

**East Boldre Parish Council  
Minutes of the meeting held at the Village Hall  
on Tuesday 13 June 2023**

Councillors present: Beverley Hawker (Chair); Michael Husband, Teresa Morrissey  
In attendance: County Cllr Keith Mans, District Cllr Dan Poole, 1 member of public, Liz Welch (Parish Clerk)

**1.0 To accept apologies for absence**

Received from Cllrs Moyse, Rostand, Urwin.

**2.0 Declaration of interest in items on the agenda**

None.

**3.0 To confirm minutes of the previous Parish Council meeting**

Cllrs approved the minutes of the meeting held on 9 May 2023.

**3.1 Matters arising**

Items arising covered on the agenda or in hand. Item 8.2 allotment survey shared with EBAA Committee. The Parish Council and Committee are working together to ensure the allotment plots measured are the correct size. Action will be taken by the Committee to mark out plots and Simon Taylor, surveyor, will return to amend his original survey where necessary. The allotment risk assessment report was circulated to all Councillors following the allotment inspections on 25 May.

**4.0 To receive Clerk's report**

Allotments: Three 'notices to quit' were issued on 25 May. All three tenants indicated that they would like to keep their plots on, only one has paid to date. The absolute deadline is 40 days from date of issue. An EBAA Committee member met with the NPA tree officer to discuss several overgrown trees. They received helpful feedback and will submit a tree works application to the NPA shortly.

Hatchet Pond: A member of public emailed their concern about inappropriate activities. The Clerk relayed this to Forestry England. The best way to report issues is still to contact the call centre on 0300 067 4600. A question about better signage has been referred to FE's recreation department.

Other matters: Further to a forest pony sadly injured by a car, the Agister confirmed that it was reported by the driver involved.

**5.0 To receive a report by the County Councillor for East Boldre**

Cllr Mans had received an email from EBCS Ltd to advise that funding from Hampshire County Council has been received and that contractual works were scheduled to begin on 8 June. Cllr Mans advised that he has some grant funding available for suitable projects this year. While not directly involved, Openreach have informed HCC about significant funds available to further their lightning fast broadband initiative.

**5.1 To receive questions on the report by the County Councillor**

Thanking Cllr Mans, MH said that he had requested an update on broadband works in the Masseys Lane area three times without success; Cllr Mans offered to be copied in to future emails.

With the Chair's consent, a member of public raised their concerns with Cllr Mans about tables and chairs in a layby near Marchwood which obstruct vehicular parking; Cllr Mans invited them to email him directly.

Chairman's signature:

Date: 11/7/2023

MH noted that the pothole situation had greatly improved. Discussion followed about this national matter, and the need for major investment in the highways infrastructure.

#### ACTION

MH to send a further email to Openreach, copying in Cllr Mans.

### **6.0 To receive a report by the District Councillor for East Boldre**

Welcoming Cllr Poole, BH congratulated the Councillor on his recent success in the NFDC elections. Holding the portfolio for communities, safety and wellbeing, Cllr Poole said that he is keen to work closely and support Parish Councillors.

#### 6.1 To receive questions on the report by the District Councillor

BH asked Cllr Poole if he could investigate a matter raised previously by the Parish Council, to replace the rubbish bin located near the village hall which was destroyed by the tornado. Cllr Poole replied that he was aware of a usage means test that may well be applicable in this situation.

MH asked for Cllr Poole's views on the two Public Space Protection Order that will enter into force on 1 July. Acknowledging the challenges, Cllr Poole said that organisations will work in partnership to enforce the PSPOs, with the priority focus being education and awareness. A largescale PR initiative is planned, and Forestry England rangers are preparing for their implementation. TM noted that locals know not to feed Forest livestock, but many visitors to the Forest don't. Agreeing, Cllr Mans considered that clear, straightforward notices in car parks will be needed. BH added that the Parish Council will certainly help to disseminate information through its website.

### **7.0 Public session**

A member of public expressed concern about chairs from the village shop that are constantly being moved to and left in the bus shelter opposite. They raised their concern with the shopkeeper and on several occasions has moved them back. Cllrs were requested to find a solution. BH was aware and suggested that a quiet word with those responsible is the best way forward in the lead up to the shop's closure.

Cllrs Mans, Poole and the member of public left the meeting.

### **8.0 Finance**

#### 8.1 To review monthly accounts and to note bank reconciliation

Cllrs reviewed monthly accounts and noted the bank reconciliation for April (appendices 1 and 2).

#### 8.2 To approve the annual accounts

Cllrs reviewed the Annual Governance Statement for 2022-23 (AGAR). BH reminded those present that the balance of £15,285 carried forward as at 31 March includes monies that have been committed to specific projects previously, in particular the planned village hall renovations and the allotment survey. BH also noted that the 2022-23 precept of £16,000 remains the same in the 2023-24 budget. The Certificate of Exemption (Form 2) was signed by BH.

#### 8.3 To approve internal audit return

Councillors approved the accuracy of the internal Audit return. They were very pleased that the system and records of the council were found to win very good order. The Clerk was thanked for her hard work.

