



Minutes of the Meeting of Brangsgore Parish Council
Held on 20th July 2021 at 7.30pm, at Brangsgore Village Hall.

Present: Cllr. Jacqueline Lay (Chair), Cllr. Nigel Linford (Vice Chair), Cllr. Ted Jarvis, Cllr. Mike Manley, Cllr. Melissa Sheppard, Cllr Paul Simon, Cllr. Robin Shea, Cllr. Mark Steele.

Clerk to the Council: Helen Klaassen

1 Member of the public

21/023 Apologies for Absence.

Apologies were received from Cllr Spinks.

21/024 Declarations of Interest and Dispensations.

None.

21/025 Minutes of previous meetings:

The minutes of the meeting held on 15th June were **Agreed** as a true and accurate record and the chair signed them.

DEMOCRATIC SESSION – 15 minutes.

None.

21/026 Matters Arising from the Previous Meeting.

The Clerk updated those present on the installation of the mosquito alarm.

21/016 Correspondence and Consultation Documents.

i. **NFPA Partnership Plan**

It was agreed that the Clerk would review the document and compile a response to be emailed to councillors for comments for submission to the NFPA.

21/017 Reports of Council's Representatives to various bodies.

i. **Greener Brangsgore Group**

Cllr Simon advised those present that the group had postponed its planned June meeting due to the present situation with Covid and that an alternative date had not yet been set. The group had put a questionnaire in the Summer Newsletter in order to canvas residents' views with some environmental questions. They were planning a litter pick that coming Sunday at 10.30am, around the precinct area.

Cllrs Sheppard and Manley had attended the Quadrant Meeting. They reported that Paul Walton had attended and given an update that NF Farmers were not getting subsidies to leave land fallow any longer. There was a £600k pot that Farmers could apply for.

Planning applications has risen.

Vernon Dene. It needed to be confirmed that there were no Nitrates in the water and a proper drainage plan is developed. The company will likely apply for planning permission, which the NPA will fight as development there must be done in strict accordance with policy.

21/ 018 Committee Reports.

i. **Planning Committee – Cllr Manley - Report/Update (Minutes circulated to Members.**

Cllr Manley noted that whilst the resident living in the woods had left, his chickens had not. The last planning meeting had dealt with only one plan, the land exchange and swimming pool and associated works at Heathfield House.

ii. **Amenities Committee – Cllr Lay - Report/Update (Minutes circulated to Members.**

Dealt with at last meeting.

- iii. Finance Policy and HR – Cllr Steele - Report/Update (Minutes circulated to Members – [appendix 4](#))
Cllr Steele presented the minutes as attached to the agenda. He thanked the Clerk for all her hard work, especially regarding the Complaints Policy.

21/019 Grants.

To consider grant requests received:

- i. Citizens Advice

It was noted that the work of the Citizens Advice Bureau directly benefitted the residents of the parish and it was **RESOLVED** to award the Citizens Advice a grant of £300.

- ii. Thorney Hill Community Centre Association

The meeting heard from a representative of the Community Centre Association. Following discussion it was **RESOLVED** to award a grant of £350.

21/02 Queen’s Platinum Jubilee 2022

The matter was discussed, and the idea of a Jubilee Orchard considered at the far end of the field. Cllr Manley would speak to MacPennys regarding trees.

The commemorative stone at the edge of the recreation ground was also discussed, and it was agreed that it would be ideal to clean it for the jubilee. Clerk to investigate who placed the stone initially.

Bring back to the September meeting.

21/019 Financial Report & Administration Matters.

- i. To receive and approve payments made since the last meeting/ to be made

The clerk reported two additional payments to Parsonage Farm for £245.00 and £773.77

The payments list was **Approved** ([appendix 1](#)).

- ii. To Receive and approve the Q1 Bank Reconciliation

The Q1 Bank reconciliation was approved ([appendix 2](#)).

- iii. Delegated Powers. To review and approve the Scheme of Delegation ([appendix 3](#)).

The Scheme of Delegation was **Approved**.

21/020 New Forest District Council Matters.

Cllr Steele reported that the leisure centres were now under the management of Freedom leisure, whilst still being owned by NFDC, and that additional works and investment were being looked into. It felt like a productive partnership and that things were going in the right direction.

Environmental Health was also within Cllr Steele’s portfolio, he noted that due to Covid they had fallen a little behind, but that they were catching up now. Enforcement was being looked at, regarding noise, food etc. and the idea was to hope to persuade people/businesses to comply, but if not the full force of the law would be used. Careline was being pushed hard, the few issues at the start were being ironed out and now that they were on a digital, not analogue, system it was more efficient.

