

## LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 13 July 2021 at 7.15 pm in Lyndhurst Community Centre.

Present: Councillors S Se-Upara (Vice Chair), G Bisson, T Dunning, J Green, B Preddy, C Read, G Reeve, J Smith, B Stratford 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)  
Twelve members of the public (part of the meeting)

### **17. Disclosures of Interest**

As a Committee Member of Lyndhurst Junior Football Club Councillor Dunning declared an interest in Agenda Item 7(d), (Minute 22(d)).

### **18. Apologies for Absence**

The Chair, Councillor Willsher, had given written apologies as he was unwell. Councillor F Green had given written apologies as she was self-isolating due to COVID-19 restrictions. Councillors indicated that they accepted both reasons for non-attendance.

### **19. Public Participation**

None other than already advised to the Clerk regarding Agenda Item 8 which it was agreed would be heard during the Agenda item itself.

### **20. Minutes**

#### **RESOLVED:**

- (a) That the Minutes of the Annual LPC Meeting held on 11 May 2021 are approved as an accurate record.
- (b) That the Minutes of the LPC Meeting held on 11 May 2021 are approved as an accurate record.
- (c) That the Minutes of the Extraordinary LPC Meeting held on 29 June 2021 are approved as an accurate record.

### **21. Matters Arising from the Minutes**

The Clerk said she would like to report during Finance.

### **22. Planning Committee**

#### **RESOLVED:**

- (a) Minutes of the Planning Committee Meetings held on 25 May and 22 June 2021 are confirmed.
- (b) Request from Councillor Stratford to be appointed to the Planning Committee

Councillor Reeve, as Chairman of the Planning Committee, expressed his reservations regarding the commitment of Councillor Stratford to the Committee. He also felt that much of the opposition to the planning application at the Lyndhurst Park Hotel had evolved from Councillor Stratford. In reply, Councillor

Stratford stated that he had experienced difficulties in the past but was fully committed and would endeavour to send his apologies if he could not attend a meeting. With regard to comments made about the planning application at the Lyndhurst Park Hotel he stated that these had not been made until after the Parish Council had fully debated the application and made their recommendation to the NFNPA.

**RESOLVED:** That Councillor Stratford is appointed as a member of the LPC Planning Committee.

### **23. Finance**

*(a) Accounts for the financial year to 30 June 2021*

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

As the following was not an Agenda Item, under Section 101 of the Local Government Act 1972 relating to delegated powers, the Clerk stated that she had wasted the last two working days with LPC IT issues and requested that £900 be set aside for the purchase of a new computer and laptop for use by the Parish Clerk. She explained that she had discussed the matter with our IT providers who had both confirmed that neither machine was now fit for purpose. Discussion took place after which it was agreed that the laptop purchase should be put on hold until a new desktop computer had been purchased and that a high specification should be chosen to ensure longevity. Once this had been purchased the provision of an adequate laptop could be discussed. The Finance Officer had confirmed that there were sufficient funds in hand to cover the cost.

**RESOLVED:** To purchase a new all in one desktop computer for the Clerk's use.

**ACTION: The Clerk**

The Clerk also asked that under Section 101 of the Local Government Act 1972 relating to delegated power consideration be given to the provision of an amount of £3,000 to assist in covering the cost of soundproofing the wall between the Parish Council office and the Chestnut Room. Councillor Reeve confirmed that this work was necessary in order to provide a healthy working environment. It would be of direct benefit to Parish Council Councillors, Officers and anyone visiting the office on official business. The Finance Officer had confirmed that there were sufficient funds in hand to cover the cost.

**RESOLVED:** To make the sum of £3,000 available to L&DCA providing it was used towards the cost of soundproofing the dividing wall between the Parish Council office and the Chestnut Room.

*(b) 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.

*(c) To note and authorise May and June bank reconciliations*

**RESOLVED:** To note and authorise May and June bank reconciliations.

*(d) Request from Lyndhurst Junior and Men's Football Clubs*

Consideration was given to a request from the village football clubs for a grant for temporary toilet facilities for a charity fundraising event on Friday 23 July 2021.

**RESOLVED:** To authorise payment of £200 for temporary toilet facilities for the event on 23 July 2021 and the Clerk to proceed with sourcing these facilities.

