

## LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 11 May 2021 at 7.45 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: County Councillor E Heron (part of the meeting)  
District Councillor H Brand (part of the meeting)  
Mrs M Weston (Clerk to the Council)  
Two members of the public (one of whom was only part of the meeting)

### 1. Disclosures of Interest

None

### 2. Apologies for Absence

None

### 3. Public Participation

None

### 4. Minutes

#### **RESOLVED:**

- (a) That the Minutes of the LPC meeting held on 9 March 2021 be approved as an accurate record.
- (b) That the Minutes of the Planning Committee meetings held on 23 March and 27 April 2021 be confirmed as an accurate record.
- (c) That the Minutes of the Extraordinary LPC meeting held on 4 May 2021 be approved as an accurate record.

### 5. Matters Arising from the Minutes

The Chair reported that he considered that a different approach might be necessary with the proposed VDS whereby it would be more appropriate to produce a draft statement which would be taken to residents who would be given the opportunity to make comments. District Councillor Brand asked if the subject of roads would be part of this approach and was informed that it would not as it was not within the remit of a VDS.

**RESOLVED:** That the Planning Committee Chairman, Councillor Reeve take progress of the VDS forward along the lines suggested.

### 6. Finance

- (a) Accounts for the financial year to 31 March 2021

**RESOLVED:** To receive and note the accounts for the financial year to 31 March 2021.

- (b) Accounts for the financial year to 30 April 2021

**RESOLVED:** To receive and note the accounts for the financial year to 30 April 2021

- (c) Invoices paid between meetings and due at today's date

**RESOLVED:** To authorise payment of invoices paid between meetings and due at today's date.

(d) March and April bank reconciliations

**RESOLVED:** To note and authorise March and April bank reconciliations.

## **7. County Councillor's Report**

County Councillor Edward Heron was congratulated on his re-election as Lyndhurst's County Councillor and he presented his report as follows:

Thanks were given to Councillor Brand for putting herself forward as a candidate. The County Council will be holding a face to face meeting on 27 May but the venue has yet to be decided. It could be held in Winchester Cathedral. The District Councillor's project for road changes in the Goose Green area would need to be community funded, although there might be a small amount of money available from HCC.

With regard to the removal of the pole and disappearance of the Parish Council SID device Councillor Heron reported that a small amount of recompense might be available as a goodwill gesture but the time line has proved difficult to establish.

Councillor Heron had agreed to meet with Parish Councillor Smith regarding her concerns about roads and other issues in the Bank area.

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

(a) Report on Goose Green road change proposals to include formal request for funding from LPC

District Councillor Brand reported that five or six addresses in the Goose Green area were not happy with the proposals because they felt it would make it difficult for them to exit their driveways. The road narrowing on Gosport Lane was considered to be feasible and HCC's Senior Road and Traffic Management Engineer Daniel Hutchings would come back with revised plans. Further issues had been raised regarding the pathway to Clay Hill. Residents were happy with the position, etc of the proposed pedestrian crossing signs. It was noted that this work could only be accomplished if funding was available. There were five different groups around the village who had various issues with the roads where they lived. Councillor Brand said she would recommence meetings and would summarise proposals from the groups.

Councillor Reeve clarified with regard to the VDS indicating that this would not change roads in any way. The VDS would be a supplementary document to the Local Plan and would localise the plan.

Councillor Bisson said he was not in favour of the proposal for one lane of traffic and felt the proposed footway across Chapel Lane would not work as it was too close to the junction. He suggested that an informal permeable surface would be a better option. In answer to a question regarding consultation Councillor Brand stated that drawings had been shared through HCC and a questionnaire had been sent out with HCC running a survey.

Councillor Heron stated that HCC would look at community value but would not undertake projects at HCC Highways expense. He felt parish plans had been very useful especially in identifying where funds might be really needed. However, the Chair said Highways were a HCC responsibility. Councillor Brand said she would copy the Clerk in on meeting dates so that a Parish Councillor could be present at any future meetings.

