



Bramshaw Parish Council

New Forest Hampshire

📧: clerk@bramshaw-pc.gov.uk

To: All members of Bramshaw Parish Council:
Minutes of the Annual General Meeting and the Ordinary meeting of Bramshaw Parish Council held
in the Community room of Bramshaw Village Hall
on Tuesday **26th May 2026 at 19:30**

MINUTES

Minutes are draft until agreed and signed at the next meeting

Present: Cllr Medley, Chair
Cllr Bennison
Cllr Loveless
Cllr Coutts

In Attendance: 2 x members of the public
Clerk, Diana O'Grady
District Cllr Tipp

- 1/26 Election of Chair and Vice Chair
 - Cllr Medley as Chair, proposed Cllr Bennison, seconded Cllr Coutts
 - Cllr Thomas as Vice-chair, proposed Cllr Bennison, seconded Cllr Coutts
- 2/26 Declarations of office of Chair and Vice Chair
 - Cllr Medley read the declaration, form signed by the Chair and by the Clerk.
- 3/26 Apologies for absence
 - Cllr Thomas, reason given and accepted.
 - Cllr Harrison
- 4/26 Public Participation period
 - A member of the public explained the equipment to be bought for the Speedwatch group with the funds received as a grant from the Police.
 - The member of the public has been in touch with Cllr Standeven of Minstead PC who is part of a Forest-wide traffic group.
 - Funds have been received into the Parish Council bank account.
 - The process going forward is that the Speedwatch group will provide the information for the council to purchase the equipment, which will consequently be donated to the Speedwatch group
- 5/26 Declaration of Interests and dispensation requests
 - None declared.
- 6/26 To confirm the Minutes of the Ordinary Meeting held on 28th April 2026
 - Minutes confirmed by all who were present. Signed and dated by Chair.
- 7/26 Appointment of Parish Representatives/Responsibilities
Allocated responsibilities are:
 - New Forest Association of Local Councils (NFALC) – Cllr Bennison

Signed Chair

Date

- New Forest Consultative Panel – Cllr Bennisson
- NE Quadrant meetings – Cllr Bennisson
- Police liaison – As needed
- Footpaths – Cllr Medley
- Payments Authorisation – Cllrs Medley and Thomas
- Lengthsman Management – Clerk with Cllr Coutts

8/26 Parish Representative reports

- Cllr Loveless will take photos of Cass Corner and send them through the Highways reporting system

9/26 District / County Councillor Reports

- Grants – the annual District Councillor grants for small amounts are now available. The grants are for groups which benefit the whole village.
- CiL money available soon, will be on the website, maximum £100,000
- Waste rollout now in place.
- LGR – There isn't a good case for pressing for a judicial review to keep the Forest whole.

Items ongoing

10/26 Village flooding

- No progress to report

11/26 Hedges around the village

- No progress to report

12/26 New email addresses

- Cllr Coutts is now using the PC .gov.uk email address

13/26 Agree to authorise Lengthsman to cut back brambles as agreed with Cllr Coutts, at £420.00 total

- Agreed by Council, Clerk to contact Lengthsman and ask him to go ahead. Lengthsman to contact Cllr Coutts when finished.

14/26 Printer purchase

- Clerk not had time to research best options.

New Items

15/26 Completion of Declaration of Interest forms

- Two Councillors have altered their forms, Clerk to upload and send to NFDC Monitoring officer. One Councillor yet to change their form, and one Councillor yet to complete a form.

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.

- Agreed by Council.

17/26 Agree to keep web versions of agendas for 5 years.

- Agreed by Council.

Audit actions

18/26 Agree actions to follow the Internal Auditor's report on matters arising May 2026

- Agreed by Council.
 - Names of members of the public on the electronic copy of the Minutes of April 2026 to be removed by Clerk, and all Councillors will be mindful of deleting any information they are holding which is personally identifiable and no longer needed.
 - Clerk has sent DPI forms to Councillors to be updated with the missing information.
 - Cllr Medley has returned his completed form; Clerk will upload and send it to the NFDC Monitoring officer.

Signed Chair

Date

- 19/26 Agree the Certificate of exemption
 - o Clerk explained the Certificate to the Council. Agreed by Council.
 - o Form signed and dated by the Chair and by the Clerk
- 20/26 Agree the Annual Internal controls report as signed by the Auditor.
 - o Agreed by Council.
- 21/26 Agree Accounting statements 2025-2026
 - o Agreed by Council.
 - o Form signed and dated by the Chair and by the Clerk
- 22/26 Agree Audit Governance statements
 - o Clerk explained the statements to the Council. Agreed by Council.
 - o Form signed and dated by the Chair and by the Clerk
- 23/26 Agree Explanation of Variances 2025-2026
 - o Clerk explained this to the Council, agreed by Council.
- 24/26 Agree VAT claim 2025-2026
 - o Agreed by Council.
- 25/26 Agree exercise of Public Rights dates as 2nd June to 13th July 2026 inclusive
 - o Clerk explained this to the Council, agreed by Council.
 - o Electronic copy for printing and posting on noticeboards sent to Cllrs Medley and Thomas.
 - o Clerk to post a notice on the website.

Documents circulated

- o Improvement report following Internal audit May 2026
- o 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)
- o Explanation of Variances 2025-2026 (if there are unexpected variations in the figures between last year and this year)
- o VAT claim form 2025-2026
- o Exercise of Public Rights 2025-2026

26/26 **Planning**

New Applications

None

Trees

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

No Comments

26/0550CONS Ash Cottage, LYNDHURST ROAD, Bramshaw, LYNDHURST, SO43 7JF
Reduce 9 x Ash trees to 6 meters
Reduce 1 x Apple tree to 6 meters
Prune/reduce 5 x Willow trees to 8 meters
Prune/reduce 64 x Poplar trees to 8 meters

Comments

The ash trees overhanging Vice Lane have been a long-standing issue to vehicles using the lane, particularly the high sided vehicles. The trees obstruct vision, especially at the corner and therefore cause concerns over

Signed Chair

Date

safety. The Parish Council hopes there are plans to address the overhanging ash branches as part of the planned works on the attached application.

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

Agreed by Council

Signed Chair

Date

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.

Meeting closed at 21:00

Signed Chair Date