

BEAULIEU PARISH COUNCIL  
**MINUTES OF MEETING HELD ON THURSDAY 18<sup>TH</sup> APRIL 2024**

**PRESENT**

Cllr. N. Hubbard, Cllr. P. Fairweather, Cllr. S. Steele, Cllr. C. Knight, Cllr. M. Dolbear,  
 Cllr. K. Lewis

**IN ATTENDANCE**

Cllr. D. Poole, Mrs. R. Pearson, Mrs. N. Deering (Clerk)

Minute Ref			Action
2278	<b>APOLOGIES</b>	Cllr. S. Reece, Cllr. K. Mans	
2279	<b>CHAIR’ OPENING REMARKS</b>	Cllr. Hubbard welcomed everyone to the meeting.	
2280	<b>DECLARATIONS OF INTEREST</b>	None.	
2281	<b>MINUTES OF LAST MEETING</b>	Approval of March Minutes Cllr. Fairweather said slight amendment under Finance – change ‘relative to’. Should read ‘better than’. Proposed: Cllr. Fairweather Seconded: Cllr. Redpath Motion carried unanimously.	
2282	<b>REPRESENTATIVES’ REPORTS</b>	<b>HCC</b> Cllr. Mans not present. <b>New Forest District Council</b> Cllr. Poole said he attended the Residents Association AGM last month, well attended and very interesting. Said delighted Cllr. Hubbard attended the Community Forum and encouraged to see	

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		<p>Parish Councils attending. Very aware of the fact that as a Cllr. parishes, especially rural ones find it tough when they are decision makers and do not necessarily have the help and resources of larger parishes. Hoping these forums will give everyone opportunities to access more info, find like-minded people in similar situations and able to network, gather ideas. His goal is to strengthen support to Town and Parish Councils in the forest. Parish councils are the first port of call for most residents. Re the issue we raised about lighting in the car park said he will chase a response.</p> <p>Cllr. Hubbard said the forum was excellent in outlining the importance of having a Community Resilience &amp; Emergency Plan, and it has since been agreed we will work up a plan with the local community. The recent exceptional flooding was discussed. In general said if something happens we are pretty well networked with the Estate and Fire Service, but having an agreed is still important. Cllr. Hubbard encouraged Cllrs. to attend the next Forum.</p> <p><b>Police</b> ‘Alert’ report received and circulated.</p>	
2283.	<b>MATTERS ARISING</b>	<ul style="list-style-type: none"> <li>• Waste Bin Update - Cllr. Hubbard thanked Mrs. Pearson for the removal of the certain waste bins and asked for costings.</li> <li>• Consider options re Gate in Twinning Garden – Mrs. Pearson said Chris Payne has this in hand.</li> <li>• Arrange private website space for reports – Ashdown Software has done this.</li> <li>• Arrange ROSPA Review – Inspection arranged.</li> <li>• Playground Bark Update – Cllr. Dolbear delivered two bags and been spread out. Cllrs. Steele and Lewis looked at playground and feel after inspection we may need 2-3 more bags of bark to top up levels. Cllr. Dolbear has 8 stored. Reported that playground is being well used by families from surrounding areas, but there was no access to recreation field as gate has remained padlocked outside school hours, check with school.</li> <li>• The playground benches are in poor state and need replacing, suggest metal ones. These should be around £750.00 + VAT. Mrs. Pearson will check with Lord Montagu as freeholder</li> </ul>	Cllr. Lewis

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		<p>of the site. Agreed to apply to HCC for a grant. Cllr. Poole said he has grant money available, starts in May. Also agreed to ask Gary Bolton for a quote.  Proposed: Cllr. Dolbear            Seconded: Cllr. Redpath  Motion carried unanimously.</p> <ul style="list-style-type: none"> <li>• Arrange Speedwatch Dates – Cllr. Knight has dates. Agreed to give Mark Norman Cllr. Knight’s mobile in case of cancellation.</li> <li>• Various Estate repair items – County wire in playground done. Thanked Mrs. Pearson. Field gate and Dock Lane repairs, Chris Payne has in hand and will let Clerk know when done.</li> <li>• Cllr. Hubbard with liaise with Chris re Bus shelter review.</li> <li>• Other Matters – Let Cllr. Mans know date of Annual Meeting. Cllr. Poole confirmed he can attend.</li> <li>• Conflicts of Interest – Issue Cllrs. Hubbard and Steele form with regards to Interest as trustees in the newly formed Beaulieu Common Good Foundation.</li> <li>• Cllr. Fairweather will update council on leaving talk with Cllr. Grindrod at closed session.</li> <li>• Cllr. Lewis said she has planted apple trees in school field, her brother donated them, apologies in not letting parish council know. Mrs. Pearson said before planting in school field could the Estate also be informed first.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
2284	<b>PUBLIC PARTICIPATION</b>	None.	
2285	<b>CASUAL VACANCY</b>	No update.	
2286	<b>AGM PLANNING</b>	<p><b>1 Council</b>  Position of Chair/Vice Chair – unless there are other candidates Cllr. Hubbard is happy to put himself forward for Chair. Cllr. Dolbear confirmed he would put his name forward for Vice Chair. Cllr. Fairweather will attend AGM and resign at end.</p>	

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		<p><b>2. Annual Review</b> – Drafted and circulated review. Cllr. Hubbard asked for comments.</p> <p><b>3. Committees</b></p> <ul style="list-style-type: none"> <li>• Finance &amp; General Purposes Committee – Terms of Reference currently require 5 Cllrs and quorum 3. Agreed this can be reduced to 4 Cllrs, quorum 3. Cllr. Fairweather is standing down, and Cllr. Dolbear to take over as Chair with Cllr. Steele as Vice Chair. Cllrs. Hubbard and Lewis also to be on the Committee.</li> <li>• Planning Committee: Chair – Cllr. Steele. Vice Chair – Cllr. Dolbear. Cllrs. Hubbard, Knight and Reece on Committee. Noted that we currently have two Cllrs who do not have Conflict of Interest (or have dispensation) in dealing with Beaulieu Estate matters. This may change as we fill the two casual vacancies. Quorum is currently 4. Agreed to reduce this to 3 other than when dealing with Beaulieu Estate planning matters when it will be 2 non-conflicted Cllrs.</li> <li>• Asset Management – Cllr. Lewis to Chair and Cllr. Steele to Vice Chair and assist Cllr. Lewis in her new role. Cllr. Hubbard also on Committee. Review when have 2 new Cllrs. Quorum to remain unchanged at 2. Detailed responsibilities shall be: <ul style="list-style-type: none"> <li>a. Cllr. Lewis - Playground</li> <li>b. Cllr. Steele – Twinning Garden &amp; Defibrillator</li> <li>c. Cllrs. Knight &amp; Reece – Twinning Garden</li> </ul> Terms of Reference need to update to align with the new Asset Register. Will make amendments and approve at Annual meeting. </li> </ul> <p><b>4. Policy review and adoption</b>  Review and adoption of policies as circulated. – 9 new policies, mainly required for all parish councils and/or employers. Cllr. Fairweather confirmed that these policies will be reviewed in detail by the Finance &amp; General Purposes Committee and amended as agreed ahead of their adoption at the Annual Meeting. The proposed Reserves Policy was discussed in more detail (see below). Cllr. Hubbard requested any further comments or queries, please let him know. Cllr. Steele thanked Cllr. Hubbard for doing all this work and a very good task completed.</p>	

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		<p><b>5. Reserves Policy</b></p> <p>It sets out how much reserve money to retain. You can have three types of reserve: General, Earmarked and Ringfenced.</p> <ul style="list-style-type: none"> <li>• <b>General Reserve</b> No specific amount required but advice is this should be between 3-12 months' expenditure as a buffer. Small councils 12 months, larger ones 3 months. This is in line with what we have been aiming to retain in recent years.</li> <li>• <b>Earmarked Reserves</b> This is where the council chooses to transfer amounts from its general reserves to an Earmarked reserve for specific future use. It is open for the council to also transfer such amounts back to general reserves when it is agreed that the earmarked reserve is no longer required. After discussion it was agreed that there were currently two possibilities for establishing Earmarked Reserves: <ul style="list-style-type: none"> <li>a. a Recreational Equipment Reserve to help build up a reserve over time to avoid a major fundraising activity when the existing equipment gets towards the end of its useful life. Noted that last year we had an underspend of £4,000 (partly caused by an underspend on playground assets repairs). Discussed whether we could open an earmarked reserve and transfer all or part of that to start the process off. Establishing an Earmarked Fund may help in applying for grant match funding.</li> <li>b. A Grant fund to support council provide grants to support local projects.</li> </ul> </li> </ul> <p>Asked when we make this decision. Cllr. Hubbard considered end of financial year when doing the AGAR. Agreed to await Cllr. Lewis' report on future requirements for the Playground and Playing Field and re-consider then. Agreed that obtaining views from parishioners would be helpful as amounts will be coming out of the Precept.</p> <ul style="list-style-type: none"> <li>• <b>Ringfenced Reserves</b> This is where the council has been given, for instance, an external grant that can only be used for an agreed set of purposes. Any unspent grant would need to be returned to the donor. Balances on a Ringfenced Reserve cannot be transferred to General or Earmarked Reserve.</li> </ul>	