Councillor Reeve asked if all Hampshire villages had 30 mph speed limits and if this was the case could an explanation be given as to why this didn't apply to Clay Hill which had a 40 mph speed limit. The Clerk said she would locate previous correspondence that clarified the reasons and circulate to Councillors. Councillor Brand said she would keep everyone informed.

(b) Any other matters (continuation of Councillor Brand's report)

Councillor Brand reported that she was assisting in setting up a youth club on Friday evenings at the Community Centre. Community First were providing safeguarding training. The age group envisaged was school years 7 to 9. (11 to 13 year olds). A Committee meeting would be held in two weeks' time. Councillor Preddy asked that the youth club meeting dates avoid clashing with other groups. A café would be run. The Chair volunteered to become involved.

Councillor Brand reported that the Men's Shed had built a planter for the High Street and, although she had written to HCC to gain permission, they had said they would not allow them on the pavements. Councillor Preddy suggested that organisations took responsibility for a planter. It was noted that the car park planters were the responsibility of NFDC. Councillor Brand was asked if she could ask NFDC to paint the car park bus shelter.

**9. Reports from Representatives of Outside Bodies**

Councillor Dunning reported that the Junior Football Club would be holding a fund raising event on 23 July and more details would follow.

**10. Parish Action Plan**

(a) Proposed toilet facility at Lyndhurst Cemetery

Councillor Wiltshire reported that work was in hand to commence this project. £2,000 funding was anticipated from NFNPA and more funding in the region of £2,000 would come from a resident, who the Clerk would contact regarding payment. Toilet facilities would only be available to people using the Cemetery and Chapel at the time of a funeral. Funeral Directors would be given the combination of the lock and the toilet would be kept locked at all other times. The cost would come in within budget.

(b) Coles Mead Play equipment

The Chair reported that the new equipment supplied by Vitaplay for Zones 2 and 3 had been installed and some existing equipment had also been refurbished by them. The result was excellent with a particular improvement being the safety surfacing.

(c) Wellands Road football ground lease

The Clerk reported that there had been little progress since the last meeting. She was very concerned about the condition of the trees in the additional area of land that we could be leasing behind the Fire Station and NFDC Tree Officer Mark Bursey, who was undertaking our tree survey, would be visiting the site next week to give his opinion.

(d) Relocation of Parish Office

The Chair reported that progress was still being hampered by the earlier water ingress which had led to other, far reaching problems within the building. He expressed thanks to all volunteers who had assisted during this time, naming them individually.

(e) Tree Survey Report

The Clerk reported that this was still ongoing with NFDC. Councillor Bisson reported that all the newly planted trees in Great Mead were thriving.

## **11. Remembrance Sunday**

Councillor Wiltshire stated that he felt that the event in 2020 had been poor due to Covid but plans need to be commenced now to prepare for 2021. A wreath would be laid on the RBL Lyndhurst Branch's behalf at the Menin Gate.

It was noted that LPC had agreed a contribution of £400 towards the event and Councillor Wiltshire said he would appreciate assistance on the day for erection of signs, road barriers and provision of marshals. It was agreed that high visibility tabards be purchased.

Councillor Wiltshire asked if we could organise a flypast of a Spitfire by contacting other Parish Councils to see if they would like to contribute. Councillor Wiltshire agreed to provide the Chair with relevant details so that he could email Councillor Bisson with some wording which could be taken to a NFALC meeting.

The Vicar had suggested a poppy canyon at the Remembrance Day service which would cost approximately £100. Councillor F Green said her company could supply the necessary tower. Councillor Reeve had sold a chest from the ex-Parish Council office for £40 and offered this towards payment of the cannon. It was noted that both bands were customarily given a grant of £75 each. Councillor J Green felt he could secure some volunteers on the day. It was thought that a briefing on the evening prior to the event would be necessary. It was considered that it was important to get the balance right between a military and residents' presence inside the church.

### **RESOLVED:**

- (a) That Councillor Preddy liaise with Councillor Wiltshire and come back to the July meeting with a checklist of tasks and a schedule.
- (b) That Councillor Wiltshire provide the Chair with details so that he could email Councillor Bisson with some wording regarding securing a joint Spitfire flypast to be taken by Councillor Bisson to a NFALC meeting.
- (c) That the idea of a cannon of poppies be further explored.

