

## **MINUTES OF A MEETING OF LYNDHURST PARISH COUNCIL HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 12 SEPTEMBER 2017 COMMENCING AT 7.15 PM**

Present: Councillors the Revd Dr C Wilkins (Vice Chairman), Dr P Burrows, T Dunning, F Green, S Se-Upara, A Trend and P Wyeth

Clerk/RFO: Mrs M Weston

In attendance: Nine members of the public (part of the meeting)  
Carolyn Griffiths (Press) (part of the meeting)

### **67. Disclosures of Interest**

The Chairman reminded Councillors of their responsibility to declare an interest in any matter on the Agenda where they might be considered to have a prejudicial interest. There were no declarations of interest in Agenda items.

### **68. Apologies for Absence**

Apologies for absence were received from Councillors G Bisson, K Kaljura, M Rollé and A Wiltshire.

### **69. Presentation regarding Public Open Space in Lyndhurst Car Park (Story Pole)**

This item was cancelled until further information became available.

### **70. Public Participation**

A resident from Kings Close expressed concern at the amount of on road parking taking place. It was noted that years ago there had been a cattle grid in place and this would have deterred this situation from arising but it had been removed due to complaints of noise from residents and the instances of motorists leaving cars in this road and other roads in the village had become progressively worse. The criteria for yellow lines cannot be met in Kings Close. Councillor Wyeth, in her capacity of District Councillor and Councillor Heron, also in the same capacity would be meeting with the NFDC Team and would discuss the matter. If there was a residents' only parking scheme this would have to be financed by the residents.

The traffic situation in Emery Down was brought to Councillors' attention and Councillor Wyeth said she had a proposal which she would enlarge on under Agenda Item 9 (Minute 74).

A resident was concerned regarding the continued lack of a Post Office and it was explained that an individual would like to take over but this was proving difficult and the matter was being taken up with Dr Julian Lewis, MP for resolution although it was noted that this could take up to a year.

### **71. Minutes**

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

### **72. Matters Arising**

None

### 73. Committee Meetings

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

Planning Committee – 25 July and 22 August 2017  
Allotment Committee – 24 July 2017

### 74. Accounts

(a) The accounts paid and due for payment since the July meeting were presented as follows:

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

Utility Warehouse			
Allotment Fees	32.00		32.00
Lengthsman Payment (HCC)	1100.00		1100.00
Cemetery Fees	5790.00		5790.00
<b>Total</b>	<b>6922.00</b>	<b>0.00</b>	<b>6922.00</b>

#### **Cheques requiring endorsement**

<i>Cheque no</i>		Net	VAT	Total
2596	K Bennett <i>Rec/Cem/Allot/GtMead</i>	2923.00		2923.00
2597	Homewright <i>Office Lighting</i>	786.81		786.81
2598	Westwood Building <i>CemMaterials re shed</i>	1434.60		1434.60
2599	TLC <i>Signage/leaflets</i>	619.17		619.17
2600	RTS Fencing <i>Great Mead drain clearance</i>	320.00	64.00	384.00
2661	Lyndhurst & District Community Assoc <i>Ad/Storage/Plan mtg/PC mtg x2</i>	386.50		386.50
2662	HALC <i>Cllr and Clerk courses</i>	130.00	26.00	156.00
2663	Waterside Blinds <i>Office Blinds</i>	563.00	112.60	675.60
2664	Information Commissioner <i>Data Protection registration</i>	35.00		35.00
2665	TLC <i>Web maintenance/VIP hosting fee</i>	148.00		148.00
2666	M Weston <i>Clerk's Salary and Expenses</i>	2444.11	40.67	2444.11
2667	K Bennett <i>Cem/GtMead/Rec/Allot/L'man/Office</i>	3789.00		3789.00

