



BRAMSHAW PARISH COUNCIL NEW FOREST, HAMPSHIRE

DRAFT

MINUTES OF MEETING HELD ON TUESDAY 25 MAY 2017, AT BRAMSHAW VILLAGE HALL.

Members Present:

Sue Bennison (SB)
David Johnston (DJ)
Mark Medley (MM)
Jenny Watts (JW)

Others:

Tobias Bauer, Client Manager, HCC
John Thorpe, Engineer, Test Valley Council
2 members of the public
Jane Mullan (JM)

057.17 To Elect a Chairman.

Sally Day was proposed and seconded as Chairman.

058.17 To Elect a Vice Chairman

Martin Vann was proposed and seconded as Vice Chairman

059.17 Apologies for Absence - to agree any absences of councillors.

Sally Day and Kay Harrison and Martin Vann had offered their apologies which were accepted.

060.17 Minutes – to agree the minutes of 25th April 2017 as a true record.

It was agreed that they were a true record of the meeting held on 25th April 2017.

061.17 Appointment of Parish Representatives - it was agreed that appointing parish representatives to the following bodies would be decided, at the next month's Parish Council meeting, to be held on 27th June 2017:

- Bramshaw Village Hall Trust
- New Forest Association of Local Councils (NFALC)
- New Forest Consultative Panel
- Police Liaison
- Footpaths and rights of way
- Bramshaw Telegraph
- Bramshaw Parish Council Website
- Lengthsman
- Planning
- NE Quadrant
- Highways
- Utilities

062.17 To review the following:

Assets of the Parish Council – these were agreed to be correct, per the current list on the Bramshaw Parish Council website.

Review and adoption of appropriate standing orders and financial regulations – David Johnston proposed that the current standard Standing Orders are adopted, notwithstanding recent amendments that were agreed to be made, as documented in the minutes from the Parish Council meeting of 25th April 2017, at section 050.17 (iv).

Confirmation of Arrangements for insurance cover in respect of all insured risks – Policy renewed and is held with Aviva – clerk to check that all risks including phone boxes are covered.

Review of the council's staff and / or staff subscriptions – Current subscription are:

- (i) HALC - £262 p.a.,
- (ii) New Forest GIS - £110 p.a.,
- (iii) SLCC - £130 p.a.
- (iv) Information Commissioner - £35

All subscriptions are renewed and paid annually.

Review of the council's complaints procedure and for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – the current procedures and policies were agreed to be correct, per the details on the Parish Council website.

Review of the Council's policy for dealing with the press / media – this was agreed to be correct, per the details on the Council's website.

Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council – this was confirmed as being every fourth Tuesday of the month, except for December, during which month it would be the third Tuesday of the month. It was also confirmed that a list of the dates of upcoming ordinary meetings is available on the parish council website.

063.17 **Disclosures of interest.**

There were no disclosures of interest.

064.17 **Reports to be received:**

Parish Councillors reports:

- i) Jenny Watts had visited Bramshaw Village Hall to view the new kitchen floor. Jenny advised that the floor has been laid but is still wet. The next section cannot be started for a week and the project is still in progress.

- ii) Sue Bennison informed the meeting that she had taken part in a consultative panel tour of Turf Hill. The tree plantations need to be removed in order to return the land to heathland. The ground will need to be flattened, to remove furrows, tree stumps, etc.
- Regarding National Trust land and underground pylons, Sue advised that more will be known when they submit a Planning Application. It was queried whether the cables need to be replaced after 45 years.
- Woodgreen – Sue advised that the Forestry Commission are looking at verge restoration work in Woodgreen, which may involve creating ditches. Sue informed the meeting that the issue of ditching versus dragons’ teeth had been raised. The Forestry Commission wish to avoid erosion due to parking of cars on the verges. It is hoped that the Forestry Commission and National Trust will listen to suggestions.
- Sue confirmed that there had been an exchange of emails regarding Crowders House panel meeting. The Forestry Commission will not request a licence for access. However, if the property is sold, the new owner will require a licence.

064.17 **Public Forum:** An opportunity for the public to make known to the council any issues of concern, or to make comment on items on the Agenda including Planning Applications.

Mr Peter Reynolds expressed his concern over several points raised in the Traffic Calming presentation. He wished to highlight the failure of existing width restrictions at county boundaries and the effect of the A36 being resurfaced, which caused vehicles to be diverted via Bramshaw. He also wished to highlight the type of traffic (heavy vehicles) using that route. It was explained to Mr Reynolds that preventing traffic from using the route as a ‘rat run’ was one of the main objectives of the traffic calming initiatives and that there is currently a weight restriction in place (which could be enforced). Tobias Bauer advised however, that making the route unattractive to heavy vehicles may also make it unattractive to local people.

