

Boldre Parish Council (BPC) - Meeting held on 10th August 2020

These minutes are from a hybrid meeting held using on-line technology due to restrictions caused by Covid-19 pandemic, but three persons chose to attend in person at Boldre War Memorial Hall.

Invitees present: Pamela Keen Patrick Kempe Alison Bolton
 Jo Humphreys Lester Mortimer Peter Lock Tine Carroll
 Oliver Moore Michael White Jacqui England Caroline Trotter

Meeting minutes

			Actions
1	Apologies		Cllr Duke (NFDC)
2	Declarations of Interest		Cllr Bolton – NFNPA Planning Application 20/00499 (Vine Cottage) Cllr Small – Football arrangements for Lymington Sprites
3	Minutes of the last meeting		The minutes of the meeting held on 13 th July 2020 were approved by Council for signature by Cllr Moore.
4	Matters Arising		
13 Aug 2018	9.1	S.Baddesley	The School Travel Plan. Nothing received. Cllr White has asked HCC for further information but no result. On-hold until September 2020.
08 Apr 2019	8.1	Bridleway B6	Project to be Investigated further by a BPC sub-group. A possible change of land ownership may soon take place could effect any actions taken by BPC.
08 July 2019	7.2.8	Parish Guide	Cllrs Keen & Humphreys to develop with help from the Clerk.
09 Sept 2020	7.1.1	Traffic & Speeding	An End-to-End investigation, to establish volumes and proportion of through traffic has been suggested. An in-house investigation by BPC will be explored. Clerk to draft a proposal
09 Dec 2019	8.2.2	112 Bus on Saturdays	Meeting held with East Boldre PC confirming a potential partnership. Notes to follow with agreed actions.
09 Mar 2020	8.1.1	Wild Play	Possible installation on-hold for now.
09 Mar 2020	15.1	Corona Virus & Covid-19	Councillors and the Clerk continue to offer assistance in conjunction with citizens to help residents in the parish.
09 Mar 2020	15.2	Campsite	Status on-hold pending easing of virus restrictions
11 May 2020	5.2 (2)	Passford Farm	BPC awaits the result of three appeals submitted by the applicants to the Planning Inspectorate in Bristol. Results due after 5 th June 2020.
8 Jun 2020	8.2	Community Shop.	The BWMH is investigating becoming a Charity Incorporated Company (or perhaps a Charity Incorporated Organisation) - CIC or CIO. This may assist the possible move of the Community Shop. St Nicolas may agree to move the existing fence/hedge to create more space. A pre-planning application is in preparation.

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5	Planning			
5.1		BPC Planning	<p>The full agreed Planning recommendations to the NPA and NFDC are attached at the bottom of these minutes, to be sent to their Development Control sections. Cllr England was not present for Item 5.1</p> <p><i>In summary, the following recommendations were made:</i></p>	
	NPA	20/00342	Russetts, Pilley Hill, Pilley - Comment 3 Proposed by Cllr Kempe, seconded by Cllr Mortimer. Agreed unanimously.	
	NPA	20/00402	Nord Lys, Norley Wood Road, Norley Wood - Comment 5 Proposed by Cllr Mortimer, seconded by Cllr Moore. Agreed unanimously.	
	NPA	20/00491	The Gables, Snooks lane, Walhampton - Comment 3 Proposed by Cllr Trotter, seconded by Cllr Carroll. Agreed unanimously.	
	NPA	20/00499	Vine Cottage, Boldre Lane, Boldre - Comment 5 Proposed by Cllr Carroll, seconded by Cllr Kempe. Cllr Bolton had declared an interest. Remaining councillors agreed unanimously.	
	NFDC	20/10628	Haven Marine Park, Undershore Road, Boldre, Lymington. This application will be discussed again at the next BPC meeting on 7 th September. A local resident, Mr Tim Bigg, will then be invited to explain his further concerns.	
	NPA	20/00389	3 New Cottages, East End A recommendation for refusal was made in July 2020. Cllr Humphreys will attend the NPA Planning Committee (remotely) on 18 th August 2020 to explain why refusal was recommended. Parish Clerk will observe the meeting. The NPA have recommended approval.	
5.2	The Planning Process		<p>Cllrs England, Humphreys, Kempe and Trotter will discuss ways to improve the way in which BPC might assist applicants in the planning process on 11th August 2020.</p> <p>The potential Parish Welcome Pack and Parish Guide will also be discussed.</p>	<p>Cllr Humphreys</p> <p>Cllr Humphreys</p>
5.3	NFDC Whitelink Mobile phone mast		The permission granted on appeal for the temporary siting of the monopole and equipment elapsed on 25 July 2020, but a NFDC Planning Officer has agreed to allow continued use due to alleged Covid-19 difficulties. The timescales for this time extension are not clear.	Monitor
6	County & District			
6.1	Hampshire County Council		<p>Cllr White referred to:</p> <ul style="list-style-type: none"> • Further speed indication devices now available for use by councils. • The broken drain cover that was mentioned by Cllr Keen in Norley Wood (see Item 7.3 below) and asked for details to be sent. • A main road issue in Portmore that BPC believe was resolved in 2019. • The aged blocked drains issue in Warborne Lane still not resolved (Ref: 21423298) 	Cllr Keen