#### 8.4 Internal audit action points

There were four points raised:

- To review all policies regularly to ensure legislation and advice is addressed
- A specific statement to be included in the minutes annually, stating the precept amount for the following year

Chairman's signature:

Date: 11/7/2023

- To reload software for payroll
- To ensure the AGAR 1,2 and the 1a report approved is done in accordance with PG2023

**RESOLVED:**

1. Cllrs approved the monthly accounts and bank reconciliation for May 2023.
2. The AGAR 2022/23 Form 2 sections 1 and 2 were approved by Cllrs and signed by the Chair.

**ACTION:**

1. Clerk to submit the Annual Governance Statement for 2022/23 and ensure that they are published on the EBPC website before 1 July.
2. Clerk to action the recommendations of the Internal Auditor's report dated 7 June 2013.

**9.0 To review planning applications**

The Clerk advised that amended plans for 23/00340FULL had been received earlier that day. Cllrs agreed that more time was needed to consider them.

9.1 23/00709TPO: 26 Sweyns Lease, East Boldre, Brockenhurst, SO42 7WQ

No concerns raised.

9.2 23/00726CONS: April Cottage, Withers Lane, East Boldre, Brockenhurst, SO42 7WX

No concerns raised.

9.3 23/00727CONS: Guildford Lodge, Main Road, East Boldre, Brockenhurst, SO42 7WU

No concerns raised.

**ACTION:**

1. Clerk to inform the NPA Planning Department of Cllrs' decisions.
2. Clerk to request that the deadline for amended application 23/00340FULL be extended to allow for discussion at the next meeting.

**10.0 Governance**

10.1 To confirm insurance policy effective from 1 June 2023

The Clerk advised that premiums have been reduced for the new BHIB insurance policy. Councillors confirmed receipt of the new policy documents, and that the policy should be taken on the three year fixed rate.

10.2 To adopt Standing Orders

Councillors approved the existing Standing Orders, which are in line with NALC recommendations.

**RESOLVED:**

1. New insurance policy to be taken on a 3 year fixed rate basis.
2. Councillors adopted Standing Orders.

**11.0 Broadband update**

Following on from the discussion under item 5.1, MH reported that he is actively pursuing the project leaders for an update, and particularly Masseys Lane. November is the current deadline.

**12.0 To receive reports from external meetings**

BH reported that the speedwatch volunteers held four sessions in May. 324 vehicles were observed at authorised places opposite Heath Lane in East End, and near the car park entrance on the Brockenhurst Rd. In total six cars were recorded well above the speed limit. Future dates have been set for sessions with a PCO in attendance. Anyone interested in volunteering to join the existing speedwatch group would be welcomed.

Chairman's signature:

Date: 11/7/2023

MH reported that the village hall organised two public events to attract volunteers. While there was some interest, no one has yet stepped forward. Further events are planned.

Noting that TM was unable to attend the May meeting where Cllrs agreed responsibilities for the coming year, BH invited TM to share the SE Quadrant portfolio. TM accepted.

**ACTION:**

1. Clerk to advertise on Parish Council website for speedwatch volunteers.
2. Clerk to update website to show that TM is also a SE Quadrant representative.

**18.0 Agenda items for next meeting**

Timetable for reviewing policies; Lengthsman Fund priorities for 23-24; parish noticeboards; broadband.

**17.0 Date of next meeting**

The next parish council meeting will take place at 7pm on Tuesday 11 July at East Boldre Village Hall.

The Chair closed the meeting at 8.15pm.

## Appendix 1 - Monthly payment schedule

<b>East Boldre Parish Council payment schedule - May 2023</b>					
<i>Date</i>	<i>Payee</i>	<i>Detail</i>	<i>Folio</i>	<i>trans</i>	<i>Amount</i>
<b>Payments</b>					
02/05/2023	Plusnet	Parish Cl phone	9	dd	£8.52
10/05/2023	Mr S Taylor	Allotment survey	10	bacs	£576.00
21/05/2023	HSBC	bank charges	11	dd	£5.80
22/05/2023	Go Cardless	Office 365	12	dd	£14.83
24/05/2023	HALC	Annual membership	13	bacs	£344.03
24/05/2023	HALC	Bronze membership	14	bacs	£198.00
24/05/2023	E Welch	Office allowance April 22	15	bacs	£33.37
30/05/2023	Royal Mail	PO Box	16	dd	£38.10
30/05/2023	BHIB	Parish Cl insurance	17	bacs	£481.02
30/05/2023	E Welch	Salary	18	bacs	£889.96
30/05/2023	E Welch	Expenses April & May	19	bacs	£110.95
31/05/2023	Plusnet	Parish Cl phone	20	bacs	£8.52
<b>Total payments</b>					<b>£2,709.10</b>
<b>Receipts</b>					
03/05/2023	[Name withheld]	Allot rent	26	bacs	£34.50
04/05/2023	[Name withheld]	Allot rent	27	bacs	£51.75
04/05/2023	[Name withheld]	Allot rent	28	bacs	£51.75
05/05/2023	[Name withheld]	Allot rent	29	bacs	£51.75
08/05/2023	[Name withheld]	Allot rent	30	bacs	£51.75
09/05/2023	[Name withheld]	Allot rent	31	bacs	£34.50
12/05/2023	HSBC	Interest	33	bacs	£21.13
12/05/2023	[Name withheld]	Allot rent	34	ch	£120.75

