

**Minutes of the Meeting of BREAMORE PARISH COUNCIL  
Held in Hulse Hall on Monday 2<sup>nd</sup> October 2017 at 7.30pm**

1. **PRESENT:** Cllr Lynne Aggas in the Chair, Cllrs Peter Turner, Michael Hulse and Hilary Bowen with Vicky Eden (Clerk) and County/District Cllr Edward Heron in attendance.
2. **APOLOGIES:** Received from Cllr Paul Harling and Stefanie Lynne Heyck.
3. **DECLARATIONS OF INTEREST:** Cllr Hulse declared an interest in relation to item 12 – The Marsh.
4. **MINUTES** of the meeting held on 7<sup>th</sup> August 2017. Following amendments made by the Clerk to items 7 (weekly wage amended to £193) and 9 (Clerk’s salary was to 31<sup>st</sup> July 2017), and an amendment by hand by the Chairman to item 12 to reflect ‘Marsh’ and not ‘Common, it was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the updated minutes of the meeting held on 7<sup>th</sup> August 2017 be signed as a true record.
5. **MATTERS ARISING:**
  - a. **Parish Lengthsman:** It is unclear as to which authority has responsibility for cutting certain areas of vegetation within the village and the Clerk is to liaise with Hampshire Highways and New Forest District Council (NFDC) for confirmation. Certain areas may fall into the Parish Lengthsman’s remit although the Clerk is to contact Fordingbridge Town Council for health and safety advice in the event of the parish lengthsman undertaking work near highways.
  - b. **RTI Reporting:** The Clerk advised that Breamore Parish Council is now set up on the HMRC Payroll system so that RTI reporting can be undertaken. The Pensions Regulator should be in contact in due course.
  - c. **Stationery:** Research is ongoing in relation to a suitable image for the Parish Council’s headed paper. The Clerk is to report back at the next meeting.
6. **PUBLIC PARTICIPATION:** No members of the public were present.
7. **REPORT BY COUNTY COUNCILLOR:** County Cllr Heron provided an update now that the Serving Hampshire – Balancing the Budget Consultation has closed. Hampshire County Council (HCC) is looking to make further savings and there may be fundamental changes ahead. Key areas where savings may be made include recycling centres, community transport and the library service. Further consultations are likely to be undertaken in the future and the county council is looking to adapt how it works with town and parish councils.

An update was also provided in relation to the NFDC draft Housing Strategy 2018-2023 which will be presented at the meeting of the cabinet on 4<sup>th</sup> October 2017. A third site in Fordingbridge may be considered for inclusion in this strategy.
8. **PLANNING MATTERS:**
  - a. **Planning Applications Received:** No new applications were received for consideration at this meeting although a special meeting is required for following applications as the comments deadline is prior to the next meeting:

APPLICATION NO:	17/11226
TYPE:	Full Planning Permission
SITE	WILLOW TREE COTTAGE, THE MARSH, BREAMORE SP6 2EJ
DESCRIPTION:	Detached double garage
APPLICANT:	Mr & Mrs McReath

APPLICATION NO: 17/11320  
TYPE: Full Planning Permission  
SITE: CHERRY TREE COTTAGE, THE MARSH, BREAMORE SP6 2EJ  
DESCRIPTION: Extension to existing outbuilding to provide car port; gravel turning area  
APPLICANT: Mr & Mrs Tollman

After a short discussion, it was agreed that Monday, 16<sup>th</sup> October 2017, should be provisionally booked for the special meeting although the Clerk is to liaise with members to confirm attendance.

- b. **Tree Apps:** No treeworks applications received  
c. **Other Planning Matters and Decisions:** The parish council has been notified that a possible breach of planning control has been reported to NFDC. Should villagers have concerns about possible breaches of planning control within the village, they should report their concerns online to NFDC:

<http://www.newforest.gov.uk/article/13705/Enforcement>

A Temporary Events Notice (TEN 7298/LICTE/17/05898-SW) has also been issued in relation to the sale of alcohol at the Quiz Night, Hulse Hall on 14<sup>th</sup> October 2017.

