C/F £4500 FOR FOOTBALL LEASE AND LEGAL COSTS</i>
F Amenities Costs							
F1 - Grounds maintenance	1,770.20	2,000.00	229.80	3,520.00	2,000.00	88.51 %	Mint Gardens Limited includes increase to £20 ph
F2- Village Walks	-	-	-	200.00	-	0.00 %	
F3 - NFDC dog bins	626.28	626.28	-	620.00	626.28	100.00 %	
F4 - Miscellaneous	3,469.65	3,500.00	30.35	500.00	3,500.00	99.13 %	Increase forecast for tree works; footpath at Emery Down; £500 wildflower meadows
Total Amenities Expenditure	5,866.13	6,126.28	260.15	4,840.00	6,126.28	95.75 %	<i>Extra £5.5K for tree works, footpath & wildflower meadow - TO BE C/F TO 2021-22</i>
G - VAT to be reclaimed	7,063.28	7,063.28		-	7,063.28		
Total VAT	7,063.28	7,063.28			7,063.28		

Less uncashed items	380.70						
Total EXPENDITURE	123,617.30	140,529.77	16,912.47	143,030.00	140,529.77	87.97 %	
Reconciled bank balance	164,118.64			114,204.75	146,204.98		<i>C/F £84K to 2021-22 for capital works not taken place during financial year</i>
Less uncashed items	380.70						
Surplus balance	163,737.94						

c/f from surplus balance

	£10,000	office modifications	Admin
benches, window, toilet	£14,000	cemetery projects	Cemetery
	£50,000	Coles Mead playground	Recreation
	£5,500	treeworks, footpaths	Amenities
	£4,500	Football ground lease & legal costs	
Total	£84,000		

Balance from c/f after projects costed

£79,737.94

Lyndhurst Parish Council Monthly Budget Report -2021-22 Financial Year - April 2021

Lyndhurst Parish Council Monthly Budget Report -2021-22 Financial Year - April 2021							
BUDGET TO MONTH 1 % = 8.33	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	8%	Budget vs. forecast
INCOME							
A0 - Reserves carried over	163,737.94	163,737.94	-	163,737.94	163,737.94	100.00 %	<i>Actual c/f</i>
A1 - HMRC VAT refund	-	-	-	22,000.00	22,000.00	0.00 %	<i>Estimate based on all projects being completed</i>
A2 - Precept	50,000.00	50,000.00	-	100,000.00	100,000.00	50.00 %	<i>No increase on previous year</i>
A3 - HCC Lengthsman scheme	-	-	-	1,100.00	1,100.00	0.00 %	<i>matched funding</i>
A4 - Burials & grave purchases	5,165.00	2,333.33	2,831.67	28,000.00	28,000.00	18.45 %	<i>Estimate</i>
A5 - Allotment rents	52.50	-	52.50	3,800.00	3,800.00	1.38 %	<i>Based on 20-21 income</i>
A6 - Admin income	-	541.67	(541.67)	6,500.00	6,500.00	0.00 %	<i>Calendar sales; misc. income; £4K donations for cemetery toilet</i>
Total INCOME	218,955.44	216,612.94	2,342.50	325,137.94	325,137.94	67.34 %	
EXPENDITURE							
B Admin Costs							
B1 - HALC - Fee/NALC Levy	748.37	748.37	-	800.00	800.00	93.55 %	<i>Increase from 2020-21</i>
B2- LCDA room hire, adverts, etc	-	-	-	1,600.00	1,600.00	0.00 %	<i>Estimate</i>
B3 - Lengthsman	60.00	166.67	106.67	2,000.00	2,000.00	3.00 %	<i>£1K funded by HCC grant</i>
B4 - Payroll costs	2,056.85	2,091.67	34.82	25,100.00	25,100.00	8.19 %	<i>Based on 20-21 plus 1%</i>
B5 - Grant allocations	4,917.75	4,917.75	-	12,500.00	12,500.00	39.34 %	<i>donation for local causes & £10K B/F to be paid for office modifications</i>
B6 - Office costs	1,116.98	416.67	(700.31)	5,000.00	5,000.00	22.34 %	<i>outstanding costs for office modifications - no rent for new office in 2021-22 financial year</i>
B7 - Misc/Expenses/HMRC/Audit	4,878.27	3,830.33	(1,047.94)	19,000.00	19,000.00	25.68 %	<i>HMRC payments £9K, expenses £1K, audit £3K, misc £2K;</i>

