

**East Boldre Parish Council  
Minutes of the meeting held at the Village Hall  
on Tuesday 10 October 2023**

Councillors present: Beverley Hawker (Chair); Ian Moyse (Vice-Chair), Michael Husband, Teresa Morrissey, Anna Rostand.

In attendance: 2 members of public, Liz Welch (Parish Clerk).

**1.0 To accept apologies for absence**

Received from County Cllr Mans, Cllr 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 12 September 2023.

**3.1 Matters arising**

MH followed up on item 8 and expressed concern about relocating the noticeboard in the bus shelter as he considered it was too tucked away. AR agreed. MH proposed to explore other potential locations, including the village hall. BH advised Cllrs that since the last meeting, Stuart Newey offered to refurbish the existing noticeboard. This offer was gratefully accepted by Cllrs.

IM confirmed that he had responded to the Government's planning consultation (item xx) in support the NPA's response.

**ACTION**

MH to explore resiting of Parish Council notice board to the village hall.

**4.0 To receive Clerk's report**

LW attended the regional SLCC meeting held in Marchwood, a good opportunity to network and support regional representatives. Picking up on concerns raised recently by TM about potholes on Chapel Lane, the clerk contacted Beaulieu Estates and a reply is pending.

Allotments: A newer plot holder from outside the parish has enquired about keeping poultry and bees at the allotments. The clerk advised that no beekeeping or new poultry permits are being issued until such time as Cllrs have reviewed existing policies. There will be a Halloween pumpkin event for children organised by the Allotment Association Committee, lots of fun activities planned.

A member of the Beaulieu Residents Association copied EBPC in on their complaint to Forestry England about nuisance activities in the Hatchet Pond area. BH responded with an email of support to FE, who advised that concerned members of the public should use the 24 hour tel: 0300 067 4600. BH also extended an invitation to Beaulieu Residents Association to join the speedwatch volunteers. MH reported that security camera signs are now displayed at the Beaulieu airfields.

Chairman's signature:

Date: 14/11/2023

Action:

LW to forward 24 hour helpline details with Beyond East Boldre e-newsletter.

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

Not present.

5.1 To receive questions on the report by the County Councillor

None.

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

Not present.

6.1 To receive questions on the report by the District Councillor

MH raised concern that several households have run out of black and recycling bags, and asked if NFDC are experiencing distribution issues. Clerk to ask NFDC about the bag situation.

Action

LW to contact NFDC to resolve.

**7.0 Public session**

In relation to item 10.1, a member of public advised that an annex was in situ when they purchased their property and that they are now applying for an LDCE.

Bringing forward agenda item 10.1, BH believed that planning permission was given in 2012 for a workshop which was intended for keeping dexters but never used as such. IM and MH expressed concern about the process and enforcing planning regulations, adding that the 30% development rule exists to protect members of the community and the Forest as a whole and there are cases where it is being circumvented. Cllrs agreed that, while they do not have the power to object to the proposal, the Parish Council should express their concern to the NPA about the need to enforce planning consents.

Action:

LW to advise NPA of concerns raised by Cllrs.

**8.0 East Boldre allotments**

8.1 To consider allotment strategy

BH advised that the allotment strategy review continues. Cllrs have received the surveyor's report and BH has circulated a paper to all Cllrs for consideration. The purpose of the review is to ensure: The allotments are managed properly and fairly; The use of space available for allotments is optimised for the benefit of the community; The allotment rules are implemented and complied with.

Chairman's signature:

Date: 14/11/2023

BH sought Cllrs' approval of proposals to move forward with strategy before meeting with the Allotment Association (EBAA) Committee. Key proposals are:

1. Move to a rent system based on square metres from April 2025.
2. In April 2025 the price should be set at 26p per square metre (m<sup>2</sup>) excluding water
3. For new tenants with immediate effect, limit maximum plot size to c.125 m<sup>2</sup>. This could be extended if a plot is well cultivated.
4. With immediate effect, issue warnings for non-cultivation as per the rules and suggest to existing holder who appear to be struggling, to reducing their plot size.
5. Terminate contracts on 31 March 2024 of those holders who do not comply with warnings.
6. Actively market vacant plots.
7. Amend rules to limit chicken runs to a lower of 62 m<sup>2</sup> and no more than 25% of the plot holder's allotment.

BH emphasised the need to work with the EBAA Committee to implement. With Cllrs' agreement, the next steps are for BH and LW to meet with cttee. BH asked Cllrs to reaffirm that no beekeeping permits to be authorised, and no new poultry permits will be granted until such time as the existing poultry rules have been reviewed. The 2024 allotment rules state that no more than 10 hens are permitted; BH will liaise with the EBAA Committee on implementation.

RESOLVED:

1. Cllrs agreed with the proposals forming review of the allotments
2. Cllrs affirmed that beekeeping is not permitted at the allotments and that no new poultry permits will be granted until such time as the existing poultry rules have been reviewed.