**ACTION: The Clerk**

## **24. Road, Traffic and Parking Issues in the Parish**

### *(a) Lyndhurst, Emery Down and Minstead 2018 Traffic Survey*

Local residents voiced their concern regarding the amount of traffic using Mill Lane/Blackwater Road and the speed at which it sometimes travelled. This was borne out by comments from Councillors. Councillor Heron said he had offered a census. Although smart signs had been suggested on the motorways indicating traffic delays these had not materialised and it was thought that this might be connected to the need to work with Highways England for motorway signage. Councillor Heron said he would not promote queuing on the motorway. There were proposals for road closures, etc which could be advantageous for some but the opposite for others. This might include a no right turn at Swan Green. HCC would not undertake a traffic regulation order. It was likely that any changes would need funding from LPC.

**RESOLVED:** That residents would work with the traffic management group to try to find a solution.

### *(b) Pemberton Road, Empress Road, Clarence Road, Racecourse View, The Custards Area*

A local resident drew attention to the dangers and problems residents experienced because traffic used these roads as a rat run when the A337 was gridlocked with traffic. This caused problems, particularly for pedestrians and the road surface has also deteriorated due to excessive use. There are no pavements along much of the road. The resident reported that this is a densely populated area with 10% of the village population living here and the roads were not originally designed for cars.

It was considered that the traffic light system (intelligent transport) needs to be improved at the junction of the A337 with the High Street (A35) as it was felt that it disproportionately favoured traffic approaching on the A35.

Councillor Heron explained the process that has to be undertaken with regard to a traffic survey and that he could arrange for this area to be put back on the list and he could also look into the possibility of No Entry signage at Racecourse View. Residents considered that this would be acceptable or perhaps with signage for No Through Route.

**RESOLVED:** County Councillor Heron to take this forward by initially gaining more data and LPC would support this action. Councillor Heron would ask the Roads Team to come up with a plan for a solution which could go out to consultation.

**ACTION: County Councillor Heron**

(c) *Goose Green Area*

District Councillor Brand reported that she had no further news on this matter other than HCC are now also looking at a different idea which they will bring forward. There was no further news about the possible colour of road markings.

(d) *Wellands Road*

It was noted that some High Street businesses use Wellands Road as a service access and since Tesco had taken over the premises there had been an increased number of deliveries to their Wellands Road car park. It was also noted that The Forage no longer have conventional commercial refuse collections.

**RESOLVED:** That the Vice Chair and Councillor Reeve look at the various aspects of the problems with Tesco and devise a letter. District Councillor Brand undertook to speak to the owners of The Forage.

**ACTION: Vice Chair and Councillor Reeve regarding Tesco  
District Councillor Brand regarding The Forage**

(e) *Pinkney Lane, Bank*

Councillor Smith described the problems experienced on the narrow, winding road through Bank where the speed limit needs to be reduced. She reported that she was working towards solutions with Councillor Heron. She had also been in contact with PCSO Richard Williams regarding the possibility of using the Community Speedwatch team in this area. She had received an assurance that the blocked ditches would be cleaned. It was noted that Pinkney Lane had at one time been wider but the verges had been eroded.

**ACTION: County Councillor Heron and Councillor Smith regarding speed limits in Bank  
Councillor Smith with PCSO Richard Williams and Dave Donawa on behalf of Community  
Speedwatch Team**

## 25. County Councillor's Report

Councillor Heron explained that he did not like the phrase that had been used regarding waiting until someone died before any road improvements took place. He felt the question should be asked first "Where is the greatest risk that someone might die"? He felt that the Lyndhurst, Emery Down and Minstead 2018 Traffic Survey made some good points.

HCC funding was a problem and Councillor Heron highlighted school crossing patrols. A consultation was being undertaken to see if there were different ways this could be done bearing in mind the difficulty in finding suitable employees due to poor pay and hours and the risks involved in doing the job.

## 26. District Councillor's Report

District Councillor Brand reported that the Youth Club would be starting in the Community Centre. She had held a meeting regarding the Lyndhurst app which would take the form of a walk around Lyndhurst. There would be a cost charged which will go into funding for village projects. It should be running by Summer 2022,

The Vice Chair reported that he felt it was difficult to see the car parking charges notices on the ticket machines in the main car park. Comment was made regarding the flower beds by the WCs. The question was raised as to whether car parking could be organised at ATC now there was space because more employees were working from home but Councillor Heron felt this was not appropriate.

## **27. Cemetery Charges and Regulations**

(a) *Proposal to increase Cemetery charges*

**RESOLVED:** That this matter be held in abeyance until the September 2021 meeting. Councillor Wiltshire would meet with the Chair and Clerk to discuss this matter further.

