

# MINUTES OF A MEETING OF LYNDHURST PARISH COUNCIL HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 9 MAY 2017 COMMENCING AT 7.15 PM

Present: Councillors M Rollé (Chairman), the Revd C Wilkins (Vice Chairman), Dr P Burrows, Dr E Chell, T Dunning, F Green, K Kaljura, S Se-Upara, A Trend and A Wiltshire

Locum Clerk/RFO: Mrs M Weston

In attendance: Eight members of the public

## 1. Election of Chairman

The Clerk asked for nominations for the position of Chairman for the ensuing year.

**RESOLVED:** That, having indicated that he would be willing to stand, Councillor Rollé is elected Chairman of Lyndhurst Parish Council for the year commencing May 2017.

## 2. Election of Vice Chairman

The Chairman asked for nominations for the position of Vice Chairman for the ensuing year.

**RESOLVED:** That, having indicated that she would be willing to stand, Councillor the Revd Dr Wilkins is elected Chairman of Lyndhurst Parish Council for the year commencing May 2017.

## 3. Disclosures of Interest

None.

## 4. Apologies for Absence

Apologies for absence were received from Councillors G Bisson and P Wyeth (also in the capacity of District Councillor).

## 5. Public Participation

None.

## 6. Review of Committee Structure and Appointment of Committees

The Committee structure was altered as follows:

Allotment Committee – Councillors Wiltshire, Dunning and Kaljura

Amenities Committee – Councillors Bisson, Burrows, Green, Kaljura, Trend and Wyeth.

Cemetery Committee – Councillors Wiltshire, Rollé, Burrows, Green, Trend and Wilkins.

Planning Committee – Councillors Chell, Bisson, Burrows, Dunning and Se-Upara.

Recreation Committee – Councillors Rollé, Dunning, Green, Mr Kaljura and Trend

Chairman and Vice Chairman to be invited to attend all Committees. A quorum will consist of two Councillors and the Clerk.

## **7. Appointment of Representatives to Outside Bodies**

Village Decorations Committee – Councillor Bisson  
Public Transport – the Locum Clerk/RFO if deemed necessary  
Village Twinning Committee – Councillor Trend  
Lyndhurst Welfare Charities – Councillors Trend and Wyeth  
NFALC – Councillor Bisson  
Chamber of Trade – Councillors attending in other capacities to report as necessary  
New Forest Consultative Panel – Chairman and Vice Chairman  
NFNPA Quadrant meetings – Councillor Bisson and the Vice Chairman  
Royal British Legion – Councillor Wiltshire  
Community Speedwatch – Councillor Se-Upara

Action: All Councillors to report back to full LPC meetings on their representation at meetings of the above organisations

## **8. Review of Financial Regulations**

**RESOLVED:** That the amendments to the financial regulations as outlined by the Clerk be accepted and attached to the minutes of this meeting.

## **9. Review of Inventory for Land and Assets**

A table showing an inventory of land and assets was drawn to Councillors attention.

**RESOLVED:** That a replacement costing for the Chapel be sought and, if necessary, the figure be amended.

Action: Locum Clerk/RFO

## **10. Transparency Legislation and Data Protection**

The Clerk explained that new legislation would mean amendments to the Parish Council's present policies and procedures and these would be drawn to Councillors' attention at a future meeting.

Action: Locum Clerk/RFO

## **11. Minutes**

The minutes of the Parish Council meeting held on 11 April 2017 were approved as a true and accurate record.

## **12. Matters Arising**

Councillor Trend reported that the plaques had now been attached to the Arthur Phillip seat in the public open space. The Locum Clerk/RFO asked if the seat had received a coat of wood preservative yet and Councillor Trend reported that it was imminent.

Councillor Burrows reported that the telephone box at Bank now had the information boards installed and that the village would look to putting the box to good use as a focal point.

Action: Councillor Burrows to co-ordinate with residents.

