

## MINUTES OF A MEETING OF LYNDHURST PARISH COUNCIL HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 13 JUNE 2017 COMMENCING AT 7.15 PM

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

Locum Clerk/RFO: Mrs M Weston

In attendance: County Councillor E Heron (part of the meeting)  
Three members of the public (part of the meeting)

### 32. 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.

### 33. Apologies for Absence

An apology for absence were received from Councillor Dr E Chell.

### 34. Public Participation

A member of the public who resided in Pemberton Road drew the Councillors attention to the unkempt condition of the land in the Lyndhurst Football Club ground that abutted her garden and asked whether anything could be done, bearing in mind she had previously corresponded with the Clerk on this matter. The Chairman stated that some work had been done the previous week but this was undertaken by the Picnic on the Pitch Group who were completely independent from the Parish Council. Lyndhurst Parish Council had no ownership or rental agreement with the owners of the ground and the lease was held by the Lyndhurst Football Club who were responsible for the upkeep of the land. The Clerk reiterated this by stating that a considerable amount of money had been spent by the Picnic on the Pitch Group to get the ground up to an acceptable standard on which to hold an event but that was all they could realistically achieve.

It was agreed that the Clerk would write to the Forestry Commission and talk to the Football Club about this matter and report back to a future meeting.

Action: Clerk to contact Forestry Commission Land Agent and Lyndhurst Football Club Manager.
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A resident stated that there had been eight large coaches in the car park today, which amounted to 400 visitors. This situation, which was a regular occurrence, would lead to busy and congested pavements in the High Street and concern was expressed regarding the number of A boards on pavements which made it difficult for people to pass by. It was noted that this matter had previously been raised at a Chamber of Trade meeting. Councillor Wyeth said that if an approach was made to HCC they would remove all the A boards but she had spoken to NFNPA to see if they could take action in any way and would report back when she had a reply.

Discussion took place as to where responsibility lay if someone was injured or fell due to an A board and Councillor Heron said that the responsibility would lie with whoever owned the A board. The idea of a white line to show where A boards could come out to on a pavement was mooted. Councillor Heron stated that HCC's view was that as a rule of thumb nothing that could be regarded as an obstruction should be placed within 1.5 metres of the highway although this was not an exact measurement. Signs outside this limit could be taken away although any decisions on this matter lie with the Highway Engineer at Hampshire County Council. HCC does allow NFDC to take over licensing schemes for street furniture and A boards.

**RESOLVED:** That an educational letter should be sent to shops regarding their liability in connection with A boards and other obstructions of the pavement within 1.5 metres of the highway, an email should be sent to the Chamber of Trade also to this effect and Councillor Wiltshire would bring the matter to the attention of the Chamber of Trade at their next meeting.

Action: Clerk and Councillor Wiltshire

### 35. Minutes

The minutes of the Parish Council meeting held on 9 May 2017 were approved as a true and accurate record.

**RESOLVED:** That the Clerk would send copies of the draft minutes to Councillors by the end of the week following the LPC meeting. However, she asked that it be noted that these were draft minutes only and should not be discussed with anyone other than Councillors until they had been approved at the next full LPC meeting.

Action: Clerk

### 36. Matters Arising

Councillor Wyeth stated that several people had asked her why the new office had been taken on bearing in mind that LPC were concerned about pollution issues in the area. The Chairman stated that the premises were available at the time and were considered to be the best option. It would also give LPC the opportunity to monitor pollution levels and to this end a monitor had recently been purchased for use inside the office. Further steps could also be taken to gain more information.

The Chairman reported that a vermin infestation problem had been identified to the rear of the premises and this was receiving remedial action from NFDC Environmental Protection. Nearby residents would be asked to ensure that rubbish bags were only placed outside properties when collection was imminent.

Councillor Trend asked if any progress had been made regarding a formal opening event for the two newest phone boxes. It was noted that Councillor Burrows would be liaising with residents regarding use of the phone box at Bank and Councillor Trend asked that The Oak Inn be involved in negotiations.

Action: Councillor Burrows

Councillor Se-Upara reported that he had been approached because a change of use did not appear to have been applied to the new office premises and the Chairman replied that this would not be necessary for a period of two years.