#### **New payments by cheque**

*Cheque no*

2668	Lyndhurst & District Community Assoc <i>Advertisement re Allotments</i>	16.00		16.00
2669	Christopher Hoare Tree Services Ltd <i>Treework in Recreation Ground</i>	270.00	54.00	324.00
1670	Gravity Engineering Ltd <i>Skatepark Maintenance</i>	1,420.00	284.00	1,704.00
1671	ADH Cleaning & Maintenance <i>Office Window Cleaning</i>	42.00		42.00
1672	Hambrook Garden Supplies <i>Play Bark for Recreation Ground</i>	1137.50	227.50	1365.00
1672	Mrs M Weston <i>Clerk's Salary and Expenses</i>	2,414.33	40.67	2,455.00
<b>Total cheques payment</b>		<b>18879.02</b>	<b>849.44</b>	<b>19687.79</b>
Direct debit payments - BT		3.00	0.60	3.60
<b>Total payments</b>		<b>18882.02</b>	<b>850.04</b>	<b>19691.39</b>

(b) The bank reconciliation was presented as follows:

#### Financial Summary at date of meeting

	<b>Opening Balance</b>	<b>122036.75</b>
	New income	6922.00
	<b>Sub-total</b>	<b>128958.75</b>
less	Uncleared cheques	0.00
	<b>Sub-total</b>	<b>128958.75</b>
less	Payments to be made	19691.39
	<b>Closing Balance</b>	<b>109267.36</b>

(c) Picnic in the Park Accounts 2014

The Clerk outlined the historical background to the event known as Picnic in the Park which was entirely organised and financed by the Parish Council. This event had not been held since 2014. In 2017 a similar event had been organised by a group of local people having a constitution and their own bank account. The Group is known as the Picnic on the Pitch Group. Although several Councillors and the Clerk had been involved it had been financed with grant aid from outside sources and had in no way been part of the Parish Council. However, the sum of £1,603 was held in the Parish Council bank account relating to the remaining sum after all payments had been made in 2014 and a question had been asked at a Picnic on the Pitch meeting as to whether this amount should be transferred to their group's account. The Clerk expressed concern as at the present time the group were going through a transitional period to find a new Chairman and Secretary, the two events were not officially connected and there was already a sum of nearly £3,000 in the Picnic on the Pitch account after payments had been made for this year's event.

**RESOLVED:** That the sum of £1,603 be ringfenced for future use by local organisations at the discretion of the Parish Council.

(d) Authorisation of debit card and internet access to bank account

The Clerk explained that it was necessary for her to purchase items in advance of receipt either by telephone calls or through the internet and she did not feel it right or proper to use her own

credit card and not practical to use her own debit card. She therefore requested that a debit card be authorised to be used in conjunction with the Parish Council bank account. Furthermore, she asked for authorisation to make provision with the bank to view the Parish Council bank account on line in order to check details at intervals during the month.

**RESOLVED:** That the Clerk be authorised to have a debit card up to the level of £1,000 for transactions between payments. A letter would also be sent to the bank (with three signatures) authorising the Clerk to view the Parish Council account on line.

## **75. Traffic Issues**

Councillor Wyeth reported that although there were major and ongoing problems in Lyndhurst village itself with traffic issues she was concentrating on Emery Down in this instance as the hamlet roads became increasingly gridlocked at peak and holiday periods. She would be taking an idea forward as District Councillor and asked the Parish Council to consider asking for Mill Lane to be closed at its junction with the A337, to prevent traffic entering Mill Lane, thus making traffic flow in one direction only. Bill Andrews, as Chairman to Minstead Parish Council, reported that Minstead had made application to the Traffic Management Team at NFDC for additional signage and stated that there were problems with SatNavs directing traffic into Mill Lane and onto the C17 when there were holdups on the A roads. He highlighted the working group for Minstead/Lyndhurst. Dave Donawa, as Speedwatch Co-ordinator for Minstead and Lyndhurst, said he hoped to have a Speedwatch team operating in Mill Lane shortly and was very concerned about speeding traffic in the area which he felt would be exacerbated if Mill Lane was reduced to one-way traffic. Councillor Heron drew Councillors attention to the financial constraints.

**RESOLVED:** That the Clerk submit a proposal to the Traffic Management Team at NFDC asking for a one-year trial to close the road junction between Mill Lane and the A337 in order to allow single lane traffic. It could then be assessed whether this would assist in alleviating congestion problems both in Mill Lane and on the C17, on the latter road particularly near the Church at Emery Down.

