

EAST BOLDRE PARISH COUNCIL

Minutes of the Parish Council meeting held Online on Tuesday 13th April 2021 at 7pm

Present:

Cllr K Holmes Chairman

Cllr B Hawker Vice Chair

Cllr M Husband

Cllr L Clark

Cllr Gabzdyl

Cllr D Drodge

In attendance – Mrs Nicola Curzon, Parish Clerk; Cllr Mans, County Councillor; Cll Harris, District Councillor; Stephen Harris, Partnership Manager, Open Reach and six members of the public.

On behalf of East Boldre Parish Council and the residents of East Boldre, the chairman Cllr Holmes expressed his deepest condolences on the passing of HRH The Duke of Edinburgh.

1.0. To accept apologies for absence.

Cllr Moyse.

2.0. Declaration of Interest in items on the agenda.

Cllr Holmes: Planning application: 21/00189.

3.0. To confirm minutes of the meeting held on 9th March 2021.

The minutes were agreed as a true record of the meeting. They will be signed by the Chairman when feasible.

3.1. Matters arising from the minutes.

None.

4.0. To receive the clerk's report

The new allotment season has begun, contracts, invoices and allotment rules have been sent out to all plot holders. An allotment inspection is planned for the end of April.

The planning Application 21/00079 THORWALDS is due to be discussed at a virtual planning meeting on 20th April, Cllr Moyes will attend representing the parish council.

5.0. To receive a report by County Councillor for East Boldre. FOR INFORMATION ONLY

- Cllr Mans confirmed that Covid 19 cases in the New Forest have dropped to less than 20 per 100,000. The R rate in the New Forest remains below that of the region and the country as a whole.
- 90% of over 50s have now been vaccinated and the role out is continuing as planned.
- Number of patients admitted to hospital has reduced significantly and there is a steady move towards normality in the health service.
- HCC is now assisting in the recovery of business and hospitality industry.
- Protecting the New Forest from over use this summer will be difficult, with higher numbers of tourists. It will be important to ensure that tourists take refuse home with them.

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

Cllr Husband noted the high numbers of people vaccinated in the New Forest (this is a reflection of the demographics of the area)

6.0. To receive a report by District Councillor for East Boldre. FOR INFORMATION ONLY

- Cllr Harris told the council that there have been several changes at NFDC including Cllr Edward Heron taking the role as leader of the District Council.
- Changes to the cabinet mean that Cllr Harris now holds the portfolio for Business, tourism and High Streets.
- The District Council has two Covid grant schemes: Restart Grants and Additional restriction descretionary grants. Both schemes are open for applications until 30/06/21.

Chairman's signature:

Date: 4/5/2021

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

None.

7.0. To receive a report on broadband provision for East Boldre.

Stephen Harris, Partnership Manager for Open Reach, gave a presentation to the parish council on the provision of broadband to East Boldre. He explained the historic issues encountered by Open Reach and the new timelines which have been established for the installation of fibre to the property and to the cabinet in the parish. Solutions for the installation of broadband must be affordable and expectations realistic. Stephen assured councillors that he would keep in touch with project progress. There are six mini projects within the East Boldre Parish boundary, with specific timelines for each project. A copy of the full presentation is available on the [Parish Council website](#).

Questions on the presentation

1. Cllr Mans congratulated Stephen Harris on a comprehensive and clear presentation. He clarified that if Open Reach has issues in obtaining permission from stakeholders which continue to delay the progress of broadband installation, they should get in touch with him.
2. A member of the public asked when it would be possible to register for an upgrade of broadband, Stephen Harris will forward a link to the Open Reach website.
3. A second member of the public asked if Open Reach envisage any major risks to the new timescale? Stephen Harris noted that there are lots of variables, but that Open Reach should hopefully continue to run within the new timetable. He assured the council that he would keep them updated if any delays occur.
4. On behalf of the parish council, Cllr Husband thanked Stephen Harris for his informative presentation. He asked if the current project is fully funded. Stephen confirmed that it is, however the funds available are not limitless and installation of fibre must be achieved in the most affordable way. Cllr Husband also asked for confirmation of which premises are included in the community fibre projects – a detailed breakdown of properties included in the project will be confirmed with Cllr Husband after the meeting. Any premises not covered by these projects will be eligible for the HCC voucher scheme.

8.0. Public session.

A member of the public asked to speak about the planning application 21/00291.

9.0. Finance.

9.1. To agree payments in accordance with the budget and to note bank reconciliation. (Circulated)

Resolved: Payments were received as shown on table below.

East Boldre Parish Council payment schedule				
Payee	Bacs date	Item	Payment	folio
Payments				
IOC	12/03/2021	Data protection	£35.00	108
Royal Mail	20/03/2021	PO Box	£36.60	109
Mint Gardens	26/03/2021	Allotment hedge cutting	£432.00	110
HALC	26/03/2021	Councillor training	£36.00	111
NSALG	26/03/2021	allotment membership	£108.00	112
Plusnet	31/03/2021	parish council phone	£7.46	113
Parish Clerk	06/04/2021	expenses	£44.23	1
Parish Clerk	06/04/2021	salary	£634.88	2
microsoft	06/05/2021	office 365	£5.99	3
Total paid			£1,299.17	
Amount transferred to current account				
Receipts as at date				
		Detail	Amount	
Bank interest	12/03/2021	monthly interest	£0.09	79
NFDC	01/04/2021	Precept	£8,000.00	1
Allotment plot holder	01/04/2021	annual payment	£30.00	2
Allotment plot holder	01/04/2021	annual payment	£30.00	3
Allotment plot holder	01/04/2021	annual payment	£45.00	4
Allotment plot holder	01/04/2021	annual payment	£75.00	5
Allotment plot holder	01/04/2021	annual payment	£45.00	6
Allotment plot holder	01/04/2021	annual payment	£45.00	7
Allotment plot holder	03/04/2021	annual payment	£45.00	8
Allotment plot holder	05/04/2021	annual payment	£20.00	9
Allotment plot holder	05/04/2021	annual payment	£30.00	10
Allotment plot holder	05/04/2021	annual payment	£45.00	11
Allotment plot holder	05/04/2021	annual payment	£20.00	12
Allotment plot holder	06/04/2021	annual payment	£10.00	13
Allotment plot holder	06/04/2021	annual payment	£30.00	14
Allotment plot holder	07/04/2021	annual payment	£30.00	15
Allotment plot holder	08/04/2021	annual payment	£30.00	16
Allotment plot holders	08/04/2021	annual payment	£75.00	17
Allotment plot holder	09/04/2021	annual payment	£30.00	18
Allotment plot holder	09/04/2021	annual payment	£45.00	19
Total receipts			£8,680.09	
Bank reconciliation				
Balance as at date				
HSBC Current			£4,163.58	
HSBC Savings			£19,452.24	
Less unrepresented cheques			£75.00	
Net bank balance as at date			£23,690.82	
The net balances reconcile to the cash book for the year to date, as follows				
Opening balances			£22,261.97	
Add receipts			£36,701.23	
less payments			-£35,272.38	
Closing balance as per the balance sheet			£23,690.82	

Chairman's signature:

Date: 4/5/2021

9.2. To consider a grant application from New Forest Disability (Circulated)

Resolved: In line with the grants policy, all new grant applications will be considered in September, before the budget is set for the next financial year. If funding is sought for an emergency, it may be considered by digression, outside of the September meeting. The clerk will respond to all grant applicants and inform them when their application will be considered.