(b) *Proposal to change Cemetery Regulations*

**RESOLVED:** That this matter be held in abeyance until the September 2021 meeting. Councillor Wiltshire would meet with the Chair and Clerk to discuss this matter further.

**ACTION: Minute 27(a) and (b) Chair, Councillor Wiltshire and the Clerk**

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

The Clerk updated Councillors on proposals regarding representation as a Trustee for Lyndhurst Welfare Charity following the appointment of the Vicar at St Michael and All Angels Church as the Chairman of Trustees.

## **29. Parish Action Plan**

(a) *Toilet facility and stained glass window at Lyndhurst Cemetery*

Councillor Wiltshire reported that erection of a NatSol compostable toilet was now complete. It had come in under budget. There was a disabled lock on the door and the toilet would remain locked when not in use.

Moving to the subject of a possible stained glass window Councillor Wiltshire asked Councillors for support to provide a stained glass window. This could be funded using grant aid but as well as the cost of the windows scaffolding costing approximately £800 would have to be factored in. Suggestions for the three roundels included the LPC logo, a poppy to show association with the RBL and a stag's head for the Forest. Councillor Stratford suggested something in memory of John Wise who had written the single most important book on the New Forest "The New Forest: Its History and Its Scenery" as he is buried in a prominent position inside the entrance to the Cemetery. The larger windows could, allowing for poetic licence, show some of the more important features of the village drawn together with the village and hamlet names at the bottom of the window.

**RESOLVED:** That LPC agree the idea of provision of stained glass windows in principle and that Councillor Wiltshire begin enquiries.

**ACTION: Councillor Wiltshire**

*(b) Coles Mead Play equipment*

Councillor J Green updated Councillors on the diverse range of activities in Coles Mead Recreation Ground. Users have expressed grateful thanks for the investment in the play equipment and all weather surface. The park is growing in reputation and is of real value to residents. Planned capital expenditure, in order to secure all items, would result in an overspend of £2,929 although substantial savings of £3,400 had been made in order to facilitate this project. Councillor J Green therefore asked Councillors to consider an increased budget of £3,000 to secure all equipment and complete this stage of the work. This had been particularly necessary as some old equipment had been decommissioned on health and safety grounds. It was noted that the sum of £1,600 had been secured by public donation for picnic tables (four sponsors).

Councillor J Green recommended that a joint stakeholder group be formed on completion of the lease agreement, led by the Parish Council. The steering group would be responsible for creating a medium to long term management plan led by the Parish Council. This steering group would aim to maximise benefits for a wide range of users. The benefits of this diverse environment for recreation and conservation should be explored. Local consultation and engagement must be at the centre of future plans and opportunities for targeted funding explored.

Councillor J Green recommended to LPC that the concept of public access be brought forward and included in wider consultation around the management plan for Coles Mead following completion of the lease agreement. To develop public access at the current time would cost in the region of £10,000 - £15,000. It would require tree safety management works, additional fencing, pathway construction and signage. There would have to be consultation and risk assessment for the concept of a designated walkway through an unlit and isolated environment to allay any safety fears from members of the public wishing to use the access or anticipating their children using it.

Councillor J Green recommended that the lease include the parcel of woodland which would enable a footpath and further development of use of the woodland as the management and use of the site evolves.

**RESOLVED:** That the sum of £3,000 be allocated for further enhancement of children's play area during the current financial year.

*(c) Coles Mead CCTV*

**RESOLVED:** That the sum of £1,238.50 be allowed for enhancement of CCTV and new equipment would also be vandalproof.

*(d) Wellands Road football ground lease*

The Clerk reported that further information was still awaited from our Solicitors.

**ACTION: The Clerk**

*(e) Tree Survey Report*

The Clerk reported that the tree in Holmfied identified by the NFDC Tree Officer still remained in place. The Tree Officer had alerted the Estate Manager at Holmfied to the problem and as the tree was overhanging our children's play equipment he would be instructing their contractor to remove the tree and invoice those responsible for the tree.

*(f) Remembrance Sunday*

It was noted that a spreadsheet prepared by Councillor Preddy of action points had been sent to all Councillors. Councillor Preddy confirmed that barriers would be in place on the day with road closure signs displayed seven days in advance. Names of volunteers would be provided at the next LPC meeting.