Cllr Steele had met with Donna Jones, the new Police and Crime Commissioner. He would be looking for assurance regarding her stance on ASB, as this would be a focus for her.

Cllr Levitt reported that he was working with NFDC planning regarding the Penny Fiddle enforcement, and had recently visited a new development in Romsey by Wyatt Homes as he had an interest in their open spaces provision.

The question was regarding the suspension of green waste collection. Cllr Steele informed members that green waste was not a statutory collection, unlike general waste and glass, and that the district council were desperately understaffed. The situation was not unusual, other councils were facing the same problems.

21/021 Hampshire County Council Matters.

- i. County Councillor’s Report

None.

- ii. Roads and Traffic

It was noted that the surface of Betsy Lane following it’s recent resurfacing was very sticky, possibly due to a lack of surface dressing. The Clerk was asked to report the matter.

The Clerk was also asked to chase the surfacing in Burley Road.

Cllr Sheppard raised the water leak on Ringwood Road and thanked the Clerk for reporting it.

iii. Footpaths

The Clerk advised that the matter regarding the pathway passing through the Garden of September cottage had been updated on HCC website and appeared to have been assigned.

21/022 Matters for the Next Meeting.

None.

Date of next Meeting: Tuesday, 21st September, 2021 at 7.30pm at Bransgore Village Hall.

The meeting concluded at 8.29pm.

Signed:

Date:

Appendix 1.

Date	Payee Name	£ Total Amnt	£ VAT	Total	Details
01/06/2021	NFDC	£254.00		£254.00	Rates - Pav
01/06/2021	NFDC	£586.00		£586.00	Rates - VHall
01/06/2021	Gazprom Energy	£126.00	£6.00	£25.53	Gas
				£94.47	Gas
07/06/2021	Domestic & General	£35.35	£5.89	£29.46	Boiler Plan
16/06/2021	Sage UK Ltd	£8.40	£1.40	£7.00	Payroll software
17/06/2021	Hants Assocn of Local Councils	£54.00	£9.00	£45.00	Helen - Course
17/06/2021	Audio Visual Inst Ltd	£50.00		£50.00	Light switch
17/06/2021	Haven Power	£32.57	£1.55	£31.02	Elec - Pav
17/06/2021	Haven Power	£260.71	£43.45	£217.26	Elec - VHall
21/06/2021	Stuart Pateman Garden Services	£50.00		£50.00	War Memorial
21/06/2021	Audio Visual Inst Ltd	£70.00		£70.00	Electric socket
21/06/2021	Helen Klaassen	£18.00		£18.00	Travelling
21/06/2021	Helken Klaassen	£60.00		£60.00	Reimbursement
					Litter pickers
21/06/2021	Costco	£11.98	£1.99	£9.99	Batteries
21/06/2021	RJG Plumbing and Heating	£95.28		£95.28	Repair leak in toilets
21/06/2021	The Play Inspection Company	£132.00	£22.00	£110.00	Inspection
21/06/2021	Rialtas Business Solutions Ltd	£236.40	£39.40	£197.00	Annual support and maintenance
21/06/2021	Ist Stop Cleaning	£442.80	£73.80	£369.00	Cleaning May 21
21/06/2021	SLCC Enterprises Ltd	£568.80	£94.80	£474.00	National Conference
21/06/2021	HMRC	£653.98		£653.98	PAYE - June
21/06/2021	Salaries	£3,263.64		£3,263.64	June
21/06/2021	Parsonage Gardens	£773.77		£773.77	Grass Cutting
22/06/2021	First Standard Group Ltd	£100.00	£10.00	£90.00	DBS disclosure
22/06/2021	RPW Fabrication	£235.00		£235.00	Window mesh
28/06/2021	Gazprom Energy	£120.96	£5.76	£97.36	Gas
				£17.84	Gas

Payments to be made

	Payee	Total (Net)	VAT	Total	Description
Jul-21	Bird Shoes Illustration	£100.00			Bus Shelter Painting
Jul-21	Canford Drains	£110.00	£22.00	£132.00	Blocked VH drain
Jul-21	DCH Pest Control	£44.00			Pest Control Services
Jul-21	1st Stop Cleaning	£378.09	£75.62	£453.71	VH Cleaning June
Jul-21	S Pateman	£50.00		£50.00	War Memorial Maint
Jul-21	M Smith	£52.88	£5.98	£58.86	Expenses
Jul-21	SLCC	£30.00	£6.00	£36.00	Clerk's Training
Jul-21	Viking	£105.44	£21.09	£126.53	Stationery
Jul-21	H Klaassen	£235.90		£235.90	Expenses
Jul-21	Staff Salaries	£3,263.64		£3,263.64	
Jul-21	HMRC	£653.98		£653.98	NIC/PAYE
	Totals	£5,023.93	£130.69	£5,010.62	

Appendix 2.

