



**Bramshaw Parish Council**

**New Forest Hampshire**

: [bramshawclerk@outlook.com](mailto:bramshawclerk@outlook.com)

To: All members of Bramshaw Parish Council:

You are hereby summoned to attend the Annual Parish Meeting, the Annual General Meeting and the Ordinary meeting of Bramshaw Parish Council to be held in the Main Hall of Bramshaw Village Hall on **Tuesday 27th May at 19:00.**

Any members of the public wishing to attend please notify the clerk by email

Signed: Cllr. Mark Medley, Chair

21<sup>st</sup> May 2025

### **AGENDA**

#### **Annual Parish Meeting**

1. Attendance register
2. Apologies
3. Welcome on behalf of Cllr. Mark Medley, Chair of Bramshaw Parish Council
4. To receive the Annual Report by Chairman
5. To receive the Financial Statement by the Clerk
6. To receive the Report from David Ilsley, Planning Policy Manager New Forest National Park Authority
7. To receive the report from County Councillor Edward Heron
8. To receive the Report by/from New Forest District Councillors Cllr Joe Reilly and Cllr Derek Tipp
9. Items requested by the public and any questions

#### **Annual General Meeting and Ordinary Meeting**

- 1/25 Election of Chair and Vice Chair
- 2/25 Declarations of office of Chair and Vice Chair
- 3/25 Apologies for absence
- 4/25 Public Participation period
- 5/25 Declaration of Interests and dispensation requests
- 6/25 To confirm the Minutes of the Ordinary Meeting held on 22<sup>nd</sup> April 2025
- 7/25 To agree amount of Chair allowance 2025 – 2026
- 8/25 Appointment of Parish Representatives/Responsibilities
  - Allocated responsibilities are:
    - New Forest Association of Local Councils (NFALC) – Cllrs
    - New Forest Consultative Panel – Cllr
    - NE Quadrant meetings – Cllr
    - Police liaison – Cllr
    - Bramshaw Hall Management Committee – Cllr
    - Bramshaw Village PCC – Cllr
    - Footpaths – Cllr

- Communications – Cllrs
- Payments Signatories – Cllrs
- Lengthsman Management – Clerk

#### Reports

None

#### Items ongoing

9/25 Traffic Calming  
 10/25 Village flooding  
 11/25 Noticeboards  
 12/25 Hedges around the village  
 13/25 Recruitment of new Councillors  
 14/25 Review of Bramshaw Parish Council Standing Orders 2025

#### New items

15/25 Other reports from Parish Representatives  
 16/25 Agree Audit Governance statements  
 17/25 Agree Bank reconciliation at 2025.03.31, explanation of variances 2024 – 2025, VAT claim 2024 – 2025  
 18/25 Agree Accounting statements 2024 – 2025  
 19/25 Agree the annual internal controls report  
 20/25 Agree Exercise of Public Rights dates as Tues 3rd June to Mon 14th July inclusive.  
 21/25 Agree appointment of auditor for 2025 – 2026  
 22/25 Agree insurer for 2025 – 2027

- NB. Gallagher have minimum premium of £700pa
- Too small for Clear Councils
- Too small for CAS limited
- Quote from Zurich received and circulated electronically
- Waiting on quote from James Hallam

23/25 Planning

#### New Applications

**25/00338FULL** The New House, MERRY ORCHARD, BRAMSHAW, LYNDHURST, SO43 7JG  
 1no. two storey and single storey extension, 2no. single storey extensions; roof alterations; alterations to doors and windows; replacement garage, new access; gate and fence; demolition existing garage

**25/00367FULL** Fritham House, ROAD THROUGH FRITHAM, FRITHAM, LYNDHURST, SO43 7HH  
 Renovate Car Park; install 12 drainage aco channels connecting to new soak away; replace posts; remove gravel

#### Trees

**25/00521CONS** 1, MORGANS VALE, BRAMSHAW, LYNDHURST, SO43 7JG  
 Removal of 2 limbs from 1 x Beech tree (T1 on the plan)  
 Removal of 3 lower limbs from 1 x Ash tree (T2 on the plan)

#### Decisions

**25/00317LDCP** Butlers Farm, ROAD THROUGH FRITHAM, FRITHAM, LYNDHURST, SO43 7HL

# Application for a Certificate of Lawful Development for proposed oak framed Orangery

**Decision:** Withdrawn

## 24/25 Finance

- The Annual audit of the Parish Council took place on Thursday 15<sup>th</sup> May 2025,
- Following documents circulated electronically:
  - Internal Audit report
  - Audit Governance statements
  - Bank reconciliation at 2025.03.31, explanation of variances 2024 – 2025, VAT claim 2024 – 2025
  - Accounting statements 2024 – 2025
  - Annual internal controls report 2024 – 2025
- Invoices circulated electronically
  - Internal auditor invoice 12/1791
  - Village Hall invoice 967
- Payments for authorisation
  - Internal Auditor invoice £190.00
  - Village Hall invoice £35.00

BRAMSHAW PARISH COUNCIL				
CASH FLOW REPORT		Period: Apr - May 2025		
PAYMENTS	Payments			
Date paid	Method	Payee	Details	TOTAL
25-Apr-25	SO	Diana O'Grady	April salary and expenses	440.93
25-Apr-25	DD	HMRC	HMRC Tax and NI	205.06
16-Apr-25	Online	HALC	Annual membership and levy INV 7275	366.00
			TOTAL	1,011.99
RECEIPTS	Receipts			
Date	Method	Payee	Details	TOTAL
28-Apr-25	Online	NFDC	Precept part 1	5,500.00
			TOTAL	5,500.00
FOR APPROVAL	For Approval			
Inv Date	Method	Payee	Details	TOTAL
30-Apr-25	Online	Village Hall	Hall hire for PC meeting 2022_BVH_967	35.00
15-May-25	Online	Do the Numbers Ltd.	Parish Council internal audit 2024 - 2025 12/1791	190.00
			TOTAL	225.00
UPCOMING				
Date	Method	Payee	Details	TOTAL
27-May-25	online	Diana O'Grady	May salary and expenses	440.93
			TOTAL	440.93
BANK	BALANCE	15,555.54		
	FORECAST	14,889.61		

## 25/25 Future Meeting

The next ordinary meeting of Bramshaw Parish Council will be held on **Tuesday 24<sup>th</sup> June 2025** at 19:30, in the Community Room of Bramshaw Village Hall