#### 8.2 Report of inspection on 4 October.

BH offered an update. The remit was agreed with two members of the EBAA Committee, with a focus on uncultivated plots in the lead up to new rules taking effect from 1 April 2024. In total, 23 plots were identified with a significant proportion being uncultivated. Concern was raised that non-fruit trees, like willows, have been planted. The EBAA Committee representatives agreed that some holders should be invited to consider reducing their plot size to something more manageable. BH also suggested that the parish council could consider rotavating overgrown plots for new holders. The next inspection will take place March 2024. Cllrs recognised the invaluable input of the EBAA Cttee and expressed a wish to support their activities. MH and IM advised that they had taken an opportunity to visit Sway allotments and were impressed with many aspects. IM added that no polytunnels are allowed at Sway as they require significantly more water than open plots.

ACTION:

1. LW to issue warnings following inspections.
2. BH and LW to meet the EBAA Committee.

## 9.0 Finance

### 9.1 To review monthly accounts and to note bank reconciliation.

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

The Chair brought forward items 11.3 and 11.4. LW confirmed that Eleanor Greene will be available to undertake the 2023/24 internal audit. Cllrs supported the grant application from the School

Chairman's signature:

Date: 14/11/2023

Fields Trust for £100 to purchase safety matting and toys for a newly established baby and toddler group.

RESOLVED:

1. Monthly accounts and bank reconciliation for September 2023 approved
2. To appoint Do The Numbers as Internal Auditor for 2023/24
3. The grant application from School Fields Trust was approved.

ACTION:

1. LW to inform Do The Numbers Ltd
2. LW to inform School Fields Trust and arrange payment.

10.0 To review planning applications.

10.1 23/01147LDCE: Broomhills Farm, Main Road, East Boldre, Brockenhurst, SO42 7WU  
Item 7 above.

**11.0 Governance**

11.1 To review the Health and Safety policy

LW had circulated an updated health and safety policy, based on a model SLCC document.

11.2 To agree a schedule for adopting Human Resource policies

LW presented a discussion document to Cllrs on existing provisions as set out in the clerk's contract, standing orders and the code of conduct. Picking up on a recommendation from the most recent internal audit report, she went on to recommend that the parish council should adopt an equality and diversity policy, and a policy which sets out employee poor performance and grievance procedures. Both could be based on NALC templates.

RESOLVED:

1. Cllrs adopted a new health and safety policy
2. Cllrs agreed that policies on equality and diversity, and on disciplinary and grievance arrangements should be put in place.

ACTION:

1. LW to inform Internal Auditor of HR developments.
2. LW to draft equality and diversity policy
3. LW to draft policy on disciplinary and grievance arrangements.

**12.0 Broadband update**

MH advised that road closures due to enable groundworks for the community fibre scheme. He hopes that it will be up and running by the end of the year. In the meantime, Cllrs noted that many people are experiencing a worse than usual service in parts of the village.

ACTION:

MH to follow up missing postbox from a telegraph pole on Main Rd.

Chairman's signature:

Date: 14/11/2023

**13.0 To receive reports from external meetings**

MH praised the dynamism of the new NF Association of Local Coucils chairperson. BH reported that a speedwatch event on Heath Lane clocked 285 cars passed in one direction in an hour, it was encouraging to note that drivers visibly slowed when the volunteers were seen and no notices were issued.

BH advised that the next CPR and defibrillator training course is planned for 21 November at 7pm in the village hall. All welcome.

**ACTION:**

1. TM to explore opportunities to engage younger people at the CPR event.
2. LW to promote the CPR event on the website and noticeboards.

**14.0 Agenda items for next meeting**

None raised.

**15.0 Date of next meeting**

The next parish council meeting will take place at 7pm on Tuesday 14 November at East Boldre Village Hall.

The Chair closed the meeting at 8.20 pm.

## Appendix 1 - Monthly payment schedule

East Boldre Parish Council payment schedule - Sep 2023					
Date	Payee	Detail	Folio	trans	Amount
<b>Payments</b>					
04-Sep-23	Royal Mail	PO Box	45	DD	39.60
18-Sep-23	Kimcell	Website hosting	46	BP	360.00
21-Sep-23	HSBC	bank charges	47	DR	5.00
22-Sep-23	Go Cardless	Office 365	48	DD	14.83
29-Sep-23	Plusnet	Parish Cl Phone	49	DD	9.74
29-Sep-23	E Welch	Clerk	50	BP	626.16
29-Sep-23	Kimcell	Website domain renewal	51	BP	150.00
29-Sep-23	E Welch	New Printer reimburse	52	BP	249.99
29-Sep-23	HMRC	PAYE/NIC to 5 July	53	OBP	79.16
29-Sep-23	HMRC	PAYE/NIC to 5 Sep	54	OBP	78.00
<b>Total payments</b>					<b>£1,612.48</b>
<b>Receipts</b>					
12-Sep-23	HSBC	Interest	52	bacs	28
28-Sep-23	NFDC	Precept	54	bacs	8000
<b>Total receipts</b>					<b>£8,028.00</b>
<b>Money transferred</b>					
18-Sep-23	HSBC	transfer	53	TFR	1000
29-Sep-23	HSBC	transfer	55	bacs	£500.00
<b>Bank reconciliation</b>					
<b>Balance as at date</b>					
HSBC Current					<b>£566.91</b>
HSBC Savings					<b>£24,455.74</b>
Less unrepresented cheques					
<b>Net bank balance as at date</b>					<b>£25,022.65</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					£18,140.38
less payments					<b>-£8,402.96</b>
<b>Closing balance as per the balance sheet</b>					<b>£25,022.65</b>