## **12. Future Allocation for Play Equipment**

The Chair explained that there was £25,000 available in this year's budget for play equipment. The safety surfacing would cost in the region of £17,000 to £18,000. It would be possible to take the scheme forward without obtaining further quotations other than one from Vitaplay as they had just completed an excellent project for LPC and had come in with a price of more than £30,000 less than the other companies that had been approached.

It was noted that the existing picnic tables had been scrapped due to their deteriorated condition.

### **RESOLVED:**

- (a) That Councillor J Green conduct a survey to see what equipment children and the adults who accompanied them to the Recreation Ground would like to see in the remaining play area bearing in mind that this equipment would be replacing a play trail.
- (b) To take negotiations forward with Vitaplay regarding supply of equipment and safety surfacing with the idea of getting it installed by September.
- (c) The Clerk to explore grant opportunities for the supply of four picnic tables.

## **13. Annual Parish Meeting**

### **RESOLVED:**

- (a) That as the Annual Parish Meeting had, according to statutory regulations, to be held by the end of May it would take place at the beginning of the Planning Meeting, ie 7.00 pm on Tuesday 25 May 2022.
- (b) That the celebratory event that had been due to be held at the same time would be held over until September when it was hoped that Covid restrictions would allow more flexibility for this type of indoor event.
- (a) That the Annual Report be agreed in draft format and the Chair would update it with any further information and photographs as they arrived from Councillors.

## **14. Photograph Competition and Calendar 2022**

All entries for the photograph competition had been circulated to Councillors with a request that they submit their top five in order of preference. The most popular photographs would then be chosen. The Clerk was now seeking advertising in the form of a banner advertisement for each month.

**RESOLVED:** That requests for advertisements be sought using Facebook and that the calendar production be taken forward as soon as possible.

## **15. Speed Indicator Device**

As mentioned in County Councillor Heron's report, the SID had not been located and LPC were still awaiting news from HCC as to whether they were going to accept liability and fund a new SID. Our insurance company had indicated that it was in order to purchase a new SID now as it is likely to take six weeks before it is delivered.

## **16. Dates of Future Meetings**

Annual Parish Meeting – 25 May 2021 – 7.00 pm – Lyndhurst Community Centre

Planning Committee – 25 May at 7.30 pm and 22 June 2021 at 7.15 pm – Lyndhurst Community Centre

LPC Meeting – 13 July 2021 – 7.15 pm – Lyndhurst Community Centre

LPC Meeting to authorise AGAR 2020/21 – to be arranged after the Internal Auditor’s visit

Chairman \_\_\_\_\_

Date \_\_\_\_\_

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

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
<b>INCOME</b>							
A0 - Reserves carried over	118,434.75	118,434.75	-	118,434.75	118,434.75	100.00 %	
A1 - HMRC VAT refund	7,332.39	6,500.00	832.39	8,000.00	6,500.00	112.81 %	<i>Based on 19-20 will claim October &amp; 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>
<b>Total INCOME</b>	<b>287,355.24</b>	<b>286,734.75</b>	<b>620.49</b>	<b>257,234.75</b>	<b>286,734.75</b>	<b>100.22 %</b>	<i>£40K increase - £25K grant for capital project + VAT reclaim + increase in allotment rent ; increase burial income; Covid grant £2K</i>
<b>EXPENDITURE</b>							
<b>B Admin Costs</b>							
B1 - HALC - Fee/NALC Levy	746.14	750.00	3.86	750.00	750.00	99.49 %	<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 %	<i>costs of running the office - additional cleaning costs; new IT Contract</i>
B7 - Misc/Expenses/HMRC/Audit	17,279.14	16,600.00	(679.14)	16,600.00	16,600.00	104.09 %	<i>HMRC payment x 4; audit charges due Spring 21</i>

