

**East Boldre Parish Council  
Minutes of the meeting held at the Village Hall  
on Tuesday 12 March 2024**

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

In attendance: District Cllr Poole, 5 members of public, Liz Welch (Parish Clerk).

**1.0 To accept apologies for absence**

County Cllr Mans, Teresa Morrissey

BH made the following statement:

*“A member of the public, not a parishioner, has complained because we have not published certain papers ahead of this meeting: in particular those papers referring to the Allotment rules.*

*The council accepts that this is a technical breach of the Transparency Code 2014 and has taken advice from the Hampshire Association of Local Councils. They confirm that in the circumstances it is still perfectly acceptable to discuss these matters in the meeting and to make decisions based on them.*

*This means we can also continue the discussion about the Village Hall and our financial position. The code would require us to publish those papers in advance as well.*

*We are also looking at the practical application of this code by other authorities.*

*I should also emphasise that we comply fully with all other aspects of the Transparency Code.*

*We do:*

- *Publish annually all items of expenditure above £100*
- *Publish end of year accounts accompanied by a bank reconciliation*
- *Publish an annual governance statement*
- *Obtain and publish an internal audit report*
- *Publish a list of councillor responsibilities*
- *Publish draft minutes of formal meetings not later than one month after meeting takes place*
- *Publish meeting agendas three days in advance of the meeting.*

*The spirit of the code is about honesty and openness. In that spirit I will express my view of this complaint. I do not see a technical breach of a code as having any equivalence to the several years of meetings and consultation that lie behind these papers. The Council responded to the concerns of plot holders and was instrumental in reforming a dysfunctional allotment association. For the avoidance of doubt representatives of the association have received the papers and have been invited to comment on them.*

*I am therefore confident that we can continue with the agenda items and that we will not be ultra vires as has been suggested.”*

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

MH advised that he is Chair of the Village Hall Trust.

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

Cllrs approved the minutes of the meeting held on 13 February 2024.

**3.1 Matters arising**

BH expressed disappointment at Royal Mail’s response dated 16 February to Dr Julian Lewis MP concerning the missing post box. MH felt that the parish council should refer the matter directly to Ofcom. IM noted this is particularly important as East Boldre and East End are linear villages. MU expressed concern about the logistics of Royal Mail’s offer for postworkers to collect mail from households.

**Chairman’s signature:**

**Date: 09/04/2024**

BH advised that she has been in touch with PC Mark Roberts. PC Roberts has offered to attend a village coffee morning, to meet with parish councillors to discuss any current concerns and to hold future surgeries at Chapel stores.

**ACTION:**

MH with LW to draft letter to Ofcom for Cllrs to agree.

LW to publicise upcoming police surgeries.

**4.0 To receive Clerk's report**

LW reported to Morebus that bus timetables in the village are out of date or illegible. Morebus will address this after April as the 112 bus is being 'retimed'. Hants County Council are responsible for bus stop furniture (flags, posts). LW has asked for bus stops to be repaired/repainted. This is unlikely to happen in the present climate, although the parish council may wish to pick up on it once the revised timetable is published.

LW attended an SLCC webinar on community engagement. Notes are available for interested Cllrs.

Much time has been spent on allotment matters during the month, in advance of renewals going out in March (separate agenda item) and as part of a team effort to promote a more actively cultivated community asset.

LW advised that expenditure of around £150-£200 is required to purchase marker posts for the allotments; the EBAA Committee have very kindly agreed to co-ordinate a volunteer effort for the parish council to put the posts in later this month. LW informed Cllrs that BH supported a request from the EBAA Committee to purchase of a sinking bollard at a likely cost of £110, to protect the tracks during future winter months. This will come from the allotments maintenance budget. MH expressed concern that allotment holders do not always shut the gate to the village hall car park.

The Lengthsman repainted the phone box opposite the old shop. Road facing hedges of the allotments will be paid for from the Lengthsman Fund. MH advised that the white railings have yet to be cleaned.

LW was thrilled like so many others to attend the opening of Chapel Stores on 26<sup>th</sup> February, an incredible achievement from the management team past and present who made it possible. Cllrs agreed wholeheartedly.

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

Cllr Mans sent apologies for being unable to attend.

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**

Cllr Poole attended the grand opening of Chapel Stores and noted the great community spirit with such a large turnout on the day. Cllr Poole advised that the agenda will focus on emergency planning at the NFDC's second community forum taking place on 27 March.

