

**East Boldre Parish Council
Minutes of the meeting held at the Village Hall
on Tuesday 14 November 2023**

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

In attendance: County Cllr Mans, District Cllr Poole, Liz Welch (Parish Clerk).

Before the meeting started, all present held a minute's silence in memory of Peter Bonham, former Parish Councillor.

1.0 To accept apologies for absence

None.

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 10 October 2023.

3.1 Matters arising

With regard to the missing postbox, MH reported that Openreach had placed it on the verge after removing it from the telegraph pole and believe it is now missing. Royal Mail are investigating and due to report back to a member of public by 2 December; LW has chased them up. Cllrs felt Royal Mail should be pursued further as a matter of urgency.

MH advised that the Village Hall Trust would in principle allow the PC noticeboard to be located on the outside wall or inside. The Trust awaits a formal request.

ACTION:

Clerk to write a letter to Royal Mail to reiterate urgency and copy in Cllr Mans as Vice Chair, HCC.

4.0 To receive Clerk's report

AR and LW attended the first NFDC Community Forum with a focus on supporting those experiencing hardship (item 8). The event was instigated by Cllr Dan Poole. Presentations included the Basics Bank, CAB and many other local groups working actively in association with NFDC.

On 30 October LW and BH met with the EBAA Committee to share the strategy agreed by Cllrs at the last Parish Council meeting and to discuss follow up after the recent inspections. After concern raised by one holder, BH suggested the Parish Council should take responsibility for maintaining the outer allotment tracks.

Under new national 'permitted development rights' introduced by the Government in Summer 2023, pop-up campsites can operate for 60 days a year without planning permission. An NPA consultation is underway. LW suggested the Parish Council may wish to respond.

Chairman's signature:

Date: 09/01/2024

LW completed online training for the Introduction to Local Council Administration (ILCA) certificate. BH congratulated her.

ACTION:

MU to respond to the NPA consultation on behalf of the Parish Council.

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

Cllr Mans advised that Hants County Council are giving careful consideration to managing their budget. Some reserves will be used next year but a gap for 2025-26 expenditure has yet to be resolved. HCC is concerned about continual reduction in the quality of roads and the impact of heavy traffic on bridges and infrastructure.

5.1 To receive questions on the report by the County Councillor

BH asked if additional funds for highways would be available from central government. Cllr Mans replied that HCC are looking into this and offered assurance that the New Forest will receive a portion of those monies once available.

MH asked for an update on the county's waste recycling site. Cllr Mans replied that they await the central government guidelines on incineration and so progress is stalled for the time being.

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

Picking up on waste collection services, Cllr Poole explained that NFDC is also struggling with the lack of guidance.

Cllr Poole offered to pick up on item 8 following feedback from AR.

6.1 To receive questions on the report by the District Councillor

MH asked that the District Council ensures sufficient bags are distributed to households. Cllr Poole will follow up.

7.0 Public session

None.

8.0 Report on NFDC's Community Forum

AR thanked Cllr Poole for initiating this first Community Forum with a focus on supporting those experiencing hardship, noting the volume of good agencies offering support to people. AR sees the challenge is how to get the information on these excellent services out to members of public who would most benefit in rural parishes. Cllr Poole agreed this is the real challenge, adding that the dialogue will continue with more focussed themes at the next event in March. AR asked if NFDC could fund specific parish services that will directly benefit those who need support most.

BH asked about a mobile community hub service for rural parishes. Cllr Poole felt this is entirely feasible and that an NFDC officer could offer signposting advice. Cllr Mans added that the HCC website has a useful section on social care and health.

MH suggested the monthly coffee meet might be a good opportunity to link in with NFDC for an advisor to attend. LW offered to help disseminate information about existing community hubs nearby, through the noticeboards and village's e-newsletter.

Chairman's signature:

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BH thanked AR and LW for attending the event. And thanked Cllrs Mans and Poole for their updates.

ACTION:

MH to liaise with the monthly coffee morning coordinator about hosting an NFDC signpost event.

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). BH advised that a quote for the replacement Parish Council laptop including set up is in the region of £700. The forecast for equipment in 2023-24 is now £900.

9.2 To discuss budget for 2024-25.

The precept for 2023-24 was £16,000. BH presented the proposed budget for 2024-25, reminding Cllrs that the Parish Council should have at least £8,000 in reserve. Cllrs agreed the budget (appendix 2).

