

LYNDHURST PARISH COUNCIL

Adjacent to Lyndhurst Community Centre
Main Car Park, High Street,
Lyndhurst SO43 7NY
Tel: 023 8028 4928
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NOTICE OF MEETING OF THE PARISH COUNCIL

All members of Lyndhurst Parish Council are hereby summoned to attend a meeting at Lyndhurst Community Centre, Main Car Park, High Street, Lyndhurst SO43 7NY on Tuesday 11 January 2022 commencing at 7.15 pm.



Clerk to the Council

Covid Caution: Anyone attending the meeting is advised to take a self-test prior to the meeting. We also remind everyone that they must wear a face mask unless they are speaking. Hand sanitiser will be available and social distance maintained where possible in accordance with Governance and Lyndhurst Community Centre guidance. If you have any Covid symptoms or feel unwell, please do not attend the meeting. Please do not attend the meeting if a member of your household is self isolating due to Covid. Ten members of the public will be admitted and it will be necessary to notify the Clerk in advance if you wish to attend.

There will be short commemoration at the commencement of the meeting to mark the passing of former Councillor/Chairman of the Parish Council Anne Butcher.

A G E N D A

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. The functions of the Parish Council are exercised publicly and it is possible that personal information provided will, by necessity, enter the public domain through papers used and ensuing discussion at the Parish Council meetings as this is the decision making process of the Parish Council.

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

To confirm the Minutes of the Parish Council Meeting held on 9 November 2021.

- (5) **Matters Arising from the Minutes**
- (6) **Staffing**

Welcome to the new Clerk who will take up office from 1 February 2022.

(7) County Councillor's Report

(8) District Councillor's Report

(9) Planning Committee

To confirm the minutes of the Planning Committee Meetings held on 23 November and 21 December 2021.

(10) Office Rent Review Request

To consider a request from Lyndhurst & District Community Centre to review the rent payment holiday enjoyed by the Parish Council.

(11) Finance

- (a) To note accounts for the financial year to 31 December 2021
- (b) To authorise payment of invoices paid between meetings and due at today's date
- (c) To note and authorise November and December bank reconciliations
- (d) Request from Lyndhurst Workmen's Club towards the cost of providing a defibrillator outside their premises

(12) Governance

To consider and confirm the following items:

- (a) Draft Memorial Inspection Policy
- (b) Draft Procurement Policy

(13) Reports from Representatives of Outside Bodies

(14) Parish Action Plan

- | | |
|--------------------------------------|------------------------------------|
| (a) Stained glass window at Cemetery | (Update from Councillor Wiltshire) |
| (b) Coles Mead Recreation Ground | (Update from Councillor Green) |
| (c) SID and Speedwatch | (Update from the Chair) |
| (d) Platinum Jubilee Fun Day | (Update from Councillor Preddy) |
| (e) Platinum Jubilee Planting | (To discuss) |
| (f) Dragon's teeth at Pikes Hill | (Update from Chair/Clerk) |
| (g) Cemetery Road | (Update) |
| (h) Calendar 2023 | (Update) |

(15) Parish Champion Awards 2021

To discuss format for award(s) 2021 which will be given retrospectively.

(16) Remembrance Sunday Parade

To discuss wash up meeting date and future organisation

(17) Items for Discussion at the January LPC Meeting

Items brought forward from the November meeting

(18) Dates for Future Meetings

Planning Committee – Tuesdays 25 January and 22 February 2022 at 7.15 pm
LPC Meeting – Tuesday 8 March 2022

(19) Exclusion of the Press and Public

In accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Councillors are invited to resolve that the Press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information. This exclusion related to Agenda Item 20 only.

(20) Salary Scales and Pension Scheme

To consider and resolve upon a point on the salary scheme for the new Clerk and to note the necessary pension scheme payments that will result from this appointment.

LYNDHURST PARISH COUNCIL

Minutes of a meeting of Lyndhurst Parish Council held on Tuesday 9 November 2021 at 7.15 pm in Lyndhurst Community Centre.

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

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

57. Disclosures of Interest

None

58. Apologies for Absence

An apology for absence was received from Councillor Read, who was in hospital and Councillor J Green, who was not attending the meeting due to a member of his household having Covid. Parish Councillors accepted both reasons for absence.

59. Public Participation

None

60. Minutes

RESOLVED: That the Minutes of the LPC Meeting held on 14 September 2021 are approved as a true and accurate record.

61. Matters Arising from the Minutes

Further to Councillor Bisson's report regarding the working group set up jointly by Lyndhurst and Minstead Parish Councils to look at road problems in Emery Down (C17 and Mill Lane) and the subsequent HCC response, which had concluded that the limited budget would only allow for signage, a recommendation from the working group had stated that this matter could not be taken any further.

RESOLVED: That this response be agreed and officially ratified.

62. County Councillor's Report

None.

63. District Councillor's Report

None.

64. Staffing

It was noted that the Clerk had stated that she wished to retire at the end of March 2022 and it would be necessary to fill the vacancy. The Clerk was thanked by the Chair for her service to the Parish Council over a period of over 18 years and these sentiments were echoed by fellow Councillors.

Discussion took place regarding the way forward bearing in mind that there would be sufficient time to advertise, find a replacement and for the existing Clerk to give a handover.

It was agreed that the vacancy would be advertised locally and as widely as possible with a closing date of 8 December. Applications would be available to view in the office from 9 December. Possible dates for interview would be circulated.

RESOLVED: That the interview panel consist of the Chair, Vice Chair, Councillors Reeve and Smith. The panel were given the authority to make an appointment. The existing Clerk would be present at interviews in an advisory capacity.

65. Planning Committee Minutes

The minutes of the Planning Committee meetings held on 28 September and 26 October were confirmed as true and accurate records.

It was noted that the planning application relating to the former Lyndhurst Park Hotel will be decided at the NFNPA Planning Committee meeting on 16 November with a recommendation for approval. The LPC Planning Committee Chairman Graham Reeve will attend this meeting to speak on LPC's behalf.

66. Finance

(e) Accounts for the financial year to 30 October 2021

RESOLVED: To note the accounts as presented for the financial year to 30 October 2021 as a true and accurate record.

(f) 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.

(g) September and October bank reconciliations

RESOLVED: That the bank reconciliations as presented for September and October are noted and authorised.

(h) External auditor's annual end of financial year report

RESOLVED: To note the external auditor's annual end of financial year report for the year ended 31 March 2021.

(i) To consider purchase of a new laptop for the LPC office

The Clerk stated that the existing LPC laptop was no longer fit for purpose and she was, in fact, using her own laptop for meetings.

RESOLVED: That the Clerk be authorised to purchase a new laptop.

(j) To consider whether to renew the GIS mapping facility

RESOLVED: That the GIS mapping facility operated by NFDC will be renewed when payment becomes due.

67. Precept Request

(a) *A report from the Finance Officer on the proposed budget for 2022/23 was received as follows:*

The Finance Officer outlined the proposed LPC budget for the financial year commencing 1 April 2022 which showed an increase of £5,000 to £105,000. The increase was due in part to the fact that there was likely to be a smaller surplus this year due to completion of outstanding projects.

One main capital project would see LPC take over the lease of the Wellands Road Football Club which would bring about a closer working relationship between LPC and both football clubs. There was also a desire to provide dragon's teeth on village greens to protect them from parked cars. It was agreed that sponsorship and advertising would no longer be sought for the calendar as this slowed progress down considerably so LPC would fund the calendar. It was also noted that in order to comply with regulations it would be necessary to undertake regular memorial inspections and it was an unknown factor as to whether this would need financial support. In the allotment gardens an ongoing programme of allotment fence upgrading and renewal was needed as well as numbering of plots for easier identification.

With regard to recreation, additional finance would be needed for the section of land to be included in the new lease which lay behind the Fire Station where remedial treework action and a path would be necessary. Other additional funding would be required for tree maintenance, paths and fencing on existing ground which included timber for a forest walkway trail and placement of low key timber bridges plus some signage. £1,000 had been allowed for CCTV and miscellaneous. £10,000 had been set aside for a possible donation towards the cost of a sports pavilion for the Recreation area although it was noted that it might not be possible to allocate this sum if it proved necessary to fund an Assistant Clerk. Funding had also been requested for temporary toilets.

With regard to Amenities, Councillor Bisson reported that he had not added a sum of money but felt that provision would be necessary at some point for new signage as well as additional copies of the LPC leaflets. It was agreed that signage could be discussed further as part of the action plan. Councillor Bisson drew Councillors' attention to the fact that NFDC would now be charging for additional dog waste/litter bins.

(b) *LPC Precept request for the financial year commencing 1 April 2022.*

Discussion took place on the items in (a) above and a proposal was made by the Chair for a Precept request for 2022-23 of £105,000. Councillor Bisson proposed a Precept of £107,000. The amendment was taken first with the vote being 5:5 with the original proposal receiving a vote of 5:5. The Chair used his casting vote and the original Precept request of £105,000 was carried.

68. Reports from Representatives of Outside Bodies

Councillor Bisson had attended a NFALC meeting with subjects under discussion including safety partnerships, concerns regarding rural crime and broadband issues. Councillor Bisson had also attended the HALC conference and reported that subscriptions would not be increased. Resolutions passed included support to lobby MPs to allow hybrid meetings and proposals that HCC instigate 20 mph speed limits where necessary.

The Vice Chair and Councillor Reeve had attended the road safety meeting hosted by District Councillor Hilary Brand where it had been agreed that a realistic approach needed to be taken.

69. Parish Action Plan

(a) *Stained glass window at Lyndhurst Cemetery*

Councillor Wiltshire reported that he had not been able to make progress since the date of the last meeting, mainly due to not being able to find suitable artwork. A suggestion was made that the local schools and colleges be approached.

RESOLVED: That Councillor Wiltshire provide a brief to the Clerk who could then approach schools to gain ideas for artwork. It was agreed that the theme should be the Queen’s Platinum Jubilee

(b) Coles Mead Recreation Ground

In his absence Councillor J Green’s report was presented as follows:

CCTV has been updated in Coles Mead covering the playground and surrounds. Electricity will be extended to the skate ramp area in the next few weeks to re-establish cover. We are awaiting a protocol for interrogating the hard drive following an incident.

Five new picnic tables are now being utilised, three in the playground and two in the field. Grateful thanks to members of the community who have donated funds for these and for others who helped put them together on site.

We are still awaiting confirmation of the lease. A new management team made up of LPC and the Junior/Senior football clubs are waiting to begin collaborating towards future vision and provision and this will begin when the green light is received.

New Forest National Park Rangers held a Wild Play Drop In session during half term. Around 30 young people took advantage of this free activity and it proved very successful.

The fireworks evening brought the village together again on November 5th. Led by the Scouts and Junior Football Club, this was immensely popular and great feedback was received. Thanks to the village firefighters and first responders for attending and providing back up contingency plans in case of any unwanted occurrences.

(c) SID and Speedwatch

The Community Speedwatch figures for September and October in Lyndhurst were presented as follows:

	Total number of vehicles surveyed	Over 30mph limit	Warning letters issued because over threshold
September	1652	733 (44%)	155 (9.4%) One vehicle on Southampton Road reached 50 mph; other high speeds were 49mph and 47mph.
October	1244	626 (50%)	90 (7.7%) Two vehicles on Southampton Road and Chapel Lane reached 44 mph.