**RESOLVED:** That the name Lyndhurst Parish Council be added to the back of the purchased high visibility jackets.

**ACTION: Councillors Wiltshire and Preddy**

(g) *Photograph Competition and Calendar 2022*

The Clerk reported that due to IT difficulties on the previous two days she had been unable to fully prepare the calendar for the printer. However she hoped to have this completed within a week.

**ACTION: The Clerk**

### **30. Policy Agreement/Amendment**

The following policies were put forward for agreement:

(a) *CCTV Policy*

**RESOLVED:** To adopt the LPC CCTV Policy as presented.

(b) *Awards Policy*

**RESOLVED:** To adopt the LPC Awards Policy as presented

(c) *Standing Orders*

**RESOLVED:** With regard to Standing Order No 11 it was decided to defer making a decision on this matter until the September LPC Meeting.

### **31. Fault Log**

It was agreed that it would be preferential to report items through the HCC website as they were identified rather than to organise individual tours of roads in order to compile a fault log.

### **32. Speed Indicator Device Update**

The Clerk reported that the speed indicator device would shortly be arriving. Councillor Heron confirmed that LPC's claim for reimbursement by HCC for the cost of the previous SID was now in the hands of the legal team at HCC.

**33. HM Queen Elizabeth II Platinum Jubilee**

**RESOLVED:** That Councillor Preddy take on this project and report back to subsequent meetings.

**ACTION: Councillor Preddy**

**34. Dates of Future Meetings**

Annual Meeting/Awards Evening – to be arranged

Planning Committee – 27 July and 24 August 2021 at 7.15 pm – Lyndhurst Community Centre

LPC Meeting – 14 September 2021 – 7.15 pm – Lyndhurst Community Centre

In the absence of any further business the Vice Chair thanked those present for attending and closed the meeting at 10.25 pm

Chairman \_\_\_\_\_

Date \_\_\_\_\_



## Lyndhurst Parish Council Monthly Budget Report -2021-22 Financial Year - June 2021

BUDGET TO MONTH 3 % = 25								YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	25.00%	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	12,315.00	8,000.00	4,315.00	32,000.00	30,500.00	40.38 %	<i>Actual higher than predicted £2.5K donations for cemetery toilet</i>							
A5 - Allotment rents	65.50	-	65.50	3,800.00	3,800.00	1.72 %	<i>Based on 20-21 income</i>							
A6 - Admin income	158.13	625.00	(466.87)	2,500.00	2,500.00	6.33 %	<i>Calendar sales; misc. income;</i>							
<b>Total INCOME</b>	<b>226,276.57</b>	<b>222,362.94</b>	<b>3,913.63</b>	<b>325,137.94</b>	<b>323,637.94</b>	<b>69.92 %</b>	<i>actual grant for cemetery toilet £2.5K (£4K predicted)</i>							
<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	120.00	500.00	380.00	2,000.00	2,000.00	6.00 %	<i>£1K funded by HCC grant</i>							
B4 - Payroll costs	6,170.35	6,275.00	104.65	25,100.00	25,100.00	24.58 %	<i>Based on 20-21 plus 1%</i>							
B5 - Grant allocations	7,482.75	7,482.75	-	12,500.00	12,500.00	59.86 %	<i>donation for local causes &amp; £10K B/F to be paid for office modifications</i>							
B6 - Office costs	1,958.21	1,250.00	(708.21)	5,000.00	5,000.00	39.16 %	<i>no rent for new office in 2021-22 financial year - increased costs due to office move initial set up</i>							
B7 - Misc/Expenses/HMRC/Audit	5,944.95	4,750.00	(1,194.95)	19,000.00	19,000.00	31.29 %	<i>HMRC payments £9K, expenses £1K, audit £3K, misc £2K; conference screen £2K; 2K insurance</i>							
<b>Total Admin Expenditure</b>	<b>22,424.63</b>	<b>21,006.12</b>	<b>(1,418.51)</b>	<b>66,000.00</b>	<b>66,000.00</b>	<b>33.98 %</b>	<i>Paid annual insurance upfront</i>							