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		<ul style="list-style-type: none"> The suggestion that the Community Shop and BWMH take advice from officers was mentioned. Cllr Moore mentioned that lawyers have now been engaged. A HCC budget deficit of some £810M, perhaps due to Covid-19, had not been address by HMG so far. Lymington library (Tier 1 status) will remain open despite cuts but may offer reduced hours. 	
6.2	County Highway Issues	Cllr Moore asked that an up to date listing of priority highway issues in the parish be sent again. One officer had not replied to the previous two listings.	Clerk
7	Highways		
7.1	Safety Mirror Boldre Lane/Rope Hill junction	<p>Risk Assessment Another acceptable estimate has been received for an independent risk assessment. Six suppliers were contacted but only two estimates have been received. Some checks on details in the recent estimate to be made.</p> <p>The Lengthsman could be asked to cut back the greenery at the likely mirror location. Costs - Total costs for the Risk Assessment, mirror and installation will be about £1100. The Chairman/Treasurer of the Lymington & District NHW (Bill Madden) has indicated that funding for the whole project may be available.</p> <p>However, a resident has indicated that he will supply and install a mirror in conjunction with a property owner adjacent to the junction. Verification to be sought as two mirrors are not required for the same location.</p> <p>BPC agreed that:</p> <ol style="list-style-type: none"> The Clerk would send Mr Madden a letter detailing the expected costs. BPC would look to engage the Lengthsman to clear the southern boundary of Perkins Piece The clerk would contact the resident regarding his plans to install the mirror on private ground. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.2	HGV Restrictions	Cllr Moore outlined a strategy to be used for roads in the parish. An initial version will be sent to Councillors when ready.	Cllr Moore
7.3	Drain Cover – Norley Wood	Cllr Keen noted a broken drain cover in Norley Wood. She will send details to Cllr White.	Cllr Keen
7.4	Road Works signage	Cllr Humphreys noted that various road works advice signs are, yet again, being left in place long after works are completed. Clerk to contact Hampshire Highways.	Clerk
7.5	Tanners Lane and foreshore.	Cllr England noted that dozens of cars (50+) have been noted parking on this lane and the foreshore in recent weeks. Dragons Teeth on the foreshore are in a poor state of repair allowing inappropriate parking to take place, Clerk will contact Cllr White in order to establish who owns the foreshore at this location and what limits on parking could be enforced.	Clerk