066.17 **Planning –**

- i) **Planning applications for comment:**
None forward at the time of writing agenda.
- ii) **Planning decisions to note:**
None to note.
- iii) **Tree applications for comment:**
[CONS/17/0385](#). LAND TO THE EAST OF EYEWORTH LODGE, EYEWORTH, FRITHAM SO43 7HJ
Proposal – Fell 2 pine trees. (16/06/2017)
- vi) **Tree application decisions. –**
[CONS/17/0294](#) OAK WOOD, PENN COMMON, BRAMSHAW.
Proposal: To fell 1 Norway Spruce. It is agreed to fell to the ground but the Authority would suggest that a suitable replacement tree species is planted on the front boundary to continue tree cover in the area and to ameliorate the loss of this prominent tree. The Authority could not justifiably sustain a reason for making a Tree Preservation Order to protect this tree. Suggested species could be either Oak, Birch, Field Maple
[CONS/17/0332](#) ST PETERS CHURCH, LYNDHURST ROAD, WYCH GREEN, BRAMSHAW, LYNDHURST,

SO43 7JE – Proposal – Fell 1 x Lawsons Fir – Not decided yet.

iv) **Enforcement as per N F NPA' s website on 2 May 2017 and as per list published–**

 NEW FOREST NATIONAL PARK		NEW FOREST NATIONAL PARK AUTHORITY ENFORCEMENT CONTROL Enforcement Parish List for Bramshaw 02 May 2017	
Case Number:	QU/17/0086	Case Officer:	Lucie Cooper
Date Received:	18/4/2017	Type of Breach:	Multiple Concerns
Location:	KINGS GARN COTTAGE, FRITHAM COURT, FRITHAM, LYNDHURST, SO43 7HH		
Description:	Extension to dwelling; Field shelter		
Case Status:	Complaint Acknowledged	Priority:	Standard

067.17 **Finance and policy**

i) Payments for authorisation – the following payments were authorised –

Jane Mullan (Clerk) May 2017 -	Salary + expenses	000796	£283.50
Lisa Higgins (New Clerk) May 2017	Salary	000797	£297.57
Do the Numbers	Internal Audit	000798	£155.00
Came and Co	Insurance premium	000799	£334.02

ii) Financial Report.

Income:	£4025.00
Expenditure:	£2025.59
Balance at date of meeting:	£11993.49

68.17 **Traffic Calming Presentation by Tobias Bauer and John Thorpe re: HCC Traffic Calming Proposals**

Tobias Bauer, Client Manager at Hampshire County Council and John Thorpe, Engineer at Test Valley Council, provided a presentation on Traffic Calming.

Tobias confirmed that the brief for the traffic calming project is to (i) achieve a reduction in animal casualties, (ii) discourage traffic, (iii) create a safe environment for all (including walkers and cyclists), (iv) minimise noise and air pollution, (v) preserve safe access to properties, (vi) preserve the rural aspect of the area, and (vii) provide safe access for all vehicles (including tractors, emergency vehicles and caravans).

Tobias informed the meeting of the following points:

- The speed limit cannot be reduced further as it is already 30mph
- Speed cameras are not available at this point

- Vertical traffic calming (road cushions) cannot be introduced as it would require street lighting to be introduced
- Horizontal traffic calming (narrowing the road to one lane's width) is possible but there is a concern regarding meeting the criteria for the brief (it could potentially cause queues and/or braking and acceleration). It also requires signs and lines. It could be considered for less populated areas. It may also be possible to have a road width sufficient for two cars and provide a build out which would visually create the effect of narrowing. Jenny Watts noted that only two 'cars' width had been mentioned and that other, wider, vehicles (buses etc.) would need to be taken into account.
- Road narrowing is possible but only in agreed areas (at 200m intervals on agreed stretches of road). David Johnston raised concern that this should not apply to areas where there is direct access to properties.
- Lines have no impact on noise pollution but if the centre line in the road is removed, this can create a visual impact of narrowing the road. Sue Bennison observed that there are now very few centre lines on most roads.
- Speed limits could be highlighted
- Village 'gateways' may be introduced to create a sense of entering the village (e.g. "Welcome to Bramshaw, please drive carefully"). Tobias Bauer advised that highlighting the entrance to the village may have a subconscious effect and reinforce an awareness of the speed limit.
- Surface treatments and false cattle grids - Tobias Bauer advised that these would create inappropriate noise levels if used by heavy agricultural vehicles.