### 13. Committee Meetings

The minutes of the following Committee meetings held since the date of the last meeting were submitted:

*Amenities Committee Meeting – 18 April 2017*

**RESOLVED:** That the minutes of the Amenities Committee held on 18 April be agreed as a true and accurate record.

*Planning Committee Meeting – 25 April 2017*

Councillor Chell reported that the Planning Committee had received an informative presentation from NFNPA Tree Officer Nik Gruber and felt that the Committee now had a better understanding of their remit in this direction.

**RESOLVED:** That the minutes of the Planning Committee held on 25 April 2017 be agreed as a true and accurate record.

### 14. Parish Champion

The Chairman reported that this year's Parish Champion was Mrs Jenny Green and the award was being presented for the enormous amount of work Jenny had undertaken over a great many years with both the Lyndhurst Drama Society and Lyndhurst Community Centre.

Jenny accepted the award, thanking everyone and giving a brief resumé of her work, which included an association of over 50 years with the Drama Society.

### 15. Locum Clerk's Report

The Clerk presented the Statement of Income and Expenditure for the Parish Council for the financial year commencing 1 April 2016 and gave the following report:

"Having been employed as a locum clerk from 25 January until now I thought it wise to give a report on progress since my return, particularly as the three months I was asked to work has now expired.

"The accounts are in order and all administration work is now up to date, including the Cemetery. The new cemetery map is now also available on the website. Minutes of all meetings are compiled and are now on the website. However, income and expenditure during the time I was not in post has not been shown and this cannot take place in the existing minutes as they have already been authorised. I suggest that we show full income and expenditure on line once the accounts have been audited. Another suggestion is that the Clerk have a debit card. This is because I am ordering increasingly online to get the most competitive prices and have to use my own debit and credit cards.

With regard to the pending office move, I realise that this is an added expense for the Parish Council but feel it is well warranted. Some of the problems that occurred after I left would not have happened if there had been a proper transition between Clerks by having someone in place learning the role over a period of time. Whoever takes over from me as Clerk will need to take holidays and may occasionally be ill. I have never really been able to take a holiday as we have two main meetings a month which need preparation, attending and actioning – at the moment all by one person. I would like to see the Parish Council reducing the number of hours worked by the Clerk and employing an Admin Officer on a part-time basis to help cover the office and holidays/sickness and be trained to take over as Clerk/RFO. I know you may not want to compare us with other parish councils but the fact remains that this is done elsewhere. From our point of view I can only repeat what I was told during my handover from the previous Clerk in that had she stayed she would need her hours increasing to 30 a week and some part time assistance too.

Further news on the office is that we will be taking it over shortly and the Chairman can update on that. I hope I have managed to secure second hand office furniture from INEOS but this is a new development and I have yet to look at it or make a floor plan for the office. This is an exciting time in the history of LPC and will enable an increase in efficiency and interaction with our residents.

The website does need an update and this is in hand. Unfortunately it is taking longer than planned because of all the increased work TLC has taken on with the General Election.

Previously I have highlighted the need for an agreed formal checklist of all facets of where Councillors envisage the Parish Council will be going in the future – a five or ten year continuity plan so that, in simple terms, everyone will be on the same page regardless of length of service.

There has been criticism that not everything undertaken by the Parish Council is discussed at Parish Council meetings. We are now of such a size that it is impossible to discuss absolutely everything that we do unless we meet more regularly or have more Committees. I have found it difficult to get sufficient Councillors to attend Committee meetings so do not feel this would work. I can only suggest that if any Councillor feels that something has not been properly discussed and a resolution passed it should be drawn to the notice of the Clerk and/or Chairman who can decide what action to take. With new transparency regulations we must remain open to scrutiny in everything we do. There are legal requirements to publish meeting minutes on our website and provide a local service and performance data. All items of spending above £500 must be published. We adhere to this by publishing all items of income and expenditure in our minutes together with cheque numbers. We also publish a monthly bank reconciliation. I believe that standing orders need to be updated and, if possible, the number of items on the Agenda should be reduced. Meetings should be timed so that they do not last more than two hours and this could be easily achieved”.

