

## ELLINGHAM, HARBRIDGE & IBSLEY PARISH COUNCIL

Minutes of the Annual Meeting held in Ellingham Church Hall on Tuesday 21 May 2019.

Members:

Cllr Burtenshaw (Chairman) (P)	Cllr Errington (P)
Cllr Loader (P)	Cllr Sampson (P)
Cllr Stainton-Burrell	Cllr Taylor (P)
Cllr Webster (P)	

(P) denotes present

In attendance:

Melissa Edmunds (Clerk)

Members of the Public (6).

**1. Welcome**

19/05/77

Cllr Burtenshaw welcomed all those attending the meeting

**2. Apologies**

19/05/78

The Clerk has received apologies from Cllr Stainton-Burrell

Apologies assumed from DCllr Lane and CCllr Thierry

19/05/79

Cllr Burtenshaw confirmed that Cllr Lane has resigned from the Parish Council and thanked her for the 12 years service she has given. ***Chair to write Cllr Lane.***

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

19/05/80

Election of a Chairman

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

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

19/05/81

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 Taylor, 5 in favour (Cllr Errington did not vote).

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

19/05/82

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

**5. Declarations of Interest:**

19/05/83

Cllr Errington – non pecuniary – agenda item 12.7

**6. Appointments of Councillors to represent Ellingham Harbridge & Ibsley Parish Council (circ. current holders 15 May)**

19/05/84

It was agreed to remove from the list the following groups as detailed:

Blashford Lakes Consultative Forum x2	Forum no longer exists
Parish Liaison Committee (prev. Police Liaison)	Council to request information when required

Transport Officer	Council to request information when required
Tree Officer	Council to request information when required

The following appointments were agreed for 2019/20:

Almshouse Trustee	Cllr Sampson
New Forest Association of Local Councils (NFALC)	Cllr Sampson (Cllr Burtenshaw temporary reserve)
CEMEX Liaison Panel	Cllr Errington & Cllr Burtenshaw
Ibsley Village Hall Committee	Cllr Stainton-Burrell & Cllr Burtenshaw
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 Webster
NPA North West Quadrant Parishes Liaison	Cllr Errington & Cllr Taylor
NPA Western Escarpment Conservation Management x2	(Cllr Errington Chair of this outside body) & Cllr Taylor
Tarmac Plumley Wood Liaison Panel	Cllr Errington & Cllr Burtenshaw
Rights of Way & Footpaths Officer and Cycle Liaison Group	Cllr Webster

It was requested that all meetings dates are circulated prior to meetings – *clerk to action*

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

#### **7. To fix dates and times of the Parish Council and Planning Committee meetings (circ.15 May)**

19/05/85

A list had been circulated by the Clerk on 15 May.

#### **Dates of Meetings 2019/20**

**Venue: Ellingham Church Hall, Ellingham, BH24 3PJ at 7.30pm**

#### **2019**

<b>Month</b>	<b>Planning Committee</b>	<b>Parish Council</b>
June	Tuesday 11th	Tuesday 25th
July	Tuesday 9th	Tuesday 23rd
August	Tuesday 13th	No meeting
September	Tuesday 10th	Tuesday 24th
October	Tuesday 8th	*Tuesday 29th (5th Tuesday)
November	Tuesday 12th	Tuesday 26th
December	Tuesday 10th	No meeting

#### **2020**

<b>Month</b>	<b>Planning Committee</b>	<b>Parish Council</b>
January	Tuesday 14th	Tuesday 28th
February	Tuesday 11th	Tuesday 25th
March	Tuesday 10th	Tuesday 24th
April	Tuesday 14th	Tuesday 28th Annual Parish Meeting in Ibsley Village Hall

May Tuesday 12th

Tuesday 26th Annual Meeting

The dates of meetings were proposed by Cllr Sampson, seconded by Cllr Loader, all in favour (6).

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

19/05/86

It was proposed by Cllr Taylor and seconded by Cllr Sampson 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 26 March 2019 and the notes of the Annual Parish Meeting on 23 April 2019**

19/05/87

It was resolved that the minutes of the last Parish Council meeting 26<sup>th</sup> March 2019 and the notes of the Annual Parish Meeting on 23 April 2019 were to be signed as a true and accurate record. Proposed by Cllr Webster seconded by Cllr Errington, all in favour (6).

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

19/05/88

16/170 Gorley Road Overhanging Branches. Date for works awaited from HCC Highways.