The Speed Indicator Device will be moved this week. It is hoped that the new police commissioner will be more supportive of SID.

(d) Platinum Jubilee Tree

Councillor Bisson reported that the tree had been planted by New Forest Rotary Club. A plaque would be added on the occasion of the Queen’s Platinum Jubilee.

(e) *Platinum Jubilee Fun Day*

Councillor Preddy reported that the first meeting to formulate arrangements had already been held with another meeting planned for 25 November at 7.30 pm in the Chestnut Room. Briefly, ideas so far were for a bar and possibly a barbecue. There would be old fashioned, 10p a go, games for children. Some form of music would be arranged. It was hoped it might be possible to organise Rustic Sports at Coles Mead but volunteers would be necessary. People would be asked to make bunting.

(f) *Platinum Jubilee Planting*

Councillor Stratford reported that he had been in discussions regarding possible planting and wilding processes that could be adopted where appropriate. He was still waiting to hear from Wild New Forest but would bring more ideas to the next meeting.

(g) *Dragon's teeth at Pikes Hill*

Discussion took place and it was agreed that the green areas on Romsey Road and Pikes Hill were becoming badly damaged by parked cars and vehicles travelling across the greens.

RESOLVED: That the Chair, Councillor Preddy and the Clerk discuss suitable sites for the dragon's teeth which the Clerk could then discuss further with HCC.

(h) *Support Fund for High Street Re Covid-19*

NFDC had confirmed that there was still funding available to assist the High Street in its recovery from COVID although the criteria made it difficult to find a use for the money. A Lyndhurst Loyalty card was suggested.

RESOLVED: That the Chair and Clerk explore this matter further.

(i) *History Exhibition*

Referring Councillors back to the cancellation of VE Day celebrations, the Clerk reported that she had been approached by Angela Trend and Claire Wickens who had asked if the Parish Council would be prepared to fund an exhibition on Saturday 15 January 2022 in the Pine Hall to accommodate the work they had previously undertaken on the project. The cost of the Hall would be £100.

RESOLVED: That the Clerk be given authority to organise the exhibition.

70. Raised Flower Bed in High Street

(a) *Sponsorship of the High Street flower bed*

The New Forest Rotary Club had offered to sponsor maintenance of the High Street flower bed.

RESOLVED: To gain further information to enable a decision to be taken.

(b) *Request from Lyndhurst Village Decorations Committee for the Parish Council to finance a Christmas tree to be placed in the raised flower bed as in previous years*

Lyndhurst Village Decorations Committee had asked that the Parish Council pay the sum of £350 to cover the cost of a Christmas tree for the High Street flower bed.

RESOLVED: That the Decorations Committee be informed that LPC would fund the Christmas tree. Councillor Bisson agreed to provide a suitable plaque detailing that the tree had been provided by LPC.

71. Remembrance Sunday Parade

Councillor Wiltshire provided an update with further information supplied by Councillor Preddy. There would be a meeting on Saturday evening at the Workmen’s Club to finalise details such as marshaling. Councillor Wiltshire also reported that he might be able to source more troops next year. It was agreed that more discussions would take place before a decision was reached. It was noted that there would also be a commemoration on Thursday 11 November at Emery Down to mark Armistice Day as well as the War Memorial at Bolton’s Bench.

72. Items for Discussion at the January LPC Meeting

Items brought forward from the November meeting.

Empress Road parking – the resident concerned would be invited to attend the next LPC meeting

Remembrance Sunday protocol.

Memorial Inspections.

73. Dates for Future Meetings

Planning Committee – 23 November and 21 December 2021 at 7.15 pm

LPC Meeting – 11 January 2022

In the absence of any further business the Chair thanked those present for attending and closed the meeting at 9.24 pm

Chairman _____

Date _____

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

Lyndhurst Parish Council Monthly Budget Report -2021-22 Financial Year - Oct 2021							
BUDGET TO MONTH 7 % = 58.33	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget to date	Variance	Approved Budget	Forecast	58.33%	Budget vs. forecast
INCOME							
A0 - Reserves carried over	163,737.94	163,737.94	-	163,737.94	163,737.94	100.00 %	Actual c/f
A1 - HMRC VAT refund	-	-	-	22,000.00	25,000.00	0.00 %	Estimate based on all projects being completed - claim Oct & March
A2 - Precept	100,000.00	100,000.00	-	100,000.00	100,000.00	100.00 %	No increase on previous year
A3 - HCC Lengthsman scheme	-	-	-	1,100.00	1,100.00	0.00 %	matched funding
A4 - Burials & grave purchases	20,450.00	18,958.33	1,491.67	28,000.00	32,500.00	62.92 %	Actual higher than predicted, forecast revised + £2.5K cem toilet
A5 - Allotment rents	3,656.50	3,656.50	-	3,800.00	3,800.00	96.22 %	Based on 20-21 income
A6 - Admin income	1,758.13	2,041.67	(283.54)	6,500.00	3,500.00	50.23 %	Calendar sales; misc. income £1K; reduction due to covid + £1700 insurance reimbursement for floor;
A7 - Other income	1,950.00	1,950.00	-	-	1,950.00	100.00 %	Donations for picnic benches
Total INCOME	291,552.57	290,344.44	1,208.13	325,137.94	331,587.94	87.93 %	
EXPENDITURE							
B Admin Costs							
B1 - HALC - Fee/NALC Levy	748.37	748.37	-	800.00	750.00	99.78 %	Increase from 2020-21
B2- LCDA room hire, adverts, etc	100.00	408.33	308.33	1,600.00	700.00	14.29 %	Reduction due to covid
B3 - Lengthsman	300.00	1,166.67	866.67	2,000.00	2,000.00	15.00 %	£1K funded by HCC grant
B4 - Payroll costs	14,500.81	14,641.67	140.86	25,100.00	25,100.00	57.77 %	Based on 20-21 plus 1%
B5 - Grant allocations	10,342.15	8,764.44	(1,577.71)	12,500.00	12,500.00	82.74 %	reduction to £1K donation for local causes & £11.7K B/F tfrom Ineos grant for office modifications
B6 - Office costs	3,906.40	3,906.40	-	5,000.00	5,000.00	78.13 %	no rent for new office in 2021-22 financial year - increased costs due to office move initial set up £1K for IT hardware renewal £1K other
B7 - Misc/Expenses/HMRC/Audit	14,249.79	15,827.50	1,577.71	17,000.00	18,500.00	77.03 %	HMRC payments £9K, expenses £1K, audit £1K, misc £2K; ; 2K insurance; calendar £2K;

Total Admin Expenditure	44,147.52	45,463.38	1,315.86	64,000.00	64,550.00	68.39 %	<i>Increase to forecast due to IT hardware renewal,</i>
C Cemetery Costs							
C1 - Electricity	785.45	875.00	89.55	1,500.00	1,500.00	52.36 %	<i>Estimate based on 20-21</i>
C2 - Grounds maintenance	10,126.00	9,916.67	(209.33)	17,000.00	17,000.00	59.56 %	<i>Mint Gardens Limited - no increase on hourly rate plus other one off payments to contractors</i>
C3 - NFDC rates	444.70	444.70	-	2,700.00	445.00	99.93 %	<i>Based on 20-21 plus 2% - no rates on chapel</i>
C4 - Miscellaneous	9,059.15	9,059.15	-	15,000.00	15,000.00	60.39 %	<i>General maintenance & remembrance day £1K ; £9060 toilet; £5K painting of chapel</i>
Total Cemetery Expenditure	20,415.30	20,295.52	(119.78)	36,200.00	33,945.00	60.14 %	<i>Reduction to forecast due to no further NFDC rates</i>

BUDGET TO MONTH 6 % = 50	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget to date	Variance	Approved Budget	Forecast	50.00%	Budget vs. forecast
EXPENDITURE							
D Allotment Costs							
D1 - Utilities	666.37	583.33	(83.04)	1,000.00	1,000.00	66.64 %	<i>water costs</i>
D2- Grounds maintenance	1,410.00	3,150.00	1,740.00	3,500.00	5,400.00	26.11 %	<i>Mint Gardens including lengthsman, £1K track & numbering, £800 hedging £1.2 fencing</i>
D3 - Miscellaneous	697.00	583.33	(113.67)	1,000.00	1,000.00	69.70 %	<i>ie Ground rent, general maint</i>
Total Allotments Expenditure	2,773.37	4,316.67	1,543.30	5,500.00	7,400.00	37.48 %	<i>Under forecast due to no works being completed on fencing & hedging</i>
E Recreation Costs							
E1 - Forestry Commission rent	650.00	650.00	-	700.00	650.00	100.00 %	
E2- Grounds maintenance	1,615.00	4,258.33	2,643.33	3,500.00	7,300.00	22.12 %	<i>3.5K for Mint; £2.8K for trees ; 1,7K for fencing/paths</i>

E3 - Miscellaneous	3,111.00	2,916.67	(194.33)	350.00	5,000.00	62.22 %	annual inspections (350), general maint; increase by £2.5K for CCTV and ground works to install + £2K for picnic benches
E4 - Playground	75,429.72	75,429.72	-	76,000.00	79,000.00	95.48 %	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	1,865.58	2,625.00	759.42	4,500.00	4,500.00	41.46 %	b/f from 2020-21
Total Recreation Expenditure	82,671.30	85,879.72	3,208.42	85,050.00	96,450.00	85.71 %	Increase to forecast due to playground, CCTV picnic benches
F Amenities Costs							
F1 - Grounds maintenance	1,588.00	5,250.00	3,662.00	9,500.00	9,000.00	17.64 %	Includes £6.5K ringfenced from developers contribution
F2- Village Walks	-	116.67	116.67	200.00	200.00	0.00 %	
F3 - NFDC dog bins	313.14	361.67	48.53	620.00	620.00	50.51 %	
F4 - Miscellaneous	344.59	4,083.33	3,738.74	7,000.00	7,000.00	4.92 %	Estimate - includes £1K for bus shelter & £5.5K for tree works, new paths to recreation
Total Amenities Expenditure	2,245.73	9,811.67	7,565.94	17,320.00	16,820.00	13.35 %	Significantly under forecast due to no expenditure on developers contribution balance of £6.5K and no works completed on tree works and paths
G - VAT to be reclaimed	23,503.09	23,503.09		22,000.00	25,000.00		
Total VAT	23,503.09	23,503.09		22,000.00	25,000.00		
Total EXPENDITURE	175,756.31	189,270.04	13,513.73	230,070.00	244,165.00		
Surplus balance	115,796.26			95,067.94	87,422.94		

