

Minutes of the Meeting of Ashurst and Colbury Parish Council, Tuesday, 21st March 2017.
Held at The Church Rooms, Deerleap Lane, Colbury, at approximately 8.30pm.

Present; Cllr Clive White (Vice Chairman) (CW), Cllr Ann Sturgess (AS), Cllr Emma Lacey (EL), Cllr Ian Hobbs (IH), Cllr Heather Richards (HR), Cllr Mike Thomas (MT)

Clerk; Helen Klaassen (Clerk)

New Forest District Council; Cllr Derek Tipp

Members of the Public; 17

	Action
<p>661/FC Public Participation. Ian Oliver; Asked how and who will take the 'Best Allotment' spade for engraving with this year's winner's details. It was agreed that, when the winner was announced in June, either the Chair of the committee or Clerk would undertake this, returning the spade in plenty of time for the Allotmenters BBQ and Presentation Day in July.</p> <p>Alister Hutchins; Noted that the pavement and road outside of 120 Lyndhurst Road, where development was taking place was covered in mud and detritus from the building site. This was dangerous to cyclists and pedestrians and should be cleared. It was agreed that the Clerk would contact Hampshire County Council (HCC) to ask them to facilitate this.</p> <p>David White; Regarding Speedwatch, that it had been in the magazine and should have been on the agenda this month. He noted that he wanted to ensure it was not forgotten. The Clerk reported that it had been left off the agenda as no decision was required yet and that as there was both the Annual Parish Meeting and a Full Council Meeting in the one evening she had omitted non-essential items from the agenda and had intended to provide an update under Matters Arising (FC/665), but proceeded to inform members that the cost of the equipment would be between £2-2,500, and that she would like to try and get some grants for it to bring the cost down. It was agreed that the Clerk investigate some grants and report back to PC in April, adding it to the agenda if a decision was needed.</p> <p>Ian Oliver; Enquired whether the gate by the railway was being mended. The Clerk reported that she had reported it to Network Rail who were sending someone out to look at it, but that she would chase them.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>662/FC Apologies for Absence. Apologies were received from Cllr Hubbard, Cllr Mans and Cllr Puttock.</p>	
<p>663/FC Disclosures Of Interest In An Agenda Item. None declared.</p>	
<p>664/FC Approval of Minutes of Full Council Meeting held on 21st February 2017 as a Correct Record of Proceedings. Cllr Lacey reminded the Clerk to include a list of actions complete / incomplete under Matters Arising, the Clerk concurred. Resolved; That the minutes be signed as true and accurate record.</p>	
<p>665/FC Matters Arising Not on the Agenda. Cllr Thomas raised a query regarding the Clerk's refusal to put the Safety Committee on the agenda, despite 3 councillors requesting it. The Clerk stated that in this case, as had been explained over various emails regarding the subject, the Safety Committee had been encompassed within Cllr White's review of the committees and that since she was already dealing with a good number of the issues identified to be under that Committee's sphere of activity, there was no good reason to bring the matter forward to the March meeting when it was going to be a matter for discussion in the April meeting. Cllr Thomas expressed concern that the Clerk could act autonomously in this matter. The Clerk reassured councillors that she did not omit things from the agenda for no good reason and that in</p>	

this instance she felt that her reasons given were sufficient. Also that the agenda was agreed with the Chair and Vice Chair who on this occasion supported her decision. She also reminded Councillors that of the two issues requested for inclusion on the Agenda, she had in fact included the Brownfield sites request as further action could be taken on it.

The Clerk also clarified that two Councillors could ask for an item to be included on the agenda. Cllr White informed the Council that this matter was a subject of a Legal Topic Note which confirmed the information that the Clerk had already given and that the Clerk was responsible for the Agenda and had the authority to make the final decision.

Cllr Thomas also queried why the minutes were so late coming out from the February meeting. The Clerk apologised and explained that there had been some unforeseen delays but that ordinarily she tried to get the minutes to Councillors by the Friday after the meeting. It was agreed that this should be the case going forward as, if left too late, the meeting was not fresh in Councillors minds and reviewing the minutes was then difficult. Early dissemination also gave Councillors ample opportunity to follow up their 'actions'.

Discussion took place regarding an alternative title for the Lengthsman as some Councillors felt it was out-dated and not understood. Cllr White said that "Lengthsman" was the historic job title but if anyone wanted to suggest an alternative it could be considered.

It was also noted that the description of actions for minute 639/FC needed to be in a different order, the Clerks Action to join the Lengthsman Scheme being first on the list.

A member of the public, David Bryant; Interjected that caution should be shown when allocating jobs to a Lengthsman that s/he was not qualified to do. Councillors agreed and it was noted.