17/06/103 Blashford Bus Shelter. Request Clerk to investigate the cost of installing a simple bench and whether the resident concerned would be prepared to contribute towards the cost thereof? – Clerk confirmed that the bench had been fitted. **Clerk to notify resident that had suggested it.**

17/10/186 & 18/06/111 Information Boards and Red Kiosk. The sub committee (Cllr Taylor and Stainton-Burrell) held a useful and positive meeting on Friday, 17th May, and have co-opted a number of residents to support the project. Repainting is in progress and the information boards design is awaited.

18/01/17 Dockens Water SSE Repairs. Still awaiting details of contract works, providing necessary consents are in place. It was confirmed that SSE have the consents, but are waiting confirmation from EA as to when the works can commence.

18/03/48 & 18/05/93 & 19/03/15 Alderholt Road Concerns. Outcome of Dorset Unitary Council's plans are awaited.

18/05/94 Easement at Redwings. The draft Deed has been approved and is awaiting completion.

18/07/134 Bench at Moyles Court. Cllr Burtenshaw has yet to contact the Verderers for approval. – **Cllr Burtenshaw to contact Verderers.**

18/07/137 South Gorley Gravel Verges. Scheme to be finalised and NE consent obtained.

18/09/160 Plovers Barrow Manure Heap. Awaiting EA testing. – Cllr Webster confirmed that EA have ordered removal to dry site and more testing to be done.

18/10/179 Parish Council Noticeboards. Still to be actioned re contractor for lettering – **Clerk to contact Terry Mason**

18/10/180 Roads/Footpaths FP1 Issues. Update awaited- **Cllr Webster to write to Kelvin Winch**

18/11//207 Mockbeggar Lane East. Newlands Farm have requested a meeting to discuss parking issues and how to overcome them- Cllr Webster was not aware of the approach

18/11/214 CCllr Grant application. June date to be actioned by Cllrs Errington & Burtenshaw.

19/03/12 Community Funded Initiative Works. Awaiting details from Mandy Ware as to what will be carried out in this financial year.

19/03/16 Roads/Footpath Issues. Liam Houghton (HCC) has been in touch regarding the clearing of culverts and requested further ditching work to be carried out? This is to be clarified with him. Cllr Errington suggested a meeting with Liam Houghton and Helen Spring (Natural England) – **Clerk to arrange**

19/03/63 Roads/Footpaths - Midghams Lane the potholes and poor state of the road had been reported by Cllr Burtenshaw, who confirmed that these have now been repaired.

19/03/72 Junction Cottage Access, further to letter enquiring about access to adjacent field it was suggested a right of way could be granted via letter – **Cllr Burtenshaw to action response.**

**11. Public Forum**

Cllr Burtenshaw confirmed there will be representation by Jim Sparks and then three prospective candidates for co-option will give overview of themselves.

19/05/89

Jim Sparks (firefighter from Ringwood). Confirmed that recently there have been three separate incidents involving groups of different aged youngsters using BBQs and lighting fires and identified the danger of this in the forest and surrounding areas. He confirmed that he has written to the Chair and Clerk highlighting the lack of signage in car parks and the wider Parish about the dangers of bbqs / fires and to request if there is any byelaws to prohibit them that could be enacted. Cllr Burtenshaw confirmed that she had written to the National Trust and received a reply (from Lee Hulin). Cllr Burtenshaw and Cllr Errington will raise at the next NT Liaison meeting on 10<sup>th</sup> June and that NPA & Forestry Commission will be written to requesting clarification if there is a byelaw restricting bbqs and fires and to notify of the danger. Cllr Burtenshaw to request NT and FC put signs up on their noticeboards, and temporary signs for the season and Parish to put information on website. **Cllr Burtenshaw and Clerk to action.**

19/05/90

Jim Sparks (resident of Snails Lane) raised concern about the traffic survey conducted by Gladman for the development of land off Snails Lane. He requested that the Parish conduct an independent survey with the Ringwood Town Council and perhaps they could share the costs. Cllr Taylor requested that the traffic survey needs to be conducted before the schools close for the summer to get a true reflection. Cllr Burtenshaw recommended that the feasibility of a joint survey with RTC be investigated. **Clerk to investigate.**

19/05/91

Cllr Burtenshaw moved on to the prospective candidates for vacant Councillor position and invited them to give a brief overview of themselves:

- Emma Wyndham-Blake - confirmed she has a background in marketing and journalism and that she originally had lived in Linwood and saw the impact on the forest of large events such as the cycling and the amounts of cars that park and drive on the verges. She has previously sat as Ringwood Town Councillor and represented them on the Western Escarpment Steering Group. She is concerned as to the lack of affordable homes in the Parish.
- Rupert Coutts – has grown up and lived in Linwood for 30 years and is a commoner. He is interested in the forest and how things affect it and knows and understands the local area.
- Nigel Bonyng – lives in Linwood and retired in 2014. He has a wealth of experience in his working life of sitting on working committees and boards. He is keen on preserving the forest as it is now.