c/f from surplus balance

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

Lyndhurst Parish Council Sept/October 2021 presented to November meeting				
Includes on line payments via bank (FPO), Debit Card (DC), Direct Debits (DD) and cheques (CHQ)				
Accounts due for payment	Payment Method	Amount	VAT	Total
Business Stream				
August water	DD	£ 197.96	£ 39.59	£ 237.55
PEAC				
Photocopier rental	DD	£ 64.04	£ 12.81	£ 76.85
NFDC				
Tree survey	FPO	£ 211.20	£ -	£ 211.20
M Whelan				
Office clean 6.9.21	FPO	£ 15.00	£ -	£ 15.00
Mint Gardens				
August garden maintenance	FPO	£ 2,105.00	£ 421.00	£ 2,526.00
M Weston				
Expenses	FPO	£ 37.97	£ -	£ 37.97
Vita Play				
Phase 3 recreation playground	FPO	£27,129.72	£ 5,425.94	£ 32,555.66
PKF Littlejohn				
Audit costs 20-21	FPO	£ 400.00	£ 80.00	£ 480.00
Digitoolbox				
Monthly service IT charge	FPO	£ 118.00	£ 23.60	£ 141.60
Wolf Data				
Photocopier meter reading charge	FPO	£ 29.53	£ -	£ 29.53
Lyndhurst Community Centre				
Room hire	FPO	£ 50.00	£ -	£ 50.00
M Whelan				
office clean 20.9	FPO	£ 15.00	£ -	£ 15.00
September payroll				
M Weston	FPO	£ 1,734.68	£ -	£ 1,734.68
C Gibbs	FPO	£ 321.97	£ -	£ 321.97
HMRC				
Qtr 2 payroll payments	CHQ	£ 2,040.98		£ 2,040.98
Earth Anchors				
Picnic tables from grant	FPO	£ 2,093.00	£ 418.60	£ 2,511.60
Choices				
A4 clip frames	DC	£ 21.03	£ 4.21	£ 25.24
Utility Warehouse				
Chapel electric	DD	£ 99.47	£ 5.28	£ 104.75
M Weston				
Expenses	FPO	£ 22.98	£ -	£ 22.98
PM Security Solutions				
CCTV	FPO	£ 458.00	£ -	£ 458.00
Mary Corbett				
Qtr 2 payroll payments	FPO	£ 31.00	£ -	£ 31.00
Forestry England				
Coles Mead & Allotment rents	FPO	£ 875.00	£ -	£ 875.00
M Whelan				

Office clean 4.10	FPO	£ 15.00	£ -	£ 15.00
Viking				
Chairs for conference room part payment	DC	£ 833.34	£ 166.66	£ 1,000.00
PEAC				
Photocopier rental	DD	£ 67.20	£ 9.65	£ 76.85
Wolf Data				
Photocopier copies used	DD	£ 23.47	£ 4.70	£ 28.17
Down to the Wood				
Trophies	DC	£ 192.00	£ 48.00	£ 240.00
Viking				
Balance of chairs	FPO	£ 744.37	£ 148.88	£ 893.25
Mint Gardens				
September works	FPO	£ 1,895.00	£ 379.00	£ 2,274.00
M Boswell				
Refund for overcharge of allotments	FPO	£ 15.00	£ -	£ 15.00
Lyndhurst Jnr Football club				
Energy costs Sept 20 - Sept 21	FPO	£ 325.58	£ -	£ 325.58
All clothing				
Speedwatch jackets	FPO	£ 180.00	£ 36.00	£ 216.00
Expenses				
M Weston	FPO	£ 20.00	£ -	£ 20.00
Office Clean				
M Whelan	FPO	£ 15.00	£ -	£ 15.00
TLC on line				
Website	FPO	£ 22.20	£ -	£ 22.20
Digitoolbox				
Monthly service IT charge	FPO	£ 118.00	£ 23.60	£ 141.60
Digitoolbox				
Replacement computer for clerk	FPO	£ 799.00	£ 159.80	£ 958.80
TLC on line				
Calendar	FPO	£ 1,400.00		£ 1,400.00
Viking				
Office stationery	FPO	£ 77.44	£ 11.40	£ 88.84
October Payroll				
M Weston	FPO	£ 1,734.48		£ 1,734.48
C Gibbs	FPO	£ 321.97		£ 321.97
Utility warehouse				
Cemetery electricity	FPO	£ 110.87	£ 5.85	£ 116.72
TOTALS		£46,981.45	£ 7,424.57	£ 54,406.02

Bank Reconciliation - 01.09.2021 - 30.09.2021	
Opening Balance - 01.09.2021	£ 111,867.28

New Income	£ 52,405.00
Sub-total	£ 164,272.28
Payments made	£ 41,074.60
Total	£ 123,197.68
Balance at 31.08.2021	£ 123,197.68

Bank Reconciliation - 01.10.2021 - 31.10.2021	
Opening Balance - 01.10.2021	£ 123,197.68
New Income	£ 5,930.00
Sub-total	£ 129,127.68
Payments made	£ 13,331.42
Total	£ 115,796.26
Balance at 31.10.2021	£ 115,796.26

Lyndhurst Parish Council

Finance Report 2021-22 up to P7 October 2021 for presentation at November meeting

Income

Approved Budget £325,137.94 (including reserves c/f of £163,737.94)

Actual expenditure to P7 £291,552.57

Forecast £331,587.94

Increase of £6,450 due to:-

- £1770 previously reported
- £3000 increase in VAT refund
- £2000 increase with burials
- Reduction £300 in forecast for miscellaneous income

Approved Income for portfolio holders

- Burials £28K
- Allotment rent £3.8K
- Admin £6.5K

Expenditure

Approved Budget £230,070

Actual expenditure to P7 £175,756.31

Forecast £244,165

Increase of £14,095 due to:-

Admin/Office

Approved Budget £64,000

Actual expenditure to P7 £44,147.52

Forecast £64,550

Cemetery

Approved Budget £36,200

Actual expenditure to P7 £20,415.30

Forecast £33,945

- Saving of £2,255 due to savings with NFDC forecasted rates due to office relocation.
- Note - this budget includes £5K to complete painting works within the chapel and this work must be completed by March 2022 for costs to be taken from the current year's budget

Allotments

Approved Budget £5,500

Actual expenditure to P7 £2,773.37

Forecast £7,400

Increase of £1900 due to:-

- £1.1K saving Grounds maintenance – lower charges
- £1K increase for track works and numbering of plots
- £800 increase costs for hedging works
- £1.2K increase costs for replacement fences

Recreation

Approved Budget £85,050

Actual expenditure to P5 £82,671.30

Forecast £96,450

Increase of £11,400 due to:-

- Grounds maintenance, savings of £700 for Mint Gardens, increase of £3K for tree works; £1.5K for fencing and path – Overall increase of £3.8K
- Miscellaneous - £2.5K for CCTV and groundworks, £2K picnic benches – Overall increase of £4.6K
- £3K increase for playground
- Note - £3K has been allocated for repairs to the skate ramp – works not yet carried out

Amenities

Approved Budget £17,320

Actual expenditure to P7 £2,245.73

Forecast £16,820

- £500 savings on ground maintenance
- Note - £5.5K has been allocated for paths and tree works on piece of land leading up to football ground which is in the process of being leased. If this land does not complete within this financial year, we will make savings of the above amount which will need to be c/f into the next financial year.

VAT - £3K increase on refunds

Prepared by Carole Gibbs,

RFO

3rd November 2021

Draft annual budget 2022-23 - Lyndhurst Parish Council

BUDGET			
Details	Approved Budget 2021-22	Draft budget 2022-23	Notes
			Budget vs. forecast
INCOME			
A0 - Surplus carried over	163,737.94	88,000.00	Projected c/f
A1 - HMRC VAT refund	22,000.00	15,000.00	Estimate based on all projects being completed
A2 - Precept	100,000.00	105,000.00	£5K increase on previous year
A3 - HCC Lengthsman scheme	1,100.00	1,100.00	matched funding
A4 - Burials & grave purchases	28,000.00	28,000.00	Estimate
A5 - Allotment rents	3,800.00	3,800.00	Based on 21-22 income
A6 - Admin income	6,500.00	2,000.00	Calendar sales; misc. income; prior year had £4.5K for cemetery toilet
Total INCOME	325,137.94	242,900.00	
EXPENDITURE			
B Admin Costs			
B1 - HALC - Fee/NALC Levy	800.00	800.00	Estimate
B2- LCDA room hire, adverts, etc	1,600.00	1,000.00	Estimate
B3 - Lengthsman	2,000.00	2,000.00	£1K funded by HCC grant
B4 - Payroll costs	25,100.00	32,220.00	Based on 20-21 plus 2% for 21-22 and 1% for 22-23; 3 x months sals for handover new clerk £5.5K
B5 - Grant allocations	12,500.00	2,500.00	donation for local causes & platinum jubilee; previous year had £10K Ineos grant for office move
B6 - Office costs	5,000.00	2,500.00	Photocopier/IT/office cleaning. Rent will be £8k pa from 2024
B7 - Misc/Expenses/HMRC/Audit	17,000.00	32,700.00	HMRC payments £10K, expenses £1K, audit £1K, misc £3K; £15K dragons teeth pikes hill; remembrance day £700 (marshalls?) £2K calendar
Total Admin Expenditure	64,000.00	73,720.00	
C Cemetery Costs			
C1 - Electricity	1,500.00	1,500.00	Estimate based on 20-21
C2 - Grounds maintenance	17,000.00	17,000.00	Mint Gardens Limited -currently no increase on hourly rate plus other one off payments to contractors
C3 - NFDC rates	2,700.00	-	No rates following office relocation
C4 - Miscellaneous	15,000.00	7,500.00	General maintenance £1300, chapel cleaning monthly £1.2K; memorial stone checks annual rolling programme £5K
Total Cemetery Expenditure	36,200.00	26,000.00	

D Allotment Costs			
D1 - Utilities	1,000.00	1,300.00	water costs
D2- Grounds maintenance	3,500.00	4,000.00	£2K Mint Gardens; hedging cut £800; £1200 fencing;
D3 - Miscellaneous	1,000.00	2,500.00	ie Ground rent, general maint; £1K allotment numbering signs
Total Allotments Expenditure	5,500.00	7,800.00	
E Recreation Costs			
E1 - Forestry Commission rent	700.00	700.00	
E2- Grounds maintenance	3,500.00	3,500.00	
E3 - Miscellaneous	350.00	13,500.00	CCTV £1K; paths/fencing/tree maintenance £10K; other £1K; bridge in woodlands £1.5K
E4 - Playground	76,000.00	1,500.00	mainteance and annual inspections
E5 - Football ground	4,500.00	23,700.00	£4.5K b/f from 2021-22 - legal costs; hire of temp toilets £1.2K; £10K donation towards new sports pavillion; £8K gravel footpath/equipment for muga, benches
Total Recreation Expenditure	85,050.00	42,900.00	
F Amenities Costs			
F1 - Grounds maintenance	9,500.00	9,500.00	Includes £6.5K ringfenced from developers contribution
F2- Village Walks	200.00	200.00	
F3 - NFDC dog bins	620.00	700.00	
F4 - Miscellaneous	7,000.00	1,500.00	Estimate - for bus shelter and seating
Total Amenities Expenditure	17,320.00	11,900.00	
G - VAT paid out	22,000.00	15,000.00	
Total VAT	22,000.00	15,000.00	
Total EXPENDITURE	230,070.00	177,320.00	
Surplus balance	95,067.94	65,580.00	

We will need to adjust draft budget figures to incorporate unspent expenditure items from 2021-22 which are ringfenced to be carried forward. This will also adjust the surplus c/f

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		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

ACTIVITIES AND ACTIONS	LEAD PERSONNEL	BUDGET	TIMESCALE
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
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
Assist allotment holders to provide picnic benches in Community Orchard	MW		Spring/Summer 2021
AMENITIES (George Bisson)			
New village signage	GB	£2,000+	2021-2022 - ongoing
Trees at Great Mead using NFDC environment grant	GB/MW		Spring 2021
History Exhibition	MW/AT/CW	£100	January 2022
CEMETERY & REMEMBRANCE (Adrian Wiltshire)			
Redecorate the Chapel	AW/MW		
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
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	CW	£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
PLANNING (Graham Reeve)			
Production of Village Design Statement	GR		On-going

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD BY AT LYNDHURST COMMUNITY CENTRE
ON TUESDAY 23 NOVEMBER 2021**

Present: Councillors G Reeve (Chairman), C Read, G Bisson, T Dunning, B Preddy and S Se-Upara.