6.1 To receive questions on the report by the District Councillor

Acknowledging budget restraints, BH asked if the Forum will clarify the responsibilities of HCC and NFDC regarding emergency planning. Cllr Poole agreed that the clarification of authorities' roles is necessary. BH noted that EBPC's emergency plan has been complimented as a model of good practice at recent meetings attended by volunteer Mike Upton. MH advised Cllr Poole that parish councillors have drafted a response to the HCC consultation on saving costs.

**7.0 Public session**

A member of public asked who attends the NFDC community forums. Cllr Poole replied that representatives of town and parish councils, along with representatives from NFDC partner organisations. The member of public explained that she is coordinating a positive visioning project for the summer, inviting local residents to share thoughts on how they would like the parish to look in 20 years' time.

**Chairman's signature:**

**Date: 09/04/2024**

## 8.0 To receive a redevelopment update from East Boldre Village Hall Trustees

On behalf of the Village Hall Trust, Gina and Steve Antczak submitted a briefing to support the Trust's grant request to support the redevelopment of East Boldre village hall (appendix 1). BH reminded those present that the parish council had previously committed £5,000 towards a project to relocate the village shop and rebuilding the village hall. The planning application was not approved and Cllrs subsequently agreed that half the funds would go to the CIC, East Boldre Community Stores, and the remaining £2,500 would be earmarked for the redevelopment of the village hall.

### 8.1 To consider release of grant earmarked for project.

AR asked if there was an alternative to the flat roof in the rebuild. Gina advised that it wasn't feasible for logistical and cost reasons. The works are due to commence in spring 2025. Cllrs were advised that the business plan is nearing completion. BH proposed that the requested funds be transferred to East Boldre Village Hall Trust and requested that trustees to provide regular progress updates to the parish council. MU seconded the proposal.

#### RESOLVED:

MH abstained, remaining Cllrs agreed unanimously that funds should be released to the Village Hall Trust.

#### ACTION:

LW to arrange transfer of funds to East Boldre Village Hall Trust.

## 9.0 Allotments

### 9.1 Welcome new EBAA Chair.

BH welcomed the new East Boldre Allotment Association chair, Steph Bennett. As chair, Steph is keen to help build a better rapport among allotment holders adding that as chair, Steph sees her role as keeping holders informed rather than representing holders' views. To this end Steph requested a website page on the EBPC website dedicated to allotments, where the EBAA can provide updates and helpful information to holders, along with a refurbished noticeboard on the allotment site. Welcoming the initiatives, LW advised that she had previously been approached with both suggestions by the EBAA Committee and had agreed to them. Steph advised Cllrs that the state of communal tracks are of concern due to wet conditions, and asked for clarification of who maintains the tracks. BH replied that it is the parish council's responsibility, working with the EBAA Committee. She added that it would not have been possible to have achieved so much with the allotment review strategy without the support of this committee. It was agreed that good communication is the key to the success of this partnership, as well as facilitating good communication between plot holders.

### 9.2 To review allotments poultry keeping rules (Circulated).

BH advised Cllrs that the draft tabled reflects the principles of the existing rules. Regarding poultry numbers, BH reminded Cllrs that they have previously agreed to reducing the maximum number of birds from 20 to 10. As the rules were being revamped, it became clear that 10 is still a large number. The National Allotment Society suggests that the average family would need no more than 3-4 hens. BH invited Cllrs to consider reducing the number of birds per keeper to 6. AR supported the idea to allow ample space for birds within the scope of the rules. MH felt that no birds should be kept on the allotments as past experience suggests it takes a disproportionate amount of the parish council's time. On this basis, MH supports any proposal to reduce numbers.

### 9.3 To review allotment rules coming into effect April 2024 (Circulated).

BH reminded Cllrs that the rules were adopted early 2023 and allotment holders given twelve months' notice. The amendment clarifies the meaning of cultivation. In response to a question from MU, LW advised that the rules exist alongside the allotment tenancy agreement.

#### RESOLVED:

Chairman's signature:

Date: 09/04/2024

Cllrs approved the proposed amendments to the 2024 allotment rules.

**ACTION:**

1. Clerk to include a page dedicated to allotments on the EBPC website.
2. BH to review the options on poultry keeping rules and report back to the parish council with recommendations to proceed.
3. Clerk to include updated 2024 allotment rules with renewals due in March.

