

**23 May 2017****ELLINGHAM, HARBRIDGE & IBSLEY PARISH COUNCIL**

Minutes of the Annual Meeting held in Ellingham Church Hall on Tuesday 23 May 2017.

**Members:**

|                                |                       |
|--------------------------------|-----------------------|
| Cllr Burtenshaw (Chairman) (P) | Cllr Errington (P)    |
| Cllr Lane                      | Cllr Loader (P)       |
| Cllr Sampson (P)               | Cllr Shand (P)        |
| Cllr Spark (P)                 | Cllr Stainton-Burrell |
| Cllr Trebilco (P)              | Cllr Webster (P)      |

(P) denotes present

**In attendance:**

Natasha Mackenzie (Clerk)

**Members of the Public (1).****1. Chairman's Welcome**

17/05/71

Cllr Burtenshaw welcomed fellow councillors to the Annual Meeting, extended a warm welcome to CCllr Michael Thierry as our new County Councillor now EHI is part of the Ringwood division, and attending resident Richard Deacon.

Cllr Burtenshaw shared the sad news John Stokes of Harbridge had passed away that day. He had served as a parish councillor for 10 years, stepping down in 2015, and was a well-known long-standing resident of Harbridge. Sincere condolences will be extended to Raymond.

She stepped down as Chairman and handed the running of agenda items 2 and 3 to the Clerk.

**2. Apologies**

17/05/72

The clerk had received apologies from Cllrs Lane and Stainton-Burrell.

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

17/05/73

**Election of a Chairman**

The Clerk advised no nominations had been received. Cllr Lindsay Burtenshaw had expressed she would be happy to stand again if there were no other councillors interested.

Cllr Errington proposed to elect Cllr Burtenshaw as Chairman. Seconded by Cllr Spark, 6 in favour, 1 abstention (Cllr Burtenshaw did not vote).

17/05/74

**Election of a Vice Chairman**

The Clerk advised no nominations had been received. Cllr Spark proposed to elect Cllr Errington as Vice Chairman for a second year. Seconded by Cllr Shand, all in favour (7) (Cllr Errington did not vote).

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

17/05/75

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 18May)**

17/05/76

The following appointments were agreed for 2017/18:

|   |  |
|---|--|
| Almshouse Trustee   | Cllr Shand   |
| 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 of Parish Council                             |
| NPA New Forest Access Liaison Forum (observers only)      | Cllr Errington, Cllr Shand & Cllr Trebilco                             |
| NPA North West Quadrant Parishes Liaison                  | Cllr Errington, Cllr Shand & Cllr Trebilco                             |
| NPA Western Escarpment Conservation Management x2         | Cllr Shand & 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 Shand   |
| 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 Spark. All in favour (8).

#### **7. To fix dates and times of the Parish Council and Planning Committee meetings (circ. 18May)**

17/05/77

A list had been circulated by the Clerk on 18 May. There are changes to meetings in June and October, due to the Clerk's annual leave.

The following dates of meetings were proposed by Cllr Spark, seconded by Cllr Webster, all in favour (8).

#### **2017**

| <b>Month</b> | <b>Planning Committee</b>              | <b>Parish Council</b>                                      |
|--------------|--|--|
| June         | Tuesday 6 <sup>th</sup> (1st Tuesday)  | Tuesday 27 <sup>th</sup>                                   |
| July         | Tuesday 11 <sup>th</sup>               | Tuesday 25 <sup>th</sup>                                   |
| August       | Tuesday 8 <sup>th</sup>                | No meeting   |
| September    | Tuesday 12 <sup>th</sup>               | Tuesday 26 <sup>th</sup>                                   |
| October      | Tuesday 17 <sup>th</sup> (3rd Tuesday) | Tuesday 31 <sup>st</sup> (5th Tuesday) Ibsley Village Hall |
| November     | Tuesday 14 <sup>th</sup>               | Tuesday 28 <sup>th</sup>                                   |
| December     | Tuesday 12 <sup>th</sup>               | No meeting   |