In Attendance: David Williams, NFNPA Planning Enforcement Manager
Mrs M Weston, Clerk to the Council
Two members of the public (part of the meeting)

1. Presentation by David Williams, Planning Enforcement Manager, NFNPA

David Williams, as Planning Enforcement Manager at NFNPA, began by explaining that most of their work involved reacting to complaints, which they looked at, although they may not prove to be planning issues. They receive reports on between 350 and 380 possible breaches each year and the NFNPA go on to challenge between 270 and 300, with 180 live cases at the present time, some of which may go forward as planning applications. The Enforcement Department also monitor such items and agricultural ties and ensure compliance. They look at mitigations contributions and also at camp sites. They have a duty to investigate reports although it is a discretionary power and they follow national policy guides. They investigate possible listed building breaches and infringements and control of advertisements. David Williams explained that he sits on the Encroachment Working Party with representation from other interested parties, such as Forestry England. They monitor minerals and waste sites. They have to prove wider public harm with ensue if enforcement was not applied and most enforcement notices are appealed. In extreme cases they issue stop notices. Lawful development certificates give immunity from enforcement action and there are certificates of lawful development and certificates of proposed development. Notices issued included planning contravention notice for a breach, eg outbuildings and AirB&B, Temporary Stop Notices (28 days) and untidy site notices (Section 215). Injunctions can be issued if quick action is required and planning enforcement orders and powers exist for direction action. Holiday accommodation is a problem, as are field shelters that become permanent and engineering operation such as hard surface track. It should be noted that planning enforcement is not a quick fix and the enforcement team are reliant of the public and parish and town councils to notify them of any changes.

Councillor Reeve asked whether Parish Councils could have input in whether a reported enforcement case should have to go for planning permission and David Williams said he would look into this. Councillor Dunning said there would soon be a major development in the village at the former Lyndhurst Park Hotel and asked if the Parish Council could have some involvement in traffic management during the course of the work.

Discussion also took place on the fact that Planning Enforcement Notices appear on property searches but are not generally in the public domain.

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

None

3. Apologies for Absence

Apologies for absence were received from C Willsher (unwell) and B Stratford (work commitments). All reasons for non-attendance were accepted by the Committee present at the meeting

4. Declarations of Interest

None.

5. Minutes of the Previous Meeting:

RESOLVED: That the minutes of the meeting held on 26 October 2021 are received and noted.

It was noted that since the date of the last meeting further information had been brought to the attention of the Committee regarding the proposed development at Camphill, Emery Down (00925). Previously a recommendation of refusal had been given by LPC but this had been amended to show a recommendation of refusal but to allow an Officer decision under delegated powers.

6. Matters Arising

NFNPA Status

[Application No 00717 – Coombe Cottage, Pinkney Lane](#)

Replacement garage (demolition of existing)

Granted

[Application No 00735 – 14 The Meadows](#)

First floor extension over garage and partial conversion of garage to create additional living accommodation

Awaiting decision

[Application No 00754 – 60A High Street](#)

Application for a Certificate of Lawful Development for 2no replacement windows to front elevation of first floor flat

Awaiting decision

[Application No 00714 – Lime Wood Hotel, Beaulieu Road](#)

Pumping station site and discharge area of proposed sewage pumping main relocation (variations to PP 19/00685)

Awaiting decision

[Application No 00721 – Fox and Hounds, 22 High Street](#)

Freestanding timber frame structure with covered walkway; store

Awaiting decision

[Application No 00722 – Fox and Hounds, 22 High Street](#)

Freestanding timber structure and covered walkways; store (Application for Listed Building Consent)

Awaiting decision

[Application No 00753 – The Shilling, Sandy Lane](#)

Application to vary condition 3 of PP 00324 for single storey extension to link house and garage; conversion of part of garage to provide indoor swimming pool to allow minor material amendment

Awaiting decision

[Application No 00827 – Ridge House, Beaulieu Road](#)

Replacement domestic outbuilding (demolition of three outbuildings); replacement agricultural machinery building (demolition of one outbuilding); reinstate and extend track and hardstanding outside domestic curtilage

Awaiting decision

[Application No 00855 – Burlington House, Beaulieu Road](#)

Alterations to former Coach House to create ancillary accommodation and garage space

Awaiting decision

[Application No 00794 – Huntsmans Keep, Gosport Lane](#)

Detached garage

Awaiting decision

[Application No 00795 – Woodlands, Pikes Hill](#) Awaiting decision
Extensions and alterations to 5no existing flats; associated parking and landscaping

[Application No 00817 – Site of Lyndhurst Park Hotel, 78 High Street](#) Awaiting decision
Application to vary condition 2 of Planning Permission 20/00252 to allow retention of temporary 2.6m high hoarding boards and gates until 22 October 2022

[Application No 00837 – Deerleap Cottage, Pikes Hill Avenue](#) Awaiting decision
Single storey extension, first floor extension including addition of pitched roof, creation of covered entrance; render

[Application No 00925 – Camphill Cottage, Emery Down](#) Awaiting decision
2no air source heat pumps

7. 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	Description	Briefing Note Status	Consultation Expiry Date Status
Application No 00841 <u>6 Shrubbs Hill Gardens</u>	Replacement fence	On website	Expires 24.11.21
VED: To recommend that permission be granted. The proposals are within the defined village envelope and would not have an impact on the dwelling or neighbour amenities. Unanimous decision.			
Application No 00935 <u>The End House, Pikes Hill Avenue</u>	Single storey extension	On website	Expires 25.11.21
RESOLVED: To recommend that permission be granted. The proposals lie within the defined village envelope, balance well with the existing building and there would be no adverse impact on the street scene. There would be no impact on neighbour amenity. Unanimous decision.			
Application No 00944 <u>The Queens House, High Street</u>	Extensions to existing car park; installation of 12no electric vehicle charging points; 1no outbuilding; repositioning of 2no floodlights; 7no illuminated bollards; associated works (Application for Non-Material Amendment to PP 19/00861	On website	Expires 01.12.21

RESOLVED: To recommend that permission is granted. The change outlined is to the cycle shed and there would be no impact on the street scene or environment. Unanimous decision.

Application No 00975 Roe Beech, Beaulieu Road	Creation of pond with jetty and associated landscaping	No website	Expires 17.12.21
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RESOLVED: To recommend that permission is granted. The application does not lie within the Conservation Area or defined village envelope. The proposals would not be visible from the road and therefore there would be no impact on the street scene. The proposals would be beneficial to wildlife and would assist the wildlife corridor. However it should be noted that the wrong Local Plan had been quoted in that the proposals lie within the NFNPA and not NFDC for planning purposes.

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

Application No CONS/21/0583 – 9 Queens Road

Beech – fell; Cypress(x2) – fell; Laurel and Pitisporum group – fell; Mixed Hedge – prune; Pitisporum – fell; Willow – fell

Application No CONS/21/0588 – Okeover, 12 Forest Gardens

Lime(x3) – repollard every 2-3 years over an extended 10 year consent

Application No CONS/21/0596 – Sundew Cottage, Beaulieu Road

Oak(x3) – prune

Application No R14/15/21/0599 – Field Opposite The Old Vicarage, Emery Down

Walnut - fell

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

Application No CONS/21/0542 – 25 Queens Road

Group of mixed tree species (Holly, Beech, Laurel, Hornbeam, Sweet Chestnut) – prune

Oak (shown as T1 on plan – not protected but shown for information only) – prune

Laurel (shown as T2 on plan is exempt works – included for information only) - prune

12. Date of next Meeting

The next Planning Committee meeting would be held on 21 December 2021.

It was noted that the important planning application for the former Lyndhurst Park Hotel had now been granted with our Planning Committee Chairman, Graham Reeve, attending the NFNPA Planning Committee meeting to make a support in support of the application.

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

Chairman _____

Date _____

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD BY AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 21 DECEMBER 2021

Present: Councillors G Reeve (Chairman), C Read, G Bisson, S Se-Upara, B Stratford and C Willsher.

In Attendance: Mrs M Weston, Clerk to the Parish Council

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

None

2. Apologies for Absence

Apologies for absence were received from T Dunning (unwell) and B Preddy (prior appointment). All reasons for non-attendance were accepted by the Committee present at the meeting

3. Declarations of Interest

Councillor Stratford declared an interest in Application No 00810 as the applicant was a member of his family. He did not vote on this application. The Chairman declared an interest in Application No 01024 as he was a personal friend of the applicant's family.

4. Minutes of the Previous Meeting:

RESOLVED: That the minutes of the meeting held on 23 November 2021 are received and noted.