<b>C Cemetery Costs</b>							
C1 - Electricity	364.92	375.00	10.08	1,500.00	1,500.00	24.33 %	<i>Estimate based on 20-21</i>
C2 - Grounds maintenance	4,286.00	4,250.00	(36.00)	17,000.00	17,000.00	25.21 %	<i>Mint Gardens Limited - no increase on hourly rate plus other one off payments to contractors</i>
C3 - NFDC rates	444.70	675.00	230.30	2,700.00	2,700.00	16.47 %	<i>Based on 20-21 plus 2% - WE MAY NOT NEED TO PAY RATES ON CHAPEL FOLLOWING OFFICE MOVE</i>
C4 - Miscellaneous	1,275.00	1,837.09	562.09	15,000.00	15,000.00	8.50 %	<i>General maintenance &amp; remembrance day ; £14k B/F FOR PROJECTS</i>
<b>Total Cemetery Expenditure</b>	<b>6,370.62</b>	<b>7,137.09</b>	<b>766.47</b>	<b>36,200.00</b>	<b>36,200.00</b>	<b>17.60 %</b>	

<b>BUDGET TO MONTH 2 % = 16.66</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>16.66%</b>	<b>Budget vs. forecast</b>
<b>EXPENDITURE</b>							
<b>D Allotment Costs</b>							
D1 - Utilities	468.41	250.00	(218.41)	1,000.00	1,000.00	46.84 %	<i>water costs</i>
D2- Grounds maintenance	450.00	875.00	425.00	3,500.00	3,500.00	12.86 %	<i>Mint Gardens including lengthsman -</i>
D3 - Miscellaneous	164.50	250.00	85.50	1,000.00	1,000.00	16.45 %	<i>ie Ground rent, general maint</i>
<b>Total Allotments Expenditure</b>	<b>1,082.91</b>	<b>1,375.00</b>	<b>292.09</b>	<b>5,500.00</b>	<b>5,500.00</b>	<b>19.69 %</b>	
<b>E Recreation Costs</b>							
E1 - Forestry Commission rent	325.00	325.00	-	700.00	700.00	46.43 %	
E2- Grounds maintenance	525.00	875.00	350.00	3,500.00	3,500.00	15.00 %	
E3 - Miscellaneous	110.00	87.50	(22.50)	350.00	2,850.00	3.86 %	<i>annual inspections (350) increase by £2.5K for CCTV and ground works to install</i>

E4 - Playground	48,300.00	48,300.00	-	76,000.00	79,000.00	61.14 %	General maintenance & "£50k B/F FROM PHASE 1 OF COLES MEAD & £26k PHASE 2 - Increase of £3K for repairs to skate ramp and stage 2 playground costs
E5 - Football ground	1,540.00	1,125.00	(415.00)	4,500.00	4,500.00	34.22 %	b/f from 2020-21
<b>Total Recreation Expenditure</b>	<b>50,800.00</b>	<b>50,712.50</b>	<b>(87.50)</b>	<b>85,050.00</b>	<b>90,550.00</b>	<b>56.10 %</b>	
<b>F Amenities Costs</b>							
F1 - Grounds maintenance	1,408.00	2,375.00	967.00	9,500.00	9,500.00	14.82 %	Includes £6.5K ringfenced from developers contribution
F2- Village Walks	-	-	-	200.00	200.00	0.00 %	
F3 - NFDC dog bins	375.77	375.77	-	620.00	620.00	60.61 %	
F4 - Miscellaneous	310.45	310.45	-	7,000.00	7,000.00	4.44 %	Estimate - includes £1K for bus shelter & £5.5K for tree works, paths
<b>Total Amenities Expenditure</b>	<b>2,094.22</b>	<b>3,061.22</b>	<b>967.00</b>	<b>17,320.00</b>	<b>17,320.00</b>	<b>12.09 %</b>	
G - VAT to be reclaimed	13,223.96	-		22,000.00	22,000.00		
<b>Total VAT</b>	<b>13,317.64</b>	<b>22,000.00</b>		<b>22,000.00</b>	<b>22,000.00</b>		
<b>Total EXPENDITURE</b>	<b>96,090.02</b>	<b>105,291.93</b>	<b>9,201.91</b>	<b>232,070.00</b>	<b>237,570.00</b>	<b>40.45 %</b>	
<b>Surplus balance</b>	<b>130,186.55</b>			<b>93,067.94</b>	<b>86,067.94</b>		