9.3 To agree 2024-25 precept request.

MH expressed concern that allotments have been costly to date and proposed that the precept request needs to be increased for 2024-25 (appendix 2). Cllrs agreed an increase of £500.

9.4 To advise of local government services pay agreement 2023.

BH informed Cllrs that a recent pay increase has been agreed for local government employees, backdated to 1 April 2023 (appendix 2).

9.5 To review asset register.

Cllrs were invited to review the updated asset register.

RESOLVED:

1. The monthly report and bank reconciliation for October were approved
2. The 2024-25 proposed budget was approved
3. Parish Council will request a precept of £16,500 for 2024-25.
4. Cllrs approved the updated asset register.

ACTION:

1. MH to liaise with the monthly coffee morning coordinator
2. LW to obtain further quotes for a replacement laptop
3. LW to submit precept request to NFDC.

10.0 To review planning applications

10.1

| | | | |
|------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23/012 49FULL | BARNEND, 1 GAZA AVENUE, EAST BOLDRE, BROCKENHURST SO42 7WH | Single-storey extension (garage); replacement porch roof; demolition of | 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. Cllrs noted that the original dimensions are very small for a garage, and stress |
|------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Chairman's signature:

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| | | | |
|--|--|--------------------------|----------------------------------------------------------------------------------|
| | | existing attached garage | that it must only be used as a garage and not converted to living accommodation. |
|--|--|--------------------------|----------------------------------------------------------------------------------|

10.2

| | | | |
|------------------|-------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23/004 42FULL | Sheepwash Cottage, NORLEY WOOD ROAD, EAST END, LYMINGTON SO41 5SW | Side extension (AMENDED PLANS) | We recommend REFUSAL, for the reasons listed below. Cllrs are concerned that any addition to this historic building detracts from the period look and aesthetics of the property. It is likely that the additional area would increase the number of people staying there, where it's being used commercially as a holiday let. The impact is significant. |
|------------------|-------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ACTION:

Clerk to relay decisions to the NPA.

11.0 Governance

11.1 To review and adopt revised Equal Opportunities policy.

11.2 To consider and adopt policy on grievance procedures.

11.3 To approve revision to October 2023 allotments risk assessment report.

RESOLVED:

1. Cllrs adopted the Equal Opportunities policy
2. Cllrs adopted the policy on grievance procedures.
3. Cllrs approved the revised allotments risk assessment to indicate that maintenance of the outer tracks should be the responsibility of the Parish Council.

ACTION:

1. LW to upload policies onto the website.
2. LW to forward the revised allotments risk assessment to the EBAA Committee.

12.0 Broadband update

MH was pleased to report that works are complete. Openreach will now review the property reach list. Boundary areas of different providers remains unclear for the time being. MH, IM and Stuart Newey, were thanked by BH for their persistence and hard work.

13.0 To receive reports from external meetings

BH advised that the latest speedwatch event registered 155 vehicles, of which two offenders were recorded. Speedwatch volunteers are thanked for making such events possible.

13.1 NFALC consultation on future plans.

MH had circulated a note from the Chair of the New Forest Association of Local Councils. Welcoming the initiative to review its remit, MH emphasised the importance of NFALC as an influencing body.

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Welcoming this review, MH agreed to report this back to the NFALC Chair together with a suggestion to consider in more depth the logistics of, for example, increasing the number of attendees. AR offered to attend meetings along with MH.

14.0 Agenda items for next meeting

None.

15.0 Date of next meeting

The next parish council meeting will take place at 7pm on Tuesday 9 January 2024 at East Boldre Village Hall. A December meet will be held only in the event of an emergency.

The Chair closed the meeting at 8.50pm.

