

EAST BOLDRE PARISH COUNCIL

Minutes of the Parish Council meeting held Online on Tuesday 13th October 2020 at 7pm

Present:

Cllr K Holmes Chairman

Cllr B Hawker Vice Chair

Cllr M Husband

Cllr R Gabzdyl

Cllr D Drodge

Cllr I Moyse

Cllr L Clark

In attendance – Mrs Nicola Curzon, Parish Clerk; Cllr Mans, County Councillor; Cllr Harris, District Councillor and, 1 member of the public

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 meeting held on 8th September 2020.

The minutes were agreed as a true record of the meeting. They will be signed by the Chairman when the Parish Council is able to resume public meetings.

3.1. Matters arising from the minutes.

- The clerk has contacted e-mango to ensure that the website contrast is altered to meet new standards.
- The clerk has forwarded photographs of councillors to e-mango - they have added to the website.
- The clerk has purchased a new printer for the parish council.
- The clerk is working with SFT, the Village Hall and The Turfcutters to install listening stations for EBOH
- The clerk organized a site meeting at Hatchet Pond between Nick Wardlaw, Nigel Matthews, Cllr Holmes, Cllr Clark and Penny McCarthy, this took place on 16th September and will be covered in agenda item 10.
- The clerk organized and attended meeting with Jayne Albery and Cllr Gabzdyl on 17th September, to try and resolve issues around visibility around Matthews Lane. This will also be covered in external meetings.
- The clerk has ordered two replacement signs for East Boldre/East End. These will be part funded by NFNPA.
- Cllr Hawker contacted Cllr Mans to ask if the parish council could apply for a grant from his devolved budget to part fund one of the defibrillators which the council plans to purchase for the adopted BT kiosks in the village. Cllr Mans has very kindly offered a contribution of £800 and Cllr Hawker has now made a grant application.
- The clerk has now ordered two further defibrillators for the village. It has become apparent that the council should have a spare defibrillator battery as it can take time to order and receive replacement equipment.
- Cllr Clark has reported grant information back to SFT
- The clerk has purchased and delivered security equipment for SFT.

4.0. To receive the clerk's report. For information only

- Further to a recent appraisal, adjustments have been made to the clerk's salary (in line with the NJS pay scales) and a back payment has been made for due to correct a calculation error.
- Working with e-mango, alterations have been made to the website and an accessibility statement is now available on the home page. E-mango are currently working on a new, more accessible

Chairman's signature:

Date: 10/11/2020

template for all of their parish council websites, this will be introduced later this year and with approval, the website will be transferred to the new template.

- The listening stations for EBOH have now been installed in the three venues. Following guidance from NFNPA, the venues have supplied hand sanitizer and wipes. Signs will state that users of the equipment will do so at their own risk.
- The clerk has smartened up the parish council notice board outside the village shop and updated information leaflets which have been laminated for display.
- The clerk has received an email from Ian Gillespie of English Rural Housing to notify the parish council that the trustees of the late Michael Stansfield's estate have withdrawn the offer to sell English Rural the land South of Sherfield Cottage. Further work in the pursuit of affordable housing in East Boldre has been suspended. The clerk has shared this information on the parish council website and on social media.
- The clerk would like to thank Cllr Harris for chasing up the payment of his devolved budget grant for EBOH – this will pay for the installation of the panels.
- The clerk would also like to thank Cllr Mans for his generous devolved budget grant which will go towards the cost of purchasing two more defibrillators for the recently adopted BT kiosks (opposite SFTH and at East End)

5.0. To receive a report from the County Councillor. For information only

- Cllr Mans informed the council that Covid 19 cases in Hampshire are increasing (currently 43.1 cases per hundred thousand – although cases in the New Forest are lower than other areas in Hampshire – this puts the area into the lowest risk category)
- The rate of infection has generally increased in the younger generation.
- Cllr Mans stressed the importance of wearing a mask and following government guidelines for social distancing and avoiding meeting people indoors.
- Hampshire schools are coping well and 95% of children in Hampshire have returned to full time education.
- HCC has good links with schools who are able to share supply teachers when staff have to take time off through illness.
- Staff in residential homes are receiving weekly Covid tests. Further government funding has been made available to local government for care homes.
- HCC is trying to increase speed of Covid test results.
- Lottery and Arts Council grant funding has been awarded to: Hampshire Cultural Trust, Hilliers Garden Centre and Hampshire Music Services.
- The Government has made £1,000,000,000 of new funding available to local authorities nationally.
- HCC is having to use reserves to cover their running costs during the pandemic.

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

Cllr Husband asked Cllr Mans for his comments on the white paper on planning which was circulated by NFNPA.

6.0. To receive a report from the District Councillor. For information only

- Cllr Harris told the council that NFDC is shifting its business focus from recovery to renewal.
- A pop-up business school is being established in the New Forest.
- NFDC has received government funding to encourage 16-25 year olds into work with the Kick Start project. More information about this scheme is available on the parish council website.
- LEP (Local Enterprise Partnership) is offering match funding for rural businesses.
- NFDC is having to use reserves to cover the cost of basic services during the pandemic

6.1 To receive questions on the report from the District Councillor

Cllr Husband asked Cllr Harris for his comments on the white paper on planning which was circulated by NFNPA.

Chairman's signature:

Date: 10/11/2020

7.0. Public session

A member of the public asked if they could speak on a planning item on the agenda.

8.0 Finance.

8.1 To receive payments for October 2020 in accordance with the budget and to note bank reconciliation.

Resolved: Payments were received as shown on table below.

East Boldre Parish Council payment schedule				
<i>Payee</i>	<i>Bacs date</i>	<i>Item</i>	<i>Payment</i>	<i>folio</i>
Payments				
Laptops direct	14/09/2020	Parish council printer	£149.97	49
Amazon	14/09/2020	SFTH security	£156.45	50
Victim support	14/09/2020	Grant	£50.00	51
Royal Mail	15/09/2020	PO box subscription	£36.00	52
SLCC	17/09/2020	subscription	£126.00	53
N Curzon	06/10/2020	Clerk salary	£1,542.04	54
N Curzon	06/10/2020	Clerk expenses	£140.91	55
HMRC	06/10/2020	tax and NI contributions	£429.40	56
plusnet	01/10/2020	parish council phone	£7.46	57
Microsoft	05/10/2020	office 365	£5.99	58
Amazon	05/10/2020	Micro SD cards for EBOH	£16.99	59
Amazon	06/10/2020	Stationary	£59.36	60
quayline	07/10/2020	EBOH interpretation panels	£841.20	61
Amazon	07/10/2020	EBOH power cable/protector	£31.48	62
Community Heart Beat	08/10/2020	defibrillators	£5,229.60	63
Total paid			£2,287.80	
Amount transferred to current account	29/09/2020		£8,000.00	52
Receipts as at date		Detail	Amount	
Bank interest	12/09/2020	monthly interest	£0.15	53
NFDC	13/09/2020	Precept	£7,500.00	54
Cllr Harris devolved budget grant	01/10/2020	Grant for EBOH	£300.00	55
Total receipts			£7,500.15	
Bank reconciliation				
Balance as at date				
HSBC Current			£1,776.29	
HSBC Savings			£15,876.52	
Total			£17,652.81	
Net bank balance as at date				
The net balances reconcile to the cash book for the year to date, as follows				
Opening balances			£22,261.97	
Add receipts			£19,262.27	
less payments			-£23,902.91	
uncleared cheques			31.48	
Total			£17,652.81	

Chairman's signature:

Date: 10/11/2020

8.2 To review the 2020-21 budget to date (circulated)

Resolved: The budget was reviewed and it was noted that the parish council will not be carrying forward large reserves into the next financial year. The parish council has been very active this year, running several exciting projects. Although the precept covers the day to day running costs of the council, any additional future projects will need to be grant funded.

