

**East Boldre Parish Council
Minutes of the meeting held at the Village Hall
on Tuesday 10 June 2025**

Councillors present:

Beverley Hawker (Chair), Ian Moyse, Mike Husband, Anna Rostand, Lou Cranton, Mike Urwin

In attendance:

County Cllr Keith Mans, District Cllr Dan Poole, Liz Welch Parish Clerk

BH welcomed everyone to the meeting.

1. Apologies for absence

None.

2. Declaration of interest in items on the agenda

None.

3. To confirm minutes of the meeting held on 13 May 2025

Members had reviewed and approved the minutes as a true record of the May meeting.

3.1 Matters arising

- AR and LC agreed re-allocation of responsibilities.
- BH met with Sofia from The Handy Trust on 3 June. Leaflets have been drafted for event on 7 July where 2 Handy Trust representatives will be on hand to meet children and parents at school bus drop off times. Cllrs to help distribute locally to households with children and young people.
- PSCO attended a Community Stores event and was well received.
- CPRE – cllrs considered that membership was not necessary at this time.

4. To receive the Clerk's report via the Locum Clerk. FOR INFORMATION ONLY

BH brought forward items 10.1 and 10.4.

LW explained her decision to resign has not been taken lightly, but with low energy levels still and follow up surgery planned for July, it's the right decision. She thanked cllrs for their understanding and support since last October. A locum clerk in place, Helen Symmons, is well qualified and a handover meeting is scheduled for 30 June.

Item 10.1: A job description and person spec has been drafted and suggestions made by the LCPD. LW will revise the draft and circulate. Adverts will be placed on 1 July.

Allotments: Elm dieback reported and LW arranged for a visit from NPA. Dutch Elm disease is unlikely but holders will keep an eye on it.

Item 10.4: To ensure GDPR compliance, the existing allotment agreement point 8 needs clarification. Contact details are shared with the Allotment Association Committee, and for Allotmenters' insurance purposes, with the NSALG.

LW reported that the internal audit went very well, work was needed to add LC's profile to the website and amend Declaration of Interests. This was in hand.

Chairman's signature:

Date: 8 July 2025

Other: Bank account interest rates change from 1.6% to 1.48% at end July. Cllrs invited to provide contact details for local carpenters for East End Bus Shelter quotes. Help needed to make parish council scarecrow. Lengthsman scheme experiencing delay at present.

RESOLVED:

Cllrs agreed clarification amendment to allotment agreement point 8.

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

Reorganisation discussions are underway and the devolved budget details are pending. Cllr Mans advised that district boundaries may be subject to review. County cllrs' devolved budgets remain pending.

5.1 To receive questions on the report by the County Councillor

MH asked what the timeframe for more information was. Dates to be confirmed.

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

Cllr Poole advised that discussion continues on the transition to unitary authorities. The new waste disposal strategy is underway, cllrs confirmed that East Boldre was part of the first wave coming into effect this week, noting that there is some confusion around implementation. Noting that this is a huge project and questions were inevitable, Cllr Poole advised members of the public to contact the NFDC via the customer helpline or by email at waste.changes@nfdc.gov.uk.

6.1 To receive questions on the report by the District Councillor

In reply to a question from MU, Cllr Poole said the preparation for unitary authorities feels very rushed. Sir Julian Lewis MP wrote to the Minister for Local Government and English Devolution to express great concern about proposals from Southampton and Eastleigh to divide the New Forest district.

BH asked whether NFDC prosecutes fly tippers; Cllr Poole confirmed that they do. LC queried charges at waste disposal sites; Cllr Mans picked up on this, noting LC's concern that charges may encourage fly tipping and be more costly to HCC. Cllr Poole reminded those present that private customers are equally responsible for their subcontractors' improper disposal of waste.

LW, Cllrs Mans and Poole left the meeting.

7. Public session

No matters raised.

8. To review applications

8.1 25/00422FULL. Homestead Cottage, Main Road, East Boldre, Brockenhurst, SO42 7WT

Briefing note received from the NPA. The proposed 2 bay garage seems excessively large with a high roof. As a heritage cottage, cllrs feel the large size of the proposed garage would impact on the cottage itself with an unbalanced feel. There is already a garage on the property and cllrs questioned its purpose.