Appendix 1 - Monthly payment schedule

| East Boldre Parish Council payment schedule - Oct 2023 | | | | | |
|-------------------------------------------------------------------------------------|---------------------|--------------------------|-------|-------|-------------------|
| Date | Payee | Detail | Folio | trans | Amount |
| Payments | | | | | |
| 05-Oct-23 | Royal Mail | PO Box | 55 | DD | £39.60 |
| 19-Oct-23 | School Fields Trust | EBPC grant | 56 | BP | £100.00 |
| 19-Oct-23 | NFDC | Election expenses | 57 | BP | £75.00 |
| 19-Oct-23 | S Taylor | Allotments survey final | 58 | BP | £427.50 |
| 19-Oct-23 | LJ Clark | Logo artwork | 59 | BP | £50.00 |
| 21-Oct-23 | HSBC | bank charges | 60 | CHG | £5.00 |
| 23-Oct-23 | Go Cardless | Office 365 | 61 | DD | £14.83 |
| 25-Oct-23 | HMRC | PAYE | 62 | DD | £77.95 |
| 31-Oct-23 | E Welch | Sep Oct expenses + costs | 63 | BP | £146.66 |
| 31-Oct-23 | E Welch | Clerk | 64 | BP | £626.16 |
| 31-Oct-23 | Plusnet | Parish Cl phone | 65 | DD | £9.74 |
| Total payments | | | | | £1,572.44 |
| Receipts | | | | | |
| 12-Oct-23 | HSBC | Interest | 56 | bacs | 32.62 |
| Total receipts | | | | | £32.62 |
| Money transferred | | | | | |
| 19-Oct-23 | HSBC | transfer | 57 | tfr | £1,000.00 |
| 31-Oct-23 | HSBC | transfer | 58 | tfr | £1,000.00 |
| Bank reconciliation | | | | | |
| Balance as at date | | | | | |
| HSBC Current | | | | | £994.47 |
| HSBC Savings | | | | | £22,488.36 |
| Less unpresented cheques | | | | | |
| Net bank balance as at date | | | | | £23,482.83 |
| The net balances reconcile to the cash book for the year to date, as follows | | | | | |
| Opening balances | | | | | £15,285.23 |
| Add receipts | | | | | £18,173.00 |
| less payments | | | | | -£9,975.40 |
| Closing balance as per the balance sheet | | | | | £23,482.83 |

Chairman's signature:

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Appendix 2

Forecast accounts for 12 months to 31 March 2024 and draft budget for 12 months to 31 March 2025

Forecast

We are forecasting a deficit of £1558 broadly in line with the budgeted deficit of £1260. The significant variation compared to budget was in respect of the agreed pay award for Local Government Employees. This was an increase of £1925 pro rated and a percentage increase of 3.88. This has been repeated in 2023/24 with a pro rated lump sum of £1925 and a percentage increase of 3.3. Over the two years this is equivalent to a 20% increase.

Budget

We are budgeting for a deficit of £789 after increasing the precept by £500.

The salary budget is dealt with above.

This is a transitional year for the allotments as we move to a new basis of charging and properly enforce the rules on cultivation.

For the first time we are allocating to the allotments the cost of administration.

Reserves

Achieving forecast and budget results in reserves which at least represent more than 50% of our annual expenditure and are therefore in line with our policy.

Precept

The precept is not linked to inflation and does not automatically increase each year. It can actually reduce. The precept is determined by reference to the budget and the reserves. If there is a budgeted deficit which might result in reserves reducing below the level set out in the reserves policy then it is necessary to increase the precept. This is not the case in the current year but the councillors are concerned that the implementation of the Allotments strategy might result in lost income or additional cost. Because of this the council has increased its precept by £500.

Monthly report and budget 2024-25

| | 2022-23 | 23/24 | | 24/25 |
|-------------------------|------------|-----------|-----------|------------|
| | Actual | Budget | YTD | Budget |
| | £ | £ | £ | £ |
| Council business | | | | |
| Income | 16,076.03 | 16012.00 | 16,176.61 | 16,245.00 |
| Expenditure | 13,408.43 | -16325.00 | 7,918.81 | 16,662.00 |
| Surplus (deficit) | 2,667.60 | -313.00 | 8,257.80 | - 417.00 |
| Projects | | | | |
| Income | | | - | |
| Expenditure | 4,104.49 | -1000.00 | 100.00 | 1,200.00 |
| Surplus (deficit) | - 4,104.49 | -1000.00 | - 100.00 | - 1,200.00 |
| Allotments | | | | |
| Income | 1,530.00 | 1748.00 | 1,771.25 | 1820.00 |