Chairman's signature:

Date: 11/7/2023

13/05/2023	[Name withheld]	Allot rent	35	bacs	£80.50
22/05/2023	[Name withheld]	Allot rent	36	bacs	£74.75
24/05/2023	[Name withheld]	Allot rent	27	bacs	£51.75
26/05/2023	[Name withheld]	Allot rent	38	bacs	£23.00
<b>Total receipts</b>					<b>£647.88</b>
<b>Money transferred</b>			32,29,40	bacs	<b>£2,500.00</b>
<b>Bank reconciliation</b>					
<b>Balance as at date</b>					
HSBC Current					<b>£823.03</b>
HSBC Savings					<b>£20,349.93</b>
Less unpresented cheques					
<b>Net bank balance as at date</b>					<b><u>£21,172.96</u></b>
<b>The net balances reconcile to the cash book for the year to date, as follows</b>					
Opening balances					<b>£15,285.23</b>
Add receipts					£9,688.43
less payments					<b>-£3,800.70</b>
<b>Closing balance as per the balance sheet</b>					<b><u>£21,172.96</u></b>

Chairman's signature:

Date: 11/7/2023

## Appendix 2 - Monthly Report

## Monthly report May 2023

	2022-23	23/24		
	Actual	Budget	YTD	Forecast
	£	£	£	£
<b>Council business</b>				
Income	16,076.03	16012.00	8,038.18	
Expenditure	13,408.43	16325.00	2,664.28	
Expenditure as % of precept	83.80		33.30	
Surplus (deficit)	2,667.60	-313.00	5,373.90	
<b>Projects</b>				
Income			-	
Expenditure	4,104.49	-1000.00	-	
Surplus (deficit)	- 4,104.49	-1000.00	-	
<b>Allotments</b>				
Income	1,530.00	1748.00	1,650.25	
Expenditure	2,599.02	-1695.00	510.00	
Surplus (deficit)	- 1,069.02	53.00	1,140.25	
<b>VAT recovered</b>	1,308.61		-	
<b>VAT paid</b>	1,073.63		17.05	
<b>net</b>	- 234.98		17.05	
<b>Total surplus (deficit)</b>	- 2,270.93	-1260.00	6,497.10	
<b>Reserve brought forward</b>	14,014.15	9786.00	11,743.22	
<b>Reserve carried forward</b>	11,743.22	8526.00	18,240.32	
<b>Cash at bank</b>	15,285.23		21,172.96	
<b>Adjustments</b>				
<b>Cash book balance</b>	15,285.23		21,172.96	
<b>Reserves</b>	11,743.22	8526.00	18,240.32	

Chairman's signature:

Date: 11/7/2023

<b>Commitment</b>	3,542.37	2509.00	2,933.00	
<b>Total</b>	<b>15,285.59</b>	<b>11035.00</b>	<b>21,173.32</b>	
<b>Council business Income</b>				
precept	16,000.00	16000.00	8,000.00	
bank interest	76.03	12.00	38.18	
<b>Total</b>	<b>16,076.03</b>	<b>16012.00</b>	<b>8,038.18</b>	
<b>Council business expenditure</b>				
salary	8,427.88	9000.00	1,417.18	
stationery/post/phone	669.16	600.00	87.03	
travel	216.50	400.00	37.80	
office	366.63	400.00	66.66	
equipment		600.00	-	
training	306.42	300.00	-	
newsletter	556.00	450.00	-	
hall hire	300.00	250.00	-	
audit	190.00	200.00	-	
insurance	481.65	500.00	481.02	
defibrillators	396.00	400.00	-	
Speedwatch	28.00		-	
football pitch	225.00	225.00	-	
subscriptions	1,211.82	1500.00	574.59	
election expenses		500.00		
maintenance		1000.00	-	
<b>Total</b>	<b>13,375.06</b>	<b>16325.00</b>	<b>2,664.28</b>	
<b>Projects income</b>				
grants				
donations				
<b>Total</b>	-		-	
<b>Projects expenditure</b>				
EBOH salary			-	
EBOH other	90.00		-	

Chairman's signature:

Date: 11/7/2023



grants	4,014.49	1000.00	-	
defibrillators			-	
seats				
bus shelters etc				
notice boards			-	
public transport			-	
<b>Total</b>	<b>4,104.49</b>	<b>1000.00</b>	<b>-</b>	
<b>Allotments income</b>	1,530.00	1748.00	1,650.25	
<b>Allotments expenditure</b>				
rent refund				
Rent,insurance	670.32	570.00	510.00	
water	282.60	125.00	-	
hedging	480.00	600.00	-	
fencing		200.00	-	
maintenance	1,166.10	200.00	-	
<b>Total</b>	<b>2,599.02</b>	<b>1695.00</b>	<b>510.00</b>	

Chairman's signature:

Date: 11/7/2023