<b>Total Admin Expenditure</b>	<b>78,499.20</b>	<b>89,563.21</b>	<b>11,064.01</b>	<b>67,045.00</b>	<b>89,563.21</b>	<b>87.65 %</b>	<i>£10K TO BE C/F FOR BALANCE OF COSTS DUE TO OFFICE MODIFICATIONS</i>
<b>C Cemetery Costs</b>							
C1 - Electricity	1,383.61	1,450.00	66.39	750.00	1,450.00	95.42 %	<i>Electricity - high due to actual reading</i>
C2 - Grounds maintenance	16,926.00	17,000.00	74.00	21,000.00	17,000.00	99.56 %	<i>Mint Gardens Limited includes increase to £20 ph - lower costs than previous year - contractor has one less staff??</i>
C3 - NFDC rates	2,641.24	2,642.00	0.76	2,125.00	2,642.00	99.97 %	<i>includes 3% increase - actual rates now received- revised forecast</i>
C4 - Miscellaneous	640.00	800.00	160.00	2,000.00	800.00	80.00 %	<i>Flowers, cemetery gate repairs £500</i>
<b>Total Cemetery Expenditure</b>	<b>21,590.85</b>	<b>21,892.00</b>	<b>301.15</b>	<b>25,875.00</b>	<b>21,892.00</b>	<b>98.62 %</b>	<i>NO CAPITAL PROJECTS HAVE TAKEN PLACE THEREFORE £14K TO BE C/F</i>
<b>BUDGET TO MONTH 12 % =100</b>	<b>YTD TOTALS</b>			<b>FULL YEAR</b>		<b>ACTUAL VS FORECAST</b>	<b>Notes</b>
<b>Details</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Approved Budget</b>	<b>Forecast</b>	<b>(%) 91.66</b>	<b>Budget vs. forecast</b>
<b>EXPENDITURE</b>							
<b>D Allotment Costs</b>							
D1 - Utilities	912.95	1,000.00	87.05	520.00	1,000.00	91.30 %	<i>water costs</i>
D2- Grounds maintenance	3,440.56	3,700.00	259.44	3,200.00	3,700.00	92.99 %	<i>Mint Gardens including lengthsman - additional cost incurred clearing area</i>
D3 - Miscellaneous	721.33	800.00	78.67	550.00	800.00	90.17 %	<i>ie Ground rent,</i>
<b>Total Allotments Expenditure</b>	<b>5,074.84</b>	<b>5,500.00</b>	<b>425.16</b>	<b>4,270.00</b>	<b>5,500.00</b>	<b>92.27 %</b>	<i>Savings on grounds maintenance</i>
<b>E Recreation Costs</b>							
E1 - Forestry Commission rent	693.00	650.00	(43.00)	650.00	650.00	106.62 %	<i>uplift in rent</i>
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 %	<i>annual inspections</i>
E4 - Playground	-	-	-	27,000.00	-	0.00 %	<i>One off payment for Coles Mead playground - will not be taken from this financial year</i>
E5 - Football ground	1,300.00	6,000.00	4,700.00	6,000.00	6,000.00	21.67 %	<i>Legal costs and fencing</i>
<b>Total Recreation Expenditure</b>	<b>5,523.00</b>	<b>10,385.00</b>	<b>4,862.00</b>	<b>41,000.00</b>	<b>10,385.00</b>	<b>53.18 %</b>	<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</i>



							<b>£4500 FOR FOOTBALL LEASE AND LEGAL COSTS</b>
<b>F Amenities Costs</b>							
F1 - Grounds maintenance	1,770.20	2,000.00	229.80	3,520.00	2,000.00	88.51 %	<i>Mint Gardens Limited includes increase to £20 ph</i>
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 %	<i>Increase forecast for tree works; footpath at Emery Down; £500 wildflower meadows</i>
<b>Total Amenities Expenditure</b>	<b>5,866.13</b>	<b>6,126.28</b>	<b>260.15</b>	<b>4,840.00</b>	<b>6,126.28</b>	<b>95.75 %</b>	<b><i>Extra £5.5K for tree works, footpath &amp; wildflower meadow - TO BE C/F TO 2021-22</i></b>
G - VAT to be reclaimed	7,063.28	7,063.28		-	7,063.28		
<b>Total VAT</b>	<b>7,063.28</b>	<b>7,063.28</b>			<b>7,063.28</b>		
Less uncashed items	<b>380.70</b>						
<b>Total EXPENDITURE</b>	<b>123,617.30</b>	<b>140,529.77</b>	<b>16,912.47</b>	<b>143,030.00</b>	<b>140,529.77</b>	<b>87.97 %</b>	
<b>Reconciled bank balance</b>	<b>164,118.64</b>			<b>114,204.75</b>	<b>146,204.98</b>		<b><i>C/F £84K to 2021-22 for capital works not taken place during financial year</i></b>
<b>Less uncashed items</b>	<b>380.70</b>						
<b>Surplus balance</b>	<b>163,737.94</b>						