9.3. To consider the draft accounts for year ended March 31st 2021 (Circulated)

	19/20	20/21			21/22
	Actual £	Budget £	YTD £	Forecast £	Budget £
Council business					
Income	15046	15020	15010	15020	16010
Expenditure	16153	17230	15801	16705	16315
Expenditure as a % of precept	108	115	105	111	102
Surplus (deficit)	-1107	-2210	-790	-1685	-305
Projects					
Income	5750	3000	6676	6676	0
Expenditure	10572	14550	12255	12255	3300
Surplus (deficit)	-4822	-11550	-5579	-5579	-3300
Allotments					
Income	2123	1235	1572	1572	1430
Expenditure	1576	3450	2036	1730	1500
Surplus (deficit)	547	-2215	-465	-158	-70
VAT recovered	565	1000	2912	2500	2500
VAT paid	1013	1000	2643	2500	2500
net	-448		269	0	0
Total surplus (deficit)	-5830	-15975	-6566	-7422	-3675
Reserve brought forward	23092		17262	17262	10696
Reserve carried forward	17262		10696	9840	7021
Cash at bank	22262		15696	14840	
Adjustments					
Cash book balance	22262		15696	14840	
Reserves	17262		10696	9840	
Commitment	5000		5000	5000	
Total	22262		15696	14840	

Chairman's signature:

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Council business						
Income	precept	15000	15000	15000	15000	16000
	bank interest	46	20	10	20	10
		15046	15020	15010	15020	16010
Expenditure	salary	9036	8000	8905	9555	9000
	stationery	546	800	595	500	550
	travel	387	500	175	200	400
	office	267	270	401	400	400
	equipment	408	2000	677	700	600
	training	220	1000	83	100	500
	newsletter	673	500	378	378	500
	hall hire	318	350	8.1	8	300
	audit	340	250	430	430	450
	insurance	443	500	439	439	440
	defibrillators	226		504.5	520	450
	election exp.	75	60			
	football pitch	225	225	225	225	225
	subscriptions	1177	1775	1254	1500	1500
	maintenance	1812	1000	1726	1750	1000
			16153	17230	15801	16705
Projects						
Income	grants	5500	3000	6021	6021	
	donations	250		655	655	
	Total	5750	3000	6676	6676	
Expenditure	EBOH salary	3635	5000	1952	1952	
	EBOH other	406		4614	4614	1000
	grants	6530	3000	1759	1759	
	defibrillators		2000	3930	3930	250
	seats		50			50
	bus shelters etc	1	500			1000
	notice boards		1000			1000
	public transport		3000			
		10572	14550	12255	12255	3300
Allotments						
Income	rent	1520	1235	1587	1587	1430
	rent refund			-15	-15	
	water	603				
	Total	2123	1235	1572	1572	1430
Expenditure	Rent,insurance	806	800	774	774	550
	water 1	274	650	295	339	350
	water 2			44		
	hedging	340	500	360		200
	fencing		500	0		200
	maintenance	156	1000	564	617	200
	Total	1576	3450	2036	1730	1500

Chairman's signature:

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Further accounting statements will be considered in June as set out in the financial timetable.

Resolved: The financial statement was accepted by councillors.

9.4. To agree financial timeline with reference to the AGAR return (circulated)

Resolved: Cllr Gabzdyl requested that discussion of

future projects should be added to the financial timeline in November (amended table below)

East Boldre Parish Council Financial Timetable

April	<ol style="list-style-type: none"> 1. Review draft 20/21 financial statements 2. Verify bank reconciliation
May	<ol style="list-style-type: none"> 1. Review monthly accounts; verify bank reconciliation 2. Review effectiveness of internal control systems 3. Internal Audit
June	<ol style="list-style-type: none"> 1. Approve and sign annual governance and accountability return (AGAR) 2. Accounting statements completed signed and approved 3. Submit to external auditor <ul style="list-style-type: none"> • date for commencement of public rights • Annual governance and accountability return • Accounting statements • Bank reconciliation • explanation of variances • report of internal auditor
July	Review monthly accounts; verify bank reconciliation
August	Review monthly accounts; verify bank reconciliation
September	<ol style="list-style-type: none"> 1. Completed AGAR and external audit report put on public display 2. Review grant applications 3. Review monthly accounts; verify bank reconciliation
October	<ol style="list-style-type: none"> 1. Review monthly accounts; verify bank reconciliation 2. Appoint internal auditor
November	<ol style="list-style-type: none"> 1. Review monthly accounts; verify bank reconciliation 2. Discuss projects proposed for the next financial year 3. Prepare three-year financial outlook; approve precept
December	Review monthly accounts; verify bank reconciliation
January	Review monthly accounts; review bank reconciliation
February	<ol style="list-style-type: none"> 1. Review monthly accounts; review bank reconciliation 2. Review first draft budget
March	<ol style="list-style-type: none"> 1. Review monthly accounts; review bank reconciliation 2. Approve annual budget

Chairman's signature:

Date: 4/5/2021

10.0. To consider planning applications:

Resolved: If either planning application 21/00189 or 21/00291 go to planning committee, Cllr Husband is happy to attend, Cllr Gabzdyl will help to prepare documents.