Chairman's signature:

Date: 8 July 2025

25/004 22FULL	HOMESTEAD COTTAGE, MAIN ROAD, EAST BOLDRE, BROCKENHURST, SO42 7WT	2-bay garage with upper floor (demolition of existing summer house)	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 cottage is a heritage asset and the large size of the proposed garage would impact on the cottage itself is unbalanced. -There is already a garage; cllrs questioned the purpose of the existing garage. -There is a large proportion of glazing and the proposed development would be visible from the road.
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ACTION:

LW to advise NPA Planning Department.

8.2 25/0051LDCE. Chapel Lane Cottage, Lymington Rd, East End, Lymington SO41 5SS

25/0051 7LDCE	Chapel Lane Cottage, LYMINGTON ROAD, EAST END, LYMINGTON, SO41 5SS	Application for Certificate of Lawful Development for alterations to house and outbuildings and for extension to house in breach of condition 3 of planning permission 05/85442	Recognising the parish council has no jurisdiction, but supports the NPA Planning Dept recommendations.
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BH referred to a further notification from the NPA for an additional electricity pole to be erected, adding that the deadline for comment is 1 July.

25/0060 9OHL	Norleywood Road, East End, Lymington, SO41 5SW	1 no. electricity pole	Noted by Parish Council on 10/6/25.
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ACTION:

LW to advise NPA Planning Department.

9. Finance**9.1 To receive monthly report and bank reconciliation for April (circulated)**

No questions raised.

9.2 RFO to present AGAR return for 2024-25 section 2 for review and approval (circulated)

Previously circulated by the RFO, the Chair summarised the final accounting statements for the year ending 31 March 2025 as set out in the Annual Governance and Accountability Return. Confirming the bank reconciliation statement for year ending 31 March 2025, cllrs approved the AGAR 2024/25 Form 2 certificate of exemption and the accounting statements set out in Section 2.

9.3 To receive and note the annual Internal Audit report for 15 May (circulated)

Cllrs noted the IA report and its recommendations. Cllrs thanked LW for all her hard work and the excellent outcome from the auditors visit. Recommendations have already been addressed.

Chairman's signature:

Date: 8 July 2025

9.4 To confirm Exercise of Public Rights 12 June to 23 July 2025

Cllrs approved the proposed dates for the exercise of public rights.

RESOLVED

1. The monthly report and bank reconciliation for May were agreed (appendices).
2. Cllrs noted the IA report and its recommendations.
3. Cllrs approved the bank reconciliation statement for year ending 31 March 2025. Signed by the chair.
4. Cllrs approved the AGAR 2024/25 Section 2 accounting statements. Signed by the chair.
5. Cllrs approved the AGAR 2024/25 certificate of exemption. Signed by the chair.
6. Cllrs agreed the exercise of public rights period from 12/6/25 to 23/7/25.

ACTION:

1. LW to publish immediately after this meeting the notice of the Exercise of Public Rights 2025.
2. LW to submit documents to external auditors BDO LLP in accordance with their guidance.

10. Governance

10.1 Clerk and RFO vacancy

BH explained that LW had taken steps to find a locum clerk and RFO to cover the period before a new clerk can be appointed. Katie Walding is unable to step in owing to other work commitments. Helen Symmons is well qualified and has experience of locum work in the New Forest area. Helen is has agreed to claim travel costs at the lower rate from her home. Helen is very experienced and capable to take on the Locum clerk role. She knows Katie well and can contact her with queries as required. IM emphasised the need to have a locum in place to carry forward the parish council's work. BH recommended to Cllrs that Helen Symmons takes on the Locum job from the 30th of June. Unanimously approved.

LW has circulated draft details to cllrs and offered to rework the draft to incorporate relevant recommendations from LCPD, HALC's human resources team.

It is Indeed, SLCC, HALC have also offered to help advertise. Previously the parish council has advertised in the Lymington Times. AR suggested that the NFDC might help advertise. MH agreed. Noting how much work BH has put into managing this, MH thanked the chair for her work to manage this transition smoothly. All agreed.