**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	
<b>Total</b>	<b>£84,000</b>		
<b>Balance from c/f after projects costed</b>	<b>£79,737.94</b>		

**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
<b>INCOME</b>							
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>
<b>Total INCOME</b>	<b>218,955.44</b>	<b>216,612.94</b>	<b>2,342.50</b>	<b>325,137.94</b>	<b>325,137.94</b>	<b>67.34 %</b>	
<b>EXPENDITURE</b>							
<b>B Admin Costs</b>							
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 &amp; £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; conference screen £2K; 2K insurance</i>
<b>Total Admin Expenditure</b>	<b>13,778.22</b>	<b>12,171.45</b>	<b>(1,606.77)</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>20.88 %</b>	

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

BUDGET TO MONTH 12 % =100	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST (%) 91.66	Notes
	Actual	Budget	Variance	Approved Budget	Forecast		
<b>EXPENDITURE</b>							
<b>D Allotment Costs</b>							
D1 - Utilities	-	83.33	83.33	1,000.00	1,000.00	0.00 %	<i>water costs</i>
D2- Grounds maintenance	150.00	291.67	141.67	3,500.00	3,500.00	4.29 %	<i>Mint Gardens including lengthsman</i>
D3 - Miscellaneous	164.50	83.33	(81.17)	1,000.00	1,000.00	16.45 %	<i>ie Ground rent, general maint</i>
<b>Total Allotments Expenditure</b>	<b>314.50</b>	<b>458.33</b>	<b>143.83</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>5.72 %</b>	
<b>E Recreation Costs</b>							
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 &amp; "£50k B/F FROM PHASE 1 OF COLES MEAD &amp; £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>
<b>Total Recreation Expenditure</b>	<b>50,315.00</b>	<b>50,485.83</b>	<b>170.83</b>	<b>85,050.00</b>	<b>85,050.00</b>	<b>59.16 %</b>	
<b>F Amenities Costs</b>							
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 &amp; £5.5K for tree works, paths</i>
<b>Total Amenities Expenditure</b>	<b>1,038.00</b>	<b>1,375.00</b>	<b>337.00</b>	<b>17,320.00</b>	<b>17,320.00</b>	<b>5.99 %</b>	
G - VAT to be reclaimed	11,437.66	-		22,000.00	22,000.00		
<b>Total VAT</b>	<b>11,437.66</b>	<b>22,000.00</b>		<b>22,000.00</b>	<b>22,000.00</b>		
<b>Total EXPENDITURE</b>	<b>78,920.18</b>	<b>88,257.29</b>	<b>9,337.11</b>	<b>232,070.00</b>	<b>232,070.00</b>	<b>34.01 %</b>	
<b>Surplus balance</b>	<b>140,035.26</b>			<b>93,067.94</b>	<b>93,067.94</b>		