East Boldre Parish Council - expenditure compared with budget to date							
	Budget	Actual	Budget	Actual	Budget	To date	Forecast
	2018/19	2018/19	2019/20	2019-20	2020-21	2020-21	2020-21
Income						44105.00	End of year
Precept	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00	15000.00
Bank Interest	10.00	30.96	15.00	45.90	20.00	9.94	20.00
Allotments rental	1500.00	1422.00	2000.00	1519.50	1235.00	1505.00	1505.00
Allotments water	250.00	300.25	1000.00	603.25	0.00	0.00	0.00
Training	50.00	450.00	300.00	0.00	0.00	0.00	0.00
Grants (Incl EBOH grants)		500.00	2800.00	5500.00	3000.00	2600.00	3900.00
Misc	0.00	0.00	0.00	250.00	0.00	0.00	0.00
VAT recovered	2000.00	2615.09	1000.00	564.69	1000.00	447.48	2000.00
Total Income	18810.00	20318.30	22115.00	23483.34	20255.00	19562.42	22425.00
Expenditure							
<i>Administrative Expenditure</i>							
Salaries inc PAYE & NI	7200.00	6832.87	7436.00	9036.60	8000.00	5139.00	9000.00
Stationery & postage	400.00	565.66	400.00	545.81	800.00	176.52	300.00
Travel Allowance	500.00	288.90	500.00	386.65	500.00	93.60	200.00
Office Allowance	270.00	266.78	270.00	266.78	270.00	234.63	400.00
Equipment	1000.00	915.34	2000.00	407.76	2000.00	333.42	1000.00
Training	700.00	1017.10	2000.00	220.00	1000.00	53.33	500.00
VAT Paid	400.00	1081.51	1000.00	1013.17	1000.00	1877.65	2000.00
Total Admin cost	10470.00	10968.16	13606.00	11876.77	13570.00	7908.15	13400.00
<i>Operating Expenditure</i>							
Newsletter	600.00	470.00	500.00	673.00	500.00	0.00	500.00
Hall Hire	300.00	296.57	300.00	317.70	350.00	8.10	150.00
Audit & Legal Fee	500.00	190.00	250.00	340.00	250.00	190.00	500.00
Insurance	420.00	416.00	500.00	443.33	500.00	438.61	438.61
Subscriptions	800.00	1569.00	2000.00	1627.99	2000.00	1462.45	2000.00
Advertising	50.00	0.00	100.00	0.00	0.00	0.00	0.00
S137 Grants	600.00	400.00	800.00	1530.00	2000.00	50.00	1500.00
Grants	700.00	324.34	5000.00	5000.00	1000.00	0.00	0.00
Chairman's expenses	60.00	0.00	60.00	0.00	60.00	0.00	0.00
Parish maintenance	100.00	842.52	2000.00	1812.00	1000.00	0.00	300.00
Defibrillator	300.00	0.00	300.00	0.00	2000.00	4358.00	4358.00
Public transport subsidy	0.00	0.00	2000.00	0.00	3000.00	0.00	0.00
EBOH	0.00	0.00	5000.00	4041.37	5000.00	6037.47	6500.00
Election expenses	0.00	0.00	5000.00	75.00	0.00	0.00	0.00
Total Op. Cost	4430.00	4508.43	23810.00	15860.39	17660.00	12544.63	16246.61
<i>Parish maintenance</i>							
Seats	50.00	0.00	50.00	0.00	50.00	0.00	50.00
Bus shelters and BT kiosks	500.00	0.00	500.00	1.00	500.00	0.00	1000.00
Notice boards	100.00	0.00	100.00	0.00	1000.00	0.00	1000.00
<i>Allotments</i>							
Rent, insurance, NSALG	800.00	820.64	800.00	805.64	800.00	690.00	690.00
Water	150.00	1613.41	650.00	273.52	650.00	164.73	650.00
Hedging	500.00	466.00	1000.00	340.00	500.00	0.00	340.00
Fencing	500.00	100.00	500.00	0.00	500.00	0.00	200.00
Maintenance	500.00	931.20	1000.00	156.00	1000.00	300.00	500.00
Total Maint. Cost	3100.00	3931.25	3950.00	1576.16	5000.00	1154.73	4430.00
Grand Total Expenditure	18000.00	19407.84	41366.00	29313.32	32230.00	20752.78	34076.61
<i>Summary</i>							
Total Income	18810.00	20318.30	22115.00	23483.34	20255.00	19562.42	22425.00
Total Expenditure	18000.00	19407.84	41366.00	29313.32	32230.00	20752.78	34076.61
Surplus (shortfall)	810.00	910.46	-11251.00	-5829.98	-11975.00	-1190.36	-11651.61
<i>General Fund</i>							
Opening balance	22181.49	22181.49	23091.95	23091.95	17261.97	17261.97	17261.97
Add surplus above	810.00	910.46	-11251.00	-5829.98	-11975.00	-1190.36	-11651.61
Ring fenced	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00	1750.00
Closing balance	19491.49	19591.95	8340.95	13761.97	1786.97	12571.61	3860.36

Date: 10/11/2020

Chairman's signature:

8.3 To request permission for the Chairman to sign external audit forms, financial documents to date and minutes from online meetings. Due to Covid 19 restrictions, this will need to be done outside a parish council meeting. All documents have been circulated to all councillors.

Resolved: The clerk applied for an extension for submitting external audit forms, the signed forms must be submitted by 20th October 2020. The clerk will meet Cllr Holmes who will sign the forms and all minutes, receipts and payments for the past few months where meetings have been held virtually.

8.4 To review the asset register (circulated)

Resolved: The asset register has been amended to include items recently purchased: security equipment for SFTH, Epson printer to replace the broken brother printer, EBOH listening stations now installed in the Village Hall, SFT hall and Turfcutters Arms. Interpretation panel for the BT kiosk at Hatchet Pond – this has been uploaded to the parish council website.

