

**DENNY LODGE PARISH COUNCIL**

Minutes of the Annual Parish Council meeting held on Monday 8<sup>th</sup> May 2017 at 7.00 pm in Beaulieu Abbey Church Hall.

**Present:**

Cllr P Roberts - Chairman

Cllr J Horton

Cllr E Elcoate

Cllr R Gover

Cllr V Batty

In attendance – One member of public; Mrs K Penna, Parish Clerk.

**1.0. Election of Chairman**

Cllr Roberts as outgoing Chairman, invited applications for Chairman for the coming year.

**Resolved:** Cllr Roberts was unanimously elected as Chairman, proposed by Cllr Horton and seconded by Cllr Batty.

**2.0. Signature of Chairman's Declaration and Acceptance of Office**

Cllr Roberts, as elected Chairman, signed the declaration.

**3.0. Election of Vice Chairman**

**Resolved:** In her absence but with her authority, Cllr Tilbury was unanimously elected as Vice Chairman, proposed by Cllr Batty and seconded by Cllr Elcoate.

**4.0. Delivery of Councillors' Acceptance of Office forms.**

**Resolved:** Councillors' Acceptance of Office forms received.

**5.0. To accept apologies for absence**

Cllr M Harris, Cllr A Tilbury; Cllr J Green; Mr George Bisson.

**6.0. Declaration of Interest in items on the agenda**

None.

**7.0. To confirm minutes of the meeting held on 6<sup>th</sup> March 2017**

The minutes were agreed by Council and duly signed by the Chairman as a true record of the meeting.

**8.0. Election of Working Parties/Representatives**

**Resolved:** Representatives elected as follows.

**8.1.** Finance & General Purposes (to include staffing and general administration) – Cllr Roberts and Cllr Tilbury.

**8.2.** Planning – Cllr Gover and Cllr Green.

Chairman's signature:

Date :

**9.0. To confirm review of Standing Orders, Financial Regulations, Risk Management, Asset register and Member's Interests**

**Resolved:** Standing Orders; Financial Regulations; Risk Management and Asset register have all been reviewed. Member's Interests forms reviewed by councillors and no changes.

**10.0. Election of Representatives on outside bodies**

**Resolved:** Representatives elected as follows.

**10.1.** New Forest Association of Local Councils – Cllr Tilbury and Cllr Elcoate.

**10.2.** New Forest Consultative Panel – Cllr Batty and Cllr Roberts.

**10.3.** New Forest National Park Association South East Quadrant – Cllr Tilbury and Cllr Elcoate.

**10.4.** Verderers' Meeting- Cllr Tilbury and Cllr Horton.

**10.5.** Arson Forum meeting - Cllr Tilbury.

**11.0. To confirm membership of HALC and SLCC**

**Resolved:** Membership of both bodies confirmed.

**12.0. To agree meeting dates for 2017/18**

**Resolved:** The following dates confirmed as the first Monday of each second month.

Monday 3<sup>rd</sup> July, Monday 4<sup>th</sup> September, Monday 6<sup>th</sup> November, Monday 8<sup>th</sup> January, Monday 5<sup>th</sup> March, Monday 14<sup>th</sup> May AGM/APM.

**13.0. Public session**

No public participation.

**14.0. To receive a report by District Councillor for Denny Lodge**

District Councillor not present.

**15.0. Finance**

**15.1. To agree payments in accordance with the budget and to note bank reconciliation.**

**Resolved:** Payments agreed as shown on table below, income and bank reconciliation noted.

Payee	Cheque No	Item	Payment
<b>Payments 08/05/17</b>			
K Penna(Paid K Wright)	000478	Salary Apr/May	£406.38
K Penna(Paid K Wright)	100479	Expenses	£36.62
EBPC	100480	Computer	£16.00
HMRC	100481	Tax/NI	£82.00
ICO	100482	Data protection	£35.00
Came& Co	100483	Insurance	£288.46
<b>Total to pay</b>			<b>£864.46</b>
<b>Receipts as at 08/05/17</b>			
<b>Source</b>		<b>Receipts</b>	<b>Amount</b>
<b>Total income</b>			<b>£0.00</b>
<b>Bank Reconciliation</b>			
<b>Balance as at 08/05/17</b>			
Lloyds bank			£3,873.69
<b>Total</b>			<b>£3,873.69</b>
<b>Net bank balance as at 08/05/17</b>			
The net balances reconcile to the cash book for the year 2016/17 to date, as follows			
Opening balances	3,490.01		
Add receipts	5,282.00		
Less payments	5101.52		
Less unclear cheque	203.20		
<b>Total</b>			<b>£3,873.69</b>

It was noted that these figures could only be confirmed to 9<sup>th</sup> March as the recent bank statement has not yet been received.

**15.2. To approve the annual accounts.**

**Resolved:** Annual accounts prepared were approved.

**15.3. To approve external audit return.**

**Resolved:** The external audit return was approved and signed by the Chairman. **ACTION**

**15.4. To approve placement of council insurance.**

**Resolved:** The council confirmed the 3-year agreement from Ecclesiastical with the yearly premium of £276.49 including tax.

**15.5. To confirm ICO membership.**

**Resolved:** Membership of ICO was agreed.

**15.6. To confirm the clerk's annual pay increase.**

**Resolved:** A pay increase of 1 SCP from SCP 17 to SCP 18 was agreed in line with the clerk's contract.

Chairman's signature:

Date :

**16.0. Planning**

**16.1. To consider planning applications; 17/00267 Ladycross Lodge.**

**Resolved:** Planning application resolved as shown on the schedule below.

17/00267	LADYCROSS LODGE, BEAULIEU ROAD, BROCKENHURST, SO42 7QL	Outbuilding	Comment 5
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**16.2. Grant of Premises Licence (S17) Ref: LICPR/17/02213 - The Pig.**

For information only.

**17.0. To discuss a defibrillator for the parish.**

The clerk has written to New Forest Hotels to discuss the possibility of placing a defibrillator at the Beaulieu Hotel, Beaulieu Road. No response has yet been received. There has been no decision on the defibrillator from Community Heartbeat Trust.

The clerk will follow up on both matters.

**ACTION KP**

**18.0. To discuss broadband in the parish.**

The chairman outlined a letter to Hampshire County Council Broadband representatives. The letter was read out to the meeting and it was agreed that the letter was direct and concise and asked for answers to specific questions. The chairman will adapt the letter slightly before sending it out. It was suggested that the letter be copied to The Verderers of the New Forest and Julian Lewis MP.

**ACTION PR**

**19.0. Any other matters arising for inclusion on the next agenda.**

None.

**20.0. To confirm date of the next meeting of Denny Lodge Parish Council**

Confirmed as Monday 3rd July 2017 at 7.00 pm in Beaulieu Abbey Church Hall.

Meeting closed at 8.00pm.