**Lyndhurst Parish Council March 21 payments approved May 2021**

**Includes on line payments via bank (FPO), Debit Card (DC), Direct Debits (DD) and cheques (CHQ)**

<b>Accounts due for payment</b>	<b>Payment Method</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
<b>Digitoolbox</b>				
Monthly charge and new line rental for office	FPO	£ 130.83	£ 6.16	£ 156.99
<b>M Whelan</b>				
Office clean 24.2	FPO	£ 30.00	£ -	£ 30.00
<b>Mint Gardens</b>				
Garden maintenance Feb 21	FPO	£ 2,040.00	£ 408.00	£ 2,448.00
<b>S Relph</b>				
Refund of allotment - cancellation	FPO	£ 40.00	£ -	£ 40.00
<b>Digitoolbox</b>				
Monthly IT & Telephone charges	FPO	£ 178.00	£ 35.60	£ 213.60
<b>NFDC</b>				
CCTV contribution	FPO	£ 336.00	£ -	£ 336.00
<b>Eurooffice</b>				
Filing cabinet	DC	£ 117.43	£ 23.49	£ 140.92
<b>Blaydon</b>				
Office buidling works	FPO	£ 15,000.00	£ -	£15,000.00
<b>Came &amp; Co.</b>				
Cyber insurance	FPO	£ 319.20		£ 319.20
<b>PM Security Solutions</b>				
CCTV for new office	FPO	£ 284.00	£ -	£ 284.00
<b>Sambelex (N Barwood)</b>				
Electricity costs Jan/Feb	CHQ	£ 380.70		£ 380.70
<b>Totton Timber</b>				
Wood for new office	FPO	£ 65.97	£ 13.19	£ 79.16
<b>TOTALS</b>		<b>£ 8,922.13</b>	<b>£ 506.44</b>	<b>£19,428.57</b>

<b>Lyndhurst Parish Council April 2021 payments approved May 2021</b>				
<b>Includes on line payments via bank (FPO), Debit Card (DC), Direct Debits (DD) and cheques (CHQ)</b>				
<b>Accounts due for payment</b>	<b>Payment Method</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
<b>HMRC</b>				
4th qtr payment 20-21	CHQ	£ 2,010.45	£ -	£ 2,010.45
<b>Digitoolbox</b>				
New office set up for IT	FPO	£ 160.49	£ 32.10	£ 192.59
<b>M Whelan</b>				
Office cleaning 31.3	FPO	£ 30.00	£ -	£ 30.00
<b>PM Security Solutions</b>				
CCTV for new office	FPO	£ 99.00	£ -	£ 99.00
<b>Mint Gardens Limited</b>				
March gardening works	FPO	£ 2,824.00	£ 564.80	£ 3,388.80
<b>SMG</b>				
Bus shelter glazing	FPO	£ 260.00	£ -	£ 260.00
<b>Royal British Legion</b>				
2 poppy wreaths	CHQ	£ 36.00	£ -	£ 36.00
<b>N Barwood (Sambelex)</b>				
March electricity usage	CHQ	£ 107.34	£ -	£ 107.34
<b>A Wiltshire</b>				
Compost for allotment	CHQ	£ 32.50	£ -	£ 32.50
<b>Lyndhurst Community Centre</b>				
Adverts	FPO	£ 33.60	£ -	£ 33.60
<b>PM Security Solutions</b>				
New office CCTV	FPO	£ 168.00	£ -	£ 168.00
<b>Brewers</b>				
Office paint	DC	£ 109.75	£ 21.95	£ 131.70
<b>M Corbett</b>				
4th qtr payroll bureau	FPO	£ 68.00	£ -	£ 68.00
<b>Digitoolbox</b>				
April hosted services	FPO	£ 118.00	£ 23.60	£ 141.60
<b>NFDC</b>				
April rates	DD	£ 760.70	£ -	£ 760.70
<b>Came &amp; Co</b>				
Annual Insurance 2021-22	FPO	£ 2,247.22	£ -	£ 2,247.22
<b>Forestry England</b>				
6 month rent	FPO	£ 325.00	£ -	£ 325.00
<b>M Whelan</b>				
Office cleaning 15.4	FPO	£ 30.00	£ -	£ 30.00
<b>Shirley Glass</b>				
Splashback for new office	FPO	£ 130.00	£ 26.00	£ 156.00
<b>Sambelex (N Barwood)</b>				
Pro-rata office insurance costs	CHQ	£ 57.43	£ -	£ 57.43
<b>National Allotment Society</b>				
Annual registration	CHQ	£ 67.00	£ -	£ 67.00
<b>RTS Fencing</b>				
Grounds work at Coles Mead for new playground	FPO	£ 1,540.00	£ 310.00	£ 1,850.00