8.5 To consider a grant application for SFT Hall (circulated)

Resolved: A grant of £1134.00 was awarded to top up playground bark to regulatory level for playground inspection. Both Cllr Hawker and Cllr Clark reiterated the importance of the SFT as a valuable asset for young families in the village. They praised the trustees for their continued hard work in running the site.

9.0 Planning –

To consider planning application: 20/00617 - 31 SWEYNS LEASE

Resolved

20/00617	One & Two storey extensions	31 SWEYNS LEASE		Comment 3 We recommend PERMISSION, for the reasons listed below: The proposed work is tasteful and meets all criteria. Numerous surrounding dwellings have similar extensions.	13/10/20
----------	-----------------------------	-----------------	--	--	----------

10.0 To receive an update on Hatchet Pond.

Resolved: Cllr Holmes and Cllr Clark attended a meeting with NFNPA and FE at Hatchet Pond on 16/9/20

- Proposals were outlined to remove the toilet block and relocate the parking away from the waterside.
- Signage and interpretation will be improved.
- NFNPA and FE hope that these measures will emphasize the importance of the site as a nature reserve and wildlife habitat rather than a leisure venue where visitors tend to stay for prolonged periods of time.
- FE had hoped to run a public consultation on the proposed work but increased Covid measures have made this impossible. It is felt that at the current time it would be irresponsible to organise a community event in person.
- FE remain committed to community engagement and therefore they will be creating a new webpage on the Forestry England website to host all the information.
- There will also be an email account for enquiries specifically about Hatchet Pond and this will be advertised through press releases and social media over the next few weeks. The parish council will share this information once it is available.
- FE ranger team are up to speed on the plans so can talk with people whilst out on their patrols around the area.

11.0 To consider quotes to replace the bus shelter/notice board at East End

Resolved: Although the clerk requested information and quotes from four companies, only two were provided. Whilst the parish council are keen to improve the appearance of the East End area of the parish, they would like to wait until nearer the end of the financial year before committing funds to replacing the bus shelter. The clerk will, however, seek quotes to adapt the existing shelter, removing the door and seat as well as installing a cabinet notice board.

Chairman's signature:

Date: 10/11/2020

12.0 To receive an update on the allotment association

Resolved: Cllr Holmes and Cllr Drodge (who are both allotment holders) are keen to get involved in the running of the allotment association. They hope to involve a body of volunteer allotment holders who can take on a variety of responsibilities. Major issues will be passed on to the clerk. Cllr Holmes will report back to the council in January. Action KH

13.0 To discuss allotment 2

Allotment 2 will be returned to FE before the end of the financial year.

Resolved: The clerk will send an email to the allotment association outlining the phases required for the clearance of the site:

- 1 Plot holders from allotment 2 must clear as much as possible from their site. This needs to be done by the end of October
- 2 Ask all allotment holders if they would like any materials from allotment 2 which might be recycled on their plot – by end October
- 3 Establish an allotment working party to clear and burn any leftover wood and to clear and gather any other small items ready for disposal - by the beginning of November.
- 4 Ask any residents from the village if they would like any materials for recycling – by mid-November (this would need to be carefully managed and the parish council would need to know who could manage it)
- 5 Get quotes from local contractors/scrap metal dealers to clear remaining material.
- 6 Clear site in order to meet with Forestry England to discuss handing back the allotment site. By January 2021.

14.0 To receive reports from external meetings.

Resolved:

Cllr Gabzdyl and the clerk met Jayne Allbery to discuss the parking bays opposite the village shop (to try and improve visibility for Matthews Lane). Cllr Gabzdyl's request to reinstate the lost parking bays was turned down.

Cllr Hawker attended the NFNPA quadrant meeting:

- Proposed Safety Improvements Ipley Cross were discussed - A fenced area marks the proposed road changes. Hampshire Highways team have submitted planning application to stagger the junction, there will be a consultation period. The new road will use an extra 70 square meters of forest land and Hampshire Highways will have to provide an alternative piece of land which will satisfy Natural England.
- NFNPA have released a planning white paper, the document has been circulated to councillors. Cllr Husband will respond on behalf of the parish council (advice requested from Cllr Mans and Cllr Harris at the meeting) Government consultation until the end of October.

15.0 Agenda items for next meeting.

Allotment 2 clearance

Broadband

16.0 To confirm the next Parish Council meeting as 7.00pm on Tuesday 10th November 2020.

This is likely to be held virtually due to Covid 19 restrictions.

The meeting closed at 9.20pm

Chairman's signature:

Date: 10/11/2020