The Clerk advised that other decisions in relation to planning and tree works applications were reflected on Correspondence – Appendix 1

9. **ROADS AND DITCHES:** The overgrown verges near the bus stop leading out of Breamore have been reported online. It was also agreed for the Clerk to contact Bob Brown, Hampshire Highways, to arrange a visit to the village to identify and record any concerns. Parishioners are reminded to report any concerns in relation to Highways online via the HCC website at <http://www3.hants.gov.uk/roadproblems> or contact Clerk.
10. **HEDGES AND FOOTPATHS:** Vegetation near the mill has become overgrown and Clerk is to liaise with Bob Brown to establish responsibility for cutting back this area. It was noted that the cutting list only focuses on footpaths near the village and that the railway line could become an issue. Cllr Hulse will look into the overgrown vegetation on the bridleway near Gallows Hill.
11. **PARISH LENGTHSMAN** – Cllr Turner provided an update following the Parish Lengthsman’s last visit to the village on 21<sup>st</sup> August 2017. Tasks undertaken included:
- i. Bus Stop On Main Road near The Old Pine Stores – Swept out and tidied up
  - ii. Marsh – Queen’s 90th Birthday tree and bench – Vegetation trimmed
  - iii. Footpath from South Charford to Woodgreen – Vegetation trimmed
  - iv. Hedge located outside of school – Vegetation trimmed

The Parish Lengthsman’s next scheduled visit to the village is on 20<sup>th</sup> November 2017 and future tasks are to include: trimming of vegetation on all footpaths including railway line footpath; checking all culverts; litter picking; cutting back encroaching grass on footpaths and to cut out slots from areas where water is not draining away (i.e. Wally Hill). Members were reminded to forward any further new tasks to the Clerk prior to next visit.

## 12. THE MARSH

- a. **Signage in relation to the tree on the Marsh** – Due to the absence of Cllr Harling, a further quotation could not be considered. After discussion, it was proposed and seconded and, following an unanimous vote, therefore **RESOLVED**, that signage should be purchased from Multisigns at a cost of 55.00 + VAT as per the original quotation received. The Chairman is to forward wording to the Breamore Estate for final approval prior to purchase and also confirm the height of the stake required.
- b. **Problem of dog Fouling on the Marsh** – As the Marsh is private land, the NFDC dog warden service could not offer any advice. The situation is to be monitored on an ongoing basis. The

Parish Council would like to remind to villagers to keep their dogs under control at all times and to pick up any waste. The Chairman highlighted that further advice in relation to promoting responsible dog ownership is available from <https://www.newforestdog.org.uk/>

- 13. DONATION TO HULSE HALL:** A formal request for a donation has not yet been received.
- 14. PREVIOUS CLERK'S CERTIFICATE OF SERVICE:** After discussion, it was proposed and seconded and, following an unanimous vote, therefore **RESOLVED**, that a certificate should be purchased to recognise the previous Clerk's long service at a cost of £75.56 (including VAT) from Freedom Scrolls. The Chairman is to arrange accordingly.
- 15. STANDING ORDERS:** The Clerk presented draft Standing Orders to the members for consideration prior to approval at the next parish council meeting.
- 16. DATA PROTECTION:** As Breamore Parish Council may process personal information, registration is required with the Information Commissioners Office (ICO). The members **RESOLVED** that Breamore Parish Council is to be registered with the ICO at a cost of £35 p.a. and the Clerk is to organise accordingly. Members should also use [@breamore.gov.uk](mailto:@breamore.gov.uk) email addresses so that ownership of data is clear and Clerk is to organise the set up of these email addresses with the IT team at NFDC.
- 17. TRANSPARENCY CODE APPLICATION:** This application was prepared by the Clerk to request IT equipment and cost of staff hours worked in order for Breamore Parish Council to meet the requirements of the Transparency Code. The Parish Council **RESOLVED** that the application be forwarded to HALC.
- 18. TRAINING:** The Parish Council **RESOLVED** that the Clerk could attend training in respect of the SLCC Roadshow on 1st November 2017 (£69 Plus VAT). This cost may be shared with the other parish councils that employ her.
- 19. CORRESPONDENCE:** The Clerk presented an overview of correspondence (Appendix 1) to councillors. Consultation periods were highlighted and attention was drawn to the following items:
- It was noted that two grant aid requests had been received (New Forest Disability and Citizen's Advice) and that these will be discussed at the February meeting.
  - Information in relation to saving money and energy at community halls to be forwarded to Cllr Bowen.
  - An email in relation to the NFDC draft Housing Strategy 2018-2023 had been received just prior to the meeting and would be forwarded to all members.
- 20. FINANCIAL REPORT:** Up to date Financial Statement forwarded to the Council (Appendix 2) by the Clerk.
- a. **Income:** 2nd Half of NFDC Precept - £2200 and VAT reclaim - £281.93
- b. **Expenditure:** It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the following cheques were written and signed accordingly:

Cheque No	Payee	Details	TOTAL COST
388	Victoria Eden	Clerk's Salary - August and September 2017 (£259.97) & working from home allowance (£20)	£279.97
389	ICO	Data Protection Registration	£35.00
390	Lynne Aggas	NFALC Meeting - Travelling Expenses - 27 miles at 45p per mile	£12.15

- c. **Annual Return:** The Clerk advised that the external audit is now complete. No fees have been incurred.