Chairman's signature:

Date: 14/11/2023

## Appendix 2 - Monthly Report

	2022-23	23/24		
	Actual	Budget	YTD	Forecast
	£	£	£	£
<b>Council business</b>				
Income	16,076.03	16012.00	8,143.99	16,200.00
Expenditure	13,408.43	-16325.00	6,919.55	- 16,325.00
Expenditure as % of precept	83.80		86.49	
Surplus (deficit)	2,667.60	-313.00	1,224.44	- 125.00
<b>Projects</b>				
Income			-	
Expenditure	4,104.49	-1000.00	-	- 1,700.00
Surplus (deficit)	- 4,104.49	-1000.00	-	- 1,700.00
<b>Allotments</b>				
Income	1,530.00	1748.00	1,771.25	1820.00
Expenditure	2,599.02	-1695.00	693.23	-1695.00
Surplus (deficit)	- 1,069.02	53.00	1,078.02	125.00
<b>VAT recovered</b>	1,308.61		225.14	
<b>VAT paid</b>	1,073.63		180.81	
<b>net</b>	- 234.98		44.33	
<b>Total surplus (deficit)</b>	- 2,270.93	-1260.00	2,346.79	- 1,700.00
<b>Reserve brought forward</b>	14,014.15	9786.00	11,743.22	9,786.00
<b>Reserve carried forward</b>	11,743.22	8526.00	14,090.01	8,086.00
<b>Cash at bank</b>	15,285.23		25,022.65	
<b>Adjustments</b>				
<b>Cash book balance</b>	15,285.23		25,022.65	
<b>Reserves</b>	11,743.22	8526.00	14,090.01	8,086.00
<b>Commitment</b>	3,542.37	2509.00	2,932.64	2,933.00
<b>Total</b>	<b>15,285.59</b>	<b>11035.00</b>	<b>17,022.65</b>	<b>11,019.00</b>
<b>Council business Income</b>				
precept	16,000.00	16000.00	8,000.00	16,000.00
bank interest	76.03	12.00	143.99	245.00
<b>Total</b>	<b>16,076.03</b>	16012.00	<b>8,143.99</b>	<b>16,245.00</b>
<b>Council business expenditure</b>				
salary	8,427.88	9000.00	4,312.32	9000.00
stationery/post/phone	669.16	600.00	259.60	600.00

Chairman's signature:

Date: 14/11/2023

travel	216.50	400.00	75.60	400.00
office	366.63	400.00	130.00	312.00
equipment		600.00	211.66	700.00
training	306.42	300.00	-	300.00
newsletter	556.00	450.00	-	450.00
hall hire	300.00	250.00	-	300.00
audit	190.00	200.00	190.00	200.00
insurance	481.65	500.00	481.02	500.00
defibrillators	396.00	400.00	-	400.00
Speedwatch	28.00		-	
football pitch	225.00	225.00	225.00	225.00
subscriptions	1,211.82	1500.00	1,034.35	1500.00
election expenses		500.00		0.00
maintenance		1000.00	-	1000.00
<b>Total</b>	<b>13,375.06</b>	<b>16325.00</b>	<b>6,919.55</b>	<b>15887.00</b>
<b>Projects income</b>				
grants				
donations				
<b>Total</b>	-		-	
<b>Projects expenditure</b>				
EBOH salary			-	
EBOH other	90.00		-	
grants	4,014.49	1000.00	-	1,000.00
defibrillators			-	
seats				
bus shelters etc				
notice boards			-	700.00
public transport			-	
<b>Total</b>	<b>4,104.49</b>	<b>1000.00</b>	<b>-</b>	<b>1,700.00</b>
<b>Allotments income</b>	1,530.00	1748.00	1,771.25	1,820.00
<b>Allotments expenditure</b>				
rent refund			40.50	40.50
Rent,insurance	670.32	570.00	565.00	570.00
water	282.60	125.00	48.89	150.00
hedging	480.00	600.00	-	600.00
fencing		200.00	-	200.00
maintenance	1,166.10	200.00	38.84	200.00
<b>Total</b>	<b>2,599.02</b>	<b>1695.00</b>	<b>693.23</b>	<b>1,760.50</b>

Chairman's signature:

Date: 14/11/2023