5. Matters Arising

NFPA Status

[Application No 00735 – 14 The Meadows](#)

Granted

First floor extension over garage and partial conversion of garage to create additional living accommodation

[Application No 00754 – 60A High Street](#)

Awaiting decision

Application for a Certificate of Lawful Development for 2no replacement windows to front elevation of first floor flat

[Application No 00714 – Lime Wood Hotel, Beaulieu Road](#)

Awaiting decision

Pumping station site and discharge area of proposed sewage pumping main relocation (variations to PP 19/00685)

[Application No 00721 – Fox and Hounds, 22 High Street](#)

Awaiting decision

Freestanding timber frame structure with covered walkway; store

[Application No 00722 – Fox and Hounds, 22 High Street](#)

Awaiting decision

Freestanding timber structure and covered walkways; store (Application for Listed Building Consent)

[Application No 00753 – The Shilling, Sandy Lane](#)

Granted

Application to vary condition 3 of PP 00324 for single storey extension to link house and garage; conversion of part of garage to provide indoor swimming pool to allow minor material amendment

[Application No 00827 – Ridge House, Beaulieu Road](#)

Granted

Replacement domestic outbuilding (demolition of three outbuildings); replacement agricultural machinery building (demolition of one outbuilding); reinstate and extend track and hardstanding outside domestic curtilage

<u>Application No 00855</u> – Burlington House, Beaulieu Road Alterations to former Coach House to create ancillary accommodation and garage space	Awaiting decision
<u>Application No 00794</u> – Huntsmans Keep, Gosport Lane Detached garage	Granted
<u>Application No 00795</u> – Woodlands, Pikes Hill Extensions and alterations to 5no existing flats; associated parking and landscaping	Granted
<u>Application No 00817</u> – Site of Lyndhurst Park Hotel, 78 High Street Application to vary condition 2 of Planning Permission 20/00252 to allow retention of temporary 2.6m high hoarding boards and gates until 22 October 2022	Temporary permission granted
<u>Application No 00837</u> – Deerleap Cottage, Pikes Hill Avenue Single storey extension, first floor extension including addition of pitched roof, creation of covered entrance; render	Granted
<u>Application No 00925</u> – Camphill Cottage, Emery Down 2no air source heat pumps	Granted
<u>Application No 00841</u> - 6 Shrubbs Hill Gardens Replacement fence	Granted
<u>Application No 00935</u> - The End House, Pikes Hill Avenue Single storey extension	Granted
<u>Application No 00944</u> - The Queens House, High Street Extensions to existing car park; installation of 12no electric vehicle charging points; 1no outbuilding; repositioning of 2no floodlights; 7no illuminated bollards; associated works (Application for Non-Material Amendment to PP 19/00861)	Raise objections
<u>Application No 00975</u> - Roe Beech, Beaulieu Road Creation of pond with jetty and associated landscaping	Awaiting decision

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	Description	Briefing Note Status	Consultation Expiry Date
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Application No 00810 - <u>53 High Street</u>	Replacement shopfront	On website	23 December 2021
RESOLVED: To recommend refusal of the application. The application does not comply with Policies SP16, SP17, DP2 of DP18A. The proposals are considered detrimental to the street scene and the historic element of the High Street. Unanimous decision.			
Application No 00967 - <u>Knowsley Cottage, 14 Clay Hill</u>	Attached double car port and shed	On website	29 December 2021
RESOLVED: To leave the decision to the NFNPA Officers under delegated powers. The application does not lie within the defined village area or the Conservation Area but is subject to an archaeological condition. The proposals comply with Policy SP17 and there would be no detrimental impact on neighbour amenities or the street scene. A note would be added to the Planning Officer recommending compliance with the archaeological report. 4:2 decision.			
Application No 00997 - <u>Whitemoor House,</u> <u>Southampton Road</u>	Change of use from C1 guest house to C2 residential	Requested	13 January 2022
RESOLVED: To recommend that permission be granted. There would be no detrimental effect on neighbouring properties or the street scene. Unanimous decision.			
Application No 01011 - <u>12 Pemberton Road</u>	Replacement window and roof to bay window	On website	23 December 2021
RESOLVED: To recommend that permission be granted. SP11 and SP16 compliant. There would be no detrimental effect on neighbours or the street scene. Unanimous decision.			
Application No 01024 - <u>4 The Custards</u>	One and two storey extension; roof to existing ground floor extension; 3no rooflights; internal alterations to allow habitable attic floorspace	On website	29 December 2021
RESOLVED: To recommend that permission be granted. The proposals do not reply in a Conservation Area. It was noted that there was one objection regarding overlooking of windows but this had been mitigated by the removal of one roof light and other roof lights comply with 1.7M height and would have obscured glazing. The proposals are SP16 compliant and remain below 10M ² .			
Application No 01037 – <u>The Swan Inn, Emery Down</u>	Installation and display of 2no text signs with cowl lighting; 1no sign written graphic with cowl lighting. 1no sign written graphic sign; 1no illuminated post mounted sign (Application for Listed Building Consent)		Withdrawn
Application No 01038 – <u>The Swan Inn, Swan Green</u>	Installation and display of 2no text signs with cowl lighting; 1no sign written graphic with cowl lighting. 1no sign written graphic sign; 1no illuminated post mounted sign (Application for Advertisement Consent)		Withdrawn
Application No 01052 – <u>Gardeners Cottage,</u> <u>Holmfield</u>	Single storey rear extension; demolition of existing conservatory	On website	6 January 2022

RESOLVED: To recommend that permission be granted. The proposals were considered to be an improvement and would reduce light pollution. Unanimous decision.

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

Application No CONS/21/0624 – Okefield Lodge, Beaulieu Road

Oak – prune

Application No CONS/21/0625 – Southview, Gosport Lane

Ash – prune

Application No CONS/21/0638 – High Firs, Goose Green

Conifer (x2 groups) – fell; Lawson Cypress - fell

Application No CONS/21/0664 – Hartwood House, Bournemouth Road

Hazel, Cypress, Buddleia, Holm Oak, Sycamore – prune 1x (G1) group of mixed species

Bay – prune 1x (G2) group

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

Application No CONS/21/0583 – 9 Queens Road

Beech – fell; Cypress(x2) – fell; Laurel and Pitisporum group – fell; Mixed Hedge – prune; Pitisporum – fell; Willow – fell

Raise no objections

Application No CONS/21/0588 – Okeover, 12 Forest Gardens

Lime(x3) – repollard every 2-3 years over an extended 10 year consent

Raise no objections

Application No CONS/21/0596 – Sundew Cottage, Beaulieu Road

Oak(x3) – prune

Raise no objections

9. Date of next Meeting

The next Planning Committee meeting would be held on 25 January 2022.

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

Chairman _____

Date _____

Lyndhurst and District Community Association

LYNDHURST COMMUNITY CENTRE
main car park, off High Street,
LYNDHURST, Hampshire. SO43 7NY

Tel.: 023 8028 2267



7th December 2021

Mr C Willsher
Chairman
Lyndhurst Parish Council
Lyndhurst
SO43 7NY

Dear Chris

Parish Council Rental Agreement

As I am sure you understand, the Community Centre is currently under severe financial pressure. The various lockdowns were well supported by Government Grants but the very slow and unsteady return to normal business has been debilitating and has caused us to be in a loss making position each month since reopening in July 2021. The figures are gradually improving, but we perceive an ongoing lack of confidence with our user base due to COVID, causing activity levels to remain far below the equivalent period in 2019.

The Community Centre agreed to an extremely attractive introductory arrangement in 2021 in order to encourage your office move, and I think you will agree this has proved to be very advantageous to the Parish Council both financially and logistically. Unfortunately, the same cannot now be said of the Community Centre and, after a full review, it has become apparent that the current arrangements are unsustainable.

Bearing in mind the change of circumstances since the original arrangement was made, we must ask you to consider the medium to long term benefit to both parties and request an urgent review of your special arrangement terms. In the short term may we suggest your rental payments are reset at 50% of the full contractual amount, i.e. £4,000 per annum, backdated to 1st June 2021 and valid through to 31st May 2022. In order to address our cash flow problems, and also to tie in with your financial year, we suggest that we ask for payment for 10 months, June 2021 to March 2022, payable in January 2022. This will fall due as £3,333.33 on 1st January 2022. A further payment of £666.67 for April and May 2022 will then fall due on 1st April 2022.

I am very sorry to approach you in this way but our finances are such that all options are under scrutiny. The very real prospect of our reserves becoming exhausted must now be recognised.

Anticipating your favorable response.

Yours sincerely

Jerry Rickcord
Treasurer

Lyndhurst and District Community Association

cc R. Dewing, Chairman Lyndhurst and District Community Centre

Lyndhurst and District Community Centre Parish Council Rent Review

The COVID pandemic has had a very severe effect on Community Centre finances to the extent that we are now obliged to review all areas of revenue and cost as we are consistently losing money each month. Our reserves have been reduced to the very minimum allowed by the Trustee agreed Reserves Policy and represent little more than 2 months operating expenses. Consequently, with the continuing unprecedented pandemic uncertainty, there is a real possibility the Centre may cease to continue as a going concern in 2022.

A combination of unusual circumstances have brought us to this position.

- COVID, lockdowns and a very slow return of confidence and normal activity by our user base. For example catering revenue has all but vanished, and all bookings are down by 60% compared with 2019
- Inflationary pressures on our overheads, in particular utilities
- Capital costs involved with development of the Parish Council office, Chestnut Room and Childrens Library. In the first instance this was triggered by Hampshire County Council withdrawing support for the original library

For the purpose of this paper the latter item above is our main focus of attention, and we are requesting a rent review whereby the current free of charge (all inclusive) arrangement be recognised as unsustainable. Considering the excellence and convenience of the facility, we believe an annual rental of circa £8,000 to £10,000 (all inclusive) per annum would be achieved on the open market. Of course this figure is for illustrative purposes only and our proposal is still significantly less at 50% of the lease figure; £4,000 per annum effective from 1st June 2021.

When the original arrangement was made it was on the understanding that the office and Chestnut Room would prove to be mutually advantageous. It also reflected the close relationship and working partnership we enjoy. The COVID repercussions have largely negated any room hire advantage the Community Centre should have gained and, through no fault of either of us, the benefit has become unequal and rather one sided.

The fact we are even approaching you on this subject should be seen as a measure of how grave the situation is becoming, but we do so in the same spirit of cooperation that existed when the development was first agreed. We are therefore requesting your goodwill at this difficult time in order to help secure the spirit of the longer term relationship.

The following figures will illustrate the COVID effect on Community Centre finances over the past 3 years. Please also note the very high maintenance costs incurred each year. This is largely ongoing roofing repairs to a deteriorating building. These figures would be very much higher were it not for one of our Trustees with 2 or 3 dedicated volunteers

undertaking much of the work in house. We hope we have adequately illustrated the situation we find ourselves in and we look forward to a constructive discussion.

	Community Centre Income	Of which Grants/Donations	Income from Sales
2019	£145,833	£752	£144,329
2020	£112,100	£40,943	£71,157
2021 (est)	£80,000	£33,000	£47,000

	Community Centre Expenditure	Of which Building Maintenance	Operating Costs
2019	£145,411	£17,845	£127,566
2020	£105,079	£8,327	£96,752
2021 (est)	£105,000	£16,000	£89,000

	Reserve accounts
2019	£65,476
2020	£58,892
2021	£17,600

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

BUDGET TO MONTH 9 % = 75	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget to date	Variance	Approved Budget	Forecast	75.00%	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	22,336.13	22,336.13	-	22,000.00	27,000.00	82.73 %	<i>Estimate based on all projects being completed - claim Oct & March</i>
A2 - Precept	100,000.00	100,000.00	-	100,000.00	100,000.00	100.00 %	<i>No increase on previous year</i>
A3 - HCC Lengthsman scheme	-	1,100.00	(1,100.00)	1,100.00	1,100.00	0.00 %	<i>Grant not received from HCC - Clerk making enquiries</i>
A4 - Cemetery	31,170.00	27,750.00	3,420.00	28,000.00	37,000.00	84.24 %	<i>Actual higher than predicted, forecast revised + £2K cem toilet</i>
A5 - Allotment rents	4,066.50	3,941.50	125.00	3,800.00	4,100.00	99.18 %	<i>Based on 20-21 income</i>
A6 - Admin income	3,543.13	3,000.00	543.13	6,500.00	4,000.00	88.58 %	<i>Calendar sales; misc. income £1K; reduction due to covid + £1700 insurance reimbursement for floor;</i>
A7 - Other income	1,950.00	1,950.00	-	-	1,950.00	100.00 %	<i>Donations for picnic benches</i>
Total INCOME	326,803.70	323,815.57	2,988.13	325,137.94	338,887.94	96.43 %	
EXPENDITURE							
B) Admin Expenditure							
B1 - HALC - Fee/NALC Levy	748.37	748.37	-	800.00	750.00	99.78 %	<i>Increase from 2020-21</i>
B2- LCDA room hire, adverts, etc	456.94	600.00	143.06	1,600.00	800.00	57.12 %	<i>Reduction due to covid</i>
B3 - Lengthsman	877.00	900.00	23.00	2,000.00	1,200.00	73.08 %	<i>£1K funded by HCC grant</i>
B4 - Payroll costs	18,723.36	18,724.00	0.64	25,100.00	29,000.00	64.56 %	<i>Based on 20-21 plus 1% plus two months of additional clerk at SCP 32 incl. pension costs</i>
B5 - Grant allocations	11,442.15	11,700.00	257.85	12,500.00	12,500.00	91.54 %	<i>reduction to £1K donation for local causes & £11.7K B/F tfrom Ineos grant for office modifications</i>