**RESOLVED:** That a letter be sent to the NFNPA to make them aware of Lyndhurst, Emery Down and Bank's traffic problems. If further house building takes place the population created will come through Lyndhurst and increased tourism also causes problems.

**RESOLVED:** To contact Intelligent Transport at HCC to ask for a breakdown/explanation regarding traffic light signalling.

**RESOLVED:** To further renew the Parish Council's request for a permanent SID which they were prepared to fund in its entirety.

It was noted that Councillor Se-Upara had supplied detailed Community Speedwatch figures from April 2017 to September 2017 which showed that the team had been out on Southampton Road, Chapel Lane, Goose Green and Shrubbs Hill Road. The figures showed that speed limits were being exceeded by considerable amounts on all roads, but particularly on the A35 Southampton Road and Chapel Lane.

## **76. Cycle Path – Ashurst to Lyndhurst**

It was reported that overgrowth was coming onto the cycle path and needed to be cut back in order to prevent cyclists using the road in preference to the track. It was noted that cycling on the pavement in the High Street is illegal.

**RESOLVED:** That HCC Highways be asked to cut back the overgrowth along the length of the Ashurst to Lyndhurst cycle path.

**RESOLVED:** To add the possibility of a Lyndhurst to Brockenhurst cycle path to the October LPC Agenda.

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

Councillor Heron concentrated his report on the £140M cuts in budget spending for the coming financial year and stated that the necessary measures had now been put in place. The Vice Chairman asked if Hampshire gave more to the Government than was allocated to the county, particularly with regard to the Police Force. Councillor Heron explained that the Police Force was a separate entity under the auspices of the Police and Crime Commissioner but, in fact, the county did give more than was allocated back.

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

Councillor Wyeth reported that NFDC would be building 35 new council homes for local people in Totton on Council owned land. It was hoped that there would be no slippage with the Local Plan although impacts with nitrogen and new houses must be taken into account both for NFDC and NFNPA, which might lead to the deadline changing from October to December.

With regard to Agenda Item 3 (Minute 69) Councillor Wyeth said that seats might have to be removed in order to accommodate a story pole although it might be possible to place a curved seat in the public open space. The NFDC Cabinet would make the final decision.

#### **79. Clerk's Report/Parish Council Office Update**

The Clerk presented her report as follows:

**Office:** Installation complete apart from a few details, ie more storage and hire of copier for archive project. Staffed part-time on Monday, Tuesday, Thursday and Friday. Open to the public Friday morning. Answerphone in operation. Suitable for Committee meetings/meetings with the public, etc. Provision will need to be made in the next precept request for financing the office accommodation and staffing in the long term and careful consideration will be needed to ensure this can be achieved. Five people have come forward to volunteer and suitable projects for them to become involved in will be explored.

**Lookahead:** 2018/19 budgets will be reviewed before the 21 November F&GP meeting. Invitation to Committee Chairmen to visit the Clerk/RFO in the office before their budget setting meetings. More accountability will be required in the future. The Clerk had attended a HALC course on transparency and budgeting which was very useful. Information gained will stand us in good stead with new regulations.

**Cemetery Administration and Regulations:** Following a meeting attended recently with Steven Jones, NFDC which was arranged by Mary Pattison, Clerk to Brockenhurst Parish Council it has become apparent that it is necessary for us to make some changes to our Cemetery Regulations. The meeting with Steven Jones was also interesting as it established him as a good point of contact for us. He has offered to come and talk to us at any time to explore ways they could assist us and vice versa. Mary mentioned the networking events that used to be held between NFDC Officers and Town and Parish Clerks at Appletree Court and we both remarked on how useful they had been.

**Transparency Regulations:** It will soon be necessary to start displaying on our website the entire Councillor Pack that Councillors receive prior to meetings. This will have to be completed in the same way as the Agenda, ie three clear days before a meeting not including a Saturday or Bank Holiday. This is not necessary at the present time due to the fact that we are a “gap” Council – in that our budget lies between that up to £25,000 and the budget over £200,000. Clerks/RFOs have been informed by HALC that they will be “seeing a lot of us” over the coming months in order to get all the new legislation up and running.

**Allotment Gardens:** Michael Grant has prepared new maps for the allotment gardens, which includes complete renumbering and restructuring of plots where necessary.