### **37. Committee Meetings**

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

*Planning Committee Meeting – 23 May 2017*

**RESOLVED:** That the minutes of the Planning Committee held on 23 May 2017 be agreed as a true and accurate record.

### **38. Clerk's Report**

The Clerk reported that she did not have any items that were necessary to report on this month other than the LPC Audit and this was covered by another Agenda item.

### **39. Update on Parish Office**

The Chairman reported that to date all the furniture for the office had been donated either by BAT, through Councillor Kaljura or INEOS. There had been a problem with the floor which was now, hopefully, resolved. The Clerk said the office would initially be open to the public only one day a week, possibly Friday to see how this worked out. It would however be staffed at other times. Blinds were being purchased.

Action: Chairman and Clerk
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### **40. Wellands Road Update**

A date and venue would shortly be arranged at which the Parish Council had agreed to mediate between the residents of Wellands Road and traders who had access to their premises from Wellands Road. The purpose of the meeting would be to ascertain problems and seek remedies. A resident reported that the car park had been cleared but the barriers had not yet been repaired by HCC. There were plans for treework. An idea mooted by residents had been parking on one side of the road with no parking on the other side. Councillor Wyeth advised seeking NFNPA advice on any treework as the land adjoined a Conservation Area and there might well be restrictions on what could be done.

**RESOLVED:** That the Clerk email Councillor Heron with information regarding progress made so far into the car park barriers in order that he could investigate the time frame envisaged for repairs to take place.

Action: Clerk
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### **41. County Councillor's Report**

Councillor Heron introduced himself to the Parish Councillors and gave a brief resumé of his experience and present commitments. He said he would give a short report when he was unable to attend meetings if there was something important that he wished to draw to the Parish Council's attention. He had forwarded a list of dates he would be attending LPC meetings through the Clerk. He explained that HCC worked on a two year spending cycle and would be required to make savings of £140M in 2018/19. This was in response to a reduction in grant allocation from central government and the increase in the cost of adult social care. He said he felt that adult social care and children's services should always be important priorities.

## 42. District Councillor's Report

Councillor Wyeth reported that she had intended to report on the proliferation of A boards, tables and chairs in the High Street but this had previously been discussed during public participation. The dismissal of the planning appeal for 31 Wellands Road had been well received in the area. Councillor Wyeth voiced concern regarding erosion of verges, with particular reference to Shrubbs Hill Road. The amount of parking at weekends and subsequent erosion of Cemetery Road was also mentioned.

**RESOLVED:** That the Clerk add "Protection of Verges" to the July Agenda and also draw HCC's attention to the condition of the sign on Shrubbs Hill Road.

Action: Clerk

The condition of Pinkney Lane was also mentioned as, although it had been resurfaced, the width of the road surfacing had deteriorated.

**RESOLVED:** That the Clerk write to HCC to see if the situation could be rectified.

Action: Clerk

## 43. Correspondence

The 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 and further action had not been requested by any of the Councillors.

## 44. Accounts

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

The Clerk/RFO presented the accounts as follows:

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

Arthur Phillip Contribution from NF Museum	65.00	0.00	65.00
Councillor Pat Wyeth NFDC grant aid	300.00	0.00	300.00
Cemetery Fees	2790.00	0.00	2790.00
<b>Total</b>	<b>3155.00</b>	<b>0.00</b>	<b>3155.00</b>

#### **Cheques requiring endorsement**

<i>Cheque no</i>		Net	VAT	Total
2570	Came & Co	2308.74	0.00	2308.74
	<i>Parish Council Insurance</i>			
2572	Mr K Bennett	2654.52	0.00	2654.52
	<i>Rec/PhoneBox/Cem/Seats/Allots</i>			
2573	IHI Systems Ltd	135.82	27.16	162.98
	<i>Office Equipment</i>			

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

*Cheque no*

2574	Lyndhurst & District Community Assoc <i>Room hire x 2</i>	47.00	0.00	47.00
2575	Community First New Forest <i>Membership</i>	10.00	0.00	10.00
2576	Mrs M Weston <i>Locum Clerk Salary/Expenses</i>	2,785.25		2,785.25
2577	SBC Solutions <i>Repair/reinstatement of laptop</i>	116.00	23.20	139.20
2578	Ken White Signs <i>Arthur Phillip plaques</i>	115.00	23.00	138.00
2579	New Forest Tree Services <i>Tree Maintenance Great Mead NFD</i>	440.00	0.00	440.00
2580	C <i>CCTV contribution</i>	366.00	0.00	366.00
2581	Mrs M Weston <i>Reimbursement of office items</i>	1,052.58	82.35	1,134.93
2582	Mr S Forman <i>Internal Audit fee</i>	275.00	0.00	275.00
<b>Total cheques payment</b>		<b>10305.91</b>	<b>155.71</b>	<b>10461.62</b>
Direct debit payment - Utility Warehouse		79.67	0.00	79.67
Direct debit payment - BT		3.6	0	3.6
<b>Total payments</b>		<b>10389.18</b>	<b>155.71</b>	<b>10544.89</b>

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

**Financial Summary at date of meeting**

	<b>Opening Balance</b>	<b>137998.39</b>
	New income	3155.00
	<b>Sub-total</b>	<b>141153.39</b>
less	Uncleared cheques	0.00
	<b>Sub-total</b>	<b>141153.39</b>
less	Payments to be made	10544.89
	<b>Closing Balance</b>	<b>130608.Th50</b>

#### **45. Annual Audit**

##### **(a) To consider Annual Return – Governance Statement and Accounting Statement**

(a) Section 1: Annual Governance Statement: 2016/2017

The Clerk read out and gave explanations for Section 1: Annual Governance Statement: 2016/2-17.

**RESOLVED:** That Section 1: Annual Governance Statement: 2016/2017 be approved in its entirety.

(b) Section 2: Account Statements 2016/2017

The Clerk read out and gave explanations for Section 2: Account Statements 2016/17.

**RESOLVED:** That Section 2: Account Statements 2016/2017 be approved in its entirety.

##### **(b) Adoption of Annual Accounts**

The Clerk submitted the balance sheet indicating income and expenditure for the financial year ending 31 March 2017 and reported that the Internal Auditor would welcome a brief meeting with Councillors to discuss auditing procedure.

**RESOLVED:** That the balance sheet be adopted as a true and accurate record and that the internal auditor be invited to attend a meeting with Councillors prior to the next Parish Council meeting.

#### **46. Remembrance Sunday Marching Band Finance**

The Clerk explained that although the subject of payment for the two marching bands had been discussed at the May Parish Council meeting it had been necessary to raise this again as an Agenda item due to the fact that finance was involved and a resolution needed to be set. It was noted that the cost of provision of the two marching bands that played at Lyndhurst's Remembrance Sunday Parade amounted to £100 which had previously been financed by the Royal British Legion. This was no longer the case. Councillor Wyeth queried whether LPC had funds to cover the cost and was assured by the Clerk, as RFO, that this was the case and could be drawn from reserve funds.

**RESOLVED:** That the Parish Council fund the cost of the marching bands to play at Remembrance Sunday Parade in the sum of £100.00.

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

Councillor Trend reported that thirty members of the Twinning Committee had visited La Chevroliere and had been very well entertained. The weather had been excellent and the French visitors would be entertained here on 10, 11, 12 and 13 May 2018.

Councillor Bisson reported on the Lyndhurst-Minstead Transport Working Party. Vegetation in Mill Lane had been cut back and remedial action taken to potholes. There had been no response from Richard Bastow, HCC. Minstead Parish Council would like further signage. Councillor Bisson felt that the future for the working party was now in question.

**48. Dates for Future Committee Meetings**

Recreation Committee	To be arranged (Saturday am)		Recreation Ground
Cemetery Committee	Friday 16 June	4.00 pm	St Margaret's Chapel
Planning Committee	Tuesday 27 June	7.15 pm	Community Centre

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

Items brought forward from the June Agenda.  
Any items brought to the Clerk's attention by Monday 3 July 2017.  
Protection of Verges.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date