



# BREAMORE PARISH COUNCIL

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## **Minutes of the Parish Council Annual Meeting of BREAMORE PARISH COUNCIL Held in Hulse Hall on Monday 13th May 2019 at 7.30pm**

**PRESENT:** Cllr Lynne Aggas in the Chair, Cllrs Michael Hulse, Paul Harling, Micky Pain, Anthony Swift and Peter Turner with Vicky Eden (Clerk) and 3 members of the public in attendance (including architect and treasurer of Hulse Hall Management Committee).

**19/20.1 Election of Chairman:** It was proposed and seconded for 'Cllr Lynne Aggas to be elected for the forthcoming year'. There were no further nominations and Cllr Aggas was elected unopposed. The Chairman's Declaration of Acceptance of Office was signed accordingly.

**19/20.2 Election of Vice Chairman:** It was proposed and seconded for 'Cllr Michael Hulse to be elected for the forthcoming year'. There were no further nominations and Cllr Hulse was elected unopposed.

**19/20.3 Apologies for Absence:** Following completion of the Attendance book, apologies were received and accepted from Cllr Simon Cain

**19/20.4 Declarations of interest:** Cllr Harling in relation to EN/19/0058 abstaining from discussion and Cllr Hulse in relation to CONS/19/0230 and FP4 abstaining from discussion

**19/20.5 Public Participation Session:** The architect designing plans for Marshlands, The Marsh, Breamore, SP6 2EJ presented a pre-application overview to the members. It was noted that the property is not listed and that plans seek to meet 30% rule. Members felt that materials suggested seem to be in keeping with other properties in the conservation area but that certain properties do require investment to secure their future longevity. The members now await receipt of the formal planning application and corresponding planning officers briefing before making a formal recommendation.

The architect left the meeting at 7.50pm

Another resident brought various matters to the members attention:

- NFDC is now responsible for treework applications in the parish as from 1st April 2019
- The presentation by Breamore Ward was very well received at the Annual Parish Meeting and residents hope that donations can be made by the parish council to this worthy cause.
- Costs to improve safety measures on A338 seem high but it is hoped that more signage can be displayed, with parish council contributing towards safety measures. It was reiterated that the parish council is continuing to liaise with Hampshire County Council.

Resident left the meeting at 8.02pm

**19/20.6 Minutes of previous meeting on 11/03/2019 and 24/04/2019:** Following a review of the minutes, it was unanimously **RESOLVED** that the minutes be accepted as an accurate record and were duly signed by the Chairman although the Clerk is to confirm whether it is Chubbs or Trubbs Trunk.

**19/20.7 Parish Council Elections held on 2nd May 2019:** It was noted that it was an uncontested election.

1. The Clerk advised that Anthony Swift had applied for the role of parish councillor. The Clerk confirmed that the electoral register had already been checked so that eligibility was confirmed. It was **RESOLVED** for Anthony to be co-opted onto the Council and, following

an unanimous vote, he was invited to join the table by the Chairman. The new member read and completed his Declaration of Acceptance of Office form, which was counter signed by the Clerk. He had previously been forwarded the Code of Conduct adopted by the council, copies of the standing orders and financial regulations. The Clerk is to ensure that the Register of Members' Interests form is completed & forwarded to the Monitoring Officer at NFDC within 28 days of the meeting.

2. Acceptance of Office forms forwarded to and completed by all members present.
3. Register of Members Interests forms forwarded to and completed by all members present. Clerk to send to NFDC by 28th May 2019

**19/20.8 Matters arising from previous minutes not appearing as agenda items:**

1. Update following on from Breamore Annual Parish Meeting on 24th April 2019 - It was reiterated that the presentation by Breamore Ward was very well received at the Annual Parish Meeting. It was noted that requests for Grant Aid would need to be received by the parish council prior to any donations being made to this charity.
2. Parish Council email addresses – All members now using parish council email addresses

**19/20.9 Regulatory Documentation:** The members **RESOLVED** to continue to adopt the existing standing orders, financial regulations, FOIA and GDPR documentation as revised models have not been issued in the last municipal year. However, a suitable email footer is to be put in place in line with GDPR guidelines. Fixed Asset Register adopted but this is to be further considered during the internal audit.

**19/20.10 Appointment of Internal Auditor:** The members **RESOLVED** to appoint Eleanor Greene of Do the Numbers Ltd for the financial year 2019-2020 but agreed that this should continue to be reviewed on an annual basis.

