

# MINUTES OF A MEETING OF LYNDHURST PARISH COUNCIL HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 8 MAY 2018 COMMENCING AT 7.15 PM

**Present:** Councillors M Rollé (Chairman) F Green, S Se-Upara, A Trend, C Willsher, A Wiltshire and P Wyeth.

**Clerk/RFO:** Mrs M Weston

**In Attendance:** Three members of the public (part of the meeting)

## 1. Election of Chairman

**RESOLVED:** That Councillor Rollé is elected Chairman for the ensuing year commencing May 2018. Councillor Rollé intimated that he was willing to accept the post and signed a declaration of acceptance of office.

## 2. Election of Vice Chairman

**RESOLVED:** That the Revd Dr Wilkins is elected Vice Chairman for the ensuing year commencing May 2018. Councillor Wilkins had intimated at the April meeting that she was willing to accept the post and would be asked to sign a declaration of acceptance of office at the June LPC meeting.

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

**RESOLVED:** That this Agenda item be held in abeyance until the June LPC meeting as there were five Councillors absent from the meeting.

## 4. Appointment of Representatives to Outside Bodies

**RESOLVED:** That this Agenda item be held in abeyance until the June LPC meeting as there were five Councillors absent from the meeting.

## 5. Review/Authorisation of Transparency Items and Protocol

- (a) Financial Regulations*
- (b) Asset Register and Insurance*
- (c) Standing Orders*
- (d) Register of Members' Interests*
- (e) Grant Aid Protocol*
- (f) Complaints Procedure*
- (g) Freedom of Information Procedure*
- (h) Recording and Use of Social Media at Parish Council Meetings*

**RESOLVED:** That these items be agreed with the proviso that, due to the amount of material to be read and time factor involved, Councillors could make any amendments that were considered necessary at the June meeting.

## 6. 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.

## 7. Apologies for Absence

Apologies for absence were received from Councillors Bisson, Dr Burrows, Dunning, Kaljura and the Revd Dr Wilkins.

## 8. Public Participation

Minstead Parish Councillor Helen Bennett, together with their Chairman Bill Andrews, explained that they were attending the meeting to give an update on the Lyndhurst and Minstead Traffic Management Working Party – a joint venture between Minstead and Lyndhurst Parish Councils - up to the present date.

Traffic problems in Mill Lane were outlined as follows:

“Following various discussions over the past 23 months about the problems on Mill Lane we thought it would be useful to provide a quick summary of the current situation and actions.

“Hampshire County Council Survey – HCC to survey traffic during the peak summer period to give details of traffic volumes, speed and vehicle length. This data to be used to determine possible future actions.

“New signage on A337, A35 and moving the single track sign in Emery Down – now these changes have been agreed HCC to implement them as soon as possible.

“Single track section missing dragons teeth – HCC are aware of these and will replace them.

“Single track section vegetation – MPC to keep this clear annually.

“Dual lane section speed issues – Minstead speed watch to continue operating on this section. All data on speed and volume of traffic to be collated after the peak summer season to give a better understanding of the problem.

“Further actions – any further actions to be agreed between HCC, Minstead PC, Lyndhurst PC and other relevant bodies towards the end of the year using data collected as above.

“MPC and LPC – contact details can be found via our websites”.

**RESOLVED:** That the above proposals be accepted by this Parish Council. Councillor Trend volunteered to ensure that the information contained in the document was delivered to the residents of Mill Lane and Emery Down in general that fell within the LPC boundary. MPC were thanked for their work and co-operation.

Mr Donawa asked if LPC had agreed signage to assist in alleviating traffic problems in Mill Lane as local residents would like some assurance. It was noted that signage was in the hands of HCC and had not been finalised yet but that it would have to be within the constraints of official signage.

## 9. Minutes

The Minutes of the Meeting held on 10 April 2018 were confirmed as a true and accurate record and signed by the Chairman.

## **10. Matters Arising from the Minutes**

It was made clear that the problems referred to by the Clerk and Councillor Burrows in Pinkney Lane referred to the issue of verge erosion and not speed of vehicles using this road. The Clerk said she would write to HCC again about this problem, copying County Councillor Edward Heron into any correspondence.

Councillor Wyeth, in her capacity as New Forest District Councillor asked that it be noted that this year her Councillor grant would be given to the New Forest Art Society and Lyndhurst Junior Football Club in the sum of £300.00 each.

## **11. Committee Meetings**

The Minutes of the following Committee meetings held since the date of the last Parish Council meeting were received and agreed:

*Amenities Committee Meeting – Tuesday 10 April 2018*

Councillor Willsher stated that he would like to see the subject of a possible additional “redundant” telephone box debated further.

**RESOLVED:** That this item be made a subject of an Agenda item at the June LPC meeting if signed requests were received from Councillors in order to meet the requirements of the LPC Standing Orders.

*Planning Committee Meeting – Tuesday 24 April 2018*

## **12. District Councillor’s Report**

Councillor Wyeth reported that the organizers of the Wiggle cycle rides had not signed up to the NFNPA Cycle Charter. During a recent ride the A35 road between Lyndhurst and Ashurst had been chaotic, mainly because cyclists were not using the cycle path. This was now a properly surfaced tarmac cycle path

**RESOLVED:** That the Clerk write to the Wiggle organization requesting that they have more stewards in place on this stretch of road to encourage cyclists to use the cycle path to avoid traffic congestion.

