

Minutes of the Meeting of Ashurst and Colbury Parish Council, Tuesday, 20th June 2017.
Held at The Church Rooms, Deerleap Lane, Colbury, at 7.30pm.

Present; Cllr Emma Lacey (EL) Chair, Cllr Mike Thomas (MT) Vice Chair, Cllr C Hubbard (CH), Cllr Clive White (CW), Cllr Ann Sturgess (AS), Cllr Ian Hobbs (IH), Cllr Heather Richards (HR), Cllr John Morris (JM).

Clerk; Helen Klaassen (Clerk)

New Forest District Council; Cllr Les Puttock

Members of the Public; 9

Cllr Lacey welcomed those attending and new Councillor John Morris.

722/FC New Councillor Signing of Acceptance of Office.

Cllr Morris signed the Acceptance of Office.

Action

723/FC Public Participation.

KO; raised the matter that Knellers Lane also needed attention in the centre by the T-junction as there was a ridge in the tarmac.

Clerk to report to HCC.

Clerk

IO; asked why councillors contact details were not available.

It was noted and Cllr White would speak to TLC regarding the matter.

CW

IO; regarding security in the allotments. How would an ambulance obtain access to attend someone if the gate was locked?

The matter of lone working was discussed, and potential solutions to the issues. It was agreed that the Open Spaces Committee would consider the issues.

**OS
Cmte**

724/FC Apologies for Absence.

Cllr Mans, Cllr Tipp.

725/FC Disclosure of Interest in an Agenda Item.

None.

726/FC Approval of the Minutes of the AGM and Full Council Meeting held on 16th May 2017 as a Correct Record of Proceedings.

The minutes were agreed and signed.

727/FC Matters Arising Not on the Agenda.

The Clerk reported that;

703/AGM. The Standing Orders and Financial Regulations were updated.

705/FC. That she had included a paragraph about adders in her report for the magazine.

710/FC. That a piece on the verges would be going in the magazine.

711/FC. That she had included a paragraph about bicycle thefts in her report for the magazine.

717/FC. That a quote had been obtained and that she had ascertained that it did not need regular calibration.

Cllr Lacey reported that an article regarding green spaces had gone in to the magazine with suggestions invited from residents.

It was noted that not all councillors had attended core skills training and should do so at their earliest convenience.

Cllr Sturgess remarked that, given that items placed on verges were not acceptable, she had seen a car for sale on a verge on Ashdene Road. It was agreed that the clerk should contact HCC regarding the matter.

Clerk

728/FC Accounts and Clerk's Report.

1. To consider accounts paid and payable

The accounts were perused and accepted by Councillors.

2. Clerk's Report

The Clerk reported that as the weather had warmed up she had been very busy. Over the last month, she had been in touch with the CPS who had been working in both the Recreation Ground and the Allotments, clearing ditches in the allotments and cutting back trees in the Recreation Ground. There is however still much work to be done in the parish and therefore their next job on 12th July would be ditch clearance on the main road.

The advert that had been placed in the magazine for allotment tenants had been successful with two new tenants and a potential third soon. This would mean that all vacant spots had been filled, bar the raised bed. The Clerk also reported that this coming month would see a new section of the magazine entitled Clerk's Report'. In a bid to communicate more of what the council and the clerk was doing for the village. The Clerk reported that she had visited residents at Boakes Place to see first-hand the issue they were having with their ditch and a water flow that had hitherto not been there, and had agreed to try and get to the bottom of the problem.

Both the Community Engagement and Open Spaces had their first committee meetings, with new chairs being elected for both, Cllr Heather Richards to the Community Engagement Committee and Cllr Caroline Hubbard to Open Spaces.

A significant amount of time this month had been taken up with the end of year accounts and internal audit. This year the parish council had been randomly selected as part of the 5% of councils required to answer additional questions and provide supporting documentation. The clerk informed councillors she would run through the Annual Return in the next section.

3. Acceptance of the Annual Return and supporting documentation.

The Clerk ran through section 1 with Councillors and asked if there were any questions.

She then asked Councillors to propose the signing of section 1.

Resolved; That the answers to Section 1 were acceptable and understood and that the Clerk and Chair should sign them as so.

The Clerk ran through section 2 with Councillors and asked if there were any questions.

She then asked councillors to propose the signing of section 2.

Resolved; That the answers to Section 2 were acceptable and understood and that the Chair should sign them as so.

The Clerk the ran through the Questionnaire, explaining the questions and detailing the answers given and supporting documentation;

Q1; a) a copy of the bank statements for all accounts showing the balance at 31st March 2017.

b) a copy of the statement showing the value of investments

A; a) bank statements enclosed, b) not applicable.

Q2; To demonstrate the issues raised in the last external audit were considered and appropriate action taken, the following documents are enclosed;

a) A copy of the signed legal minute regarding the acceptance of our external audit report for the year ended 31st March 2016.

b) A copy of the agreed action plan to carry out the recommendations of the external audit.

A; both requested documents enclosed.

Q3. To evidence that a system of internal control is in place as tested by the Internal Auditor and demonstrate that the appropriate action was taken on all matters raised in reports from the internal auditor, the following is included as evidence;

a) A copy of any supplementary reports or letter prepared by the internal auditor

b) A copy of the minute which records the review of any internal audit during the year 16/17

c) A copy of the action produced to act upon any matters raised.

Q; the internal auditor signed off section 4 of the Annual Return with no formal recommendations, therefore no supplementary report was required.

729/FC Correspondence.

The Clerk read out a letter regarding raising a Red Ensign for Merchant Navy Day on 3rd September.

Since the PC do not have a flagpole, they will not be able to participate.

All other correspondence sent via email.

730/FC Police / Neighbourhood Watch Report.

KO; reported that all had been very quiet and read out the beat report for May;

Beat Surgeries

PC 20127 Steven NORRIS and PCSO 14495 Richard WILLIAMS will be at

Bramshaw Village Shop on Monday 19th June at 8am.

Bartley Post Office on Monday 19th June at 9am.

Minstead Village Shop on Saturday 10th June at 10am.

St Michael and All Angels Church in Lyndhurst on Sunday 11th June at 10.30am.

Colbury Parish Church on Deer Leap Lane in Colbury on Sunday 11th June at 11.45am.

Burglaries

So far in May there has been 1 residential burglary. This happened overnight in Woodlands while the residents were asleep upstairs. This type of burglary is extremely rare, most happen during the daytime when houses are empty. It is worth noting that on Saturday 20th May just outside our Beat area, 3 houses in

Brockenhurst, Beaulieu and East Boldre were burgled during the day. These houses were mostly in remote areas and were empty at the time. Please continue to be vigilant and if you see anyone acting suspiciously in and around your home or that of your neighbour then please call the Police immediately, and if you think that you are witnessing a burglary then call 999. Also in May, 2 pubs in Ashurst and Brook were burgled and there have been 3 non-residential burglaries where sheds and outbuildings were broken into overnight in Ashurst and Lyndhurst. Investigations into these incidents continue.

Theft From Motor Vehicles

There have been 15 thefts so far in May. 3 of these involved vehicles that it's believed were left unlocked on driveways in Ashurst and Lyndhurst and 1 took place in a pub car park in Brook. 7 happened while cars were left in Andrews Mare, Knightwood Oak, Bramshaw Wood, Holmhill Enclosure, and Swan Green car parks in the New Forest and one car was broken into while it was parked on the side of the road at Penn Common. A considerable amount of crime prevention work is being carried out to let visitors to the New Forest know that when they park their car **anywhere** they have to take all of their valuables with them. Thieves will often hide in and around the car parks and watch as you hide your handbags and wallets in the boot or under the seats, **so you have to take everything with you**. Myself and some of the New Forest Police cadets are again spending time in the car parks during half term encouraging everyone to do this, but if you have family and friends who use the New Forest please pass the message on to them, and if you are someone who uses the Forest regularly yourself please spread the word when you are out and about.

Another crime that is on the increase is the theft of bicycles from either the back of vehicles or from outside tents on campsites. We have had bicycles taken from the Hollands Wood and Ashurst campsites and on three occasions they have been cut off the rack attaching them to vehicles. You can now buy alarmed locks for your bikes which you can use to secure them together or to the back of your vehicle. I found several on line for as little as £25. Bicycles these days are very expensive and are therefore very attractive to thieves. My advice would be keep your bicycle inside your vehicle or tent if possible, or fix an alarm to your bicycle locks. The New Forest campsites are all aware of this issue and are working closely with the Police to make sure this problem is kept under control. Two bicycles were also stolen from outside a café on Lyndhurst High Street. This was on a busy Sunday morning when the High Street was full but both bicycles were left unlocked and were therefore easy targets for the opportunist thief. **PLEASE MAKE SURE YOU LOCK AND SECURE EVERYTHING WHEN YOU LEAVE IT UNATTENDED**. Two bicycles have also been stolen from Ashurst train station. In May and again in June, we will be holding bicycle safety meetings with the British Transport Police at train stations in the New Forest. I'll let you know as soon as we have confirmed dates and venues".

CCTV in Ashurst.

Recently, the usage of CCTV in the village has arisen. Our Neighbourhood Police Team view CCTV as a good deterrent to burglars however, upon googling the office of the SCC – Surveillance Camera Commissioner, it shows that there are no hard and fast rules at present governing private usage of CCTV, but due to the growing amount of complaints regarding infringement of privacy and usage of footage, the whole matter regarding private surveillance systems is being revisited.

Guidance at present is as follows;

- 1) Position of cameras should not infringe in or on another's' property.
- 2) Any recorded material should only be kept as long as necessary to protect your property.
- 3) Any recorded material should NOT be shared on any social media site.
- 4) Any recorded material should be kept secure and access to it kept to a minimum.
- 5) If an incident has been recorded, it can be used by the Police.
- 6) Use of CCTV on your own property is exempt from the Data Protection Act unless you are capturing foot

of individuals outside your property, then you must ensure you comply with D.P.A. rules. If you cannot do that, you must register with the ICO – Information Commissioners Office as a data controller.

Those who have installed CCTV on their property will undoubtedly feel more protected against any intruder, but please ensure you do not violate the privacy and well-being of your neighbours....you may well need their help in confirming an incident.

For more information, contact the Surveillance Camera Commissioner on the following website;

scc@scccommissioner.gsi.gov.uk

731/FC County Councillor's Report.

None.

732/FC District Councillor's Report.

Staff at NFDC have had a small pay increase, which was agreed with the unions.

Boundary changes made recently could be thrown out.

The building of new houses was still a hot topic, but consideration should be given to the impact on the surrounding areas and infrastructure.

- 733/FC Minutes of Other Committee Meetings.**
 Planning – 16.05.17 (For Information Only).
 Community Engagement Committee – 13.06.17 (For Information Only).
 Open Spaces Committee – 13.06.17

The Clerk informed councillors she had not yet had a chance to finish the Open Spaces and Community Engagement minutes and would do so shortly.
 It was noted that Cllr Hubbard would be chairing the Open Spaces Committee and Cllr Richards the Community Engagement Committee.

- 734/FC Defibrillator Training.**
 Cllr Thomas reported that each session had approximately 9 attendees, with space for 20. They would take place the next day 21st June at 3.30 and 6.30pm.

- 735/FC Speedwatch.**
 The clerk presented the quote and information on how the equipment would work. Concerns were raised regarding accuracy of information. It was agreed that due to the cost of equipment two more quotes would be obtained and that the clerk would investigate how data was collected and used by speaking to PCSO Williams and Minstead PC who run a successful scheme.

Clerk

- 736/FC NFNPA Consultation.**
 The NFNPA has received new information regarding development restrictions imposed by Natural England. This meant that they required further sites, as some previously identified would not be suitable now. Ashurst Hospital is one of the newly identified. The Birthing Centre would be retained and potential development could take place on the site of the existing buildings.
 Cllr Lacey showed those present the consultation document released by the NPA and the lines within which the hospital sat and within which development could take place.
 The NPA had identified that that the type of development that could take place there would be ‘single management’ type of development, e.g. a care home, or social housing controlled by a housing association.
 The future of the chapel was undecided, but it was noted that at one time the Parish Council had been offered first refusal. The Clerk was asked to ascertain if this was still the case.
 It was agreed to pass this consultation to the Planning and Development Committee for further investigation and to devise a response for presentation to the full council at the July meeting.
 The deadline for comments was 26th July, with an NPA information day at Ashurst Hospital on 18th July from 2-6pm.

Clerk
 P&D
 Cmte

The NPA is also consulting on its Recreational Management Scheme.
 The call for views ends on 18th August and was via survey on the NPA website. They would be doing drop in days, the dates of which would be posted on the PC website.
 It was agreed that the PC would submit a response. The Open Spaces Committee will lead the response.
 Cllr Hobbs will take screenshots of the survey, to allow consideration of each question.

OS
 Cmte
 IH

- 737/FC Lengthsman Scheme.**
 The Clerk reported that she was filling in forms for submission to HCC and that A&CPC would be the lead council for the cluster with Nursling and Rownhams.
 It was noted that residents seemed unaware that the parish council did not have staff.

- 738/FC Memorial to Cllr Sally Arnold.**
 The matter was discussed and it was noted that the NPA was considering an Archaeological Scholarship in Cllr Arnold’s name.
 Consideration was given to placing a plaque and picture of Cllr Arnold on Colbury Memorial Hall.
 It was agreed that Cllr Hubbard would speak to the NPA.

CH

- 739/FC Quadrant Elections.**
 The clerk read out the election statements of all three candidates. A vote was taken and it was agreed to place a vote for Cllr Thomas.

Clerk

- 740/FC Reports from Representatives of Other Bodies.**
 Cllr Hobbs reported that he had attended the Consultative Panel in place of Cllr Thomas who was unable to attend. His notes had been forwarded to Councillors via email.
 Points of note were;
 Chinook helicopters low flying over north forest.

Wiggle Cycle Event
 Local Plan Review
 Forestry Commission report.

Cllr Lacey reported on the Parish Plan Working Party meeting.

The first draft of the questionnaire had been put together and emailed to councillors for comments. It was hoped to launch the questionnaire at the VIP event in September. It was discussed whether to leave the transport section of the questionnaire out as influence in that area was limited.

It was also noted to include more questions regarding facilities in the Recreation Ground.

The next step would be to produce a questionnaire for businesses.

Regarding the budget, it was possible that £500 may not be enough. EL

Discussion over funds took place and it was suggested that NFDC, HCC and NPA may offer financial support. Cllr Lacey to investigate.

Cllr White observed that with the Parish Council now containing five KACG Councillors, was the Parish Plan Working Party group also similarly weighted in favour of KACG?

Cllr Lacey responded that she did not know, but would find out and advise Cllr White. EL

741/FC Items for Discussion at the Next Meeting.

- NFNPA Consultations.

There being no further business the meeting closed at 9.35pm.

Agenda Item 728/FC 1. Accounts Paid and Payable

Payments Received Since Last Meeting		
Date	Details	Amount
02.05.17	Mag Ad; Longdown	440.00
02.05.17	Mag Ad; N Robinson	60.00
03.05.17	Mag ads; RGR, Brown, Herb Pot, Gailor, Millard	450.00
03.05.17	Allotment key replacement	5.00
24.05.17	New Allotment Tenant Payment	50.00
26.05.17	Mag Ads; Welsey, NF Art	36.00
31.05.17	New Allotment Tenant Payment	50.00
	Total	£1,091.00

Payments Made / To be Made				
Date	Details	Payee	Chq	Amount
20.06.17	COC Training	HALC	2183	144.00
20.06.17	Internal Audit	Fair Account	2184	490.00
20.06.17	June Mag Extra Pages	TLC Online	2185	130.00
20.06.17	Rec Annual Safety Inspection	ROSPA	2186	105.00
20.06.17	Parish plan Expenses	Emma Lacey	2187	26.00
20.06.17	Clerks Salary and Expenses	Helen Klaassen	2188	806.05
			Total	£1,701.05

Signed: _____

Date: _____

Signed: _____