- d. **Draft Budget 2018-2019:** This was presented to and received by the Council. The Clerk is to arrange a meeting with the Chairman and former Chairman to clarify figures and assets held prior to approval at the next meeting.

## **21. REPORTS OF PARISH COUNCIL REPRESENTATIVES**

**Police Liaison** – Nil to report

**Hulse Hall** – Cllr Bowen provided a short report which detailed the following: windows are currently undergoing work; internet provider is in hand; heating pump is in hand; grants are pending; work to trench is expected to have been done; 2<sup>nd</sup> banner outside of hall is not to go up; recent brunch went well and future bookings also healthy. Signs in relation to geese may be put up shortly.

**NF Consultative Panel** – Nil to report

**NW Quadrant Meeting** – The Chairman provided a short report, highlighting the Green Halo effect. The next meeting date is on 23<sup>rd</sup> October 2017.

**AONB** – Nil to report

**NFALC** – Nil to report

- 22. MATTERS TO BE RAISED ON NEXT AGENDA:** Standing Orders; Draft Financial Regulations; Approval of Budget; 2018 Meeting Dates; Possibility of no overtaking road markings leading into village.

- 23. DATE OF NEXT MEETING** – Full Parish Meeting - Monday 4<sup>th</sup> December 2017 at 7.30pm  
Special Meeting – Monday 16<sup>th</sup> October 2017 at 7.30pm

There being no further business the Chairman closed the meeting at 9.59pm

**Contact details:** Clerk: Vicky Eden, 24 Lyster Road, Fordingbridge, SP6 1QY

Email: [parish.clerk@breamore.gov.uk](mailto:parish.clerk@breamore.gov.uk) Tel: 01425 655707 (normal working hours only please)

Minutes, including appendices and other documentation, can also be found on our website:

[www.breamore.gov.uk](http://www.breamore.gov.uk)

*These are draft minutes until approved at the next meeting*

<b>Appendix 1 - Correspondence 07.08.2017 - 02.10.2017</b>					
<b>Ref.</b>	<b>Date Received</b>	<b>Delivery Method</b>	<b>Received From</b>	<b>Details</b>	<b>Meeting date / Deadline / Consultation Period</b>
1	07.08.2017	Email	HCC	News for Local Councils	
2	07.08.2017	Email	HALC	Broadband Universal Service Obligation: Consultation on Design	02.10.2017
3	08.08.2017	Email	NFNPA	National Park Community Officer	
4	08.08.2017	Email	NFDC	SID Deployments for August	
5	09.08.2017	Email	AONB	CRANBORNE CHASE COUNTRYSIDE CENTRE - Volunteering and Environmental Activities Survey	
6	10.08.2017	Email	SLCC	SLCC Road Show - 1st November 2017	
7	10.08.2017	Email	NFDC	Community Led Housing	

<b>Ref.</b>	<b>Date Received</b>	<b>Delivery Method</b>	<b>Received From</b>	<b>Details</b>	<b>Meeting date / Deadline / Consultation Period</b>
8	10.08.2017	Email	HALC	HALC Update regarding Tribunal Fee Changes	
9	10.08.2017	Email	HCC	Hampshire Police and Crime Panel: Have your say to put the brakes on traffic crime and associated nuisance	29.08.2017
10	16.08.2017	Email	NFDC - Planning	Current Planning Appeal - 16/11720 - Roundhill Farm	
11	17.08.2017	Email	NFNPA	Consultative Panel Meeting 07.09.2017	
12	18.08.2017	Email	Freshwater Habitats Trust	Working together for Water and Wildlife; New Forest Wildlife Forum Event	28.09.2017
13	18.08.2017	Email	Friends of the New Forest	Friends of the New Forest News	
14	18.08.2017	Email	Salisbury Museum	'Terry Pratchett: His World' Exhibition opening soon at The Salisbury Museum	16.09.2017
15	18.08.2017	Email	NFDC	Safer New Forest Partnership - Annual Consultation	
16	21.08.2017	Email	SLCC	SLCC September Branch meeting	12.09.2017
17	21.08.2017	Email	HCC	National Highway and Transport Public Satisfaction Survey - Member Consultation	20.10.2017
18	22.08.2017	Email	HALC	CPRE Hampshire conference (Neighbourhood Planning)	05.10.2017
19	22.08.2017	Email	HALC	Big Lottery Fund – Awards For All	
20	22.08.2017	Email	NFALC	Garmin Ride Out - Cycling Event 1st September 2017	
21	22.08.2017	Email	Friends of the New Forest	Friends of the New Forest Conference	12.10.2017
22	23.08.2017	Email	NFALC	£350 sponsored (free) places at Low Carbon Britain event Nov 2017	
23	23.08.2017	Email	NFDC	Residents in New Forest District urged to look out for their voter registration forms	
24	23.08.2017	Email	AONB	News round up from Cranborne Chase AONB (August 2017)	
25	24.08.2017	Email	HALC	2018 Training and Events Schedule	
26	24.08.2017	Email	NFALC	Urgent, New Forest Rattler Cycling Event - 27 August 2017	
27	24.08.2017	Royal Mail	NFDC	Payment of Allowances to Parish/Town Councillors	