RESOLVED

1. To appoint Helen Symmons as Locum Clerk & RFO from July.
2. Job application pack to be rejigged by LW and circulated to cllrs for comment.
3. Job advertisement to be released on 1 July, when Helen will be able to send out an application pack and collate applications.
4. Contact NFDC HR to ask for assistance to promote.

10.2 To review and adopt financial regulations

No changes suggested. Noted and accepted.

Chairman's signature:

Date: 8 July 2025

RESOLVED To adopt existing financial regulations without change.

10.3 To review and adopt revised Standing Orders (circulated)

Cllrs had read the revised document, noting spelling error section in 5f should be corrected.

RESOLVED Cllrs approved the revised Standing Orders, pending spelling correction in 5f.

10.4 Allotment agreement

Item 4 above.

11. To receive reports from external meetings

BH offered an update on the 28 May SE Quadrant meeting. Forestry England offered an update on car parks and proposals to introduce a parking charge app. The New Forest NPA came into being 20 years ago; concerns were voiced about further DEFRA funding cuts. Plans were discussed to make parts of the A326 Marchwood Bypass to a dual carriageway.

Scarecrow festival: LC suggested that cllrs should be more actively involved in the scarecrow festival and other local events. She would like to see more cllrs involved in the monthly village coffee morning that occurs the second Saturday in every month 10.30 to 12. BH explained that the parish council supports local initiatives through funding and cllrs are involved individually through local group participation.

BH thanked LW on behalf of the cllrs and residents of East Boldre for all her hard work as clerk since 2021. She ensured cllrs had carried out their roles to a high standard and had made a huge contribution to the successful running of the allotments. Cllrs were sad she was leaving due to health reasons and wished her a speedy recovery after her surgery on July 8th.

12. Agenda items for next meeting

None raised.

13. To confirm next Parish Council meeting as 7.00pm on 8 July 2025 in East Boldre Village Hall.

The Chairman closed the meeting at 8:15 pm.

Chairman's signature:

Date: 8 July 2025

Appendix 1

East Boldre Parish Council payment schedule - May 2025

<i>Date</i>	<i>Payee</i>	<i>Detail</i>	<i>Folio</i>	<i>trans</i>	<i>Amount</i>
Payments					
13-May-25	GOCARDLESS	Office 365 (April)	13	DD	£24.72
15-May-25	Clear Insurance	EBPC insurance	14	BP	£512.88
15-May-25	Katie Walding	Locum support	15	BP	£73.00
19-May-25	Do The Numbers Ltd	EBPC audit	16	BP	£190.00
21-May-25	HSBC	TOTAL CHARGES	17	CHG	£5.00
21-May-25	EE LIMITED	PC phone	18	DD	£6.88
22-May-25	GOCARDLESS	Office 365 (May)	19	DD	£24.72
29-May-25	BORNEMOUTH WATER	Allot water	20	BP	£90.87
29-May-25	E Welch	Clerk salary (inc tax refd)	21	BP	£600.60
29-May-25	HALC	LCPD membership	22	BP	£216.00
29-May-25	LE Cranton	Screcrow entry fee	23	BP	£5.00
29-May-25	Schoolfields Trust	EBPC grant	24	BP	£100.00
29-May-25	ROYAL MAIL FINANCE	PO Box	25	DD	£42.60
Total payments					£1,892.27
Receipts					
02-May-25	[name withheld]	Allot rent	19	CR	£79.06
02-May-25	[name withheld]	Allot rent	20	BP	£56.37
05-May-25	[name withheld]	Allot rent	21	CR	£31.08
06-May-25	[name withheld]	Allot rent	22	CR	£54.24
06-May-25	[name withheld]	Allot rent	23	CR	£51.98
07-May-25	[name withheld]	Allot rent	24	CR	£104.44
09-May-25	[name withheld]	Allot rent	25	CR	£48.15
11-May-25	[name withheld]	Allot rent	26	CR	£40.31
12-May-25	HSBC	Bank interest	27	CR	£26.81
13-May-25	[name withheld]	Allot rent	28	CR	£45.08
15-May-25	[name withheld]	Allot rent	29	CR	£52.22
15-May-25	[name withheld]	Allot rent	30	CR	£45.59
20-May-25	HMRC VTR VAT Refund	1/4/24 to 31/3/25	31	CR	£417.53
20-May-25	[name withheld]	Allot rent	32	BP	£63.82
22-May-25	[name withheld]	Allot rent	33	CR	£37.37
28-May-25	[name withheld]	Allot rent	34	CR	£50.66
29-May-25	[name withheld]	Allot rent	36	CR	54.59
Total receipts					£1,259.30
Money transferred					
29-May-25	INTERNET TRANSFER	Internet transfer	35	TFR	£500.00
Bank reconciliation					
Balance as at date					
HSBC Current		31/05/2025			£836.30
HSBC Savings		31/05/2025			£23,792.88
Less unrepresented cheques					

