



# Bramshaw Parish Council New Forest Hampshire

**Minutes of the BRAMSHAW PARISH COUNCIL**  
**Meeting held on**  
**Tuesday 23 July 2024 at 7:30pm**  
**Bramshaw Village Hall (Community Room)**

Councillors present: Mark Medley (MM), Adam Coutts (AC), Kay Harrison (KH), Sue Bennison (SB).

Plus: Melanie Camilleri (MC) – Locum Clerk/RFO. No members of the public attended.

- 92/24 Apologies for Absence:** Martin Vann (MV), Vaughan Thomas (VT). Reasons noted and accepted. Carl Seabrook (CS) did not attend.
- 93/24 Declarations of interest:** None
- 94/24 Minutes: RESOLVED:** the Minutes of the Ordinary Parish Council Meeting held on 28 June 2024 were approved.
- 95/24 Public Forum:** No members of the public attended.
- 96/24 To receive a report from NFDC.** Cllr Derek Tipp delivered the following report: -
- Some continued issues with delivery and collection of waste sacks
  - The National Park going through potential revision of the Local Plan. Issue of nitrates and phosphates have to be accounted for.
  - The New Forest show taking place at the end of the month. There will be a stand for The National Park and NFDC
- 97/24 Planning**
- i) **RESOLVED:** applications received were considered and recommendations made (see Appendix A)
  - ii) Noted planning decisions (see Appendix B)
- 98/24 Audit 2023/24**
- i) Noted that the external auditor BDO has acknowledged receipt of Bramshaw Parish Council's exemption certificate for 2023-24 and that no further information is required
  - ii) MC delivered a written report on the Internal Auditor's 'Matters Arising' Report. All mandatory actions have been completed. **RESOLVED:** to consider MC's recommendations on the remaining actions over the coming months.
- 99/24 Finance**
- i) **RESOLVED:** the Cash Flow Report and payments were approved. Direct payments to be made by Cllr Medley.  
 Balance account @23 July 2024: £9,015.03

**Payments**

Payee	Detail	Amount £	Method
Cllr Medley	Reimbursement Flowers	£55.00	Direct
HMRC	Tax & NI (July – March 2023/24)	£830.42	Direct
HMRC	Tax & NI (April – June 2024/5)	£596.98	Direct
Bramshaw Trust	Room hire for Parish Council Meeting 23/07/24	£22.00	Direct

M Camilleri	Professional Services Internal Auditor's 'Matters Arising' Report	£630.00	Direct
M Camilleri	Professional Services: approved and mandatory actions from Internal Auditor's 'Matters Arising' Report	£420.00	Direct
M Camilleri	Salary, office allowance mileage (July)	£945.72	Direct
M Camilleri	Reimbursement of June 2024 tax and NI settled by BPC directly to HMRC included in all o/s payments	-£202.98	Deduct from M Camilleri's July salary payment
M Camilleri	Gross Salary, office expenses, and mileage	£944.37	Direct
Total debit		<b>£3,297.14</b>	

### Receipts

Payee	Detail	Amount £	Method
HMRC	VAT Refund	£323.28	Direct
Total debit		<b>£323.28</b>	

#### **100/24 Lengthsman**

- i) MC reported that the direct Lengthsman Agreement with Highways is a 3-year agreement until 31 March 2026
- ii) MC conformed that she'd submitted Invoices to Highways for the direct Lengthsman payments for the financial years 2023/24 and 2024/25 (£1,100 per financial year).

#### **101/24 Defib**

- i) MC reported that ex Cllr Watts historically carried out defib checks on behalf of the Parish Council. As she is no longer a Cllr or a Trustee of the Bramshaw Village Hall, responsibility for checks and updates to The Circuit reverts to the Parish Council.
- ii) **RESOLVED:** responsibility for i) above to go through the Clerk. Therefore, the primary contact must be the Clerk's email address. MC to confirm and seek the access code to the cabinet.
- iii) **RESOLVED:** to purchase replacement pads in Sept.

#### **102/24 Bramshaw Parish Council address and Noticeboard**

Deferred to September Meeting when MV will be in attendance

#### **103/24 Recruitment of Clerk/RFO**

- i) **RESOLVED:** SB to place an ad for a permanent Clerk/RFO in Horizon magazine. Should there be a charge to advertise, approved spend of up to £100

#### **104/24 Councillors Reports**

- i) To receive reports from the Councillors
  - AC:** National Trust has attended to the ditch
  - SB:** Reported that the light outside the shop is now working.
  - MM:**
    - Village Hall has asked for a contribution towards replacement chairs. He will find out more detail. KH requested that MM enquires about protocols for cleaning the tables at the same time. The ones in the Community Room are dirty.
    - Highways have agreed to a site meeting on either 30 July, 31 July, or 01 Aug @10am. Agreed AC and VT will attend on 01 Aug and report back to full council. MC will notify other interested parties e.g. National Trust
    - **KH:** Ask Forestry England to do the usual bramble clearing

- 105/24 Correspondence, AOB, urgent matters:**  
i) MM will approach Village Hall and request permission to hang the portrait of HRH Charles III in the Community Room.
- 106/24 RESOLVED: that Agenda item 107/24 would be closed to members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) by reason of the confidential nature of the business to be discussed.**
- 107/24 Staffing Matter**  
**RESOLVED:** the Chair, Cllr Medley, will write a formal letter to the ex-member of staff. Details of which are 'Confidential – Not for Publication' under Sections 40 of the Freedom of Information Act 2000.
- 108/24 Date of next meeting**  
The date of the next Meeting for **Bramshaw Parish Council** will be held on **24 September 2024** at **7:30pm** in the **Bramshaw Village Hall (Community Room)**

Being no further business, MM closed the meeting at 8:43pm.

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**

#### **APPENDIX A: PLANNING APPLICATIONS FOR CONSIDERATION**

##### **24/00738TPO (Treeworks)**

Address: Oaklands, Brook, Lyndhurst, SO43 7HD

Proposal: Prune 1 x Oak tree

Decision: Leave to the Tree Officer to decide.

#### **APPENDIX B : PLANNING DECISIONS**

##### **24/00636CONS**

Address: Saddlers Cottage, ROAD FROM A31 TO BROOK VIA CANTERTON, BROOK, LYNDHURST, SO43 7HD

Proposal: Pollard 1 x Eucalyptus tree

Decision: Raise No Objection

##### **24/00496LBC**

Address: FRITHAM LODGE, ROAD THROUGH FRITHAM, FRITHAM, LYNDHURST, SO43 7HH

Proposal: Velux skylight above washroom; WC in tack room (Application for Listed Building Consent)

Decision: Grant subject to conditions

##### **24/00645CONS (Treeworks)**

Address: Oaktree Cottage, ROAD FROM A31 TO BROOK VIA CANTERTON, BROOK, LYNDHURST, SO43 7HD

Proposal: Fell 13 x Conifer trees

Decision: Raise No Objection