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		<p><b>6. Asset Register</b> Adoption of Asset Register – Went through all the cash books over last 40 years to identify all fixed asset expenditure and grants received. From this produced and circulated an Asset Register. Requested Cllrs. To review and provide any comments. Shows £37,000 worth of assets. Cllr. Fairweather thanked Cllr. Hubbard for this work.</p> <p><b>7. BVHT liaison</b> – Cllr. Hubbard said Mark Grindrod had done this in the past. Asked Cllr. Fairweather what liaison do you want from the PC? Cllr. Fairweather said there is currently no committee, Chairman and booking secretary have resigned. Have new trustees who are not involved in the management of the hall, so he has stepped in as Treasurer and undertaken a review of how the hall operates. [Post meeting Cllr. Hubbard has proposed he is happy to be the council liaison with BVHT].</p> <p><b>Election of Internal Auditor</b> – Mrs. Pearson happy to do. Raised question of whether to have our finances reviewed externally for next year. Finance &amp; General Purposes Committee will decide.</p>	
2287	<b>BPC COMMITTEE AND REPRESENTATIVE'S REPORTS</b>	<p><b>CDA / NFALC / FOREST UPDATE</b> Nothing to report.</p> <p><b>PLANNING UPDATE</b></p> <p>24/00279 – 2, New Cottages, Salternshill Lane, Beaulieu, SO42 7XE Single storey rear extension. BPC recommends permission for the following reasons, but would accept the decision of the National Park Authority's officers under their delegates powers:</p> <ol style="list-style-type: none"> <li>1. The proposal conforms with DP36 following the submission of amended plans.</li> <li>2. The design of the extension will not have a negative impact on the dwelling, its curtilage and the surrounding area.</li> </ol> <p>24/00350 – Owlswood, Dock Lane, Beaulieu. SO42 7YJ Alterations to existing conservatory, partial garage conversion to habitable floorspace.</p>	

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		<p>BPC recommends permission for the following reasons but would accept the decision of the National Park Authority’s officers under their delegated powers.</p> <ol style="list-style-type: none"> <li>1. The partial conversion of the existing garage while increasing habitable space does not involve any extension to the property; and</li> <li>2. The proposal results in a small decrease in the overall size of the building and removes the permission for the applicant to build a much larger extension under permitted development rights already granted.</li> </ol> <p>River House update. Our decision was to refuse permission for the reasons recorded in the March minutes. Cllrs. Steele and Hubbard subsequently attended a meeting with the NPA officer. A key sensitivity is that the main dwelling does not conform with planning policy DP35 for replacement buildings as the existing main dwelling has already been extended by 30%. Also the design issues of a two storey building on a very sensitive and dark area on the river. This is a large planning proposal and advice from the NPA officer is that it will take further time to come to a conclusion or agreement. Our concerns have been noted.</p> <p><b>ASSET MANAGEMENT</b> – Already discussed.</p> <p><b>SPEEDWATCH</b> – Session cancelled.</p> <p><b>TWINNING GARDEN</b> - Mrs. Pearson suggested a meeting with all parties. Needs shrubs purchasing and planted. The Twinning Association is going through a change. Jenny Graefe still Chair, Steve Green is Treasurer and Chris Morley is Secretary. Cllr. Steele commented that it needs further volunteers to support this activity.</p> <p><b>COMMUNITY RESILIENCE &amp; EMERGENCY PLANNING</b> Cllr. Hubbard said we need to consider this carefully in consultation with the parish.</p>	

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2288	<b>FINANCE</b>	<p>Cllr. Fairweather reported that the Finance Report details the accounts for full year. Thanked Cllr. Hubbard for his work on this. Finance &amp; General Purposes Meeting on the 29<sup>th</sup> to review and agree AGAR proposal.</p> <p><b>Bank Payments</b>  Paul Deakin - £70.00  Clerks Salary - £288.75  Lymington Printing - £35.00  HALC - £367.00  BVHT - £60.00  Proposed: Cllr. Fairweather                      Seconded: Cllr. Dolbear  All in agreement.</p>	
2289.	<b>CORRESPONDENCE</b>	Circulated.	
2290.	<b>ITEMS FOR FUTURE MEETINGS</b>	<p>Employment Contract for Clerk – based on HALC standard. Agreed to delegate this to Finance &amp; General Purposes Committee to agree with Clerk and sign.</p> <p>Proposed: Cllr. Steele                      Seconded: Cllr. Redpath  All in agreement.</p>	

Meeting closed at 8.00pm, followed by Closed Session.

Date of next meetings – Thursday 16<sup>th</sup> May: Annual and Parish Meeting 6.00pm followed by Council Meeting at 6.30pm.