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28	24.08.2017	Royal Mail	New Forest Disability	Grant Aid Request	
29	25.08.2017	Email	HCC	Access Hampshire August 2017	
30	05.09.2017	Email	Waymark	Waymark	
31	07.09.2017	Email	NFNPA	PLANNING DEVELOPMENT CONTROL COMMITTEE MEETING OF THE NFNPA	19.09.2017
32	07.09.2017	Email	NFNPA	REDUCING YOUR HOME'S ENERGY CONSUMPTION	16.09.2017
33	08.09.2017	Email	NFDC	Council Chairman's adventurous approach to fundraising	
34	08.09.2017	Email	Freshwater Habitats Trust	Water News - Issue 4 - New Forest Catchment Partnership Newsletter	
35	09.09.2017	Email	HALC	HALC E-Update - September 2017	
36	13.09.2017	Email	HALC	CPRE Hampshire Neighbourhood Planning Conference	05.10.2017
37	14.09.2017	Email	HALC	Do Not miss this opportunity to hear from new external auditor PKF Littlejohn - 18th October 10.00-12.30 - Basingstoke	
38	14.09.2017	Email	Wessex Cancer Care	New event promises to be Halloween Spook-tacular	
39	14.09.2017	Email	HALC	Introduction to Health & Safety for Parish Councils - 20th November 2017 10.00-16.00 - Eastleigh	
40	14.09.2017	Email	HALC	Dale Valley Training Course Information: Lantra Awards Basic Tree Survey & Inspection Course - 24th November 2017	
41	14.09.2017	Email	NFNPA	Find out how to save money and energy at your community hall	
42	15.09.2017	Email	The Conservation Volunteers	Autumn and Winter Update	
43	15.09.2017	Email	NFDC	Forward Plan - October 2017	
44	15.09.2017	Email	Rural Services Network	Growing a Rural Community for Hampshire	
45	18.09.2017	Email	Freshwater Habitats Trust	Reminder: Working together for Water and Wildlife; New Forest Wildlife Forum Event - 28th September	

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46	18.09.2017	Email	HALC	Transparency Fund Drop In Sessions - Eastleigh House 6th December 2017	
47	19.09.2017	Email	NFDC	Car parking charges will increase in NFDC's 51 car parks from January 2018	
48	19.09.2017	Email	HALC	Superfast Broadband Funding	
49	19.09.2017	Email	HCC	Your Hampshire	
50	20.09.2017	Email	Marketing Email	Tree condition surveys in your parish	
51	20.09.2017	Email	HALC	Places still available on the Budgeting Tips and Tricks Session - 27th September	
52	23.09.2017	Email	Friends of the New Forest	Friends of the New Forest News	
53	26.09.2017	Email	NFDC	New Forest residents urged to 'Try 1 Thing' online this October	
54	26.09.2017	Email	NFNPA	New Forest Knowledge Conference 2017: New Forest Historical Research and Archaeology: Who's doing it?	27.10.2017
55	29.09.2017	Email	NFDC	Housing Strategy	27.10.2017

## Breamore Parish Council

### Financial Statement Prepared for Meeting dated 2nd October 2017

Total all balances : £9,213.66

Balances as at :

Bank of Ireland Account	Consols
£9,101.86	£111.80

Payments since last meeting date

7-Aug-2017

Cheque No	Payee	Details	TOTAL COST
385	Brian Dixon	Clerk's Salary - June and July 2017	£324.00
386	NALC	LCR Subscription	£17.00
387	St Mary's Breamore Magazine	Donation to Breamore News and Views	£100.00

Items for payment

Cheque No	Payee	Details	TOTAL COST
388	Victoria Eden	Clerk's Salary - August and September 2017 (£259.97) & working from home allowance (£20)	£279.97
389	ICO	Data Protection Registration	£35.00
390	Lynne Aggas	NFALC Meeting - Travelling Expenses - 27 miles at 45p per mile	£12.15

Receipts since last meeting date

7-Aug-2017

Date	Received From	Details	TOTAL COST
23/08/2017	HRMC	VAT reclaim	£218.93
28/09/2017	NFDC	Second half of precept 2017-2018	£2,200.00