Tobias Bauer advised that he would check and confirm whether the written report may be made public and published on the parish council website.

David Johnston suggested that the document should be disseminated widely throughout the parish as a discussion document, with discussions to be held thereafter.

Tobias Bauer confirmed that the plans are only indicative and in no way definitive. They should only be viewed as options for consideration. Tobias also confirmed that the plans have not been fully costed and the final cost will depend on which options are chosen.

The Councillors present agreed that the options should be presented to the public and that an open forum should be called for discussion. It was agreed that the plans would go out to consultation, preferably prior to the next parish council meeting (dependent on Councillors' availability). Sue Bennison requested that more detailed plans are provided, to include specific proposed areas where traffic calming may be applied. It was also confirmed that the current plans are available on the parish council website.

69.17 Review of notes/minutes from Annual Assembly and follow up on any action required.

It was agreed that the minutes as presented reflected the main points of the annual assembly.

70.17 Election of Parish Council Member Representative on the New Forest National Park Authority Parish Representative North East Quadrant – Nomination of candidate from Bramshaw (see attached paperwork). Closing date for nominations 25 May 2017.

Bramshaw Parish Council resolved not to nominate a candidate for these elections.

71.17 Defibrillators - consideration of Came & Co newsletter advice.

The new letter highlighted that there is a possibility of litigation (in the U.S.) regarding defibrillators, although it has not been applied in this country. The issue of providing training on the defibrillator's usage was raised, although it was noted that ensuring that a trained person would be on hand at all times would be difficult. The meeting noted that the defibrillator is self-monitoring and self-explanatory. It was confirmed that the battery's duration is 3-5 years. David Johnston advised that the council must ensure that the defibrillator is properly maintained – the council must be shown to have looked at the defibrillator and it must implement a proper system to monitor and inspect it. It was confirmed that the council has appropriate insurance to protect against litigation and that a Councillor (Jenny Watts) will check the battery regularly. It was agreed that the clerk provide a check list to be kept with the defibrillator.

72.17 Review of internal audit and actions required.

The 3 points raised (see attached document) were noted.

The council agreed that some of the reserves held would be used if the proposed traffic calming went ahead.

David Johnston queried which guidance we should rely on, regarding holding public funds in reserve for the project. Sue Bennison highlighted that the council will need to show that the projects are in budget. Clerk to check regarding the relevant guidance.

Changes in membership to the council and these not be noted prominently in the minutes was noted.

Failures in to upload information to the website once changes/approval of Regulatory Documents to meet the requirements of the transparency code were noted.

73.17 Consideration of request to advertise the Forester's Coach business (Horses and Carriage) in the Bramshaw Telegraph.

The council resolved not to allow the advert as they felt it was against the editorial policy of the Bramshaw Telegraph.

74.17 Approval of training courses for the new clerk and other councillors.

The council resolved to send the new clerk on the two training courses available in June 2017 – total cost £90.

75.17. Approval to purchase new computer, printer and software with grant awarded by the Transparency Fund - the council resolved to purchase :

Sales receipt no. 703029

Customer no. 85482640 Date of receipt 05 June 2017
Order no. PCW1724412656 Order date 05 June 2017
Branch no. 4947

Reference	Description	VAT	Quantity Ordered	Sold Unit Price VAT incl.	Sold TOTAL VAT incl.
157160	ADVENT - AUSB48M16 USB A to USB B cable - 4.8 m	20%	1	£ 12.99	£ 12.99
164570	HP - Officejet Pro 6960 All-in-One Wireless Inkjet Printer with Fax	20%	1	£ 109.99	£ 109.99
165834	MCAFFEE - LiveSafe Unlimited 2017 - 1 year Product sold as the bundle B0420522	20%	1	£ 19.99	£ 19.99
164652	HP - Pavilion 15-au076sa 15.6" Laptop - White Product sold as the bundle B0420522	20%	1	£ 349.00	£ 349.00
163533	MICROSOFT - Office 365 Personal Product sold as the bundle B0420522	20%	1	£ 39.00	£ 39.00
	Delivery Charge	20%	1	£ 3.95	£ 3.95

Total excluding VAT	£ 445.77
Total VAT	£ 89.15
Total including VAT	£ 534.92

076.17 Latest updates on:

Lengthsman scheme – Jane Mullan to ascertain the availability of Kevin Bennett and his team.

Phone box door -Sue Bennison to ask for a progress report.

077.17 Confirmation of date of next 3 Parish Council meeting.

27th June 2017, 25 July 2017, 22nd August 2017

Meeting closes to public – 8:50 pm

Signed: Dated: