

## ELLINGHAM, HARBRIDGE & IBSLEY PARISH COUNCIL

Minutes of the Annual Meeting held in Ellingham Church Hall on Tuesday 22 May 2018.

Members:

Cllr Burtenshaw (Chairman) (P)	Cllr Errington (P)
Cllr Lane (P) <i>arrived 7.45pm</i>	Cllr Loader (P)
Cllr Sampson (P)	Cllr Spark (P)
Cllr Stainton-Burrell	Cllr Trebilco
Cllr Webster (P)	

(P) denotes present

In attendance:

Cllr Thierry  
 DCllr Dow  
 Natasha Mackenzie (Clerk)

Members of the Public (2).

**1. Welcome**

18/05/72

Cllr Burtenshaw welcomed all those attending the meeting, with particular thanks to Cllr Thierry and DCllr Dow.

**2. Apologies**

18/05/73

The clerk had received apologies from Cllr Trebilco; apologies assumed by Cllr Stainton-Burrell.

**3. Election of Chairman and Vice Chairman**

18/05/74

Election of a Chairman

Cllr Burtenshaw stepped down as Chair. The clerk called for any nominations.

Cllr Spark nominated Cllr Burtenshaw as Chairman. Seconded by Cllr Errington. 5 in favour (Cllr Burtenshaw did not vote).

18/05/75

Election of a Vice Chairman

Cllr Errington stepped down as Vice Chair. The clerk called for any nominations.

Cllr Burtenshaw proposed to elect Cllr Errington as Vice Chairman. Seconded by Cllr Sampson, 5 in favour (Cllr Errington did not vote).

**4. Chairman’s Declaration of Acceptance of Office**

18/05/76

Cllr Burtenshaw read out and signed the Declaration of Acceptance of Office, which was countersigned by the Clerk.

**5. Declarations of Interest – none**

**6. Appointments of Councillors to represent Ellingham Harbridge & Ibsley Parish Council (circ. current holders 16May)**

18/05/77

The following appointments were agreed for 2018/19:

Almshouse Trustee	Cllr Sampson
New Forest Association of Local Councils (NFALC)	Cllr Sampson (Cllr Spark as reserve)
Blashford Lakes Consultative Forum x2	Cllr Errington & Cllr Webster

CEMEX Liaison Panel	Cllr Errington & Cllr Burtenshaw
Ibsley Village Hall Committee	Cllr Stainton-Burrell (Cllr Burtenshaw as reserve)
National Trust Advisory Board	Cllr Errington, Cllr Burtenshaw
New Forest Consultative Panel	Cllr Errington
NFDC Liaison meeting x2	Chairman & Vice Chairman
NPA New Forest Access Liaison Forum (observers only)	Cllr Errington, Cllr Trebilco & Cllr Webster
NPA North West Quadrant Parishes Liaison	Cllr Errington & Cllr Trebilco
NPA Western Escarpment Conservation Management x2	Cllr Trebilco (Cllr Errington Chair of this outside body)
Tarmac Plumley Wood Liaison Panel	Cllr Errington (Cllr Burtenshaw representing other groups)
Parish Liaison Committee (formerly Police Liaison)	Cllr Spark
Rights of Way & Footpaths Officer and Cycle Liaison Group	Cllr Webster
Transport Officer	Cllr Spark
Tree Officer	Cllr Sampson (Cllr Spark oversees)

Agreement to the above list of representatives was proposed by Cllr Burtenshaw, seconded by Cllr Sampson. All in favour (6).

#### **7. To fix dates and times of the Parish Council and Planning Committee meetings (circ.16May)**

18/05/78

A list had been circulated by the Clerk on 16 May. There are changes to meetings in October and April, due to the Clerk's annual leave.

The following dates of meetings were proposed by Cllr Burtenshaw, seconded by Cllr Spark, all in favour (6). *Following a suggestion at the meeting, Ibsley Village Hall was booked for the Annual Parish Meeting on 23 April 2019.*

#### **2018**

<b>Month</b>	<b>Planning Committee</b>	<b>Parish Council</b>
June	Tuesday 12 <sup>th</sup>	Tuesday 26 <sup>th</sup>
July	Tuesday 10 <sup>th</sup>	Tuesday 24 <sup>th</sup>
August	Tuesday 14 <sup>th</sup>	No meeting
September	Tuesday 11 <sup>th</sup>	Tuesday 25 <sup>th</sup>
October	Tuesday 9 <sup>th</sup>	*Tuesday 30 <sup>th</sup> (5th Tuesday)
November	Tuesday 13 <sup>th</sup>	Tuesday 27 <sup>th</sup>
December	Tuesday 11 <sup>th</sup>	No meeting

#### **2019**

<b>Month</b>	<b>Planning Committee</b>	<b>Parish Council</b>
January	Tuesday 8 <sup>th</sup>	Tuesday 22 <sup>nd</sup>
February	Tuesday 12 <sup>th</sup>	Tuesday 26 <sup>th</sup>
March	Tuesday 12 <sup>th</sup>	Tuesday 26 <sup>th</sup>

April	*Tuesday 2 <sup>nd</sup>	Tuesday 23 <sup>rd</sup> Annual Parish Meeting held in Ibsley Village Hall
May**	Tuesday 14 <sup>th</sup>	Tuesday 28 <sup>th</sup> Annual Meeting

### Notes

\*These meetings have moved due to the Clerk's annual leave.

\*\* Elections 2<sup>nd</sup> May

### 8. To elect official signatories to execute official documents on behalf of Ellingham Harbridge & Ibsley Parish Council

18/05/79

It was **proposed** by Cllr Sampson and **seconded** by Cllr Loader that the Chairman and the Vice Chairman would act as signatories. 4 in favour (Cllrs Burtenshaw & Errington abstained).

### 9. To confirm minutes of the meeting held on Tuesday 27 March 2018.

18/05/80

It was resolved that the minutes of the last Parish Council meeting were to be signed as a true and accurate record. Proposed by Cllr Burtenshaw and seconded by Cllr Spark. 5 in favour (1 abstention as not present at that meeting).

### 10. Chairman's Report on Matters Arising from 27 March (not on the agenda)

18/05/81

The Chairman's report was circulated prior to the meeting. Any additional updates are in *italics*.

16/170 Gorley Road Overhanging Branches. Although we are 'awaiting action' by HCC Highways, it is clear this has been shelved. The matter now needs to be addressed. *It was suggested to liaise with Richard Bastow and maybe Tim Lawton, Deputy Director.*

16/196 Cattle Grid at Rockford. The repairs are scheduled by HCC to be carried out possibly commencing 25th May under tracking reference 21366119.

*Cllr Lane arrived at 7.45pm.*

17/05/81 Speeding and Signage at Linwood. We now need to take action and request a speed survey and request a village gateway sign for which we should agree if the PC would pay? *Further discussion with Carol Toms at NFDC was suggested, as well as the need to obtain the Verderers and the Forestry Commission's permission.*

17/06/103 Blashford Bus Shelter. The Clerk has circulated up to date drawings with cladding at the rear. Decision required as to whether to use existing base or install a new one. Work scheduled to be carried out in September. *Cllr Spark advised he feels the base is sufficient: Clerk to confirm with Oakcraft.*

17/10/186 Information Boards. Cllr Sampson investigating cost of a new board to be installed within the Defibrillator Telephone Kiosk (800mmx450mmx3mm cost £40). *To include Verderers info; Huff Duff walk; Small Fleabane; artwork to be considered.*

17/11/205 Use of ehpc email. One remains Councillor to convert - required by date of PC meeting.

18/01/05 & 18/03/54 Dodington Trust. New account with Nat West finally opened on 23rd May. Clerk will pay in grant receipts from Away Resorts and the PC.

18/01/17 Rockford Common Bench. Bench collected by NT and will be installed at their earliest convenience.

18/01/22 Dockens Water Ford SSE Repairs. There is a new officer at SSE, Nick White to replace Greg Moore. The Clerk has arranged a meeting next week as it is understood a simpler but safe solution is being considered. If acceptable to all, the work should be completed within the month. *Clerk to update all in due course.*

18/02/32 Ellingham Drove Speed Limit. HIWWT would welcome a speed reduction, and have sent through speed data survey & analysis from 2012. Suggestions invited as to how this should be implemented e.g. pedestrian warning signage and a volunteer invited to assist Cllr Spark and the clerk in moving this project forward. There will need to be liaison with Carol Toms, Hampshire Highways.

18/03/48 Alderholt Road Concerns. Continuing representations by local residents have been expressed resulting in a draft letter to be sent to Hampshire Highways and the Minerals Authority, to be approved by Councillors. *It was briefly discussed and agreed to consider including Rob Humby as the Executive Member, Bill Dow as chairman of Cemex Liaison Group, Sir Desmond Swayne. Need to get all parties around a table and take action, especially with so much planned housing development in Alderholt. In principle, all agreed to this action.*

## 11. Public Forum

18/05/82

An attending resident from Linford voiced his thanks for all the Parish Council do, and for support and advice with issues that have been encountered in his hamlet. This gesture was very gratefully received by the councillors.

## 12. Finance

18/05/83

- i. Payment of accounts. The following cheques were presented for approval for payment. **Proposed by Cllr Spark, seconded by Cllr Errington. All in favour (7).**

1446	NFDC-GIS Mapping contribution	100.00
1447	HALC & NALC-Affiliation fees 2018/19	369.00
1448	N Mackenzie-Spring newsletter printing	110.50
1449	Reissue of L Burtenshaw-expenses 001361	127.00
1450	N Mackenzie-food & drink for APM	74.70
1451	N Mackenzie-councillor gift	25.60
1452	N Mackenzie-April salary & expenses	816.71
1453	S Pestrige-First Aid Training session	200.00
1454	P Reynolds-annual internal audit	240.00
1455	D Watt-oak bench	550.00
1456	Dodington Charity-grant	1500.00
1457	HALC-GDPR training course (mostly recoverable)	480.00
1458	N Mackenzie-May salary & expenses	823.31

18/05/84

- ii. Financial report.

Current account £15,310.84 (after these payments above)

Capital reserve account £46,503.97

Reserve account £1,420.40

18/05/85

- iii. Election of signatories on bank accounts.

It was proposed by Cllr Sampson and seconded by Cllr Errington that any two signatures of Cllrs Burtenshaw, Errington, Spark and the clerk will continue to act as signatories. All in favour (7).

18/05/86

- iv. Approval of Annual Governance Statement (circ.16May).

The clerk had circulated all documents relating to the accounts for the financial year 2017/18, which have been approved by the internal auditor. The Annual Governance Statement was approved by members.

Proposed by Cllr Burtenshaw, seconded by Cllr Spark, all in favour (7).

18/05/87

- v. Approval of Annual Accounting Statements (circ.16May).

The Annual Accounting Statements were approved by members. Proposed by Cllr Spark, seconded by Cllr Errington, all in favour (7).

The Clerk will continue with the end of year audit documentation.

18/05/88

- vi. Acceptance of insurance renewal quote (circ.16May).

The clerk had circulated the renewal quote from the current insurer Zurich Municipal. It was proposed by Cllr Burtenshaw to accept the renewal quote, seconded by Cllr Errington, all in favour (7).

### 13. Crime in the Parish – none reported to the clerk.

### 14. Parish Council Matters

18/05/89

- i. Parish Council Projects. The list had been updated and circulated by the clerk and all were encouraged to refer to the project list regularly and to further their projects. Ringwood & Fordingbridge Footpath Society have kindly agreed for the parish council to reproduce their leaflets for locals and visitors. The information board was discussed; suggested content to be sent to Cllr Sampson.

**Clerk to add them to the website, and research cheaper leaflet dispenser. Cllr Sampson to put together proposed information for the laminated board.**

18/05/90

- ii. Adopt new General Data Protection Regulations (GDPR) policy (circ. 22 May). The clerk had circulated the new policy for review, and it was proposed by Cllr Burtenshaw to adopt it. Seconded by Cllr Spark, all in favour (7).

18/05/91

- iii. Councillor vacancy. The Clerk has advised NFDC of Cllr Shand's resignation, and a notice has been published. If there are less than 10 residents calling for an election, we can proceed to co-option. Clerk will know after 25 May.

18/05/92

- iv. Clerk's appraisal - scheduled for June. Cllr Burtenshaw will update all in due course following the appraisal meeting.

### 15. Environmental Matters

18/05/93

- i. Roads/Footpaths: Complaints re: the state of Harbridge Drove road south of Hamer Warren. This was discussed earlier in the meeting under item 10. Matters Arising (18/03/48). Cllr Burtenshaw advised she is finalising the draft of the letter to lend support to Alderholt parish Council's complaints.

18/05/94

- ii. Ditches, culverts & overhanging vegetation: letter applying for easement – Redwings, South Gorley. Clerk to ensure legal fees are met by the applicant, and include reasonable costs for clerk's time. **Clerk to chase Meesons.**

18/05/95

Cllr Webster advised the SLR sign is not working south of the Old Beams at Ibsley, and the septic tank at the Almshouses is not functioning. **Clerk to report SLR to HCC, and get in touch with the Almshouses trustees.**

### 16. Community Matters

18/05/96

- i. Working group update - Ellingham Show 11 August 2018. Cllr Lane will arrange the first meeting.

18/05/97

- ii. Brewin Dolphin New Forest Summer Sportive Saturday 7 July '18. Two other cycling events originating from Moyles Court School were mentioned (26 June & 26 August New Forest Rattler); **clerk to forward to Neal Martin for advice to the other parishes.**

### 17. Consultation Papers (to approve responses or agree volunteers as appropriate):

18/05/98

- i. HM Govt Safer Cycling and Walking Strategy: Call for Views. Deadline 1 June – it was agreed for individual responses.
- ii. HM Govt powers for dealing with unauthorised developments and encampment. **Deadline 15 June; Cllrs Burtenshaw and Spark to review.**

**18. Outside Bodies:**

18/05/99

To approve the Councillors' circulated reports of meetings attended and to deal with any issues arising:

- i. NFALC minutes 19Apr18 (circ.15May)-unattended
- ii. Western Escarpment Conservation Area Steering Group Meeting 23Apr18 (circ.15May)-Cllrs Errington & Trebilco

Cllr Burtenshaw advised she continues to chase the minutes from the Tarmac Liaison (Feb18) & Cemex (Oct17) Liaison meetings.

**19. County/District Matters:**

18/05/100

- i. Reports from County & District Councillors. Cllr Thierry expressed congratulations to Cllr Burtenshaw for her re-election. He advised the A31 works do not have a firm date yet, but the existing bridges will be replaced; Christchurch Road by Lidl will be closed for 4 weeks; and talked about the huge issue of potholes draining the budgets.

DCllr Dow advised two roads in Hyde have been closed due to potholes; he advised the new NFDC Chair is Cllr Melville Kendal, and the Vice Chair is Cllr Allan Glass.

**14. Correspondence – none**

The meeting closed at 9.05pm.

**Dates of forthcoming meetings to be held at Ellingham Church Hall at 7.30pm:-**

**Parish Council**

Tuesday 24<sup>th</sup> June 2018

**Planning Committee**

Tuesday 12<sup>th</sup> June 2018