#### **2018**

| <b>Month</b> | <b>Planning Committee</b> | <b>Parish Council</b>    |
|--------------|---------------------------|--------------------------|
| January      | Tuesday 9 <sup>th</sup>   | Tuesday 23 <sup>rd</sup> |

|          |                          |   |
|----------|--------------------------|---|
| February | Tuesday 13 <sup>th</sup> | Tuesday 27 <sup>th</sup>  |
| March    | Tuesday 13 <sup>th</sup> | Tuesday 27 <sup>th</sup>  |
| April    | Tuesday 10 <sup>th</sup> | Tuesday 24 <sup>th</sup> Annual Parish Meeting <span style="color: red;">Ibsley Village Hall</span> |
| May      | Tuesday 8 <sup>th</sup>  | Tuesday 22 <sup>nd</sup> Annual Meeting   |

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

17/05/78

It was **proposed** by Cllr Shand and **seconded** by Cllr Loader that the Chairman and the Vice Chairman would act as signatories. All in favour (8).

### **9. To confirm minutes of the meeting held on Tuesday 23 March 2017 and the Annual Parish Meeting held on 25 April 2017.**

17/05/79

It was resolved that the minutes of the last Parish Council meeting held on Tuesday 23 March 2017 were to be signed as a true and accurate record. Proposed by Cllr Shand and seconded by Cllr Webster. 7 in favour (1 abstention as not present at this meeting).

It was resolved that the minutes of the Annual Parish Meeting on Tuesday 25 April 2017 were to be signed as a true and accurate record. Proposed by Cllr Trebilco and seconded by Cllr Shand. 5 in favour (3 abstained as not present at this meeting).

Cllr Trebilco advised disappointment had been expressed to her that the Open Forum was not held at the Annual Parish Meeting; this was due to time constraints – noted for 2018.

### **10. Chairman's Report on Matters Arising from 23 March (not on the agenda)**

17/05/80

15/80 Rockford Loop Road. The narrow culvert that had been installed has been removed and returned to an open ditch by HCC Highways.

15/181 Ivy Lane Hedge Cuttings. RDAA plan to carry out hedge trimming and ditch clearance in the next few weeks.

16/56 Sat Nav Issues, Linwood. The new signs have been installed, and a local resident will monitor traffic levels and provide feedback in due course.

16/120 Parking Issues at Picket Post. The works are complete, however as anticipated vehicles are parking further down the road, which is dangerous. Any photos of parking to the clerk please.

16/138 Affordable Housing. Cllr Burtenshaw had circulated an email before the meeting outlining her thoughts on the criteria and way forward for a scheme. The working group has yet to reconvene and liaise with the new housing partner.

16/170 Gorley Road Overhanging Branches. Action awaited in conjunction with HCC.

16/173 Road Sign. The 'No Through Road' sign at the entrance to Mockbeggar Lane East has been replaced.

16/196 Cattle Grid at Rockford. HCC Highways advised a job has been raised for new gulley and new pipework, and maintenance to the drainage. This will be carried out under a road closure.

16/207 Burnt out car, Ibsley Drove. The car has finally been removed.

16/210 Speed Awareness Campaign. Mandy Ware, HCC, has sent through the speed monitoring data, which shows that 85% of traffic is travelling at the speed limit or less. Therefore no further action will be taken by HCC. **Clerk to forward data to all members.**

17/01/05 Toms Lane potholes - HCC Highways deem the repairs have been completed.

17/02/32 Dog Waste bin at Rockford sandpit. Cllr Lane has been liaising with NFDC and National Trust and is still pursuing this project.

17/02/38 Blashford Bus Stop. Received a quote from P Dunwoodie – same as before for open sided shelter but includes supplying the needed concrete base. **Clerk to arrange site meeting with landowner.**

17/03/59 Annual review of Risk Assessment (circ.23Mar). Online lifting and manual handling course £15+vat for one person with HSQE. **Clerk to complete online course.**

17/03/61 FP1 detailed report. Clerk to liaise with Natalie Hands at HCC RoW to check she has received it.