**19/20.11 Responsibilities of Parish Councillors:** Preferred methods of contacts were agreed together with responsibilities:

POSITION	NAME AND CONTACT DETAILS	RESPONSIBILITIES
Chairman	Cllr Lynne Aggas Email: lynne.aggas@breamore.gov.uk	Planning; Hulse Hall Management Committee; Quadrant Meetings; New Forest Consultative Panel
Vice Chairman	Cllr Michael Hulse Email: michael.hulse@breamore.gov.uk	Planning; Roads and Ditches; Cranborne Chase AONB; Rook, Dodington and Rook Charities
Cllr	Cllr Simon Cain Email: simon.cain@breamore.gov.uk	Tree applications; Roads and Ditches
Cllr	Cllr Paul Harling Email paul.harling@breamore.gov.uk	Planning; Police Liaison
Cllr	Cllr Micky Pain Email: micky.pain@breamore.gov.uk	Hulse Hall Management Committee; Tree applications; Hedges &Footpaths
Cllr	Cllr Anthony Swift Email: Anthony.swift@breamore.gov.uk	Finance; Breamore Primary School Liaison
Cllr	Cllr Peter Turner Tel: (01725) 512369 Email: peter.turner@breamore.gov.uk	Planning; Planning Lengthsman

It was also noted that John Forshaw would also remain a contact for Rook, Dodington and Rook Charities and Paul Hammond is to remain as Flood Warden.

## **19/20.12 Hulse Hall**

- a. To appoint parish council representatives on Hulse Hall Management Committee 2019-20: As detailed above, Cllrs Aggas and Pain were appointed parish council representatives on Hulse Hall Management Committee. If unable to attend, it was agreed that another councillor could attend on their behalf.
- b. To receive draft accounts 2018-2019: The members agreed amendments to the Trustee Report as follows:
  - i. Breamore Parish Council to be listed as trustee with members listed
  - ii. Parish Council Representatives to be listed as committee members
  - iii. Reference to AGM to be removed

The members **RESOLVED** to sign off accounts once changes to Trustee Report confirmed.

The Clerk also confirmed that she was continuing to update Charity Commission website with up to date information.

**19/20.13 Training:** Up to date training calendar forwarded to councillors and Cllr Hulse expressed an interest in attending Chairman training.

**19/20.14 Council Insurance Policy:** A renewal quotation had been received from Came and Co at a cost of £218.00 and the Parish Council **RESOLVED** to renew the insurance accordingly.

**19/20.15 To confirm the dates & times of ordinary meetings of the Council for the ensuing year.** These were agreed as reflected on Appendix 1.

## **19/20.16 Planning:**

- a. Planning Applications Received: Nil received
- b. Tree Applications:
  - i. CONS/19/0222 - Pollard 1 x Willow tree - Shepherds Cottage, Rectory Lane, Breamore, SP6 2EH - Deadline: 08/04/19
  - ii. CONS/19/0230 - Fell 1 x Norway Spruce tree, Fell 2 x Poplar trees - 2 Park Gates, Upper Street, Breamore, SP6 2BU - Deadline: 10/04/19

Decisions had been left to tree officer in relation to these applications

- c. Other Planning Matters & Decisions:
  - i. Pre-application - Marshlands, The Marsh, Breamore, SP6 2EJ - See 19/20.5
  - ii. Decisions
    1. 19/10031 - The Old Telephone Exchange, Salisbury Road, Breamore SP6 2DH - Granted Subject to Conditions
    2. 19/10321 - Breamore House, Upper Street, Breamore SP6 2DF - Granted Subject to Conditions
  - iii. EN/18/0497 - Lions Lodge, Salisbury Road, North Charford, SP6 2DS - Ongoing
  - iv. EN/19/0058 - Old Forge, Salisbury Road, Breamore, SP6 2EA - Ongoing. It was noted that a committee date is pending in relation to 19/10408
  - v. Update on field near Burgate to be chased from County Councillor

**19/20.17 Roads and Ditches:** It was noted that many potholes have been repaired and that the bridges towards Woodgreen are currently being painted. Information about Community Funding Initiatives in relation to road safety to be forwarded to all members. Gravel spilt near Dairy Cottage to be cleared shortly. Clerk to see if the parish council can rent an operator to undertake Community Speedwatch.

**19/20.18 Hedges and Footpaths:** The Clerk advised that it was now too late to add FP4 onto Cutting List and concerns from Countryside Access Team relating to this path were noted.

It was also noted that the stile on FP10 was not safe at the present time.