B6 - Office costs	4,372.96	4,373.00	0.04	5,000.00	9,000.00	48.59 %	<i>increased costs due to office move initial set up £1.5K for IT hardware renewal £1K other; £4k allocated for office rent if approved (new request)</i>
B7 - Misc/Expenses/HMRC/Audit	17,325.56	17,500.00	174.44	17,000.00	19,500.00	88.85 %	<i>HMRC payments £8.1K, exp £2.5K, audit £1K, misc £3K; 2.5K insurance; calendar £2.5K;</i>
Total Admin Expenditure	53,946.34	54,545.37	599.03	64,000.00	72,750.00	74.15 %	<i>Increase to forecast due to IT hardware renewal,</i>
C) Cemetery Expenditure							
C1 - Electricity	1,141.58	1,125.00	(16.58)	1,500.00	1,500.00	76.11 %	<i>Estimate based on 20-21</i>
C2 - Grounds maintenance	13,046.00	12,750.00	(296.00)	17,000.00	17,000.00	76.74 %	<i>Mint Gardens Limited - no increase on hourly rate plus other one off payments to contractors</i>
C3 - NFDC rates	444.70	444.70	-	2,700.00	445.00	99.93 %	<i>Based on 20-21 plus 2% - no rates on chapel</i>
C4 - Miscellaneous	9,169.15	9,059.15	110.00	15,000.00	15,000.00	61.13 %	<i>General maintenance & remembrance day £1K ; £9060 toilet; £5K painting of chapel</i>
Total Cemetery Expenditure	23,801.43	23,378.85	(202.58)	36,200.00	33,945.00	70.12 %	<i>Reduction to forecast due to no further NFDC rates</i>
D) Allotment Expenditure							
D1 - Utilities	1,008.21	1,125.00	116.79	1,000.00	1,500.00	67.21 %	<i>water costs</i>
D2- Grounds maintenance	2,350.00	3,750.00	1,400.00	3,500.00	5,000.00	47.00 %	<i>Mint Gardens , £1K track & numbering, £800 hedging £1.2 fencing</i>
D3 - Miscellaneous	697.00	750.00	53.00	1,000.00	1,000.00	69.70 %	<i>ie Ground rent, general maint</i>
Total Allotments Expenditure	4,055.21	5,625.00	1,569.79	5,500.00	7,500.00	54.07 %	<i>Under forecast due to no works being completed on fencing & hedging</i>

BUDGET TO MONTH 9 % = 75	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget to date	Variance	Approved Budget	Forecast	75.00%	Budget vs. forecast
EXPENDITURE							

E) Recreation Expenditure							
E1 - Forestry Commission rent	650.00	650.00	-	700.00	650.00	100.00 %	
E2- Grounds maintenance	1,940.00	11,250.00	9,310.00	3,500.00	15,000.00	12.93 %	2.5K for Mint; £3K for trees ; & £4K for new paths to recreation; £5.5K for new paths and tree works once football ground lease is approved
E3 - Miscellaneous	3,111.00	3,750.00	639.00	350.00	5,000.00	62.22 %	annual inspections (350), general maint; increase by £2.5K for CCTV and ground works to install + £2K for picnic benches
E4 - Playground	75,514.72	75,514.72	-	76,000.00	79,000.00	95.59 %	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	1,865.58	3,375.00	1,509.42	4,500.00	4,500.00	41.46 %	b/f from 2020-21
Total Recreation Expenditure	83,081.30	94,539.72	11,458.42	85,050.00	104,150.00	79.77 %	Increase to forecast due to playground, CCTV picnic benches
F) Amenities Expenditure							
F1 - Grounds maintenance	1,693.00	6,225.00	4,532.00	9,500.00	8,300.00	20.40 %	Includes £6.5K ringfenced from developers contribution
F2- Village Walks	-	150.00	150.00	200.00	200.00	0.00 %	
F3 - NFDC dog bins	626.28	626.28	-	620.00	626.00	100.04 %	
F4 - Miscellaneous	344.59	750.00	405.41	7,000.00	1,000.00	34.46 %	Estimate - includes £1K for bus shelter
Total Amenities Expenditure	2,663.87	7,751.28	5,087.41	17,320.00	10,126.00	26.31 %	Significantly under forecast due to no expenditure on developers contribution balance of £6.5K and no works completed on tree works and paths
G) - VAT to be reclaimed	24,832.29	24,091.44		22,000.00	26,000.00		
Total VAT	24,832.29	24,091.44		22,000.00	26,000.00		
Total EXPENDITURE	192,380.44	209,931.66	17,551.22	230,070.00	254,471.00		
Surplus balance	134,423.26			95,067.94	84,416.94		

c/f from surplus balance 2020-21

	£10,000	office modifications
benches, toilet	£14,000	cemetery projects
	£50,000	Coles Mead playground
	£5,500	treeworks, footpaths

Total	£4,500	Football ground lease & legal costs
	£84,000	

Lyndhurst Parish Council
Finance Report 2021-22 up to Period 9 December 2021
for presentation at January 2022 meeting

Income

Approved Budget £325,137.94 (*including reserves c/f of £163,737.94*)

Actual income to P9 £326,803.70

Forecast £338,887.94

Increase from approved budget to revised forecast of £13,750 due to:-

- £5000 increase in VAT refunds
- £9000 increase under cemetery income due to increased burials than predicted and donation for toilet
- £2000 increase under other income due to donations for picnic benches
- £2500 reduction under admin income due to covid
- £300 increase under allotment income

Approved Income for portfolio holders

- Burials £28K
- Allotment rent £3.8K
- Admin £6.5K

Expenditure

Approved Budget £230,070

Actual expenditure to P9 £192,380.44

Forecast £254,471

Increase of from approved expenditure to revised forecast of £24,401 due to:-

Admin/Office

Approved Budget £64,000

Actual expenditure to P9 £53,946.34

Forecast £72,750

Increase of £8750 due to:-

- £4K built in for office rent as a new request from Community Centre (assuming approval)
- £800 reduction on Lengthsman costs
- £4K increase with payroll due to new clerk appointment
- £1.5 increase due to IT replacement and office expenses

Cemetery

Approved Budget £36,200

Actual expenditure to P9 £23,801.43

Forecast £33,945

- Saving of £2,255 due to savings with NFDC forecasted rates due to office relocation.
- ***Note - this budget includes £5K to complete painting works within the chapel and this work must be completed by March 2022 for costs to be taken from the current year's budget***

Allotments

Approved Budget £5,500

Actual expenditure to P9 £4055.21

Forecast £7,500

Increase of £2K due to:-

- £1.5K increase Grounds maintenance for track & hedge works, replacement fencing and numbering of plots
- £500 increase in water costs

Recreation

Approved Budget £85,050

Actual expenditure to P9 £83,081.30

Forecast £104,150

Increase of £19.1K due to:-

- Grounds maintenance – increase of £6K for further tree works and new paths to recreation ground from Southampton Road– **Note £7K allocated for all tree works and new paths – works not yet carried out**
- £5.5K has been allocated for paths and tree works (moved from Amenities budget) on piece of land leading up to football ground which is in the process of being leased.
Note If this land does not complete within this financial year, we will make savings of £5.5K which will need to be c/f into the next financial year.
- Miscellaneous - £2.5K for CCTV and groundworks, £2K picnic benches – Overall increase of £4.6K
- £3K increase for playground
- **Note - £3K has been allocated for repairs to the skate ramp – works not yet carried out**

Amenities

Approved Budget £17,320

Actual expenditure to P9 £2,663.87

Forecast £10,126

Saving of £7.2K due to

- £1.2K savings on ground maintenance
- £5.5K has been allocated for paths and tree works on piece of land leading up to football ground moved to recreation budget as it was allocated incorrectly
- £500 savings under miscellaneous

VAT - £4K increase on refunds

The above would give the parish council a surplus of £84,417 however if projects do not go ahead ie

- | | |
|----------------------------|--------|
| • Developer's contribution | £6.5K |
| • Chapel painting works | £5K |
| • Recreation paths/trees | £12.5K |
| • Skate ramp repairs | £3K |
| • Total | £27K |

The above projected surplus could be increased to £112K

Prepared by Carole Gibbs, RFO

January 2022

Lyndhurst Parish Council Nov/Dec 2021 payments presented to January 2022 meeting				
Includes on line payments via bank (FPO), Debit Card (DC), Direct Debits (DD) and cheques (CHQ)				
Accounts due for payment	Payment Method	Amount	VAT	Total
Prime Acoustics				
Further work on soundproofing	FPO	£ 775.00	£ -	£ 775.00
Office Cleaning				
M Whelan 1.11	FPO	£ 5.00	£ -	£ 15.00
Mint Gardens				
October garden maintenance	FPO	£ ,865.00	£ 373.00	£ ,238.00
PEAC				
December photocopier rental	DD	£ 64.04	£ 12.81	£ 76.85
British Legion				
2 x poppy wreaths	CHQ	£ 34.00	£ -	£ 34.00
Morrisons				
Expenses	DC	£ 42.00	£ -	£ 42.00
Lyndhurst Community Centre				
Incidentals for chairs	FPO	£ 56.94	£ -	£ 56.94
Office cleaning				
M Whelan 15.11	FPO	£ 15.00	£ -	£ 15.00
NFDC				
GIS mapping	FPO	£ 137.50	£ -	£ 137.50
Digitoolbox				
Monthly IT charges	FPO	£ 129.14	£ 25.82	£ 154.96
Prime Acoustics				
Acoustic works to door	FPO	£ 325.00	£ -	£ 325.00
TLC				
VE day leaflets	FPO	£ 300.00	£ -	£ 300.00
Advertiser & Times				
Job vacancy advert	FPO	£ 331.00	£ 66.20	£ 397.20
Indeed				
Job vacancy advert	FPO	£ 15.01	£ -	£ 15.01
Viking				
Office supplies	FPO	£ 99.36	£ 19.87	£ 119.23
Lyndhurst Community Centre				
Room bookings x 3	FPO	£ 150.00	£ -	£ 150.00
HMRC				
Historical PAYE non payment from 2017	FPO	£ 629.30	£ -	£ 629.30
NFDC				
Annual cuts Gurneys Mead	FPO	£ 417.00	£ 83.40	£ 500.40
Utility Warehouse				
Cemetery energy Nov	DD	£ 138.81	£ 7.25	£ 146.06
November Salaries				
M Weston	FPO	£ 1,734.68	£ -	£ 1,734.68
C Gibbs	FPO	£ 351.93	£ -	£ 351.93
Indeed				
Advert for clerk post	DC	£ 186.64	£ -	£ 186.64
Lyndhurst Community centre				