Cllr Burtenshaw thanked the candidates and confirmed that the Parish is so diverse in each area and stressed the need for them to be passionate about the whole Parish and that they would be encouraged to get fully involved with the planning meetings that are held monthly. – **Cllr Burtenshaw confirmed that a discussion will be held within the Council and they would be notified of outcome soon.**

**12. Finance**

19/05/92

- i. Payment of accounts. The following cheques were presented for approval for payment. It was noted that due to a miscalculation in the out going Clerks gratuity the payments had slightly increased.

**Proposed by Cllr Burtenshaw, seconded by Cllr Loader. All in favour (6).**

1539	P. Reynolds-internal audit	250.00
1540	HALC affiliation fees inc. NALC	400.00
1541	spoilt cheque	
1542	Breamore Parish Council-accounting correction GDPR course	2.00
1543	Clerk M Edmunds-Mar & Apr salary & expenses	513.50
1544	Clerk M Edmunds-Food & Drink expenses for APM	58.98
1545	Clerk N Mackenzie-Apr salary & expenses	716.77
1546	Clerk N Mackenzie-EH&I News printing (Paper Mountain)	136.50
	Transfer to Bis Res 2 re: clerk's gratuity savings - Apr 18 - Mar 19	617.16

1547	Clerk N Mackenzie-Pensions gratuity pymt Apr11-Mar19	2656.82
1548	spoilt cheque	
1549	Clerk N Mackenzie-Pensions gratuity pymt Apr18-Mar19	351.35
1550	T Mason April & May and material & make up Blashford bench	98.00
1551	Clerk M Edmunds May Salary & Expenses	669.13
1552	L Burtenshaw - Expenses for N. MacKenzie leaving present	65.00

19/05/93

ii. Financial report.

Current account £4,162.75 (after these payments above)

Capital reserve account £57,319.28

Reserve account - nil

Increase in monies is due to precept of £9587.50 and payment of CIL of £3871.50 for the development contribution for Loaders Farm Barns. It was noted that the capital reserve is too high and needs to be allocated to projects.

19/05/94

iii. Election of signatories on bank accounts.

Cllr Burtenshaw suggested reducing the signatories to three. It was agreed that any two signatures of Cllrs Burtenshaw, Errington and the clerk will continue to act as signatories. Proposed by Cllr Sampson, seconded by Cllr Loader, all in favour (6).

19/05/95

iv. Approval of Annual Governance Statement (circ.15May).

The clerk had circulated all documents relating to the accounts for the financial year 2018/19, which have been approved by the internal auditor. The Annual Governance Statement to be approved by members, was proposed by Cllr Burtenshaw, seconded by Cllr Taylor, all in favour (6).

19/05/96

v. Approval of Annual Accounting Statements (circ.15May).

The Annual Accounting Statements to be approved by members, was proposed by Cllr Burtenshaw, seconded by Cllr Taylor, all in favour (6). The Clerk will continue with the end of year audit documentation.

19/05/97

vi. Acceptance of proposed subscription of new financial software Scribe (circ.15May).

The clerk had circulated the quote from Scribe and confirmed that out of the review undertaken it was the more suitable package for the Council. It was proposed by Cllr Burtenshaw and seconded by Cllr Errington, all in favour (6).

19/05/98

vii. Acceptance of Grant request from Mrs Dean (circ.15 May)

Cllr Burtenshaw outlined the request for contribution to event being organised by Mr & Mrs Dean, that on the 2<sup>nd</sup> day of the Bournemouth Air Festival (Friday 30<sup>th</sup> August) they have arranged a Spitfire flypast over Ibsley to remember the WW2 pilots of Ibsley which includes Mr Dean's uncle Raymond Dean the youngest pilot to be killed in action from Ibsley airfield. As well as the fly by they are showing the film The Secret Spitfire in Ibsley Village Hall followed by a BBQ. The public will be charged for the event, but they would like to keep costs down to a minimum in order to give rest of proceeds to British Legion. It was felt this was an admirable cause and that as we no longer have By Gone Days getting additional events like this for Ibsley would be good. It was noted that the area is such a unique place with the former airfield and associated history, and that an open event for the public such as this would be good. Mr & Mrs Dean confirmed that the London Tavern are assisting with the BBQ. Cllr Errington suggested they contact CEMEX for potential grant. Cllr Burtenshaw proposed a grant of £250, seconded by Cllr Sampson, all in favour (4), one abstention

– **Clerk to write to Mr & Mrs Dean**

19/05/99

A discussion was held as to the need for a longer term project to record and document the unique history and the impact that the War had on the Parish, using perhaps 3d modelling that could be shown in schools and the wider community. **Clerk to bring forward on to future agenda.**

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

19/05/100

It was noted that:

- Budgens Service Station on A338 / Salisbury Road had the ATM stolen
- Highwood ride on lawnmower and quad bike stolen
- Harbridge sheds broken into
- Battery stolen from field at Somerley.