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8	Amenities			
8.1	Brockenhurst FC football	<p>Brockenhurst FC first and u18 teams are training on the recreation ground on Tuesday and Thursday evenings. Three weekend practice matches have also been arranged. Training will continue until 3rd September 2020.</p> <p>The sessions are well attended. Some concern over parking. Players and others will be reminded to take away all litter after training and matches following reported problems</p>	Clerk	
8.2	Lymington Sprites football	<p>Lymington Sprites are expected to agree a contract for three pitches and potential use of the pavilion from September 2020 until 31st May 2021. A Layout for 11 v 11, 9 v 9, and 5 v 5 groups will be prepared, as agreed.</p> <p>There may be a problem with stray footballs being lost over the western hedge. Contact to be made with the owner of the adjacent field.</p>	Clerk	
8.3	Pavilion & Recreation Litter problem	<p>The provision of a suitable waste bin for discarded rubbish is being investigated.</p> <p>A notice advising that alcohol is not permitted on the recreation ground and asking that litter be taken home or placed in any new waste bin will be displayed.</p>	Cllr England Clerk	
8.4	South Baddesley War Memorial	<p>Cleaning is on-hold at this time.</p> <p>Hedge trimming by Groundsman or Lengthsman will be considered in the autumn.</p>	C/Forward	
8.5	Play Area Reopening	<p>The BPC Play Area was re-opened w/c 13th July 2020. Guidance paperwork for parents/guardians bringing children to site has been posted on-site and added to the BPC website. Handled surfaces have been cleaned. These surfaces will be cleaned weekly by BPC.</p>		
9	Finance			
	9.1	Payments	<p>Payments of £ 1687.56 were approved for August 2020.</p> <p>These include a second cheque for Community Payback work from December 2019 which the organisation claim not to have received. The earlier cheque will be cancelled at the bank.</p> <p>Groundsman is content to wait to present his cheques when his bank reopens.</p>	Clerk
	9.2	Bank	<p>The reconciliation for July 2020 was confirmed but a discrepancy of £27 is being investigated.</p>	
	9.3	Staff holiday pay	<p>A pro-rata calculation will determine the payment for the groundsman as none has been paid since 2014.</p> <p>The Clerk has also had no paid holiday since his appointment in March 2015. A pro-rata calculation and payment will also be made. Proposed by Cllr England, seconded by Cllr Kempe.</p> <p>Pay review for both employees will be discussed at the September meeting. Proposed by Cllr England, seconded by Cllr Mortimer.</p>	Clerk

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	9.4	Internal Auditor	Mr Tim Light (Lightatouch) will continue as the BPC Internal Auditor for 2020-21. His fee will increase by £10. Proposed by Cllr England, seconded by Cllr Trotter. Cllr Moore voted against this proposal. Remaining Councillors voted in favour. The Finance sub-group will review for 2021-22	Clerk
	9.5	Grant Application	Norley Wood telephone box BPC approved a grant of £400 to assist refurbishing the box for community use. Proposed by Cllr Bolton, seconded by Cllr England and agreed unanimously.	
10	IT Summary		The Open Reach quote for high speed broadband to Properties in Bull Hill & Pilley Bailey is still awaited. A resident's meeting is planned	Cllr Moore
11	External Meetings		None attended. Cllr England apologised that she was not able to attend a recent NFDC meeting about boundary changes.	
12	Policies		BPC policy documents are subject to current review. The status of each document is listed on a table at the end of these minutes. Further recently reviewed policies that were unanimously approved are: <ul style="list-style-type: none"> • Business Continuity • Employee Disciplinary • Employee Grievance • Retention of Documents Proposed by Cllr Moore, seconded by Cllr England These policies will be uploaded to the parish website by the Clerk. Other policies are still to be reviewed and circulated include: <ul style="list-style-type: none"> • Data Protection and The GDPR Statement • Financial Regulations • Grants • Reporting at Meetings In addition, a BPC Emergency Plan may be produced.	
13	Clerk Notes		None Issued.	
14	New Parish Residents		A Parish Welcome process was not discussed at this meeting, Sub-group will advise the next meeting.	Cllr Humphreys
15	A.O.B.			
15.1	Large Red & White marker poles		Cllr Keen asked that ugly poles (about 2 metres high) that have recently been erected, presumably by the Perenco oil company, be investigated by the NPA Enforcement team.	Clerk
15.2	Footpaths		<ol style="list-style-type: none"> 1. A stile on footpath F502, part of the Solent Way through Pylewell Park needs attention. Clerk to contact Pylewell. 2. The stile at the Norley Wood end of F17 also requires maintenance. The Lengthsman will be asked to make repairs. 3. In addition, the landowner adjacent to F19 is due to cut back the excessive growth. 	Clerk Clerk Cllr Keen to monitor

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15.3	Camping Pylewell Park	Cllr England will investigate excessive camping thought to be taking place at a Pylewell Park location. Clerk will the contact NPA Enforcement about any breach.	Cllr England Clerk
15.4	NFDC Boundaries	Councillors were reminded to send comments re: the draft boundary changes issued by the Local Government Boundary Commission for England. To date only BPC and Cllrs Bolton & Moore have done so.	All
15.5	Silver Birch Perkins Piece	The large silver birch on Perkins Piece is dying. The NPA Tree Officer agrees that it should be felled. A replacement tree will be planted (A field maple Acer Campestre has been suggested).	Clerk Cllr Bolton
15.6	Shallowmead Nurseries	Local interest has been noted about produce sales of fruit and vegetables being sold on-site. Parish Clerk has spoken to the Retail Manager who explained that existing Planning Permission covered the sales of local produce. Sales of meat and fish are also planned.	
16	Next Meeting	The next BPC meeting is on Monday 7 th September 2020, in BWMHall at 18:30. Some councillors may attend on site. The public will not be permitted to attend in person but will be able to use Zoom technology (or the telephone) to attend remotely, as will those councillors who decide to stay away.	

The meeting closed at 21:15 hrs

Log of Parish Recommendations to the New Forest NPA in August 2020

20/00342	Russetts, Pilley Hill, Pilley, Lymington SO41 5QF	Outbuilding	Comment 3 With the present screening hedge this modest proposal will not affect the street scene.
20/00402	Nord Lys, Norley Wood Road, Norley Wood, Lymington, SO41 5RR	Retention of fencing and gates	Comment 5 This replacement fence and gate are necessary in an area where Forest stock roam. However, in accordance with Boldre Design Plan it is suggested that a traditional five barred gate and cleft oak fence would be more appropriate in this very rural Forest hamlet.
20/00491	The Gables Snooks Lane Walhampton, Lymington, SO41 5SF	2 Bay detached garage	Comment 3 The issues with the previous application appear to have been addressed.
20/00499	Vine Cottage Boldre Lane, Boldre, Lymington SO41 8PD	Single storey extension; attached greenhouse; extension to outbuilding; replacement fence	Comment 5 BPC considers these are acceptable, modest alterations to update this dwelling. Please note this is not Rodlease Lane. It is Boldre Lane, Main Road or Boldre Bridge.

Comments

1. 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.
2. 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.
3. We recommend PERMISSION, for the reasons listed.
4. We recommend REFUSAL, for the reasons listed.
5. We are happy to accept the decision reached by the National Park Authority's Officers under their delegated powers.

BPC Policy Reviews

Policy	Version	Status		Reviewer
Code of Conduct by Councillors	v1.3	1	Reviewed & Adopted	On website
Complaints	v1.3	1	Reviewed & Adopted	On website
Equal Opportunities	V1.3	1	Reviewed & Adopted	On website
Freedom of Information	V1.3	1	Reviewed & Adopted	On website
Health & Safety	V1.4.3	1	Reviewed & Adopted	On website
Investment Strategy	V1.0	1	Reviewed & Adopted	On website
Operating Framework	V1.3	1	Reviewed & Adopted	On website
Reserves	V1.0	1	Reviewed & Adopted	On website
Risk Management	V1.3	1	Reviewed & Adopted	On website
Standing Orders	V1.3	1	Reviewed & Adopted	On website
Use of Council Facilities	V1.5	1	Reviewed & Adopted	On website
Business Continuity	V1.0	1.1	Reviewed & Adopted	To be uploaded
Employee Disciplinary	V1.1	1.1	Reviewed & Adopted	To be uploaded
Employee Grievance	V1.1	1.1	Reviewed & Adopted	To be uploaded
Retention of Documents	V1.3	1.1	Reviewed & Adopted	To be uploaded
Grants	V1.2	2	Circulated by Cllr Carroll	Cllr Carroll
Data Protection	V1.2	4	To be reviewed	Cllr Trotter
Emergency Plan	Draft	4	To be reviewed	Cllr Keen
Financial Regulations	V1.3	4	To be reviewed	Cllr Carroll
GDPR Privacy Statement		4	To be reviewed	Cllr Trotter
Reporting at Meetings	V1.1	4	To be reviewed	Cllr Humphreys

1. Green - reviewed and adopted
2. Yellow - reviewed and circulated to all Councillors
3. Orange - Reviewed but not circulated to Councillors
4. Red - review in progress
5. White - assigned for review