							conference screen £2K; 2K insurance
Total Admin Expenditure	13,778.22	12,171.45	(1,606.77)	66,000.00	66,000.00	20.88 %	
C Cemetery Costs							
C1 - Electricity	126.10	125.00	(1.10)	1,500.00	1,500.00	8.41 %	Estimate based on 20-21
C2 - Grounds maintenance	1,686.00	1,416.67	(269.33)	17,000.00	17,000.00	9.92 %	Mint Gardens Limited - no increase on hourly rate plus other one off payments to contractors
C3 - NFDC rates	224.70	225.00	0.30	2,700.00	2,700.00	8.32 %	Based on 20-21 plus 2% - WE MAY NOT NEED TO PAY RATES ON CHAPEL FOLLOWING OFFICE MOVE
C4 - Miscellaneous	-	-	-	15,000.00	15,000.00	0.00 %	General maintenance & remembrance day ; £14k B/F FOR PROJECTS
Total Cemetery Expenditure	2,036.80	1,766.67	(270.13)	36,200.00	36,200.00	5.63 %	

BUDGET TO MONTH 12 % =100	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 91.66	Budget vs. forecast
EXPENDITURE							
D Allotment Costs							
D1 - Utilities	-	83.33	83.33	1,000.00	1,000.00	0.00 %	water costs
D2- Grounds maintenance	150.00	291.67	141.67	3,500.00	3,500.00	4.29 %	Mint Gardens including lengthsman -

D3 - Miscellaneous	164.50	83.33	(81.17)	1,000.00	1,000.00	16.45 %	<i>ie Ground rent, general maint</i>
Total Allotments Expenditure	314.50	458.33	143.83	5,500.00	5,500.00	5.72 %	
E Recreation Costs							
E1 - Forestry Commission rent	325.00	325.00	-	700.00	700.00	46.43 %	
E2- Grounds maintenance	150.00	291.67	141.67	3,500.00	3,500.00	4.29 %	
E3 - Miscellaneous		29.17	29.17	350.00	350.00	0.00 %	<i>annual inspections</i>
E4 - Playground	48,300.00	48,300.00	-	76,000.00	76,000.00	63.55 %	<i>General maintenance & "£50k B/F FROM PHASE 1 OF COLES MEAD & £26k PHASE 2</i>
E5 - Football ground	1,540.00	1,540.00	-	4,500.00	4,500.00	34.22 %	<i>b/f from 2020-21</i>
Total Recreation Expenditure	50,315.00	50,485.83	170.83	85,050.00	85,050.00	59.16 %	
F Amenities Costs							
F1 - Grounds maintenance	778.00	791.67	13.67	9,500.00	9,500.00	8.19 %	<i>Includes £6.5K ringfenced from developers contribution</i>
F2- Village Walks	-	-	-	200.00	200.00	0.00 %	
F3 - NFDC dog bins	-	-	-	620.00	620.00	0.00 %	
F4 - Miscellaneous	260.00	583.33	323.33	7,000.00	7,000.00	3.71 %	<i>Estimate - includes £1K for bus shelter & £5.5K for tree works, paths</i>
Total Amenities Expenditure	1,038.00	1,375.00	337.00	17,320.00	17,320.00	5.99 %	
G - VAT to be reclaimed	11,437.66	-		22,000.00	22,000.00		
Total VAT	11,437.66	22,000.00		22,000.00	22,000.00		
Total EXPENDITURE	78,920.18	88,257.29	9,337.11	232,070.00	232,070.00	34.01 %	
Surplus balance	140,035.26			93,067.94	93,067.94		