**14. Parish Council Matters**

19/05/101

- 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. Cllr Taylor provided an update on the Red Kiosk project and that with the help of local residents it has now been rubbed down and painted with just finishing touches to be added in next few week. Inside there will be a leaflet and poster to identify other defibrillators within the Parish. A number of residents have confirmed they will be happy to have their contact details put on the responders Heartbeat Calling Circle (VETS) list, and additional group of residents have confirmed they are willing to consider a 'Good Neighbour Calling Circle and this will be reviewed as a second project. **Clerk to confirm logistics and costs of joining Heartbeat Calling Circle (VETS)**

19/05/102

- ii.* Consider Co-Option of new members – to be considered at later time.

19/05/103

- iii.* Review Risk Assessment – **Clerk to agenda for July meeting.**

19/05/104

**15. Plan review of Standing Orders, and consider new policies Grievance and Disciplinary**

- iv.* Cllr Burtenshaw suggested Cllr Errington to review with the Chair and to postpone until a future meeting – **Clerk to action**

**16. Environmental Matters**

19/05/105

- i.* Roads/Footpaths: none

19/05/106

- ii.* Ditches, culverts & overhanging vegetation:

- It was reported Lengthsman has cut back bushes on FP 31, off Mockbeggar Lane, adjacent to Old Police House and worked on Gorley Road ditch. It was noted that Liam Houghton from HCC confirmed ditches need further digging.
- The shallow ditchline at Amberleigh in Mockbeggar Lane East is being overwhelmed by shingle being washed down from upstream. **Cllr Webster to take photographs**
- It was reported that Tim Morey a local resident had done a good job of making good the highway edge using hoggin on Parish verges in the South Gorley area, it was noted that if residents do such jobs it is welcomed.
- Cllr Burtenshaw read out email received from Liz Tonkin regarding the proposed verge protection scheme to include replacement of dragon's teeth and ditch digging. The importance of keeping a good dialogue with residents to explain what the council is trying to achieve was highlighted.

- Cllr Errington reported that Liam Houghton from HCC had confirmed that Highways will not pay for anymore ditch digging and that it is the responsibility of the local/adjacent land owner to repair and ensure there is adequate water course.
- Cllr Webster confirmed that the first of the two Moyles Court School triathlons is to be held next week and was concerned as to possible parking on the verges. Cllr Errington suggested that a record with camera evidence is made of the parking at the events, and that dialogue with the organisers is made to confirm the value of the verges and the importance of seeking alternative designated parking. ***Cllr Webster to photograph and concerns over these events to be reported to the Western Escarpment Conservation Area Group.***

**17. Community Matters**

19/05/107

- i. Working group update - Ellingham Show 10 August 2019. Cllr Burtenshaw confirmed the first meeting has been confirmed – ***Clerk to request white tent if possible.***

19/05/108

- ii. Consider attendance at Fordingbridge Town Council WW1 memorial unveiling 11am, 28<sup>th</sup> June 2019. ***Clerk to forward further information once received.***

**18. Consultation Papers (to approve responses or agree volunteers as appropriate):**

19/05/109 - none

**19. Outside Bodies:**

19/05/110

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

- i. Ibsley Village Hall Meeting – Cllr Stainton-Burrell & Cllr Burtenshaw – attended
- ii. National Trust Advisory Board – next meeting 10<sup>th</sup> June there will be reports from attendance
- iii. Tarmac Plumley Wood Liaison Panel – next meeting is 24<sup>th</sup> June there will be reports from attendance

**20. County/District Matters:**

19/05/111

- i. Reports from County & District Councillors. None

**21. Correspondence:**

19/05/112

Cllr Burtenshaw confirmed a letter had been passed to Cllr Stainton-Burrell regarding dangerous cows and Cllr Errington confirmed that there have been three separate incidents that have been reported to the Verderers. It was agreed that our concerns should be reported to the Verderers – ***Clerk to action***

The meeting closed at 9.25pm.

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

**Planning Committee**

Tuesday 11<sup>th</sup> June 2019 (*cancelled 6<sup>th</sup> June 2019*)  
 Tuesday 9<sup>th</sup> July 2019

**Parish Council**

Tuesday 25<sup>th</sup> June 2019