**SLCC Course:** To be held on Wednesday 1 November at Botleigh Grange Hotel, cost £69. Topics include: future of the profession, best practice use of social media, legal changes, discipline and grievance with a social media focus, coming financial changes, sector innovation. The Clerk was given permission to attend this course.

## **80. Correspondence**

**Email from Jenni Tubbs** – following on from the Clerk’s Corner which had highlighted the fact that due to cuts in funding the grasscutting to verges and greens within the village boundaries had been reduced by two cuts per annum. Jenni Tubbs advocated less cutting but at the right time to allow wild plants to flower and provide pollen for bees and other insects. There would however be a need to remove grass cuttings. She also drew attention to her previous remarks regarding ground management in the Cemetery. Councillors felt that verges and greens should be kept tidy and cut regularly to ensure sight lines were not eroded for motorists. The Cemetery was a burial ground and visitors to graves were keen that it be kept tidy and that the ground vegetation was short.

**Letter from NFDC** – relating to arrangements for payment of allowance to Parish/Town Councillors. It was noted that Lyndhurst Parish Council did not pay basic allowances to their members and it was agreed that this practice be continued.

**New Forest Disability** – request for grant aid. It was agreed that as Lyndhurst Parish Council did not have a budget for grant aid the Clerk/RFO should reply stating that the request could not be met on this occasion.

**Email from Mike Kennard** – update on the situation regarding Wellands Road following residents’ meeting with LPC. It was noted that NFDC were not prepared to grant residents’ request to change the small public car park in Wellands Road into a residents’ only car park. No further progress had been made with traders who have access for deliveries from Wellands Road. Residents were continuing with maintenance work in the residents’ car park. Delivery drivers continued to damage the kerbs, although it was noted that HCC were quick in their response to dealing with the problem although further damage has now taken place.

## **81. Commemoration of Armistice – World War 1**

It was reported that interest had been expressed in holding a commemoration of the ending of World War 1 but no firm proposals had been received. It was understood that there might be grant aid available although this might only be in connection with war memorials. Brice Stratford reported that he had a great deal of information relating to this subject which he would be happy to share. It was noted that the "Glorious 7<sup>th</sup>" went from Bolton's Bench (the site of the war memorial) and the Hargreaves family had covered most of the cost of the memorial itself. Ideas were put forward to embrace the village as a whole such as flower arrangements in the shops and poppies in the High Street.

**RESOLVED:** That this subject be made an Agenda item for the October Parish Council meeting in order that a decision could be made as to whether to take the matter forward.

## **82. Lyndhurst Park Hotel**

Brice Stratford reported on his latest findings which had been verified and showed that Sir Arthur Conan Doyle had designed part of the Lyndhurst Park Hotel. It was felt this merited another application to get a listing (either local or national) for the building.

**RESOLVED:** That Brice Stratford make the necessary applications and pursue this matter further.

The Vice Chairman reported that PegasusLife had given a presentation to the Parish Council regarding their proposed new planning application. However, it must be stressed that this was quite definitely a presentation and not a consultation.

## **83. Parish Councillor Vacancy**

The Clerk reported that to date she had received one application for the position of Parish Councillor but had also received three other enquiries. The closing date for applications was 30 September and Councillors would be provided with full details of applicants at that time.

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

Councillor Dunning reported that he had been informed that it was likely that the various football clubs in Lyndhurst would like to come together to work with the Parish Council and that there was every likelihood that the Parish Council would be asked to take over the lease for the Senior Football Ground.

**RESOLVED:** That this matter be added to the Agenda for the October LPC meeting.

## **85. Dates for Future Committee Meetings**

Planning Committee	Tuesday 26 September 2017 7.15 pm	Community Centre
Amenities Committee	Tuesday 3 October 2017 7.15 pm	Parish Office 13 High Street
F&GP Committee	Tuesday 21 November 2017	

**86. Items for Discussion at the Next Meeting on Tuesday 10 October 2017**

Items brought forward from the September Agenda.

Any items brought to the Clerk's attention by Monday 2 October 2017.

Future staffing levels

Lyndhurst Football Clubs

Remembrance Sunday

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date