## **16. Environmental Equipment**

The Chairman reported that it was widely accepted that there was a pollution problem within the village, particularly in the High Street, with emission and particulate levels being a problem. Diffusion tubes were already being employed but there were better ways to monitor acid gases and environmental equipment could be purchased or rented. There was a need to position equipment at a lower level and to gain independent data. The Chairman highlighted a letter from the Chair of the Board of Governors at the Infant School voicing concerns. As well as outdoor equipment further equipment could be placed inside the new Parish Council office for a cost of approximately £200. Councillor Wilkins said she could develop a mobile app. Councillor

Burrows felt there was a need to eventually lobby for a low emission zone. Councillor Trend said she would welcome a report in plain English that everyone could understand.

**RESOLVED:** That all these ideas be taken forward with particular emphasis on purchase of the required equipment and inviting a representative from the Infant School to a future Parish Council meeting.

Action: Chairman and Vice Chairman

#### 17. Welland Road Update

It was reported that the Residents Committee had now furnished the Locum Clerk with a list of businesses who used entrances in Wellands Road for the delivery of goods.

**RESOLVED:** That these businesses will be invited to a meeting with two/three Parish Councillors, representatives from local residents and following the meeting a list of ideas and possible solutions will be drawn up.

The parking issue would continue to be pursued with Hampshire County Council and it was agreed that County Councillor Edward Heron would be copied into correspondence.

Action: Initially Clerk/RFO

#### 18. Lyndhurst Park Hotel

Councillor Wilkins reported that she and the Locum Clerk had been pursuing the possibility of local listing for the building with NFNPA but had so far been unsuccessful in gaining their support. Councillor Green suggested asking NFNPA for an update on their thinking for the site and the Chairman felt that the Parish Council should be pursuing their own plan.

**RESOLVED:** That Councillors study the draft local plan to see what had been suggested as a possible use for the Lyndhurst Park Hotel and its grounds and take the matter forward from there.

Action: All

#### 19. Green Streets Initiative Update

Councillor Chell said there was action that could be taken in conjunction with the Infant School and outside the Parish Council office. There was also an opportunity to place decorative trees, etc on the green areas at the bottom of Wellands Road in order to prevent inappropriate parking although it was recognised that permission would have to be sought from Hampshire County Council as the Highway Authority.

The Parish Council could become more proactive regarding tree management with NFNPA and the recent visit from Tree Officer Nik Gruber had shown they would be willing to discuss local situations. There was a need to build this project up gradually.

#### 20. County Councillor's Report

In the absence of County Councillor Heron there was no County Councillor's report.

## 21. District Councillor's Report

In the absence of District Councillor Wyeth there was no District Councillor's report.

## 22. Arthur Phillip Report

Councillor Trend reiterated that the plaques had been placed on the bench today and this was timely as there was a group of visitors coming over from Australia later this month, who would be met by Len Cornell, Steve Timms and Maureen Powell. Another group would follow later.

## 23. Correspondence

The Locum Clerk reported that since the date of the last meeting all items of correspondence received by email and requiring the attention of Councillors had been forwarded by email and further action had not been requested by any of the Councillors.

The following correspondence had also been received and was now brought to the Parish Council's attention:

**NFDC** – Correspondence asking if the Parish Council would be interested in an instructor/taster session/class organised by the District Council to show the local community how to use the outdoor fitness equipment properly. The Locum Clerk/RFO had accepted the offer.

**NFDC** – Correspondence indicating that the District Council would once again be running children's events in the summer holidays and enquiring whether the Parish Council would like to participate. The Locum Clerk/RFO had accepted the offer.

**NFDC** – Correspondence from James Knight inviting the Clerk to a meeting to discuss future arrangements for CCTV. A meeting date was awaited.