**10.0 Finance**

10.1 To review monthly accounts and to note bank reconciliation for January (Circulated).

BH advised that the end of year accounts would be considered at the next meeting. A payment schedule and bank reconciliation to be considered this month.

10.2 To finalise budget for 2024-25.

BH advised that the budget for 24/25 was agreed at November meeting and this would be used as of the 1st April.

**RESOLVED:**

1. The payment schedule and bank reconciliation was agreed.

**11.0 To review planning applications**

11.1

24/001 78VAR	Fiddlesticks Cottage, MAIN ROAD, EAST BOLDRE, BROCKENHUR ST, SO42 7WD	Application to vary condition 2 of planning permission 23/00867 to allow minor material amendment (Single storey extension; 2no new windows)	We recommend PERMISSION but would accept the decision reached by the National Park Authority's Officers under their delegated powers.
-----------------	--	---	--

24/00262CONS Proposal Fell/Prune/Pollard/Deadwood mixed tree species as detailed in Specification of Works: BH advised Cllrs that this tree works application was received after the agenda was published with a deadline for comments 31 March. Cllrs did not raise concerns.

**ACTION:**

Clerk to relay decisions to the NPA.

**12.0 Governance**

12.1 To review anti-social and criminal behaviour guidance.

LW advised that the guidance is still current. Cllrs were invited to consider reviewing this guidance every three years.

**RESOLVED:**

1. Cllrs approved anti-social and criminal behaviour guidance, to be reviewed every three years.

**Chairman's signature:**

**Date: 09/04/2024**

ACTION:

1. LW to update guidance on website.

**13.0 To receive reports from external meetings**

IM attended the New Forest Consultative Panel meeting. New contracts are being explored for ice cream vans at Forestry England car parks to restrict range of foods available, considering forest livestock and other local businesses. Steve Avery confirmed pop-up campsite restrictions are now in force. The National Park Authority is looking into the impact of revised permitted development rights. The NFDC recycling strategy is due to enter into force from April 2025; siting of the new recycling plant is not yet agreed. BH advised that the appraisal with LW had taken place, noting that her work was outstanding. The clerk is point 11 on the National Joint Council Local Government Services salary band. Cllrs held an informal meeting to consider the parish council's response to the HCC Future Services Consultation.

AGREED:

Cllrs agreed on their response to HCC Future Services Consultation.

ACTION:

LW to submit EBPC response to HCC

**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 April 2024 at East Boldre Village Hall.

The Chair closed the meeting at 8.23 pm.

Chairman's signature:

Date: 09/04/2024

Appendix 1 – Trustees’ briefing on the East Boldre Village Hall redevelopment project

# East Boldre Village Hall Redevelopment Project

## Grant from East Boldre Parish Council

The grant of £2,500 from the Parish Council will partially cover the drawings produced by R Elliot Associates Ltd. The drawings include:

- presentational proposals for planning purposes; and
- building regulations and structural drawings.

