



# Bramshaw Parish Council

Minutes of the

**BRAMSHAW PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING**

**Tuesday 18 April 2023**

**Start time 8:15pm (after the Annual Parish Meeting)**

**Bramshaw Village Hall (Main Hall)**

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Present:-

Councillors: Martin Vann (MV), Carl Seabourne (CS), Adam Coutts (AC), and Sue Bennison (SB)

Plus: Melanie Camilleri (Clerk/RFO). No members of the public attended.

- 43/23 Election of the Chair and acceptance of office:** RESOLVED: SB elected as Chair by majority decision. Declaration of Acceptance of Office completed.
- 44/23 Election of the Vice-chair and acceptance of office:** RESOLVED: MV elected as Vice-Chair by unanimous decision. Declaration of Acceptance of Office completed.
- 45/23 Co-option**  
RESOLVED: co-option of Mark Medley (MM). 'Declaration of Acceptance of Officer' and 'Register of Member's Pecuniary Interests' forms completed.
- 46/23 Apologies for Absence:** Kay Harrison (KH)
- 47/23 Declarations of interest:** None
- 48/23 Minutes:** the Minutes of the Parish Council Meeting on **18 April 2023** were approved.
- 49/23 Public Forum**
- 50/23 Governance**
- s29(1) of the Localism Act 2011. RESOLVED: Councillors' Register of Interests are published and up to date.
  - RESOLVED: Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct
  - RESOLVED: Councillor's commitment to abide by Bramshaw Parish Council's Communications Protocol
  - RESOLVED: to re-adopt the Standing Orders
  - RESOLVED: to re-adopt the Financial Regulations
  - To assign responsibilities to each Councillor including memberships of groups and committees, and representatives to external bodies: Deferred to 27 June 2023 meeting.
  - Noted Annual Subscriptions: HALC/NALC and the ICO
  - RESOLVED: to appoint John Murray as the Internal Auditor for 2023/24
  - Noted Election Spending Return Form for all elected Councillors to be returned by 01 June 2023. MC to send forms.

51/23

**Planning**

- i) To consider applications received and resolve on recommendations to be made to New Forest National Park Authority

**23/00581:** Little Popes Cottage, LYNDHURST ROAD, BROOK, LYNDHURST, SO43 7HE. Proposal: Fell 4 x Ash trees

**23/00627CONS:** September Cottage, CANTERTON LANE, BROOK, LYNDHURST, SO43 7HF. Proposal: Proposal Fell 1 x Yew tree

RESOLVED: will leave both tree applications to the Tree Officers to decide.

- ii) Noted planning decisions.

52/23

**Finance**

- i) RESOLVED: the signatories on the Council's Bank Accounts for which two Councillors must sign any order for payment: MV and SB. Add MM to the bank mandate.

- ii) RESOLVED: approval to renew the Parish Council's Insurance wef 01 June 2023

- iii) Annual Governance and Accountability Return 2022/23 Form 2

- a. RESOLVED there are no conflicts of interest with the new external auditor, BDO LLP

- b. Noted Bank Reconciliation ending 31 March 2023

- c. Noted the Internal Auditor's Report

- d. RESOLVED approval of the Certificate of Exemption for submission to the external auditor

- e. RESOLVED approval of the Annual Governance Statement

- f. RESOLVED approval of the Accounting Statements and Explanation of Significant Variances Report

- g. RESOLVED approval of the dates for the period of the exercise of Public Rights for the Annual Governance and Accountability Return

- iv) RESOLVED the Cash Flow Report and payments were approved.

Bank balances

Current Account (as at 02 May 2023): £12,059.81

Business Reserve (as at 02 May 2023): £0.60

Payments

Payee	Detail	Amount £	Method
M Camilleri	Gross Salary + office expenses (April)	677.69	Standing Order
BHIB Ltd	Insurance renewal	398.15	908
John Murray	Internal Audit Fee	170.00	909
M Camilleri	Reimbursement Village Hall Hire 18/4 + expenses	20.00	910
Total debit		<b>£1,309.43</b>	

Receipts

Payee	Detail	Amount £	Method
NFDC	Precept – 1 <sup>st</sup> instalment	5,000.00	
Total debit		<b>£5,000.00</b>	

53/23

**Commemorative Tree (Wych Green)**

- i) Noted response received from Forestry England and the Verderers in relation to approval of the proposed replacement tree guard design.
- ii) Noted concerns expressed by Forestry England regarding the current siting of the tree. RESOLVED:
  - tree to be relocated. MV to produce map showing proposed location and send to Forestry England (and the Verderers) for their prior approval.
  - Approval and relocation to be expedited to ensure the tree's survival (concern about roots). Otherwise, may need to wait until Autumn when leaves have shed.
  - If/once approval received, re-location and installation of protective fencing to the approved design must be carefully co-ordinated.
- iii) Noted potential financial implications of carrying out the re-location e.g. additional fencing materials, removal of concrete from existing posts, re-location of tree. MC to establish extent of assistance (resource and financial) offered by a member of the public.
- iv) Selection of commemorative plaque (options circulated): deferred until such time the tree has successfully been re-located.

54/23

**Councillors Reports: None**

55/23

**Clerk/RFO**

- i) RESOLVED MV and MM will act serve as acting Clerk and RFO wef 01 June 2023 until such time a permanent replacement has been recruited. CS will update the website and prepare future editions of Bramshaw Telegraph
- ii) RESOLVED: MV and MC will co-ordinate hand-over arrangements of the papers of the Clerk/RFO's office before 31 May 2023.

56/23

**Correspondence, AOB, urgent matters**

- i) Noted Cllr Watts has submitted her resignation which took effect immediately. Action: vacant seat to be advertised for co-option.
- ii) RESOLVED Cllr Bennison's nomination to be a Member of NFNPA NE Quadrant
- iii) Noted Green Dragon's Temporary Events Notice for a Charity Fundraising Event covering the Sale by Retail of Alcohol and the Provision of Regulated Entertainment on 10 June 2023 (12:00hrs - 23:00hrs) for 400 persons. Last objection date 18 May 2023.

57/23

**Date of next meeting**

The next Meeting for **Bramshaw Parish Council** will be held on **Tuesday 27 June 2023** at **7:30pm** in the **Bramshaw Village Hall (Community Room)**

Being no further business, Cllr Sue Bennison closed the meeting at 9:40 pm

**DRAFT MINUTES TO BE SIGNED AT THE NEXT PARISH COUNCIL MEETING**