21/00171 Clare Woolf	Outbuilding (Garden Studio)	IVY ROOST, MAIN ROAD, EAST BOLDRE, BROCKENHURST, SO42 7WU	11/3/21	We recommend PERMISSION, for the reasons listed below, but would accept the decision reached by the National Park Authority's Officers under their delegated powers.	13/4/21
21/00189	Outbuilding	SPRING COTTAGE, MATTHEWS LANE, SO42 7WJ	11/3/21	We recommend REFUSAL, for the reasons listed below: The proposed outbuilding is very close to the boundary of the neighbouring property and will have a negative impact on them.	13/4/21
21/00266 - Ann Braid	Single storey extension; alterations to doors and windows; enlargement of rooflights; demolition of existing single storey extension and conservatory	APRIL COTTAGE, ROWES LANE	25/3/21	We recommend REFUSAL, for the reasons Listed below, but would accept the decision reached by the National Park Authority's Officers under their delegated powers: The application is in breach of the NFNPA planning Policy.	13/4/21
21/00291	2no. outbuildings	FIR TREE COTTAGE, MAIN ROAD, EAST BOLDRE, SO42 7WT		We recommend PERMISSION, for the reasons listed below: The amended plans including a pitched roof for the outbuilding would be far more in keeping with the surrounding neighbourhood than the flat roof originally approved.	13/4/21

11.0. To receive an update on the Village Hub

Cllr Husband told the council that the Village Hub committee anticipate a decision on their planning application by the end of April.

12.0. To consider the state of the road surface on Cripplegate Lane and Lodge Lane.

Several residents have complained about the state of the two lanes. Although some repair work has been carried out in the area, there are still several pot holes and dangerous cracks in the road which make cycling hazardous.

Resolved: Residents should be encouraged to report damage to road surfaces directly to HCC. There is a link to report a highways problem on the [Parish Council website](#). Additionally, Cllr Gabzdyl will contact Hampshire Highways, copying in Cllr Mans, to highlight the issues.

Action RG

13.0. To receive reports from external meetings.

1. Cllr Hawker, Cllr Gabzdyl and the clerk attended an allotment meeting:

- Plot holders identified key tasks to be completed for the day to day running of the allotments
- Volunteers have agreed to complete these on a regular basis
- There was a presentation on the formation of an allotment association however plot holders were not ready to make a decision at this meeting
- A further meeting in June will focus on progress with the day-to-day tasks and further consideration given to the formation of an East Boldre allotment association.

Chairman's signature:

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2. Cllr Hawker attended a meeting hosted by Helen Bradley, Project Manager for Hythe and Dibden Parish Council, to discuss the reintroduction of a regular 112 bus service. Helen will put together a proposal over the next few weeks, which she will discuss with parishes along the 112 route. Information gathered by other parishes regarding the provision of an improved bus service was shared. Helen has agreed to collate this and formulate a draft proposal. Cllr Hawker will share this with councillors when it becomes available.

3. Cllr Clark attended a meeting at School Fields Trust Hall. They would like to make a grant application for the purchase of cycle racks at the hall. She will report back to the trust that parish council grants will now be considered in September.

14.0. Agenda items for next meeting.

Hatchet Pond.

15.0. To confirm the date of the next Parish Council meeting (the Annual Parish meeting) As Tuesday 4th May at 7pm, the meeting will be held virtually due to Covid 19 restrictions. The meeting will be held a week early following guidance from HALC.

The meeting closed at 9pm.