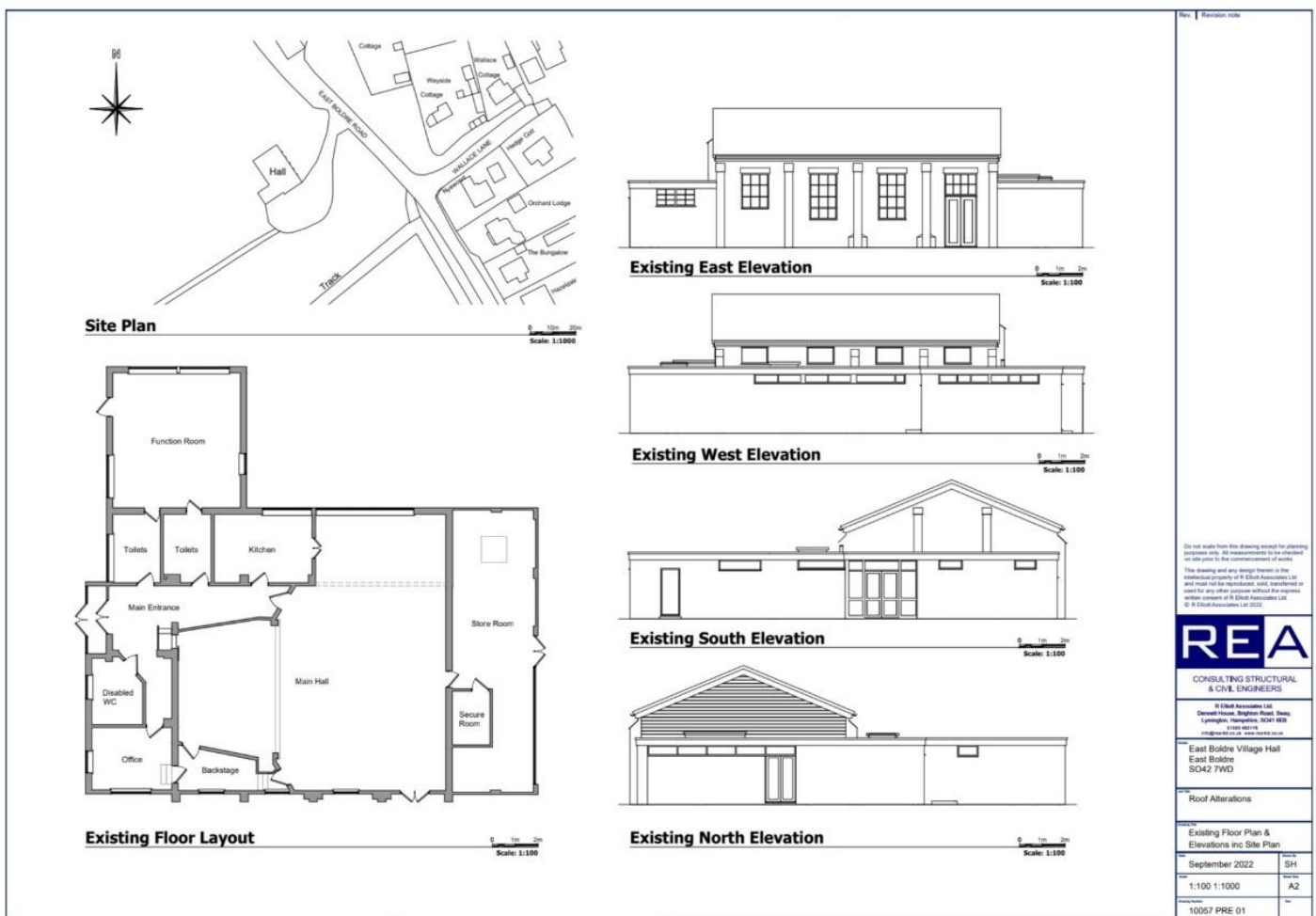
The costs of these drawings were £1,140 and £2,820 respectively, the latter amount not yet paid.

## Project Briefing

The following is a briefing on the project proposals, management, progress, timescales, funding and hall finance summary.

### Building Proposals

#### Existing Elevations and Floor Plan



Chairman’s signature:

Date: 09/04/2024

## Proposed elevations and Floor Plan



## Main Building Proposals

- Hide extensive areas of red brick with timber cladding and restore part of the original 1918 appearance by extending the hall into the storeroom, replacing the storeroom's flat roof with a pitched one matching the original concert hall roof, giving good internal height for games and exercise and good lines of sight to the stage
- Pitch the roof over the main entrance to balance the appearance of the building and to weather-proof the exposed south-facing wall
- Increase the useful area in the main hall by 46%, allowing for more useful audience seating and more useable space for dance, exercise classes and exhibitions
- Use part of the kitchen to create an access corridor from the small hall to the main lobby and block off its direct access to the toilets, freeing up space to add an extra toilet cubicle in both rooms
- Reclaim the lost kitchen space from the common room area and wall off the remainder of the common room area to provide space for storage
- Enhance and modernise the stage audio-visual facilities

Chairman's signature:

Date: 09/04/2024

- Provide suitable flooring in the main hall for exercise and dance (with new flooring throughout)
- Incorporate updated security equipment including hidden infrared CCTV .

### Project Management

A project sub-committee is managing the project and reporting to the trustees.