what's on charges	FPO	£ 15.00	£ -	£ 15.00
M Whelan				
Office clean 29.11	FPO	£ 15.00	£ -	£ 15.00
TLC On line				
reprint of calendars	FPO	£ 835.96	£ -	£ 835.96
Lyndhurst Village Decorations				
Xmas tree	FPO	£ 350.00	£ -	£ 350.00
PEAC				
Photocopier rental	FPO	£ 64.04	£ 12.81	£ 76.85
Wolf Data				
Photocopier copies used	FPO	£ 21.35	£ 4.27	£ 25.62
Mint Gardens				
November grounds maintenance	FPO	£ 2,585.00	£ 517.00	£ 3,102.00
New Forest Furniture & Signs				
Sign for cemetery car park	FPO	£ 110.00	£ 22.00	£ 132.00
Digitoolbox				
December IT charges	FPO	£ 128.00	£ 25.60	£ 153.60
S Piper				
Winner of photo competition	FPO	£ 100.00	£ -	£ 100.00
M Whelan				
Office clean 13.12	FPO	£ 15.00	£ -	£ 15.00
Hags				
Adult gym equipment inspection	FPO	£ 85.00	£ 17.00	£ 102.00
NFDC				
Dog bins	FPO	£ 313.14	£ 62.63	£ 375.77
Lyndhurst Community Centre				
Room hire x 3	FPO	£ 150.00	£ -	£ 150.00
Business stream				
Allotment water 16.8 - 10.12	DD	£ 341.84	£ 68.36	£ 410.20
December Salaries				
M Weston	FPO	£ 1,734.68	£ -	£ 1,734.68
C Gibbs	FPO	£ 401.26	£ -	£ 401.26
Utility Warehouse				
December energy costs	DD	£ 217.32	£ 11.17	£ 228.49
TOTALS		£15,294.94	£ 1,329.19	£ 16,624.13

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.11.2021 - 30.11.2021	
Opening Balance - 01.11.2021	£ 115,796.26
New Income	£ 29,391.13
Sub-total	£ 145,187.39
Payments made	£ 8,214.06
Total	£ 136,973.33
Balance at 30.11.2021	£ 136,973.33

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.12.2021 - 31.12.2021	
Opening Balance - 01.12.2021	£ 136,973.33
New Income	£ 5,860.00
Sub-total	£ 142,833.33
Payments made	£ 8,410.07
Total	£ 134,423.26
Balance at 31.12.2021	£ 134,423.26

Existing Defibrillators in the Lyndhurst area

Note: Please see pdf document attached to email.

Information in association with request for grant aid from Lyndhurst Workmen's Club

1. Lyndhurst Golf Club - Inside clubhouse
2. New Forest Small School - PAD 24/7
3. Lyndhurst Community Centre - PAD 24/7
4. Lyndhurst Surgery-inside opening hours only.
5. Tesco - indoors opening hours only 0700-2300.
6. The Oak PH, Bank - PAD 24/7.
7. Scout Hut - PAD 24/7 (to be installed).
8. Hartwood House - reception 24/7
9. Fenwick Health Centre-indoors, opening hours only.

PAD stands for 'public access defibrillator' which are those that are in a box on the outside of a building, such as at the community centre.



Draft Memorial Management Policy

1 Introduction

- 1.1 Lyndhurst Parish Council is responsible for public safety in Bolton's Bench Cemetery, Lyndhurst. To discharge this responsibility a programme of regular inspection and testing will be undertaken. A Faculty will be obtained for the inspection and remedial work, if required.
- 1.2 This Policy defines the measures which will be taken in terms of publicity before inspections, method of testing and remedial work.

2 Publicity

- 2.1 The proposed inspection will be publicised by means of a notice in "What's On", the monthly magazine of Lyndhurst Community Centre and via the Council's website and social media accounts and by posters on village noticeboards and at the Cemetery.

3 Risk Assessment

- 3.1 The memorials most likely to be hazardous will be prioritised in the inspection routine; this could be relevant to their location in the cemetery, design and age of the memorial. The method of making safe will be considered, relative to the level of risk potentially posed by each memorial, both to members of the public and to council staff, e.g., some memorials may only be safe if laid down.

4 Method of Testing

- 4.1 Individuals conducting each inspection will have attended an ICCM Memorial Inspection training session.
- 4.2 The testing will be by means of a visual inspection at first, followed by a manual push/pull test to establish the stability or otherwise, of each memorial. 25kg is the weight recommended to be used for testing.
- 4.3 Inspections will be done section by section and individual memorials will be recorded.
- 4.4 Any remedial action required will be recorded along with the identifying details.
- 4.5 No mechanical device such as a Topple Tester will be used.

5 Size of Memorials

- 5.1 Up to 625 mm in height:
 - Visual inspection and hand test.
 - Re-inspect within maximum of five years.
- 5.2 Between 625 mm and 1.5 m in height:
 - Visual inspection and hand test.
 - If movement is found but the memorial is stable.
 - Re-inspection will be carried out within two years.
- 5.3 Over 1.5m in height:
 - Visual inspection and hand test.
 - If concerns are raised, area will be cordoned off and a professional opinion sought if appropriate.

- Re-inspect within maximum of five years.

6 Classification or Action Required

6.1 Priority 1: RED

- Immediate action to be taken to make the memorial safe and stop anyone accessing it.

6.2 Priority 2: AMBER

- Memorial is not an immediate danger but not fully stable and will therefore need to be monitored every 12 months to assess further deterioration.

6.3 Priority 3: GREEN

- Memorial is perfectly stable and safe; re-inspect in a maximum of 5 years' time.

7 Remedial Work

7.1 Minor remedial work will be carried out by the Parish Council, such as infilling of earth behind a memorial which is securely seated in the ground but has slight forward/backward motion due to earth shrinkage around it. Some mortar/mastic replacement will be carried out where this is necessary and feasible.

7.2 Any memorials which cannot be immediately made safe will be staked or cordoned off, if appropriate, but in extreme cases will be laid flat on the grave to which they refer, with inscriptions facing upwards to remove any safety risk.

7.3 Memorials such as old large stone crosses are likely to present the main problem due to their inherent instability and weight.

7.4 Memorial masons remain responsible for the safety of memorials they install for six years. In the case of a recent memorial the mason will be contacted to repair the memorial rather than the family. It is anticipated that any memorial identified as unsafe will be repaired within 18 months.

8 Contacting the Family

8.1 The Clerk will attempt to contact the family concerned to request that they instruct a NAMM/BRAMM memorial mason to reinstate memorials in need of repair which are less than thirty years old. Should contact not be successful or the family be unwilling, the Council will take the steps necessary to ensure public safety. This could include staking and strapping, installing as a monolith and/or laying flat.

8.2 Large memorials will not be reinstalled due to future instability concerns and likely disproportionately high cost. These memorials are usually the oldest ones and therefore the least likely for which family can be traced.

9 Frequency and Recording of Inspections

9.1 Routine inspections of memorials will be carried out annually to detect and deal with minor repairs before they become more serious. Not all memorials will be inspected every year, a rolling programme will be implemented, each memorial being inspected at least every five years. A digital system will be used to record the findings.



Draft Procurement Policy

10 Introduction

- 10.1 Every contract by the Council or person acting on its behalf shall comply with this Procurement Policy, the Parish Council's Standing Orders and Financial Regulations. These regulations cover, amongst other things, the number of quotations to be sought and the tendering procedures.
- 10.2 The purpose of this policy is to provide guidance on the factors that will be considered when purchasing goods and services.
- 10.3 A contract is an agreement between the Council and an individual or organisation for that individual or organisation to provide works, goods or services (including the engagement of consultants) for which the Council will provide consideration.
- 10.4 Exempt from the requirements of these rules are contracts relating solely to the disposal or acquisition of land; employment contracts; and individual agency contracts for the provision of temporary staff.
- 10.5 Persons involved in the awarding of a contract on behalf of the Council must ensure that best value for money is obtained. Before commencing a procurement, it is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs. The best use of purchasing power shall be sought by aggregating purchases wherever possible.
- 10.6 Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council where they are satisfied that the exception is justified in special circumstances. Every exception and reason therefore shall be recorded.

11 Local Contractors Preferred

- 11.1 The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible, subject to Section 12 below.

12 Competence of Contractors and Due Diligence

- 12.1 The Council will only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.
- 12.2 All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety Policy and any rules specific to the site of operation, for example Cemetery Regulations. Provision of suitable risk assessments and method statements will be a condition of all such contractors.
- 12.3 The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.

13 Equality and Sustainability

- 13.1 The Council recognises the importance of sustainability and will consider the environmental, social and economic impacts of its purchasing decisions.

13.2 The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will, wherever possible, purchase products that protect biodiversity, for example peat-free compost.

13.3 The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

14 Prompt payment of invoices

14.1 The Council understands the importance of paying suppliers promptly and will, wherever possible, settle accounts within a maximum of 30 days, or earlier, by agreement. To comply with current legislation, all payments (apart from petty cash payments) will be made by BACS transfer or cheque.

15 Pre-approval of contractors

15.1 In respect of contracts that may be exempt from the Public Contracts Regulations 2015¹, the Council needs to have access to pre-approved contractors to supply routine services or who can be called on to provide emergency services, including but not limited to:

- Electricians
- General builders
- Glaziers
- Grass and hedge cutting contractors
- Grave diggers
- Groundworkers
- Locksmiths
- Memorial masons
- Plant hirers
- Play equipment repairers
- Plumbing and heating engineers
- Tree surgeons
- Vehicle and machinery service engineers

15.2 Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form (See Appendix A).

15.3 The register of approved contractors will be reviewed periodically.

16 Best value

16.1 Normally the Council will accept the quotation, estimate or tender that provides best value for money, however, the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so.

17 Purchases on account

17.1 The Council may maintain monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised in advance.

18 Specifications

¹ s135 (3) gives Councils the power to exempt contracts below £25,000 from a tendering exercise (see also NALC LTN 87 - Para 9).

18.1 Enquiries and invitations to Tender shall be based on a written specification. The specification shall adequately describe the requirement procedure in sufficient detail to enable effective procurement in accordance with these rules.

19 Contracts below £5,000 but above £500

19.1 While not obliged to seek competitive tenders for works below £5,000, where there are opportunities for competitive savings, 3 quotations shall be sought (subject to Para 7 above). For purchases below £500 quotes may be sought in order to achieve price comparisons.

20 Contracts between £5,000 and £25,000

20.1 Written quotations must be sought by not less than three individuals or organisations that could undertake the contract.