## 24. Accounts

### (a) To consider accounts paid and due for payment since the date of the last meeting

The Locum Clerk/RFO presented the accounts as follows:

#### Income received since last meeting to current account

Precept	37000.00		37000.00
Cemetery Fees	3000.00	0.00	3000.00
<b>Total</b>	<b>40000.00</b>	<b>0.00</b>	<b>40000.00</b>

#### Cheques requiring endorsement

<i>Cheque no</i>		Net	VAT	Total
2562	K Bennett	1504.64	0.00	1504.64
	<i>Allot/Rec/Cem/phone box Maint</i>			

## New payments by cheque

Cheque no

2563	Lyndhurst & District Community Assoc	95.50	0.00	95.50
	<i>Room hire x 3/Cem ad/signs</i>			
2564	NFDC	100.00	0.00	100.00
	<i>GIS contribution</i>			
2565	Mrs M Weston	2,546.51	44.56	2,655.18
	<i>Locum Clerk Salary/Expenses</i>			
2566	Awarded2U	69.95	13.99	83.94
	<i>Achievement Award</i>			
2567	RGR Memorials & Little Angels	55.00		55.00
	<i>Reimbursement re headstone</i>			
2568	TLC Online	100.00		100.00
	<i>Web Maintenance - 3 months</i>			
<b>Total cheques payment</b>		<b>4471.60</b>	<b>58.55</b>	<b>4594.26</b>
Direct debit payment - Utility Warehouse		9.42	0.00	9.42
<b>Total payments</b>		<b>4481.02</b>	<b>58.55</b>	<b>4603.68</b>

## (b) To receive a financial report and bank reconciliation

### Financial Summary at date of meeting

	<b>Opening Balance</b>	<b>129074.59</b>
	New income	40000.00
	<b>Sub-total</b>	<b>169074.59</b>
less	Uncleared cheques	0.00
	<b>Sub-total</b>	<b>169074.59</b>
less	Payments to be made	4603.68
	<b>Closing Balance</b>	<b>164470.91</b>

## 25. Chairman's Insignia of Office

Councillor Se-Upara stated that he felt that the Chairman of the Parish Council should have a more appropriate insignia of office.

The Chairman reported that the jeweller in the High Street, Christopher Stephens, had intimated that he would be prepared to design and produce one.

**RESOLVED:** That the Chairman enquire again as to whether this would be possible and, if so, the likely cost involved.

Mrs Trend asked if it would be possible to have badges for Councillors.

**RESOLVED:** That the Locum Clerk ask the Manager of the Community Centre for details of the badges that they had recently acquired.

**26. Insurance for Remembrance Sunday**

Councillor Wiltshire had previously given the Locum Clerk a copy of a letter from the Royal British Legion which stated that they were not prepared to assume responsibility for insurance of public Remembrance Sunday events. It was noted that insurance was necessary for such occasions. It was also noted that the RBL Lyndhurst Section were at present financing the two bands that marched on Remembrance Sunday at a cost of £100. The Locum Clerk reported that the Parish Council had adequate cover for the Remembrance Sunday Parade already in place.

**RESOLVED:** That the Parish Council assume responsibility for insurance.

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

There were no reports from representatives of outside bodies.

Councillor Dunning said he would be interested to see any old photographs of the Chapel when the bell was still installed as he hoped that it might be reinstated. Councillor Trend said she would find the architect's details and see if there were any old photographs. Councillor Wiltshire stated that he would prefer to see money and time dedicated to providing a toilet within the Chapel, which would have to include an extension.

**28. Dates for Future Committee Meetings**

Recreation Committee	To be arranged (Saturday am)		Recreation Ground
Planning Committee	Tuesday 23 May	7.15 pm	Community Centre
Cemetery Committee	Friday 16 June	4.00 pm	St Margaret's Chapel

**29. Items for Discussion at the Next Meeting**

Items brought forward from the May Agenda.

Any items brought to the Clerk's attention by Monday 5 June 2017

**30. Exclusion of the Public and Press**

**RESOLVED:** That in accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings Act 1960 the Press and public are excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted. Public interest would not be served in disclosing this information. The exclusion relates to Minute 22 only.

At this point in the meeting the Locum Clerk/RFO left the meeting in order that further discussion could take place on Agenda Item 31.

**31. Staffing Matters**

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



\_\_\_\_\_Chairman

\_\_\_\_\_Date