Clerk is to see if the Parish Lengthsman can side back the vegetation on the footpaths near the Main Road

**19/20.19 Parish Lengthsman:** Worksheet forwarded for next visit on 17th May 2019 although Clerk is to see if the Parish Lengthsman can side back the vegetation on the footpaths near the Main Road and if the unallocated days can be used for maintenance on the disused railway line. Clerk is also to liaise with landowner to see if kissing gates on FP18 can remove to make maintenance easier.

**19/20.20 Repair to Bus Shelter following accident on 7th December 2018:**

- a. To receive update from insurance company - The Clerk advised that she was waiting for an update and would chase accordingly.
- b. To consider and approve action to be taken - Nil at present

Treasurer of Hulse Hall Management Committee left the meeting at 9.15pm

**19/20.21 Correspondence:** Clerk ran through correspondence received and the following was noted:

1. The members **RESOLVED** not to renew LCR subscription
2. The next meeting of Hulse Hall Management Committee is scheduled to be held on 20th May 2019

**19/20.22. Finance**

- a. To review current balances & financial position -  
Current Account £10,046.49. Refund from EHI Parish Council to be banked shortly

Date	Item Description	Payment	VAT	Cheque no. / Credit Slip	Receipt	BOI Account Balance
24.04.2019	HALC - Affiliation Fees	210.00		434		7,516.49
29.04.2019	NFDC - 1st Half of Precept 2019-2020				2,530.00	10,046.49
	EHI Parish Council				2.00	10,048.49

- b. Draft Annual Accounts 2018-2019 - Presented to the Council prior to forwarding to the internal auditor. These accounts are to be approved at the special meeting of Breamore Parish Council to be held on 24th June 2019
- c. VAT reclaim amount 2018-2019 - The clerk advised that this was reflected on the draft annual accounts and a claim for 2018-19 would be forwarded following the internal audit.
- d. Review of Internal Audit Report 2017-2018 - This was reviewed and concerns noted prior to internal audit on 11th June 2019
- e. Expenditure: It was **RESOLVED** that the following cheques were written and signed accordingly:

Cheque No	Payee	Details	TOTAL COST
436	Came and Co	Insurance	£218.00
437	Vicky Eden	Clerk's Salary and Expenses - April - May 2019	£295.72

**19/20.23 Reports of Parish Council Representatives and Meetings attended:** To receive reports of meetings attended in previous month and updates including:

1. Hulse Hall - Nil to report
2. Police Liaison - Nil to report
3. NF Consultative Panel - Nil to report
4. NW Quadrant Meeting - Nil to report
5. AONB - Nil to report
6. NFALC - Nil to report
7. Rook, Dodington and Johnson Charities - Cllr Hulse gave an update, advising that charities may be combined
8. Flood Warden Report - No report received.

**19/20.24 Matters to be raised on the next agenda:** Approval of Annual Accounts; Internal audit

**19/20.25 Next Meeting:** Special Meeting of Breamore Parish Council to be held on Monday 24th June to approve annual accounts.

**19/20.26** The members **RESOLVED** to pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press and broadcast media for discussion relating to the recruitment of the Clerk where publicity might be prejudicial to the special nature of the business.

**19/20.27** Recruitment of New Clerk: This item is reflected in Confidential minutes

There being no further business the Chairman closed the meeting at 9.42pm

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 Breamore Parish Council meeting.*

## Appendix 1 - Breamore Parish Council - Key Dates 2019-20

May-19							Jun-19							Jul-19						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

  

Aug-19							Sep-19							Oct-19						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

  

Nov-19							Dec-19							Jan-20						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

  

Feb-20							Mar-20							Apr-20						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2							1			1	2	3	4	5
3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30			
30							30	31												

Parish Council Meetings (including Annual Parish Meetings in April)	School holidays
Bank holidays	
Parish Lengthsman Visit (also 02/09/19 and 04/11/2019)	Unallocated Parish Lengthsman Days
Insurance Renewal	Internal Audit
Annual Accounts to be approved by 28th June 2019	
Precept to be forwarded by 13th January 2020	
Cutting List to be forwarded by 1st February 2019	
Risk Assessment (including annual inspection of assets) to be done by 31.03.2020	
Annual Parish Meeting to be held between 01/03/2020 and 01/06/2020	
Parish Council Annual Meeting to be held in May	
Parish Council Meeting agendas to be published within 3 clear days prior to meeting	
Annual Parish Meeting agendas to be published within 7 clear days prior to meeting	
Minutes to be published 30 days after meeting	