<b>Lyndhurst Parish Council May and June 2021 payments approved July 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>M Whelan</b>				
Office Clean 30.4	FPO	£ 30.00	£ -	£ 30.00
<b>Mint Gardens</b>				
April grounds work	FPO	£ 1,725.00	£ 345.00	£ 2,070.00
<b>NFDC</b>				
May rates	DD	£ 192.68	£ -	£ 192.68
<b>NATSOL</b>				
Compost toilet	FPO	£ 1,275.00	£ 255.00	£ 1,530.00
<b>NFDC</b>				
May cemetery rates	DD	£ 220.00	£ -	£ 220.00
<b>M Whelan</b>				
Office clean 12.5 + cleaning products	FPO	£ 32.00	£ -	£ 32.00
<b>BS Stainless</b>				
Sign fixing clamps	FPO	£ 50.45	£ 10.09	£ 60.54
<b>Digitoolbox</b>				
May IT charges	FPO	£ 118.00	£ 23.60	£ 141.60
<b>Lock Shop Warehouse</b>				
Padlocks	DC	£ 11.84	£ 2.37	£ 14.21
<b>PEAC</b>				
New photocopier contract	DD	£ 56.00	£ 11.20	£ 67.20
<b>RTS Fencing</b>				
Coles Mead	FPO	£ 110.00	£ 22.00	£ 132.00
<b>May salaries</b>				
M Weston	FPO	£ 1,734.68	£ -	£ 1,734.68
C Gibbs	FPO	£ 321.97	£ -	£ 321.97
<b>Utility Warehouse</b>				
Cemetery electricity	DD	£ 119.97	£ 6.30	£ 126.27
<b>BT</b>				
May phone charges	DD	£ 52.40	£ -	£ 52.40
<b>Mint Gardens</b>				
May grounds work	FPO	£ 2,240.00	£ 448.00	£ 2,688.00
<b>PEAC</b>				
Copier charges	DD	£ 56.00	£ 11.20	£ 67.20
<b>Lyndhurst Community Centre</b>				
Hall hire charges	FPO	£ 50.00	£ -	£ 50.00
<b>TLC on line</b>				
Apr-June website	FPO	£ 133.00	£ -	£ 133.00
<b>ITEC</b>				
Copier charges May	FPO	£ 34.37	£ 6.87	£ 41.24
<b>ITEC</b>				
Copier charges April	FPO	£ 29.98	£ 6.00	£ 35.98
<b>DGK flooring</b>				
new office flooring	FPO	£ 2,695.00	£ 539.00	£ 3,234.00
<b>Office furniture</b>				

New office furniture	DC	£ 467.00	£ 93.40	£ 560.40
<b>NFDC</b>				
Dog waste bins	FPO	£ 375.77	£ -	£ 375.77
<b>Sambelex</b>				
Final utility charge for high st office	CHQ	£ 86.83	£ -	£ 86.83
<b>Safe shop Limited</b>				
New post box	DC	£ 31.34	£ 6.27	£ 37.61
<b>Lightatouch</b>				
Annual audit cost	FPO	£ 187.50	£ -	£ 187.50
<b>June salaries</b>				
M Weston	FPO	£ 1,734.68	£ -	£ 1,734.68
C Gibbs	FPO	£ 322.17	£ -	£ 322.17
<b>Business Sream</b>				
Allotment water costs	DD	£ 468.41	£ 93.68	£ 562.09
<b>BT</b>				
telephone charges old office	DD	£ 28.97	£ -	£ 28.97
Utility Warehouse				
Elec costs cemetery	DD	£ 118.85	£ -	£ 118.85
<b>PEAC</b>				
Set up costs for new photocopier	DD	£ 180.00	£ -	£ 180.00
<b>TOTALS</b>		<b>£15,289.86</b>	<b>£ 1,879.98</b>	<b>£ 17,169.84</b>

<b>Bank Reconciliation - 01.05.2021 - 31.05.2021</b>	
<b>Opening Balance - 01.05.2021</b>	£ 140,092.69
New Income	£ 5,338.13
Sub-total	£ 145,430.82
Payments made	£ 6,730.58
Total	£ 138,700.24
<b>Balance at 31.05.2021</b>	<b>£ 138,700.24</b>

<b>Bank Reconciliation - 01.06.2021 - 30.06.2021</b>	
<b>Opening Balance - 01.06.2021</b>	£ 138,700.24
New Income	£ 1,983.00
Sub-total	£ 140,683.24
Payments made	£ 10,496.69
Total	£ 130,186.55
<b>Balance at 30.06.2021</b>	<b>£ 130,186.55</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		June 2022 to coincide with Queen's platinum anniversary
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

ACTIVITIES AND ACTIONS	LEAD PERSONNEL	BUDGET	TIMESCALE
<b>ALLOTMENTS (Adrian Wiltshire)</b>			
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