<b>Hampshire Association of local Councils</b>				
Membership fee	FPO	£ 748.37	£ -	£ 748.37
<b>C R Payne Plumbing</b>				
Allotment works	FPO	£ 65.00	£ -	£ 65.00
<b>J Gailor Plumbing</b>				
New office works (from grant)	FPO	£ 4,081.00	£ 816.20	£ 4,897.20
<b>Vitaplay</b>				
Playground upgrades at Coles Mead	FPO	£ 48,300.00	£ 9,660.00	£ 57,960.00
<b>PM Security Solutions</b>				
CCTV works for new office	FPO	£ 597.00	£ -	£ 597.00
<b>Royal Mail</b>				
Post redirection	FPO	£ 216.00	£ -	£ 216.00
<b>Utility Warehouse</b>				
April cemetery energy costs	DD	£ 126.10	£ 6.61	£ 132.71
<b>BT Group</b>				
April telephone charges	DD	£ 54.12	£ -	£ 54.12
<b>April Salaries</b>				
M Weston	FPO	£ 1,734.68	£ -	£ 1,734.68
C Gibbs	FPO	£ 322.17	£ -	£ 322.17
<b>TOTALS</b>		<b>£ 67,458.92</b>	<b>£ 11,461.26</b>	<b>£ 78,920.18</b>

<b>Bank Reconciliation - 01.03.2021 - 31.03.2021</b>	
<b>Opening Balance - 01.03.2021</b>	£ 181,381.62
New Income	£ 6,923.75
Sub-total	£ 188,305.37
Payments made	£ 24,186.73
Total	£ 164,118.64
<b>Balance at 31.03.2021</b>	<b>£ 164,118.64</b>

<b>Bank Reconciliation - 01.04.2021 - 30.04.2021</b>	
<b>Opening Balance - 01.04.2021</b>	£ 164,118.64
New Income	£ 55,217.50
Sub-total	£ 219,336.14
Payments made	£ 79,243.45
Total	£ 140,092.69
<b>Balance at 30.04.2021</b>	<b>£ 140,092.69</b>



# LYNDHURST PARISH COUNCIL

## Action Plan

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

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

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

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

ACTIVITIES AND ACTIONS	LEAD PERSONNEL	BUDGET	TIMESCALE
<b>CENTRAL</b>			
Secure permanent base for Parish Office at Lyndhurst Community Centre	MW and CW		By May 2021
Apply for NALC Foundation Award to benchmark performance against other top Parish Councils	MW and CW	£50 fee	Autumn 2020
Review Council contracts and secure best value	CG, MW and CW		Ongoing
Relaunch Council website	CW and MW		Spring 2021
Organise Village social event	BP, CR et al		August 2021
Investigate opportunities to make High Street more attractive (employing road sweeper/litter collector; installing planters)	MW, CW, SS and CR		On-going
Create opportunities to distribute vegetable plants (etc.) around the village	FG	Nil	On-going
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
Work with NFDC to produce an annual Tree Survey	MHW	£200	Annually
Work with NFDC to identify sites for wildflower meadows in open spaces	All		Ongoing
<b>ALLOTMENTS (Adrian Wiltshire)</b>			

ACTIVITIES AND ACTIONS	LEAD PERSONNEL	BUDGET	TIMESCALE
Install security cameras	AW, MW & CW	£300	Autumn 2020
Purchase and plant fruit trees to add to Community Orchard	MW	£850	Spring 2021
Assist allotment holders to provide picnic benches in Community Orchard	MW		Spring/Summer 2021
<b>AMENITIES (George Bisson)</b>			
New village signage	GB	£2,000+	2021-2022 - ongoing
Trees at Great Mead using NFDC environment grant	GB/MW		Spring 2021
<b>CEMETERY &amp; REMEMBRANCE (Adrian Wiltshire)</b>			
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/BP		By 11 November 2021
Create online index to graves	CW	Nil	Spring 2021
<b>RECREATION</b>			
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
Replace carpet and life expired equipment in Zone 1 of Coles Mead Recreation Ground	JG and MW	£25,000	Autumn 2021
<b>PLANNING (Graham Reeve)</b>			
Production of Village Design Statement	GR		On-going