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|-------------------------------------|-------------------|-----------------|------------------|-------------------|-----------------|
| Expenditure | 2,599.02 | -1695.00 | 724.57 | 1760.50 | 2580.00 |
| Surplus (deficit) | - 1,069.02 | 53.00 | 1,046.68 | 59.50 | -659.00 |
| VAT recovered | 1,308.61 | | 225.14 | | |
| VAT paid | 1,073.63 | | 195.15 | | |
| net | - 234.98 | | 29.99 | | |
| Total surplus (deficit) | - 2,270.93 | -1260.00 | 9,234.47 | - 1,557.50 | -789.00 |
| Reserve brought forward | 14,014.15 | 9786.00 | 11,743.22 | 11,743.22 | 10185.72 |
| Reserve carried forward | 11,743.22 | 8526.00 | 20,977.69 | 10,185.72 | 9396.72 |
| Cash at bank | 15,285.23 | | 23,482.83 | | |
| Adjustments | | | | | |
| Cash book balance | 15,285.23 | | 23,482.83 | | |
| Reserves | 11,743.22 | 8526.00 | 20,977.69 | 10,185.72 | |
| Commitment | 3,542.37 | 2509.00 | 2,505.14 | 2,505.14 | |
| Total | 15,285.59 | 11035.00 | 23,482.83 | 12,690.86 | |
| Council business Income | | | | | |
| precept | 16,000.00 | 16000.00 | 16,000.00 | 16,000.00 | 16500.00 |
| bank interest | 76.03 | 12.00 | 176.61 | 245.00 | 245.00 |
| Total | 16,076.03 | 16012.00 | 16,176.61 | 16,245.00 | 16745.00 |
| Council business expenditure | | | | | |
| salary | 8,427.88 | 9000.00 | 5,016.43 | 9500.00 | 9300.00 |
| stationery/post/phone | 669.16 | 600.00 | 314.70 | 600.00 | 630.00 |
| travel | 216.50 | 400.00 | 133.65 | 400.00 | 400.00 |
| office | 366.63 | 400.00 | 182.00 | 312.00 | 400.00 |
| equipment | | 600.00 | 211.66 | 900.00 | 200.00 |
| training | 306.42 | 300.00 | - | 300.00 | 300.00 |
| newsletter | 556.00 | 450.00 | 50.00 | 450.00 | 300.00 |
| hall hire | 300.00 | 250.00 | - | 300.00 | 330.00 |
| audit | 190.00 | 200.00 | 190.00 | 200.00 | 200.00 |
| insurance | 481.65 | 500.00 | 481.02 | 500.00 | 500.00 |
| defibrillators | 396.00 | 400.00 | - | 400.00 | 440.00 |
| Speedwatch | 28.00 | | - | | |
| football pitch | 225.00 | 225.00 | 225.00 | 225.00 | 225.00 |
| subscriptions | 1,211.82 | 1500.00 | 1,039.35 | 1500.00 | 1650.00 |
| election expenses | | 500.00 | 75.00 | 75.00 | |
| maintenance | | 1000.00 | - | 1000.00 | 1000.00 |
| Total | 13,375.06 | 16325.00 | 7,918.81 | 16662.00 | 15875.00 |
| Projects income | | | | | |
| grants | | | | | |
| donations | | | | | |

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|-------------------------------|-----------------|----------------|---------------|-----------------|----------------|
| Total | - | | - | | |
| Projects expenditure | | | | | |
| EBOH other | 90.00 | | - | | |
| grants | 4,014.49 | 1000.00 | 100.00 | 1,000.00 | 1000.00 |
| defibrillators | | | - | | |
| notice boards | | | - | 200.00 | |
| public transport | | | - | | |
| Total | 4,104.49 | 1000.00 | 100.00 | 1,200.00 | 1000.00 |
| Allotments income | 1,530.00 | 1748.00 | 1,771.25 | 1,820.00 | 1921.00 |
| Allotments expenditure | | | | | |
| Administration | | | | | 700.00 |
| rent refund | | | 40.50 | 40.50 | |
| Rent,insurance | 670.32 | 570.00 | 565.00 | 570.00 | 600.00 |
| water | 282.60 | 125.00 | 48.89 | 150.00 | 280.00 |
| hedging | 480.00 | 600.00 | - | 600.00 | 600.00 |
| fencing | | 200.00 | - | 200.00 | |
| maintenance | 1,166.10 | 200.00 | 70.18 | 200.00 | 400.00 |
| Total | 2,599.02 | 1695.00 | 724.57 | 1,760.50 | 2580.00 |

Chairman's signature:

Date: 09/01/2024