Councillor Wyeth explained that she now sits on a new housing panel at NFDC which has been formed to address housing problems. The panel will look at the number of people on the housing list and other housing problems.

## **13. Neighbourhood Watch**

Councillor Green reported that she, Councillor Se-Upara and the Clerk had met with Karen Oliver who was the Neighbourhood Watch co-ordinator for Ashurst and Colbury. Karen had given a lot of useful advice and subsequently questions had been added to the LPC questionnaire to ascertain the level of support formation of a new Neighbourhood Watch Scheme would achieve. It was recognized

that on paper there seemed to be an existing scheme but it was thought that this was no longer in operation. Councillor Se-Upara said the Chamber of Trade would be willing to join the scheme.

#### 14. Future Plans – Parish Questionnaire, Councillors’ ideas and Allocation of Projects

Ongoing projects and possible future projects had been circulated to Councillors. However, due to the fact that there were five Councillors not present at the meeting it was considered that this matter should be deferred until the June LPC meeting.

Councillor Trend suggested having a Village Child of the Year award, similar to the Parish Champion Award. This would encourage young people to take an interest in community affairs.

#### 15. Accounts

- (a) Accounts paid or due for payment since the date of the last meeting were submitted and authorised as follows:

##### Accounts presented at the May 2018 Parish Council Meeting:-

	Amount	VAT	Total
<b>Accounts paid between meetings</b>			
<b>Mint Garden Services</b>			
Cemetery Maintenance	1173.00		
Recreation Ground Maintenance	388.20		
Cemetery Hedge	428.71		
VAT		397.98	
Total			2387.89
<b>The Winsor Camera Company</b>			
Cemetery CCTV	2995.00	599.00	3594.00
<b>Mr N Barwood</b>			
Office utility/insurance charges	804.60		804.60
<b>Mint Garden Services</b>			
Recreation Ground Fence Materials/Maintenance	1794.84	358.97	2153.81
<b>HMRC</b>			
NI/PAYE Payments	1469.78		1469.78
<b>Amounts due for payment:</b>			
<b>Mrs M Weston</b>			
Clerk's Salary/Expenses	1950.00		1950.00
<b>Lyndhurst &amp; District Community Association</b>			
Room hire - planning meeting	23.50		23.50
<b>Copyrite Business Solutions Ltd</b>			
Photocopying	26.62	5.32	31.94
<b>Colin Payne</b>			
Allotment water supply + one new tap	73.15		73.15
<b>ADH Cleaning &amp; Maintenance Services</b>			
Window Cleaning	42.00		42.00

<b>NFDC</b>			
GIS Partnership contribution	110.00		110.00
<b>Mr S Forman</b>			
Internal Financial Audit services	275.00		275.00
<b>Total</b>	<b>11554.40</b>	<b>1361.27</b>	<b>£12,915.67</b>

(b) Statement of Income and Expenditure for the Financial Year ended 31 March 2018

**RESOLVED:** That the Statement of Income and Expenditure for the financial year ended 31 March 2018 be accepted as a true and accurate record and signed by the Chairman.

(c) Appointment of Internal Auditor

**RESOLVED:** That LighterTouch be appointed as LPC's internal auditor for the financial year commencing 1 April 2018.

## 16. Correspondence and Clerk's Report

The Clerk reported that she had visited LPC's internal auditor the previous week and between them they had given consideration to the following changes in the accounting system:

To create a Central Account which is renamed from the Admin Account.

To create an Office Account from our Other Account. This will purely deal with items relating to the office. Any other items in the Other Account will be transferred to the Central Account.

It will be necessary to transfer finance into the Office Account and ensure that the Precept is split out to include this account to enable predicted annual costs to be met. This could include a percentage reduction across the various committee reserves.

There was a need to explain the large surplus held in the Burial Account reserves and this could be achieved by minuting that this was for one specific project. The suggestion had been made that this would be for the future purchase of additional cemetery land.

Suitable software should be implemented to assist with financial accounting and to help with the annual return.

**RESOLVED:** That a Finance and General Purposes Committee meeting be held on Tuesday 12 June at 6.30 pm in Lyndhurst Community Centre to give consideration to the above items and any other specific financial matters that it was thought necessary to deal with before the next F&GP Committee meeting in November.

It was noted that it will not now be necessary for Parish Councils to appoint a Data Protection Officer.

## 17. Reports from Representatives of Outside Bodies

Councillor Se-Upara reported that there would be a Community Speedwatch the following day.

Councillor Trend reported that the opening of the newly refurbished Emery Down Village Hall had been very successful. A representative from the Chamberlain family had been present and it was noted that this family had originally donated the finance for the erection of the hall. Esther Rantzen had given an informative talk and generally it had been a very happy occasion.

Councillor Trend reported as one of two LPC representatives on the Lyndhurst Welfare Committee. She explained that they had recently held a meeting and had decided on more clarity about the organisation, criteria, etc. There will be a new constitution which will be shorter and simplified.

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

Planning Committee	Tuesday, 22 May	7.15 pm	Community Centre
F&GP Committee	Tuesday 12 June	6.30 pm	Community Centre
Amenities Committee	Tuesday 11 September	6.00 pm	Community Centre

#### **19. Items for Discussion at the Next Meeting**

Items brought forward from the May Agenda

Items brought to the Clerk's attention by Tuesday 5 June 2018

Chairman \_\_\_\_\_

Date \_\_\_\_\_