The sub-committee comprises:

- **Gerard Pocock**, Project Manager and Principal Designer  
Gerard is a Chartered Building Surveyor, New Forest Surveying Ltd. He has newly come on board and will become a hall trustee for the duration of the project
- **Stephen Antczak** – Steve knows the building inside out and is also on the Heritage sub-committee
- **Gina Antczak** – Trustee, Treasurer, Bookings, Fundraising
- **Mike Upton** – Trustee, Maintenance and Project Planning
- **Richard Ashmead** – Trustee, Legal background

Other members of the committee include:

- **Michael Husband**, Chair
- **Sven Olsen** – Sven has recently joined the team as Secretary
- **Jay Devonshire** – Trustee and helping hand on maintenance
- **Tony Johnson** – Trustee, Heritage sub-committee
- **Tim Clogg** – Tim has recently joined the team as our ‘Movie Man’
- **Marc Heighway** – Heritage sub-committee

### Progress on Project

**March 2023** - Planning permission was granted

Prior to that date three builders were approached and estimates were obtained for funding enquiries. Work was carried out on the business planning and fundraising. The project was then put on hold so as not to compete with the Community Shop and Post Office for volunteers and funding.

**January 2024** – Structural drawings produced. Gerard Pocock onboard as project manager. Work recommenced on producing a business plan in readiness to apply for funding.

**February 2024** – Gerard appointed as principal designer. Asbestos survey arranged. Gerard and the sub-committee are drawing up detailed specifications in order to obtain full and accurate quotations from builders tendering for the contract and other contactors for separate quotations for audio/visual equipment, new doors and windows, flooring, etc.

### Timescales

**June – July 2024**

Quotations for the project costs to be received, the business plan completed and the major funding applications to be made

**March – April 2025**

Funding to be mostly in place ready for building to begin

**June – August 2025**

Building to be completed and official re-opening

### Funding

Estimated costs £350,000

Chairman’s signature:

Date: 09/04/2024



We expect most funding to come from the National Lottery Reaching Communities Fund. They do not require match funding and in many cases, fund all the building and refurbishment works

Other funding can be available from:

**Own Funds** – by March 2025 funds available for the project are expected to be £45,000

**HCC** - £35,000

**NFDC** - £10,000

**NFNPA** - £5,000

**Charles Burnett Foundation** - £25,000

**Beaulieu Beaufort Foundation** - £2,000

**Garfield Weston** - £25,000

**Rank Foundation** - £5,000

The **EBPC** funding of £2,500 will help to show the above funders that some outside funding towards the project has already been received.

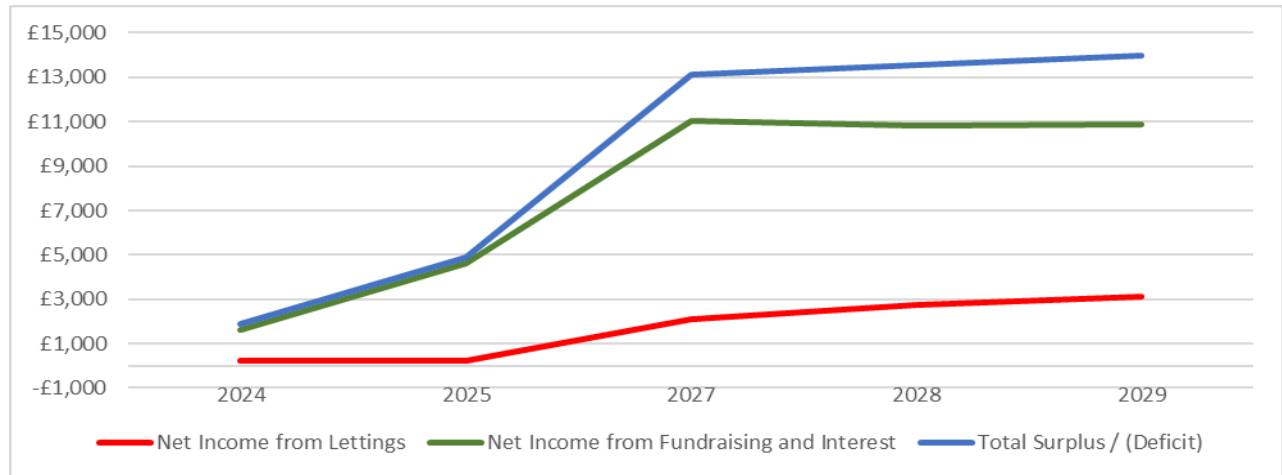
#### Hall Financial Summary Forecast

The decade from 2010-2020 saw a steady decline in hall finances from lettings and the hall did not meet its financial policy for letting income to cover day to day running costs.