Chairman's signature:

Date: 8 July 2025

Net bank balance as at date					£24,629.18
The net balances reconcile to the cash book for the year to date, as follows					
Opening balances					£17,423.57
Add receipts					£10,764.04
less payments					-£3,558.43
Closing balance as per the balance sheet					£24,629.18

Chairman's signature:

Date: 8 July 2025

Appendix 2

Monthly report 2025-26				
	2024-25	25/26		
	Actual	Budget	YTD	Forecast
	£	£	£	£
Council business				
Income	16,860.13	£ 17,750.00	8,801.38	
Expenditure	12,739.13	£ 16,340.00	2,814.11	
Surplus (deficit)	4,121.00	£ 1,410.00	5,987.27	
Projects				
Income	-		-	
Expenditure	-		100.00	
Surplus (deficit)	-		- 100.00	
Allotments				
Income	1,841.73	£ 2,550.00	1,545.13	
Expenditure	2,224.79	£ 2,550.00	570.00	
Surplus (deficit)	- 383.06	£ -	975.13	
VAT recovered	543.74		417.53	
VAT paid	431.23		74.32	
net	112.51		343.21	
Total surplus (deficit)	3,850.45	1,410.00	7,205.61	
Reserve brought forward	13,568.00	£ 13,705.88	17,418.45	
Reserve carried forward	17,418.45		24,624.06	
Cash at bank	17,423.57		24,629.18	
Adjustments				
Cash book balance	17,423.57		24,629.18	
Reserves	17,418.45	£ 13,705.88	24,624.06	
Commitment	5.14		5.14	
Total	17,423.59	£ 13,705.88	24,629.20	
Council business Income				
precept	16,500.00	£ 17,500.00	8,750.00	
bank interest	360.13	£ 250.00	51.38	
Total	16,860.13	£ 17,750.00	8,801.38	
Council business expenditure				
salary	8,557.23	£ 9,400.00	1,316.27	
stationery/post/phone	534.76	£ 650.00	84.76	
travel	163.50	£ 300.00	8.00	
office	208.00	£ 350.00	-	

Chairman's signature:

Date: 8 July 2025

equipment	225.62	£ 200.00	-	
training		£ 300.00	5.00	
newsletter/leaflets		£ 300.00	-	
hall hire	330.00	£ 330.00	-	
audit	190.00	£ 200.00	190.00	
insurance	490.12	£ 500.00	512.88	
defibrillators	405.00	£ 435.00	-	
Speedwatch			-	
football pitch	225.00	£ 225.00	-	
subscriptions	1,409.90	£ 1,650.00	697.20	
election expenses			-	
maintenance		£ 1,500.00	-	
Total	12,739.13	£ 16,340.00	2,814.11	
Projects income				
grants				
donations				
Total	-		-	
Projects expenditure				
EBOH other			-	
grants		£ 1,000.00	100.00	
defibrillators			-	
notice boards				
public transport			-	
Total	-		100.00	
Allotments income	1,841.73	£ 2,550.00	1,545.13	
Allotments expenditure				
administration	700.00	£ 700.00	-	
rent refund			-	
rent,insurance	731.81	£ 600.00	520.00	
water	204.01	£ 250.00	-	
hedging	300.00	£ 400.00	-	
fencing			-	
maintenance	288.97	£ 600.00	50.00	
Total	2,224.79	£ 2,550.00	570.00	

Chairman's signature:

Date: 8 July 2025