21 Contracts above £25,000

21.1 A public notice must be made setting out particulars of the contract and inviting persons interested to apply, within a period of not less than 10 days, for opportunity to tender.

21.2 After the expiration of the period specified in the public notice Invitations to Tender shall be sent to not less than four individuals or organisations that could undertake the contract (or, if fewer than four apply, to those that are suitable).

21.3 Tenders to be submitted and opened in accordance with Para 14 below.

21.4 Contract Procedure Rules 8 and 9 shall not apply to the following but wherever possible, alternative quotations shall be obtained:

- a) Purchase by auction or at public fairs
- b) Contracts involving special technical, scientific or artistic knowledge
- c) Contracts comprising spare or replacement parts of existing machinery or plant or repairs to such machinery or plant
- d) Urgent situations as agreed with the Chair of the Council where the Council is put at significant risk or significant costs could be incurred by not taking urgent remedial action.

21.5 Every written contract shall specify:

- a) The work, materials, matters or things to be furnished, had or done:
- b) The price to be paid, with a statement of discounts or other deductions (if any); and
- c) The time or times within which the contract is to be performed.

21.6 Every contract which exceeds £25,000 and is either for the execution of work or the supply of goods or materials shall provide for payment of liquidated damages by the contractor in case the terms of the contract are not performed.

21.7 Contracts over the value of £25,000 shall comply with Articles 109 to 114 of the Public Contracts Regulations 2015 as explained in NALC Legal Topic Note 87 regarding the advertising of contracts and the use of the "contract finder" website.

22 Submissions of Tenders: Procedures for contracts above £25,000

22.1 Where an invitation to tender is made, such invitation to tender shall state the general nature of the intended contract and the Responsible Financial Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitations shall in addition state that tenders must be addressed to the Responsible Financial Officer in the ordinary course of post. Each tendering firm shall be

supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed dates for opening tenders for the contract.

- 22.2 The tenders shall be kept in the custody of the appropriate nominated person until the time and date specified for their opening.
- 22.3 Tenders shall be opened by the Responsible Financial Officer in the presence of at least one councillor. Tenders shall be date stamped and signed on all pages containing price information.
- 22.4 Quotations and tenders may be received electronically provided they are kept in a separate secure folder under the control of the Responsible Financial Officer which is not to be opened until the deadline has passed for receipt of tenders.

23 Acceptance of Quotations and Tenders

- 23.1 The tender that offers best value to the Council shall be accepted. Each tender shall be evaluated for the price and quality to ascertain the most economically advantageous tender. Local companies should be encouraged to apply.
- 23.2 For procurements over £25,000 the questions and scoring systems used shall be written before tenders are received. The basis of this exercise shall be explained in any invitation to tender documentation.
- 23.3 Where the authorised person considers it in the best interest of the Council, they may negotiate with the tenderers whose tenders are being considered for acceptance. No negotiation on contracts whose value is in excess of £25,000 can take place without reference to the Chair of the Council. Any negotiations which would distort competition is expressly forbidden.
- 23.4 Where arithmetical errors are found in any tender, the tenderer shall have the error pointed out to them and be offered the opportunity to stand by their original tender, or their corrected tender, or withdraw it.

24 Signing and Sealing of Contracts

- 24.1 Every successful quotation/tender shall be accepted in writing, provided that contracts as the solicitors to the Council shall determine shall be set out in a formal contract document.

25 Nominated Sub-Contractors and Suppliers

- 25.1 Where a sub-contractor or supplier is to be nominated to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules.

26 Contracts Record

- 26.1 A record of all contracts in excess of £25,000 in value placed by the Council shall be kept by the Clerk.
- 26.2 This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and the contract period. This is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained.

27 Contract Management

- 27.1 For contracts exceeding £25,000, project management shall be adopted, using industry agreed project management framework and standards as appropriate to the work being undertaken (for example, but not limited to, PRINCE2, PMI, RIBA, RICA). This expertise may be purchased by the Council – e.g. quantity surveyors. Suppliers will be expected to demonstrate their Project Management competency and qualifications.

28 Contract Variations

28.1 Any necessary instructions to vary a contract shall be made in writing by the Clerk or persons responsible for supervising the contract. Where a variation occurs during the currency of the contract that is material and cannot be met from within the original contract sum an immediate report shall be made to the Council who shall decide what further action is necessary.

29 Bonds, Guarantees and Insurances

29.1 For procurement projects where the spend is greater than £25,000 consideration must be given as part of the pre-qualification assessment and evaluation process as to whether a performance bond and/or parent company guarantee (if applicable) shall be required from the successful tenderer.

29.2 Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance requirements for each contract.

30 Termination of contracts

30.1 The Council reserves the right to terminate any contract immediately where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.

31 Compliance with other relevant legislation

31.1 In cases where any law, statutory instrument of Government regulation is found to be at variance with any section of this policy, then that shall be applied and this document shall be amended accordingly.

32 Status of this Policy

32.1 This Policy was approved in January 2023 and will be monitored and reviewed periodically, or in response to changes in legislation.

Appendix A

APPLICATION FOR INCLUSION ON LYNDHURST PARISH COUNCIL'S APPROVED CONTRACTOR LIST

Name of Business:	
Business address:	
	Postcode:
Telephone:	
Email:	
Website:	
Services provided:	

Years in business:	
Memberships / Professional bodies	
Declarations	<p>I understand that the Council requires me to hold Public Liability Insurance for contracts which involve working on Council sites for a minimum of £10,000,000.</p> <p>I confirm that I will supply a copy of my PLI policy schedule annually at renewal.</p> <p>I am aware that I am required to comply with the Council's health and safety and equality policies.</p>
Signature:	
Date:	
Name:	
Position:	

Please email completed form to clerk@lyndhurst-pc.gov.uk

COMMUNITY SPEEDWATCH - LYNDHURST 2021

Day of survey	Average speed	Speeders over 30/40	Letters sent	Volume	Highest speed	Site Location 40 mph road
04/05/2021	32.0	161	31	291	48	Southampton Rd
14/05/2021	31.7	129	21	253	46	Southampton Rd
19/05/2021	31.5	170	20	287	52	Goose Green
26/05/2021	32.0	150	31	255	47	Southampton Rd
02/06/2021	31.4	135	24	245	46	Southampton Rd
11/06/2021	34.4	6	0	111	43	Beaulieu Road
16/06/2021	36.6	18	4	98	51	Beaulieu Road
23/06/2021	31.6	121	33	201	45	Chapel Lane
30/06/2021	31.5	80	23	148	53	Chapel Lane
07/07/2021	31.3	188	24	349	56	Goose Green
15/07/2021	30.8	119	23	290	47	Southampton Rd
21/07/2021	31.0	115	22	238	59	Southampton Rd
28/07/2021	31.0	125	21	266	74	Southampton Rd
30/07/2021	32.4	101	34	160	44	Chapel Lane
04/08/2021	32.1	233	23	368	44	Southampton Rd
06/08/2021	31.7	373	17	532	48	Romsey Road
11/08/2021	32.5	220	37	325	54	Goose Green
18/08/2021	31.1	86	24	182	47	Chapel Lane
18/08/2021	30.3	104	20	267	41	Chapel Lane
25/08/2021	32.1	145	24	228	47	Southampton Rd
26/08/2021	29.6	55	8	189	42	Southampton Rd
08/09/2021	31.0	125	34	244	43	Chapel Lane
10/09/2021	31.5	108	26	194	44	Chapel Lane
15/09/2021	31.2	99	24	227	49	Southampton Rd
17/09/2021	30.3	129	28	340	47	Chapel Lane
29/09/2021	31.4	89	25	179	50	Southampton Rd
30/09/2021	31.0	183	18	468	44	Shrubbs Hill Rd
06/10/2021	31.0	239	24	450	42	Goose Green
07/10/2021	31.6	126	18	201	40	Romsey Road
13/10/2021	30.6	141	23	324	44	Southampton Rd
20/10/2021	30.3	31	1	70	43	Chapel Lane 15 min
21/10/2021	30.9	89	24	199	44	Chapel Lane
11/11/2021	31.3	70	31	163	58	Chapel Lane
17/11/2021	30.8	93	12	217	44	Southampton Rd
19/11/2021	32.1	323	23	488	43	Romsey Road
24/11/2021	30.3	66	6	175	48	Southampton Rd
01/12/2021	30.8	183	24	364	43	Goose Green
02/12/2021	31.6	92	29	173	50	Chapel Lane
15/12/2021	27.7	33	8	176	43	Chapel lane
16/12/2021	30.5	141	17	264	39	Romsey Road

LYNDHURST PARISH COUNCIL

CALENDAR EXPENDITURE (2022 EDITION)

Printing	£1,400
Competition Prize	£ 100
Envelopes	<u>£ 81</u>
Total	<u>£1,581</u>

CALENDAR INCOME

Grant from Councillor Heron	£1,000
Advertising	£450
Sales	<u>£40</u>
Total	<u>£1,490</u>

Cost to Parish Council for 2022 **£ 91**

Platinum Jubilee Event

Minutes of meeting held 25/11/2021

Present

Parish Councillors – Barbara Preddy, Krissie Read, Fiona Green, Trevor Dunning, Jeannie Smith, Graham Reeve, Jim Green.

Lyndhurst Scouts – Julie Mair, Andy Chatwin

New Forest Rotary – Steve Timms

History Project - Angela Trend

Apologies – Lisa Kaldura

Matters arising

1. Update re venue – TD and FG reported that the football club are happy for us to use both venues for the event
2. Numbers of marquees available – Scouts happy to provide pitch and take down tents.
Marquee sizes
2 @ 3m x 8m
2 @ 4m x 12m
1 @ 4m x 10m
2 @ 15ft x 30ft
1 @ 15ft x 15ft
3. Bunting – bunting requests sent to local organisations with sizes and instructions.
Templates available from Parish office.
Ice cream van - KR sourcing
Bar – TD reported that The Stag are happy to run the bar for the event.
4. Stalls confirmed –
Tea / Coffee, cakes Scouts and Guides
Childrens crafts – Baptist Church
Fruit stall
BBQ – hopefully football club
Drama Society – promotional stall probably unmanned
Hopefully the list will grow as more people join in.
5. Baking competition KR – Victoria Sponge, apple Pie, Scones. Divided into age groups.
Children's cupcake competition
Garden plate – in age groups. KR organising
6. History Display. JS / AT. Initial meeting had by JS & AT and ideas coming along well. Request to go out asking for photographs of the village from locals that can be used in the display.
Display board needed for the day – ideas of asking NFDC, Queens House, Local Schools / companies offered. JS to follow up.
7. Security and Parking – John Howell will head this team.
PCSO to be contacted to hopefully attend.
8. 1st Aid – GR reported that Rapid Responder Simon Tidby will provide 1st Aid.
Toilets – JG organising portaloos for the event.

9. Entertainment. BP to approach School. Liam White will definitely sing.
Other ideas, choir, Morris dancers, maybe short play from Drama Group
10. Sports Event – Steve Timms has kindly offered to find out if the Rotary Club will run this.
11. Flyer for What's On in January – TD offered to do this.

Date of next meeting

January 13th Lyndhurst Community Centre 7.30