Since Covid, the momentum created by both the hall and the shop projects and also the monthly talks, have already led to an increase in bookings. Plans to introduce film nights to the hall will also help. Hall finances have improved steadily for these reasons in the financial years ending 31 March 2023 and 2024. With the proposed development, income from all sources will increase considerably.

On a conservative basis, we estimate the results for the year to 31 March 2025 will be the same in the case of lettings, talks and book sales and the quiz night. We've added a conservative estimate for the Romany exhibition in May including donations and nothing for film nights. The post development projections are based on extensive studies of typical case scenarios.

## Summary Finances for 2024, 2025 and 3 Years after Project Completion



		Budget		3 years post development		
		2024	2025	2027	2028	2029
<b>Year ending 31 March</b>						
<b>Lettings</b>	Letting Income	9,500	9,500	11,500	12,500	13,500
	Day to Day Running Expenses	(9,250)	(9,250)	(9,410)	(9,775)	(10,400)
<b>Net Running surplus/ (deficit)</b>		<b>250</b>	<b>250</b>	<b>2,090</b>	<b>2,725</b>	<b>3,100</b>
<b>Heritage, Fundraising and Donations</b>						
	Net book sales / (costs) - see note below	1,300	1,300	2,750	2,000	1,500
	Net exhibition income including grants and donations	0	3,000	3,000	3,500	4,000
	Net income from NFHA talks	2,715	2,715	3,500	4,000	4,500
	Quiz nights and film nights	450	450	2,500	3,000	3,000
	General Donations	550	550	700	700	700
<b>Net Revenue from Fundraising</b>		<b>5,015</b>	<b>8,015</b>	<b>12,450</b>	<b>13,200</b>	<b>13,700</b>
	Bank Interest	775	775	100	150	200
	Capital, Extraordinary and Exceptional Costs	(3,065)	(3,065)	(1,500)	(2,500)	(3,000)
	Net Fundraising Capital Costs	(1,100)	(1,100)			
<b>Net Fundraising (Deficit) / Surplus</b>		<b>1,625</b>	<b>4,625</b>	<b>11,050</b>	<b>10,850</b>	<b>10,900</b>
<b>Net Surplus / (Deficit)</b>		<b>1,875</b>	<b>4,875</b>	<b>13,140</b>	<b>13,575</b>	<b>14,000</b>

Excludes project costs and grants

Excludes year to 31/3/26 as non-representative due to project disruption

Chairman's signature:

Date: 09/04/2024

## Appendix 2 - Monthly payment schedule

<b>East Boldre Parish Council payment schedule - Feb 2024</b>						
<i>Date</i>	<i>Payee</i>	<i>Detail</i>	<i>Folio</i>	<i>trans</i>	<i>Amount</i>	
<b>Payments</b>						
06-Feb-24	SLCC Enterprises	Clerk training	93	BP	£78.00	
08-Feb-24	ROYAL MAIL FINANCE	PO Box	94	DD	£39.60	
21-Feb-24	EE LIMITED	Parish Cl phone	95	DD	£7.66	
21-Feb-24	HSBC	bank charges	96	DR	£5.00	
22-Feb-24	GOCARDLESS	Office 365	97	DD	£14.83	
28-Feb-24	E Welch Clerk	Salary + backdated 3/3	98	BP	£761.36	
28-Feb-24	HMRC	PAYE/NICs	99	OBP	£127.69	
<b>Total payments</b>					<b>£1,034.14</b>	
<b>Receipts</b>						
12-Jan-24	HSBC	interest	69	INT	£30.90	
<b>Total receipts</b>					<b>£30.90</b>	
<b>Money transferred</b>						
06/02/2024	HSBC	bank transfer	68	TFR	£500.00	
28-Feb-24	HSBC	bank transfer	70	TFR	£1,000.00	
<b>Bank reconciliation</b>						
<b>Balance as at date</b>						
HSBC Current					<b>£875.59</b>	
HSBC Savings					<b>£17,124.41</b>	
Less unrepresented cheques						
<b>Net bank balance as at date</b>					<b><u>£18,000.00</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					£18,366.55	
less payments					-	
<b>Closing balance as per the balance sheet</b>					<b><u>£18,000.00</u></b>	

Chairman's signature:

Date: 09/04/2024