17/03/62 Mockbeggar Lane East. The resident of Amberleigh has improved the ditching away from the telephone pole to enhance the flow of water. The sump work needs to be undertaken. A no parking sign has been installed by Mockbeggar Farm to discourage parking. Formalising the Cross Lanes parking area was discussed.

## 11. Public Forum

17/05/81

Local commoner Richard Deacon spoke regarding his recent presentment to the Verderers, summarised as follows (attached in full as an appendix).

- Village of Linwood has had 10 serious animal accidents within 600m of Linford Cottage over the last few years.
- 8 out of 10 of the accidents are in daylight, not at dawn or dusk as typical of the rest of the New Forest.
- The road through Appleslade Bottom runs east-west with undulating dips making glare from the sun prominent in the early morning and evening, which is likely to be contributing to the accidents.
- The village is not signed, therefore road users are unaware they are entering a community and this results in the police knocking and asking where they are.
- The increased risks with increased road users visiting the busy Red Shoot campsite, Deers Leap caravan park and the busy Red Shoot and High Corner Inns bringing visitors to the area who may be unaware of the forest animals roaming free.
- Concern on proposed works to the A31 resulting in the Linwood road being used as a cut through.

Cllr Thierry spoke of his wish to focus on safety on the roads, and he will fight for each parish's share. He has a meeting scheduled with HCC Highways and will raise the parish's concerns on this specific problem. **Clerk and Cllr Burtenshaw to forward details to Cllr Thierry.**

## 12. Finance

17/05/82

i. Payment of accounts. The following cheques were circulated by the clerk (23May) for approval for payment. **Proposed by Cllr Sampson, seconded by Cllr Loader. All in favour (8).**

|        |      |   |        |
|--------|------|---|--------|
| 18-Apr | 1363 | NFDC-GIS Partnership contribution April'17-March'18 | 100.00 |
| 25-Apr | 1364 | M Lambert-ditch work nr Hockeys Feb'17              | 192.00 |
| 25-Apr | 1365 | HALC & NALC-Affiliation fees 2017/18                | 354.00 |
| 25-Apr | 1366 | L Burtenshaw-food & drink for APM                   | 86.44  |
| 25-Apr | 1367 | N Mackenzie-April salary & expenses                 | 769.33 |
| 25-Apr | 1368 | N Mackenzie-newsletter printing                     | 106.25 |
| 23-May | 1369 | Viking Payments-ink cartridges                      | 107.93 |
| 23-May | 1370 | N Mackenzie-May salary & expenses                   | 793.67 |
| 23-May | 1371 | P Reynolds-provision of internal audit services     | 230.00 |
| 23-May | 1372 | BT Payphones-adoption of New Road kiosk             | 1.00   |
| 23-May | 1373 | J Spark-purchase of OS map                          | 8.99   |

17/05/83

ii. Financial report.

Current account £16,045.64 (after these payments above)

Capital reserve account £46,673.53

Reserve account £1,084.76

17/05/84

iii. Election of signatories on bank accounts.

It was proposed any two of the Chairman, Vice Chairman, Chairman of Planning Committee and Clerk continue to remain the signatories on the bank accounts. Proposed by Cllr Sampson, seconded by Cllr Loader. All in favour (8).

17/05/85

iv. Acceptance of audited accounts (circ.19May17).

The clerk had circulated all documents relating to the accounts for the financial year 2016/17, which have been approved by the internal auditor. Section 1 of the Annual Return containing the Annual Governance statement 2016/17 was accepted by the members. Proposed by Cllr Spark, seconded by Cllr Loader, all in favour (8).

17/05/86

Section 2 of the Annual Return containing the Accounting statements 2016/17 was accepted by the members. Proposed by Cllr Spark, seconded by Cllr Loader, all in favour (8).

The Clerk will send the Annual Return and all associated documents requested to the external auditor BDO.

17/05/87

v. Acceptance of Insurance Renewal quote (circ.19May17).

The clerk had circulated the renewal quote from the current insurer Zurich Municipal. It was proposed by Cllr Errington to accept the renewal quote, seconded by Cllr Shand, all in favour (8).

### 13. Crime in the Parish

17/05/88

An oil theft had been reported from a dwelling in Mockbeggar, and a foiled garage theft in Harbridge. All were reminded to remain vigilant with security, especially for outbuildings.

### 14. Parish Council Matters

17/05/89

- i. Parish Council Projects update. No updates put forward, but it was noted the finger post is broken on the footpath on Mockbeggar Lane east (Cllr Burtenshaw to send photo to the clerk) and the stile opposite the Almshouses is broken (Cllr Webster to send photo to the clerk).

### 15. Environmental Matters

i. Footpaths - none.

ii. Ditches, culverts & overhanging vegetation:

17/05/90

- Repairs to dragon's teeth and rails under Somerley Estate's ownership were discussed at Moyles Court ford, as well as extending the ditch and banking to the footpath near Newlands to prevent parking. **Cllr Burtenshaw to liaise with Natural England.**

17/05/91

- Gorley Green to Furzehill – verge erosion: HCC Highways have raised a job for pothole repairs to the road and some hoggin infill to the edges from Brookside to the Coach House Nursery. **Clerk to inform resident.**

17/05/92

- Cllr Webster enquired if the resident of Broomy could dig a ditch north of their property. **Clerk to investigate.**

17/05/93

iii. Proposed access across Cross Lanes verge to maintain septic tank across to Forest Corner/Korna.

The clerk had been approached by a contractor regarding proposed works at Forest Corner/Korna of installation of a bio-digester, with access being required over the Parish Council

owned green (actual proposals not been received by the clerk yet). It was discussed and agreed to await Natural England's comments on the proposal, and initial thoughts were:-  
 - where will the water from the bio-digester be discharged? How will the green and Small Fleabane be protected? A pre-payment of a right of access fee to be requested. **Clerk to liaise with the contractor for detailed proposals and Natural England and the Environment Agency for their opinions.**

## 16. Community Matters

17/05/94

- i. Working group update for the Ellingham Show 12 August 2017. The working group met on 22 May, clerk to circulate the notes and ideas to all. Cllr Sampson proposed to book the pop up gazebo at £80 + VAT. Seconded by Cllr Loader, all in favour (8). **Clerk to arrange and to liaise with HIWWT for a link-up.**

17/05/95

- ii. Agreement to sign contract with BT to adopt the phonebox at New Road, Mockbeggar. Cllr Spark proposed to adopt the kiosk for £1. Seconded by Cllr Burtenshaw, 7 in favour, 1 abstention. **Cllr Trebilco to rouse support from the Mockbeggar community to form a defibrillator support group. Clerk to send payment, obtain paint and advise insurance company.**

17/05/96

- iii. Consider installation of a notice board in Linford. This was discussed, and **Cllr Shand is to ask local residents if they feel it would be of benefit.** Approx. cost is £450.

## 17. Consultation Papers (to approve responses or agree volunteers as appropriate) - none

### 18. Outside Bodies:

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

14/05/97

- i. CEMEX Liaison Meeting 24 Apr'17-Cllr Burtenshaw had circulated her notes of the meeting.
- ii. Ibsley Village Hall – use by the Parish Council. The members of the committee would like the Parish Council to consider using its hall more often. **Cllrs Burtenshaw and Stainton-Burrell to continue liaison with the Ibsley Village Hall committee.**

## 19. County/District Matters:

17/05/98

- i. Reports from County & District Councillors. DCllr Dow was not present, and CCllr Thierry was thanked for his comments during the Public Forum earlier in the meeting.

## 21. Correspondence

17/05/99

The Hyde Parish Annual Parish Meeting is on Wednesday 24<sup>th</sup> May at 7pm, for those who wish to attend.

The meeting closed at 9.16pm.

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

#### Parish Council

Tuesday 27<sup>th</sup> June 2015

Tuesday 25<sup>th</sup> July 2015

#### Planning Committee

Tuesday 6<sup>th</sup> June 2015

Tuesday 11<sup>th</sup> July 2015