

MINUTES OF A MEETING OF LYNDHURST PARISH COUNCIL HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 9 JANUARY 2018 COMMENCING AT 7.15 PM

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

Clerk/RFO: Mrs M Weston

In attendance: Two members of the public
Press representative (Lymington Times)

140. 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.

141. Apologies for Absence

Apologies for absence were received from Councillors the Revd Dr C Wilkins and A Trend.

142. Public Participation

None.

143. Minutes of the December 2017 LPC meeting

The minutes of the Parish Council meeting held on 12 December 2017 were approved as a true and accurate record and signed by the Chairman.

144. Matters Arising

Councillor Bisson stated that although he had not been at the December 2017 meeting and was not questioning the accuracy of the minutes he was surprised to read in Minute 137 that *"It was noted that both Minstead and Emery Down should be invited to be represented at the 2018 Remembrance Day Service and Parade"*. Councillor Bisson felt that Emery Down was already included as the village is part of our parish. The Chairman explained that the request had come through correspondence from a resident of Emery Down. There was uncertainty among Councillors as to whether representatives from organisations were invited to join the Parade and lay a wreath or whether anyone could join in and this needed clarification. It was agreed that Emery Down had never been precluded. Councillor Bisson stated he was also surprised that Copythorne RBL took part in the Parade and laid a wreath. Councillor Wiltshire, speaking as RBL Chairman, stated that anyone could join the Parade and lay a wreath although they should make themselves known beforehand and there was an order set out in which wreaths should be laid. It was noted that the event was organised by the RBL although the Parish Council financed insurance of the event and had organised the road closure.

145. Committee Meetings

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

Planning Committee meeting

146. County Councillor's Report

None.

147. District Councillor's Report

Councillor Wyeth advised that the planning application for Bromley Cottage, Goose Green would be coming before the next NFNPA Planning Committee meeting. Councillor Se-Upara said he would be attended on behalf of the Parish Council. The NFNPA were recommending refusal of the application, whereas LPC Planning Committee had recommended that permission be granted. There had been no movement regarding the Lyndhurst Park Hotel as to whether the developer would submit an Appeal. It was noted that the new Draft of the New Forest National Park Local Plan was recommending a maximum of 50 properties for the site and that this would be circulated for a six week review period, giving an opportunity for the Parish Council to respond.

148. Accounts

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

Income received since last meeting to current account

Allotment Fees	117.00	0.00	117.00
Cemetery Fees	1010.00	0.00	1010.00
Total	1127.00	0.00	1127.00

Cheques requiring endorsement

<i>Cheque no</i>		Net	VAT	Total
2708	Stanley's Own Scout & Guide Band	50.00	0.00	50.00
	<i>Remembrance Sunday band</i>			
2709	Stanley's Own Centenary Scout Band	50.00	0.00	50.00
	<i>Remembrance Sunday band</i>			
2710	Ribbonworks Ltd	27.30	5.46	32.76
	<i>Lanyards & Name Labels</i>			
2711	Mr K Bennett	3264.50		3264.50
	<i>Maintenance</i>			
	<i>Cem.Rec.Allot.L'man</i>			

New payments by cheque

<i>Cheque no</i>				
2712	ADH Cleaning & Maintenance Services	50.00	0.00	50.00
	<i>Office window cleaning</i>			
2713	NFDC	292.22	58.44	350.66
	<i>6 months servicing of dog bins</i>			
2714	L&DCA	47.00	0.00	47.00
	<i>LPC & Planning meetings</i>			
2715	J Malcom & Son	146.00	0.00	146.00

2716	<i>2nd cut allotment paths 2017</i>			
	Mary Corbett Accountancy Ltd	26.25	0.00	26.25
	<i>Payroll Services</i>			
	Mrs M Weston	2,830.42	114.17	2,944.59
	<i>Salary and Expenses</i>			
		6783.69	178.07	6961.76
	Direct debit payments cf corporate (photocopier)	315.00	63.00	378.00
	Direct debit payments - BT	3.00	0.60	3.60
	Total cheques payment	7101.69	241.67	7343.36

RESOLVED: That the above accounts be accepted as paid or ratified for payment.

(b) Banking Reconciliation

Total payments

	Opening Balance	138016.51
Financial Summary at date of meeting	New income	1127.00
	Sub-total	139143.51
less	Uncleared cheques	0.00
	Sub-total	139143.51
less	Payments to be made	7343.36
	Closing Balance	131800.15

149. Staffing Matters

The Chairman and Clerk had formulated an advertisement for circulation in the Lymington Times, on the Parish Council website and in the Community Centre What's On magazine consisting of the following wording:

VACANCY FOR AN ADMINISTRATIVE ASSISTANT (Part-time 10 hours per week initially)
Salary: SCP 22 £11.02 per hour

To provide administrative assistance to the Council in helping with day-to-day running of our new offices situated in Lyndhurst High Street and assisting with developing and implementing future growth strategy and associated plans as well as work associated with Cemetery records, Recreation Ground and Allotments.

The ideal candidate will have good organisational skills, be able to plan and manage workloads, be an effective team member and have good written, IT and verbal skills. Should be prepared to study for CiLCA qualification. We envisage that the hours will increase as the role develops. For an application form and job description please visit our website www.lyndhurstparishcouncil.org.uk or contact the Parish Office on 023 8028 4928/023 8081 3218 or email clerk@lyndhurstparishcouncil.org.uk. Closing date: 12 February 2018.

150. Pollution in the High Street

No new information had come forward at the present time and it was noted that monitoring was still ongoing. The Clerk reported that she had visited the Chairman of the Chamber of Trade and had outlined Parish Council responsibilities which did not include providing hanging baskets or

window boxes from LPC funds but that if there was any way that the Parish Council could work with or advise the Chamber of Trade this might be possible.

RESOLVED: To remove this item from the Agenda until further information or ideas were forthcoming.

151. Correspondence

It was noted that all items of correspondence had been circulated to Councillors by email prior to the date of the meeting and no further comments had been received.

An invitation had been received to the Memorial Service for Ken Thornber and the Chairman indicated that he would be unable to attend. Councillor Bisson stated that he would let the Clerk know whether he would be able to attend on behalf of LPC as he was likely to be attending on behalf of other organisations.

152. Parish Council Use of Social Media

Councillor Willsher had produced a protocol for the use of social media by Parish Councillors and this had been distributed for comment. Councillor Willsher also said that he would be willing to give tuition to anyone wishing to use the Parish Council Twitter or Facebook accounts. However it was noted that new software introduced by the website provider might make it impossible, at this stage, for new email addresses to be used on the older Parish Council iPads.

RESOLVED: That the protocol be accepted and the Twitter and Facebook accounts could now be used.

153. Governance Recommendations

(a) Revised Standing Orders

The Clerk had produced standing orders in accordance with NALC guidelines. Councillor Willsher had highlighted several changes that would be necessary. Councillor Bisson questioned whether such stringent standing orders were necessary as he felt they hampered freedom to speak at meetings. It was noted that standing orders could be suspended at any time in order to negate such circumstances. The Clerk stated that it would be preferable to adopt the NALC standing orders in order to ensure that LPC was complying with governance procedure.

RESOLVED: That the Clerk make the necessary corrections and circulate the revised standing orders for the February meeting.

(b) Revised form and guidelines for grant applications (S.137)

RESOLVED: That additional guidelines would be inserted to show the grants could be used to assist specific projects and could be considered at the behest of the Chairman and not just twice yearly.

154. Reports from Representatives of Outside Bodies

Councillor Dunning reported that the roof of the football club hut had been damaged but it was thought it could be repaired. The Clerk noted that the signage regarding the CCTV equipment had still not been put in place and it was agreed that Winsor Cameras would be asked to organise

the required signage as soon as possible as they had previously been asked to do so in November 2017. Councillor Green reported that she liaised regularly with the local constabulary and would be happy to take any matters up with them direct.

It was noted that Wicksteed had partly installed the new children's play equipment in the Recreation Ground but the bridge had proved faulty. A new one had been ordered and would be put in place as soon as it arrived.

Councillor Bisson reported that the Christmas decorations had now been removed from the centre of the village. It was agreed that they had once again been very successful this year.

RESOLVED: That the Clerk write to Councillor Bisson, as Secretary or the Village Decorations Committee, expressing the Parish Council's appreciation for the Christmas lights.

The Clerk reported that she was finding it increasingly difficult to contact specific representatives at Hampshire County Council who were responsible for such matters as general faults on highways. She could only report them via the HCC website and felt there were occasions when specialist local knowledge of the facts could be useful.

RESOLVED: That the Clerk contact HCC Highways to ask if this situation could be rectified so that the personal approach previously enjoyed could be reinstated when appropriate.

155. Dates for Future Committee Meetings

Planning Committee	Tuesday 23 January 2018 at 7.15 pm
Amenities Committee	Tuesdays 10 April and 11 September 2018 at 6.00 pm

156. Items for Discussion at the Next Meeting on Tuesday 13 February 2018

Items brought forward from the January Agenda.
Any items brought to the Clerk's attention by Monday 6 February 2018.

_____ Chairman
_____ Date