



# Bramshaw Parish Council New Forest Hampshire

By Order of Gemma Hinchliffe, Clerk

☎ 07798 698199

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17<sup>th</sup> May 2024

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Dear Councillor,  
You are hereby summoned to attend the  
**ANNUAL PARISH COUNCIL MEETING**  
of **Bramshaw Parish Council**  
on **Tuesday 28 May 2024 (anticipated start time 7:00pm)**

Immediately after the  
**ANNUAL PARISH MEETING**  
which starts at **6:30pm**  
in the **Bramshaw Village Hall (Main Hall)**

To transact the following business.

The public and press are welcome to attend.

## AGENDA

- 57/24 Election of the Chair and acceptance of office**
- 58/24 Election of the Vice-chair and acceptance of office**
- 59/24 Apologies for Absence**
- 60/24 Declarations of interest**
- 61/24 Minutes:** to consider approval of the Minutes of the Parish Council Meeting on **23 April 2024**
- 62/24 Public Forum**
- 63/24 Governance**
- s29(1) of the Localism Act 2011: resolve to confirm Councillors' Register of Interests are published and up to date
  - Resolve to confirm Councillor's commitment to abide by The Local Government Association's Model Councillor Code of Conduct
  - Resolve to confirm Councillor's commitment to abide by Bramshaw Parish Council's Communications Protocol
  - Resolve to re-adopt the Standing Orders
  - Resolve to re-adopt the Financial Regulations
  - To assign responsibilities to each Councillor including memberships of groups and committees, and representatives to external bodies
  - To note Annual Subscriptions: HALC/NALC and the ICO
  - Resolve to appoint an Internal Auditor for 2024/25

**64/24**

**Planning**

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

**65/24**

**Finance**

- i) To resolve to approve the Parish Council's Insurance renewal quote (commencing 01 June 2023)
- ii) Annual Governance and Accountability Return 2023/24 Form 2
  - a. To resolve to confirm that there are no conflicts of interest with the new external auditor, BDO LLP
  - b. To receive and note the Bank Reconciliation ending 31 March 202
  - c. To receive and note the Internal Auditor's Report
  - d. To consider and resolve to approve the Certificate of Exemption for submission to the external auditor.
  - e. To consider and resolve to approve the Annual Governance Statement
  - f. To consider and resolve to approve the Accounting Statements and Explanation of Significant Variances Report
  - g. To resolve to approve the dates for the period of the exercise of Public Rights for the Annual Governance and Accountability Return
- iii) To approve the Cash Flow Report and payments.
  - a. Status of the Church S137 application.

Inv Date	Date paid	Supplier	Detail	Chq	STATUS	Gross	Net	VAT
08-May-24	0	HALC	Annual affiliation fees and NALC Levy 2024/2025	Online	Outstanding	328.00	328.00	0.00
01-Jun-24	0	G Hinchliffe	Salary, Home Allowance and Expenses	SO	Outstanding	537.51	537.51	0.00
01-Jun-24	0	Insurance Renewal	Insurance	Online	Outstanding	409.76	409.76	0.00
					<b>Total</b>	<b>1,275.27</b>	<b>1,275.27</b>	<b>0.00</b>

**66/24**

**Flooding**

- i) Feedback from HCC and National Trust.

**67/24**

**Bramshaw in Living Memory**

- i) Taskforce report and recommendations.

**68/24**

**New Residents and Welcome Pack**

- i) Councillors report

**69/24**

**Lengthsman**

- i) Update on appointment of new lengthsman.
- ii) Broken phone box windows at Bramshaw and Fritham

**70/24**

**Notice Boards**

- i) Review existing Notice Boards.
- ii) Consider Notice Board at Village Hall.

**71/24**

**Web Site**

- i) Review and update web site.

**72/24**

**Clerk/RFO**

- i) To resolve to appoint a Councillor or Councillors to serve as acting Clerk and RFO wef 01 June 2023 until such time a permanent replacement has been recruited.

- ii) To resolve to agree hand-over arrangements of the papers of the Clerk/RFO's office before 31 May 2024.
- iii) To resolve to agree the removal of the Clerk as an Authorised person from the Bank Accounts

**73/24 Councillors Reports**

**74/24 Correspondence, AOB, urgent matters**

- i) NFDC feedback on bins.
- ii) Forestry England feedback on property access licencing.

**75/24 Date of next meeting**

If agreed, the date of the next Meeting for **Bramshaw Parish Council** will be held on **Tuesday 25 June 2024 at 7:30pm** in the **Bramshaw Village Hall (Community Room)**

**APPENDIX: PLANNING**

**24/00496LBC**

Address: Fritham Lodge, ROAD THROUGH FRITHAM, FRITHAM, LYNDHURST, SO43 7HH

Proposal: Velux skylight above washroom; WC in tack room

Observation date: 6<sup>th</sup> June

**24/00497CONS**

Address: Moor Farm Barn, ROAD THROUGH FRITHAM, FRITHAM, LYNDHURST, SO43 7HH

Proposal: Fell 1 x Ash tree

Observation Date: 26<sup>th</sup> May 2024