A/c Code	Account Name	Debit	Credit
115	VAT on Receipts		2,584.93
200	Current Bank A/c	89,607.40	
201	Deposit Bank A/c	47,830.16	
310	General Reserves		114,809.63
515	VAT on Payments	3,378.38	
1000	Village Hall Receipts		5,303.81
1005	Hire of MUGA		72.05
1010	Football - Senior		45.85
1030	Bank Interest		167.51
1035	Lengthsman Scheme Grant		3,300.00
1076	Precept		53,255.00
1080	CIL		2,923.40
1999	Misc Income	66.90	
4001	Repairs	343.10	
4003	Services and Testing	318.23	
4015	Rates	2,528.15	
4020	Gas	410.69	
4023	Water & Sewage	761.28	
4025	Electricity	513.76	
4030	Supplies	44.00	
4100	Wages	14,635.10	
4108	Admin Clerks Expenses	18.00	
4109	Training	609.00	
4110	Cleaning	1,150.80	
4115	Print/photocopy/Stationery	315.66	
4120	Telephone	155.97	
4123	IT Support	356.39	
4137	Sundries	150.00	
4140	Chairmans Expenses	259.19	
4150	Audit	400.00	
4155	Grants Non S 137	700.00	
4160	Parish Magazine	660.00	
4165	Subscription	1,057.76	
4170	Project Fund	12,205.48	
4205	War Memorials	150.00	
4207	Grass Cutting	2,153.15	
4210	General Repairs	233.10	
4217	Play Equipment Repairs	258.00	
4230	Lengthsmans Scheme	1,020.00	
4307	Equipment	172.53	
Trial Balance Total :		182,462.18	182,462.18
Difference :		0.00	

BRANSGORE PARISH COUNCIL

Scheme of Delegation

The Parish Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed and outside that detailed within the job description.

1. Proper Officer and Responsible Financial Officer

- a. To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman, and/or Vice Chairman if the Chairman is unavailable and take their view into account.
- b. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £750.00
- c. To take any action regarding minor repairs (up to a cost of £750.00) and to report minor matters to the relevant authority.

2. General Matters

The Parish Clerk is authorised:

- a. To sign, or where appropriate, have sealed on behalf of the Parish Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council.
- b. To alter the date or time of a Council or committee or working/task group meeting but, before doing so, shall consult the Chair of the Council, or committee or working/task group concerned about the need for the change and about convenient alternative dates and times.
- c. To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with the Chair of the Council.
- d. Deal with day-to-day matters relating to the council premises, open spaces and amenity areas.
- e. To act as the Council's designated officer for the purposes of the Data Protection Act 2018.
- f. To apply for planning consent for tree works by the Council.
- g. To respond to complaints made under the Council's Complaints procedure.
- h. To manage, monitor and review the Councils Internal control procedures.

3. Delegated Powers Regarding Planning Applications

In the event that no Planning Committee meeting is able or required to be convened or that an application requires comments before the next scheduled meeting:

- a. The Planning application shall be received by the Clerk who will provide details to Planning Committee Members.
- b. All Members will report directly back to the Clerk, via email, with their comments and recommended decision.
- c. The Clerk will review and taking the majority view and comments, will compile a response in the usual manner to be send to the appropriate NFNPA/NFDC Planning Case Officer
- d. If too few applications are received (<2) the Clerk may, in consultation with the Chair, cancel that month's meeting and the above process shall be followed. This is provided that any application received is not considered to be contentious.

4. Finance, Policy and HR Committee

a. Following consultation with the committee Chair and / or the Council Chair, to take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional/unavoidable circumstances.

5. Delegation – Limitations

- a. All decisions taken under delegated authority will be in accordance with the Council’s Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation, and relevant Council Policies. All decisions will be reported to the first appropriate Council meeting.
- b. The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Financial Officer and its Committees as and when appropriate.

6. Committees

Each committee has Terms of Reference which specify the scope of their delegated powers. Committees may in turn delegate actions to the Clerk/RFO.

7. Objectivity and Integrity in Decision Making.

The Clerk shall maintain a professional detachment from specific views expressed by individual members of the council or in the community.

The Clerk will respect the legal framework and democratic processes within which councils operate and advise the council accordingly.

The Clerk will exercise discretion and neutrality and will carry out independent assessments of problems and solutions using professional, objective consideration.

Adopted On:

Review: Every 2 years.

Next Review Date: