



BREAMORE PARISH COUNCIL

Clerk to the Council: Victoria Eden
24 Lyster Road, Fordingbridge, Hampshire SP6 1QY
Tel: 01425 655707
Email: parish.clerk@breamore.gov.uk
Website: www.breamore.gov.uk

Minutes of the Meeting of BREAMORE PARISH COUNCIL Held in Hulse Hall on Monday 12th March 2018 at 7.30pm

- 18.21 PRESENT:** Cllr Lynne Aggas in the Chair, Cllrs Peter Turner, Simon Cain, Anthony Swift and Hilary Bowen with Edward Heron (County Councillor) Vicky Eden (Clerk) in attendance.
- 18.22 APOLOGIES:** Apologies received and accepted from Cllr Paul Harling.
- 18.23 DECLARATIONS OF INTEREST:** Cllr Turner declared an interest in Hulse Hall due to an ongoing matter.
- 18.24 MINUTES** of the meeting held on 8th January 2018. It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the minutes of the meeting held on 8th January 2018 be signed as a true record.
- 18.25 FORMER PARISH CLERK:** The Clerk advised the members of the sad news of the death of the former parish clerk, Brian Dixon. The parish council members wished to record their appreciation for his many years of service to the Council.
- 18.26 CASUAL VACANCY:** The Clerk advised that Anthony Swift had applied for the role of parish councillor and that his resume had previously been forwarded to the parish councillors for their consideration. The Clerk confirmed that the electoral register had already been checked so that eligibility was confirmed. Anthony Swift introduced himself to the members and gave a brief outline of his background and skills before leaving the room to allow the members to discuss his application. It was proposed and seconded for Anthony to be co-opted onto the Council and, following an unanimous vote, he was invited to join the table by the Chairman. The new member read and completed his Declaration of Acceptance of Office form, which was counter signed by the Clerk. He had previously been forwarded the Code of Conduct adopted by the council, copies of the standing orders and financial regulations, and was made aware of The Good Councillors Guide. The Clerk is to ensure that the Register of Members' Interests form is completed & forwarded to the Monitoring Officer at NFDC within 28 days of the meeting.
- 18.27 MATTERS ARISING:**
- a. **IT Equipment:** Clerk has purchased a laptop, Office software, Anti virus protection mouse and bag at a cost of £569.98 (including VAT). Asset register has been updated accordingly. Clerk has set up equipment and is now transferring data over, together with reviewing the website to ensure Transparency Code requirements are met prior to the end of the financial year. Cllr Turner also advised the Clerk of the location of both the old XP laptop (which is no longer suitable to meet Transparency Code requirements) and projector which had been gifted to the Council in 2009 by NFDC.
 - b. **Parish Council Email Addresses:** The Clerk's email address had been migrated although Hampshire County Council (HCC) is still in the process of purchasing the relevant licences for parish councillors
 - c. **Amendments to Meeting Dates:** Further to having been earlier distributed to the members, revised meeting dates for 2018 were presented and agreed by the members. These have been forwarded to the parish magazine and published on both the website and noticeboard.

- d. **Signage on Marsh:** Signage presented to members and methods of how to install it into the ground at the Marsh were discussed, as the stake requires reinforcement. Clerk to liaise with Parish Lengthsman and report back at next meeting
- e. **Breamore Stocks:** Enquiry has been passed to Conservation Officer at NFDC as Breamore Stocks is a listed structure which is deteriorating. Further research is required to establish who is responsible for the maintenance of these stocks.

18.28 PUBLIC PARTICIPATION: No members of the public were present.

18.29 REPORT BY COUNTY COUNCILLOR: County Cllr Heron advised that council tax rates had been increased by both the county and district councils although further savings are still required and new consultations will take place in the future.

As well as working alongside parishes with the Parish Lengthsman scheme, HCC is now encouraging online reporting as it is believed that this is more cost effective and efficient overall. Members of the public can also report road problems and maintenance concerns via telephone on 0300 555 1388. County Cllr Heron will forward a clear notice detailing methods of reporting concerns to HCC to the Clerk and this will be publicised accordingly.

Due to recent weather, some temporary repairs are being done in relation to potholes although it is anticipated that Skanska will aim to undertake final repairs once weather conditions improve. With regards to concerns about flooding, further work is being undertaken to ascertain whether capacity needs to be increased under the A338 and more information should follow in the spring. The missing trash screen should be replaced in the near future.

18.30 PLANNING MATTERS:

a) **Planning Applications Received:** Nil received

b) **Tree Apps:** CONS/18/0178 - Twinys, 3 Marsh Lane, Breamore, SP6 2BP - Fell 1 x Beech tree, Fell 1 x Lawson Cypress, Fell 1 x Silver Birch tree, Prune 1 x Beech tree, Prune 1 x Lawson Cypress tree, Prune 2 x Groups of Lawson Cypress trees – Deadline for Comments 16th March 2018

After a short discussion, it was agreed to leave this matter to the decision of the Tree Officer.

c) **Other Planning Matters and Decisions:**

CONS/18/0071 - Marsh Farm, The Marsh, Breamore, Fordingbridge, SP6 2EF - Prune 2 x Copper Beech tree (Deadline for comments 15th February 2018) After a short discussion, the members agreed that they had been happy to leave this matter to the decision of the Tree Officer.

HCC had also notified the council about future highway tree felling in Breamore. A dying sycamore on the grass triangle at the junction of The Marsh and Upper Street is to be felled and the county council is looking to plant a replacement tree in the coming winter's planting season.

Planning decisions are listed in Appendix 1.

Should villagers have concerns about possible future breaches of planning control within the village, they should report their concerns online to NFDC:

<http://www.newforest.gov.uk/article/13705/Enforcement> or contact Clerk

18.31 ROADS AND DITCHES:

a) Existing concerns: The Clerk advised that signage warning lorries about restrictions at Breamore Mill bridge would be reflected in the HCC 2018/2019 programme. Further to a visit around the village on 9th March 2018, the Clerk advised that she would be reporting the following concerns online: Potholes outside Breamore Club; Pothole by Reading Room; potholes on Wally Hill; damaged sign, repositioning of bollard and clearance of rubbish on A338 / entrance to Flood Lane; missing bollard on corner of Woodgreen Road; 2 x potholes on Woodgreen Road; potholes near 30 sign out of Breamore towards Salisbury; and repositioning of reflective bollards on A338

Further concerns to be reported include potholes outside Reeds Cottages and damaged brickwork on Breamore Mill Bridge. Saltbins will also be requested to be located near the Shallows and by the triangle near the school.

b) A338 Safety Concerns – The Clerk has liaised with HCC and Breamore Primary School. The County Council has now contacted the school in relation to this matter. Cllr Swift advised that he is a school governor and is happy to act as a contact between the parish council and the school, reporting back at future meetings. The members then discussed ways to reduce speed on the A338 and agreed that a comprehensive document should be created to reflect concerns, ideas to address these concerns and possible funding routes. Clerk to action accordingly, working alongside members.

c) Retirement of long standing Hampshire Highways contact - The members wished to record their thanks for Bob Brown's service to the parish and the Chairman will forward a letter to HCC accordingly. Parishioners are reminded to report any concerns in relation to Highways online via the HCC website at <http://www3.hants.gov.uk/roadproblems> or contact Clerk.

18.32 HEDGES AND FOOTPATHS:

- a) Update and concerns – No new concerns raised at the present time. Parishioners are reminded to report any concerns in relation to Rights of Ways online via the HCC website at <https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem> or contact Clerk.

18.33 PARISH LENGTHSMAN: His last visit to village was on 19th February 2018 and Cllr Turner provided an update. His next visit to the village is on 21st May 2018 and members were reminded to forward specific tasks to the Clerk. Trimming of overgrown vegetation on the railway path is to remain an ongoing task for the lengthsman.

18.34 RISK ASSESSMENT: Updated document presented to the members following inspection of assets undertaken on 9th March 2018. It was noted that work on this document is ongoing as the Parish Council is awaiting clear legal advice in relation to the responsibilities of the Parish Council and Hulse Hall Management Committee. Section relation to Hulse Hall was amended to After discussion it was **RESOLVED** to adopt the Breamore Parish Council Risk Assessment 2018-2019 and this was signed by the Chairman and Clerk accordingly although it is noted that this document to be reviewed at September meeting, if not before, once legal advice received.

18.35 BREAMORE PARISH ASSEMBLY 16th APRIL 2018

a) **Confirmation of Speakers:** Hampshire Police, Flood Warden, Speaker for Rook, Dodington and Johnson Charities, Hulse Hall Chairman and AVP Partnership have all confirmed that they will speak at this year's Parish Assembly. Cllr Swift advised that he is happy to provide a report for Breamore Primary School & County Cllr Heron is to forward a written report to be read aloud. As yet a key speaker is to be confirmed although the Clerk is currently liaising with Cranborne Chase AONB.

b) **Agenda:** Draft issued to members and it was agreed to add that refreshments will be served after the meeting

c) **Publicity:** It was agreed for an A-frame to be displayed and a notice published in parish magazine, website and noticeboard.

18.36 Transparency Code Project - To date, the Clerk has recorded 4 hours setting up the new IT equipment This work is to be ongoing with financial information being added to the website at the end of the financial year, and regulatory documentation added following the annual parish council meeting. Archiving and transferring of information to new IT equipment is ongoing and will be recorded accordingly.

18.37 Training: A HALC GDPR session organised by the Clerk at Damerham Parish Council will be held on Thursday 29th March between 10am and 1pm in Ibsley Village Hall. It is anticipated that this should cost approximately £30 per head. The Parish Council **RESOLVED** that Cllr Lynne Aggas is to attend this training. The Clerk will also attend this training as her original booking for GDPR training on 20th March 2018 is now cancelled. The Parish Council **RESOLVED** that Anthony Swift could attend training in respect of The

Knowledge & Core Skills (Parts 1 & 2) on 14th November 2018 at a cost of £90 (excl. VAT) and Lynne Aggas could attend Basis Planning on 2nd May 2018 (£40) and Chairman Skills on 11th July 2018 (£90)

18.38 Correspondence: The Clerk presented an overview of correspondence (Appendix 1) to councillors. All significant items of correspondence are to be forwarded to parish councillors by email and consultation periods were highlighted. Attention was drawn to the following:

- NW Quadrant Meeting – Venues are needed at the present time due to ongoing works at Fordingbridge Town Council. It was **RESOLVED** to preauthorise costs up to £25 for Breamore Parish Council to host a future meeting if required.
- Protocol in the event of a death of a senior royal - Avon Valley Partnership had advised that they would be happy for Books of Condolence to be placed in the local church. Clerk has now contacted NFDC for advice when purchasing a suitable book and will report back accordingly.

18.39 FINANCIAL REPORT: Up to date Financial Statement forwarded to the Council (Appendix 2) by the Clerk.

a. **Income:** No income received

b. **Expenditure:** It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the following cheques were written and signed accordingly:

Cheque No	Payee	Details	TOTAL COST
398	Victoria Eden	Clerk's salary - February 2018 and March 2018, including home working allowance (£279.97), Extra hours - Transparency Code Project (£39.96), Reimbursement of computer costs (£537.99), Anti virus costs (£31.99), Stationery (£10.25), parking (£1.20) and expenses (travelling costs £11.16)	£912.52
399	HALC - Training Costs - Minute taking 31.01.2018	Training Costs - Minute taking 31.01.2018 (Costs shared with two other parish councils)	£16.00
400	New Forest Disability	Grant Aid	£20.00
401	Victim Care Support	Grant Aid	£20.00
402	New Forest Citizens Advice	Grant Aid	£20.00

c. **Changes to Bank of Ireland Mandate.** It was **RESOLVED** for Cllr Hulse to be a third signatory following the resignation of Cllr Lynne-Heyck. The Clerk is to arrange for a new mandate to be forwarded which will also confirm the change of Clerk

d. **Pensions Regulator:** The Clerk advised that Breamore Parish Council's staging date is 1st February 2018 (a letter has been forwarded to the Clerk accordingly) and the Declaration of Compliance to be done by 2nd July 2018

18.39 REPORTS OF PARISH COUNCIL REPRESENTATIVES

a. **Hulse Hall:** Cllr Bowen gave an update following committee meetings held on 22nd January 2018 and 5th March 2018. Maintenance issues are being addressed although the Clerk is to undertake research to see if there are any plans detailing the underfloor structure. A new Chairman is also in place. A concern in relation to a piece of equipment that was lent to the Hall is ongoing.

b. **Police Liaison:** Cllr Harling not present to provide a report but forwarded correspondence that Hampshire Police are to address A338 safety concerns and the recent incident in Salisbury at the Parish Assembly. It was also noted that there has been an increase in theft from outbuildings in the local area.

c. **NF Consultative Panel** – March meeting to be rescheduled

- d. **NW Quadrant Meeting** – Next meeting on 19th March 2018 and the Chairman hopes to attend.
- e. **AONB** – Cllr Hulse not present to provide an update.
- f. **NFALC** – Next meeting to be held on 19th April 2018 and Clerk hopes to attend.
- g. **Rook, Dodington and Johnson Charities** – Nil to report at present time
- h. **Flood Warden Report** - Nil to report at present time

18.40 MATTERS TO BE RAISED ON NEXT AGENDA:

18.41 DATE OF NEXT MEETING – Parish Council Annual Meeting on Monday 21st May 2018 at 7.30pm in Hulse Hall

There being no further business the Chairman closed the meeting at 9.23pm

Minutes, including appendices and other documentation, can also be found on our website:

www.breamore.gov.uk

These are draft minutes until approved at the next meeting

Appendix 1 - 09.01.2018 - 12.03.2018

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
1	10.01.2018	Email	HCC	BUS PASS POSTER for display 2018	31.03.2018
2	10.01.2018	Email	NFNPA - Treeworks	Decisions - CONS/17/1147 - Merryfields, Salisbury Road, Breamore, SP6 2EA - Raise no objections	
3	11.01.2018	Email	NFNPA	NFNPA FULL AUTHORITY MEETING	18.01.2018
4	11.01.2018	Email	Shivercasting	TV Programme hoping to speak to Grandparents	
5	11.01.2018	Email	ICO	Latest news from the ICO	
6	12.01.2018	Email	HALC	NALC Consultation for the review of park homes legislation	26.01.2018
7	12.01.2018	Email	NFDC	Forward Plan - February 2018	
8	12.01.2018	Email	NFDC	Cllr Sophie Beeton	
9	15.01.2018	Email	HALC	NEW WEBSITE IS NOW LIVE	
10	16.01.2018	Email	Metro Rod	Drainage Services - Metro Rod	
11	17.01.2018	Email	NFNPA	New Forest National Park Submission draft Local Plan 2016 – 2036	17.01.2018 - 28.02.2018
12	18.01.2018	Email	NFDC	Minister reviews authorities' joint working to improve air quality	
13	19.01.2018	Email	NFALC	Advance notification of cycle event - Spring Sportive	14.04.2018 - 15.04.2018
14	21.01.2018	Email	County Cllr	Town/Parish Council meeting attendance 2018 / email address.	
15	22.01.2018	Email	NFALC	Fidget the Forest Pony	

16	22.01.2018	Email	NFNPA - Treeworks	CONS/18/0071 - Marsh Farm, The Marsh, Breamore, Fordingbridge, SP6 2EF - Prune 2 x Copper Beech tree	15.02.2018
17	22.01.2018	Email	NFNPA	WECA agenda - Monday 29 January 2018	
18	23.01.2018	Email	Fordingbridge Town Council	Lengthsman update	
	24.01.2018	Email	NFDC - Planning	Decision on Planning Application 17/11583 - OLD FORGE COTTAGE, SALISBURY ROAD, BREAMORE SP6 2EA - Outbuilding (Retrospective); replacement gates - Granted Subject to Conditions	
	25.01.2018	Email	NFDC - Planning	Decision on Planning Application 17/11540 - OLD FORGE, SALISBURY ROAD, BREAMORE SP6 2EA - Remove internal stud wall; block up door; remove timber staircase replace with antique spiral staircase (Application for Listed Building Consent) - Granted Subject to Conditions	
19	26.01.2018	Email	County Cllr	HCC Councillor Devolved Budget - Grant Applications	31.01.2018
20	26.01.2018	Email	County Cllr	Attendance at Town & Parish Council Meetings	
21	26.01.2018	Email	NFDC	Recreational Mitigation Projects	16.02.2018
22	29.01.2018	Email	Ellingham Parish Council	Are you interested in a locally-run HALC course on forthcoming General Data Protection Regulations (GDPR)?	
23	29.01.2018	Email	Downton Link	Downton Link Committee Meeting 6.2.18	
24	30.01.2018	Email	NFDC - Planning	Appeal received on 16/11720 - ROUNDHILL FARM, WHITSBURY, BREAMORE SP6 3PS	05.03.2018
25	31.01.2018	Email	HALC	Nominate your village to win the chance of creating a New Landmark for your Community	
26	31.01.2018	Email	HALC	Members Forum on HALC Website	
27	01.02.2018	Email	Breamore School	A338 Safety Concerns	

28	01.02.2018	Email	HALC	Invitation - Hampshire ALC Annual Conference 2018 - "Fit for the Future" - 21st March 2018 - 09.00-15.00 - St Mary's Stadium, Southampton	
29	01.02.2018	Email	ICO	Latest news from the ICO	
30	01.02.2018	Email	NFDC	Great British Spring Clean	02.03.2018 - 04.03.2018
31	02.02.2018	Email	NFDC	Provision of ICT Equipment to Councillors	
32	02.02.2018	Email	HALC	Local Government Ethical Standards - Call for Evidence	13.04.2018
33	02.02.2018	Email	HALC	HALC E-update February 2018	
34	05.02.2018	Email	Cranborne Chase	Landscape Partnership scheme may be able to fund your project	
35	05.02.2018	Email	HALC	Invoice INV-2206 - Minutes Training 31/01/2018	
36	06.02.2018	Email	Zurich	Helping you to support local Community Organisations	
37	06.02.2018	Email	HALC	Hampshire Police and Crime Commissioner	
38	06.02.2018	Email	NFALC	Draft Minutes 18.01.2018	
39	07.02.2018	Email	NFNPA	WECA Steering Group - January 2018 minutes and attachments	23.04.2018
40	07.02.2018	Email	NFALC	HFRS Arson Reduction Letter	
41	08.02.2018	Email	HALC	HCC Town & Parish Council Meeting Agenda - 1st March 2018	
42	08.02.2018	Email	HCC	News for Local Councils	
43	09.02.2018	Email	HALC	Letter from the Hampshire Police and Crime Panel	13.03.2018
44	09.02.2018	Email	HALC	Major Road Network Consultation	19.03.2018
45	09.02.2018	Email	HALC	HCC Volunteer Driver Recruitment Poster	
46	09.02.2018	Email	NFNPA	FW: PLANNING COMMITTEE MEETING OF THE NFNPA	20.02.2018
47	10.02.2018	Email	Cranborne Chase	News round up from Cranborne Chase AONB (February 2018)	
48	12.02.2018	Email	Cranborne Chase	Cranborne Chase AONB Annual Planning and Transportation Seminar 20th March	20.03.2018
49	12.02.2018	Email	Downton Link	Minutes of Committee Meeting 6.2.18	
50	13.02.2018	Email	Downton Link	Downton Link Social Event - Friday	23.03.2018
51	14.02.2018	Email	NFDC	Forward Plan - March 2018	

52	16.02.2018	Email	HCC	Culture and Community Activity Grants open for applications	
53	16.02.2018	Email	HALC	Consultation: Crime and poor performance in the waste sector	09.03.2018
54	19.02.2018	Email	HALC	New Legal Briefings - Financial Assistance to the Church / Reporting Personal Data Breaches	
55	19.02.2018	Email	NFALC	NFALC Meeting 18th January - Presentation by UK Cycling Events	
56	19.02.2018	Email	HCC	Woodgreen Road, Breamore 21340887 - Signage on bridge from Woodgreen direction	
57	19.02.2018	Email	SLCC	Preparing for GDPR - Information audit	
58	19.02.2018	Email	SLCC	GDPR info	
59	20.02.2018	Email	HCC	Goodbye from Highways contact	
60	20.02.2018	Email	Keep Britain Tidy	Register Your Parish Council for #GBSpringClean	
61	20.02.2018	Email	NFNPA	Date of the next NW Quadrant Meeting - Venue needed	19.03.2018
62	20.02.2018	Email	HCC	Breamore enquiry - Pedestrian Crossing	
63	20.02.2018	Email	Fordingbridge Rotary	Fordingbridge Rotary Club 2018 Fordingbridge & District Citizen of the Year	31.03.2018
64	21.02.2018	Email	NFNPA - Treeworks	CONS/18/0178 - Twinys, 3 Marsh Lane, Breamore, SP6 2BP - Fell 1 x Beech tree, Fell 1 x Lawson Cypress, Fell 1 x Silver Birch tree, Prune 1 x Beech tree, Prune 1 x Lawson Cypress tree, Prune 2 x Groups of Lawson Cypress trees - CHPD/SCDL/ ODS	16.03.2018
65	22.02.2018	Email	NFDC	NFDC Chairman's Charity Concert - Hampshire Music Service	10 March 2018
66	22.02.2018	Email	Hampshire Alert	New Forest District Community Survey - Can you help us set the local community policing priorities for the New Forest for the next six months?	31.03.2018
67	22.02.2018	Email	HALC	Message from Age Concern Hampshire - Update on the Hampshire Village Agents service	
68	23.02.2018	Email	Friends of the New Forest	Development threat to New Forest	28.02.2018

69	25.02.2018	Email	Flood Warden	A338 Culvert - UPDATE	
70	26.02.2018	Email	Keep Britain Tidy	Stay Safe This Spring Clean	
71	26.02.2018	Email	Pensions Regulator	Your duties have begun	02.07.2018
72	27.02.2018	Email	Waymark	Waymark No. 175 March	
73	27.02.2018	Email	HALC	HCC Town & Parish Council Meeting Agenda - 1st March 2018	01.03.2018
74	27.02.2018	Email	NFDC	New Forest Council Tax set	
75	27.02.2018	Email	NFDC	NFDC Chairman's Charity Concert - Hampshire Music Service -	10 March 2018
76	27.02.2018	Email	HCC	Travel Planning for the School	
77	27.02.2018	Email	HALC	Event Postponement Notice - HCC Town & Parish Council Meeting,	01.03.2018
78	27.02.2018	Email	Cranborne Chase	Annual Planning and Transportation Seminar reduced fee for parishes	20.03.2018
79	28.02.2018	Email	HCC	Operation Resilience - Surface Treatments Minor Roads 18 / 19 - Parish / Ward Council Notification	
80	28.02.2018	Email	HCC	Your Hampshire February 2018: Preparing for the cold blast	
81	01.03.2018	Email	NFDC	Film short "Through the Wardrobe" promotes Film:NewForest	
82	01.03.2018	Email	AVP Benefice	Request for Guidance - Breamore and Woodgreen Parish Councils - Demise of Senior Royal	
83	01.03.2018	Email	HCC	News for Local Councils - 1 March 2018 weather update	
84	01.03.2018	Email	ICO	Latest news from the ICO	
85	02.03.2018	Email	HALC	HALC March E-Update	
86	02.03.2018	Email	HCC	Signage Concerns re Breamore Mill Bridge	
87	05.03.2018	Email	HALC	Dale Valley Training Course Information: Lantra Awards Basic Tree Survey & Inspection Course -	18th May 2018
88	05.03.2018	Email	HALC	Hampshire ALC Annual Conference 2018	21.03.2018
89	05.03.2018	Email	HIWWT	Invitation to awareness-raising event (non native plants) for Parish Councils on 31 October 2018	
90	05.03.2018	Email	Damerham Parish Clerk	HALC-run GDPR session Thursday 29/3 10am-1pm Ibsley Village Hall	

Breamore Parish Council

Financial Statement Prepared for Meeting dated 12th March 2018

Total all balances : £8,521.52

Balances as at :

Bank of Ireland Account	Consols
£8,409.72	£111.80

Payments since last meeting date : 8-Jan-2018

Cheque No	Payee	Details	TOTAL COST
396	Multi signs	Signage for Common	£66.00
397	Victoria Eden	Clerk's Salary - December 2017 and January 2018 (£259.97) & working from home allowance (£20)	£279.97

Items for payment 8-Jan-2018

Cheque No	Payee	Details	TOTAL COST
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401	Victim Care Support	Grant Aid	£20.00
402	New Forest Citizens Advice	Grant Aid	£20.00

Receipts since last meeting date : 4-Dec-2017

Date	Received From	Details	