



Bramshaw Parish Council

New Forest Hampshire

: clerk@bramshaw-pc.gov.uk

To: All members of Bramshaw Parish Council:

You are hereby summoned to attend the Annual General Meeting and the Ordinary meeting of
Bramshaw Parish Council to be held in the Main Hall of Bramshaw Village Hall
on Tuesday **26th May 2026 at 19:30**

AGENDA

- 1/26 Election of Chair and Vice Chair
- 2/26 Declarations of office of Chair and Vice Chair
- 3/26 Apologies for absence
- 4/26 Public Participation period
- 5/26 Declaration of Interests and dispensation requests
- 6/26 To confirm the Minutes of the Ordinary Meeting held on 28th April 2026
- 7/26 Appointment of Parish Representatives/Responsibilities

Allocated responsibilities are:

- New Forest Association of Local Councils (NFALC) – Cllrs
- New Forest Consultative Panel – Cllr
- NE Quadrant meetings – Cllr
- Police liaison – Cllr
- Bramshaw Hall Management Committee – Cllr
- Bramshaw Village Parochial Church Council – Cllr
- Footpaths – Cllr
- Payments Signatories – Cllrs
- Lengthsman Management – Clerk

8/26 Parish Representative reports

9/26 District / County Councillor Reports

Items ongoing

- 10/26 Village flooding
- 11/26 Hedges around the village
- 12/26 New email addresses
- 13/26 Agree to authorise Lengthsman to cut back brambles as agreed with Cllr Coutts, at £420.00 total
- 14/26 Printer purchase

New Items

- 15/26 Completion of Declaration of Interest forms
- 16/26 Agree to keep both hard and web versions of Minutes for 5 years, after which the hard copies are to go to Hants archives.
- 17/26 Agree to keep web versions of agendas for 5 years.

Audit actions

- 18/26 Agree actions to follow the Internal Auditor's report on matters arising May 2026
- 19/26 Agree the Certificate of exemption
- 20/26 Agree the Annual Internal controls report as signed by the Auditor.

- 21/26 Agree Audit Governance statements
- 22/26 Agree Accounting statements 2025-2026
- 23/26 Agree Explanation of Variances 2025-2026
- 24/26 Agree VAT claim 2025-2026
- 25/26 Agree exercise of Public Rights dates as 2nd June to 13th July 2026 inclusive

Documents circulated

- Improvement report following Internal audit May 2026
- AGAR form 2 circulated including the:
 - Certificate of Exemption (meaning we are exempt from an external audit)
 - Internal audit report signed by the auditor
 - Audit Governance statements (Financial management, risk assessment etc... all in place and have been reviewed)
 - Accounting statements (the accounts are in good order)
- Explanation of Variances 2025-2026 (if there are unexpected variations in the figures between last year and this year)
- VAT claim form 2025-2026
- Exercise of Public Rights 2025-2026

26/26 **Planning**

New Applications

Trees

26/00476CONS Wheelwrights Cottage, BROOK GREEN, Bramshaw, LYNDHURST, SO43 7JB
Prune 1 x Liquidambar tree (T1 on the plan)

27/26 **Finance**

Invoices and receipts circulated

Arnold-Baker reference book invoice from SLCC

Internal auditor invoice 12/1986

Payments for agreement

Internal auditor invoice £190.00

BRAMSHAW PARISH COUNCIL				
CASH FLOW REPORT		Period: Apr 2026 to May 2026		
PAYMENTS				
Date Paid	Method	Payee	Details	TOTAL
27-Apr-26	SO	Clerk	April salary and expenses	453.68
30-Apr-26	Online	Diana O'Grady	Printer paper	4.99
30-Apr-26	Online	Minstead Parish Council	Contribution to SLCC membership, invoice MEM258167-1	100.00
29-Apr-26	Online	Bramshaw Parochial	Donation to organ fund	1,000.00
07-May-26	Online	SLCC	Arnold-Baker reference book	175.27
05-May-26	Online	MPM Wet waste	Paid in error	200.00
TOTAL				1,558.67
RECEIPTS				
Date	Method	Payer	Details	TOTAL
30-Apr-26	Online	NFDC	Precept part 1	5,750.00
08-May-26	Mobile transf	Chair	Repayment of payment made in error 5/5/26	200.00
TOTAL				5,950.00
FOR APPROVAL				
Inv Date	Method	Payee	Details	TOTAL
01-May-26	Online	Do the Numbers	Internal auditor invoice 12/1986	190.00
00-Jan-00				
00-Jan-00				
00-Jan-00				
TOTAL				190.00
UPCOMING				
Date	Method	Payee	Details	TOTAL
27-May-26	SO	Clerk	May salary and expenses	453.68
TOTAL				453.68
BANK				
	BALANCE			
	18th May 2026		17,511.22	
	FORECAST		16,867.54	
Payments Approved		Printed Name and Date		
Payments Approved		Printed Name and Date		

- 28/26 AOB for discussion only
- 29/26 Future Meeting

The next meeting will be the ordinary meeting of Bramshaw Parish Council, held on **23rd June 2026** at 19:30, in the Community Room of Bramshaw Village Hall.