The Clerk then updated Councillors on her actions from the previous meeting;

- 1. 639/FC. The Parish Council should employ a Lengthsman. The position would be advertised on the website / internet, notice boards and in the magazine. The Staffing Committee would convene to arrange this and the Clerk would take the next steps necessary to join the scheme.**

It was noted that the order of events in this action was written the wrong way around. The Clerk informed everyone that she had emailed HCC who had advised the need to join a cluster and that Nursling and Rownhams Parish Council were also looking to do so. The Clerk had contacted them to see if they would like to join forces and was awaiting contact. The Clerk noted that joining them should not impact on the PC's plans to employ their own Lengthsman. The matter was ongoing and the Clerk would update and move the matter to the agenda, as required.

Clerk

- 2. 646/FC 3. Microsoft Office Upgrade. That the Clerk upgrade the software to the annual subscription after checking that the laptop meets the system requirements.**

The Computer had been updated and having received the invoice the clerk had noted that the cost to the council would actually be £49 per annum as the £10 VAT was reclaimable.

Clerk

- 3. 649/FC It was agreed that the Clerk should write to homeowners and that an article should go into the magazine reminding property owners to clear out their ditches.**

The Clerk had not been able to complete this action but would do so presently.

Clerk

- 4. 655/FC. That the Clerk obtain a quote for a new Chain.**

This was ongoing.

Clerk

- 5. That a separate meeting regarding the fete be held, in order to apprise members of what was required of the organisers and to discuss the committee structure. The Clerk to email Councillors about this.**

The Clerk would email a mutually convenient date to Councillors, as she had several responses.

- 6. 658/FC. Verges in Ashdene Road. Councillors were happy with the suggestions and asked the Clerk to email HCC to ask them to proceed with the scheme.**

Done.

666/FC Accounts and Clerk's Report.

- 1. To consider accounts paid and payable**

The Clerk presented the accounts (appendix 1) and confirmed an additional payment; Chq 2171, NFDC, Election Expenses – £2870.81

- 2. Clerk's Report**

Signed: _____

Page 2 of 5

Date: _____

The Clerk reported;

At the beginning of March I attended an Officers update training session at HALC. This included a very interesting section on Data Protection. The law surrounding data protection will change after the implementation of the General Data Protection Regulations on May 2018. These changes will include an expansion of what constitutes personal data, changes to individual's rights and additional responsibilities for those handling and processing data.

There will be a new principle of accountability, with the introduction of Data Protection Officers (most likely me!) and the provision to the council of Data Protection Impact Reports.

There will be a tightening of the rules concerning consent and children's personal data. The definitions of data will become broader, and will include things such as biometric and genetic data.

The way in which data is collected and the purpose of collection must be justifiable. It will not be permitted to collect data unless there is a justified need for it and the minimum of data should be collected.

Consent for data use will require affirmative action. Silence, pre-ticked boxes or inactivity will no longer constitute consent.

Under the new rules we will be obliged to let people know when we are collecting their data what we will use it for and for how long.

We will need to implement a data protection policy, but I will await further guidance from HALC on the new format this will take.

Due to staff shortages the cleaning of the bus shelters has been put off by the Community Payback Scheme, but should take place tomorrow. After this they will move onto ditch clearance.

The rest of this month and some of next I will be preparing for our end of year, bringing the accounts up to order and balancing the books and ensuring the relevant paperwork is available for the auditor to view. I will be presenting the accounts for parish council approval at the June for submission to the external auditor BDO by 26th June.

It was noted following the clerk's report that the ditch outside the Recreation Ground needed clearing properly as the CPS had left it untouched.

The Clerk confirmed she would add it to their list of works.

Clerk

667/FC Police / Neighbourhood Watch Report.

PCSO Richard Williams spoke regarding the burglaries that have taken place; 5 within 2 days, all during daylight hours when the occupants were not home. Investigations were ongoing and they had quite positive results.

PCSO Williams highlighted the Neighbourhood Watch Scheme and the positive impact it had and reminded attendees to be aware of doorstep traders offering services such as driveway and roof repairs. This is a forest-wide problem and careful research should always be done when employing the services of a contractor.

Regarding Speedwatch; there had been much debate as to whether it should be carried out on 40mph roads, and was suspended at present, but if was worth doing on 30mph roads, especially the main Lyndhurst Road in Ashurst.

Karen Oliver; Noted that if members of the public should see a suspicious vehicle they should note it's registration number and the time, date and location of the vehicle and report it to 101.

668/FC Correspondence.

A letter had been received regarding the wildflowers on the central verge on Hunters Hill and that it would be nice for them to have the chance to bloom before being mown.

The Clerk confirmed she had spoken to HCC regarding this and the cut would not be done before July and that should the Parish Council wish they could sow some wildflower seeds in that location too.

669/FC County Councillor's Report.

None.

670/FC District Councillor's Report.

Signed: _____

Page 3 of 5

Date: _____

Cllr Tipp spoke regarding his and Cllr Puttock's devolved budget of £400 and that they would be putting an amount towards the Youth Club which the Clerk had agreed the Parish Council could keep for safekeeping until the Youth Club had their own bank account.

671/FC Minutes of Other Committee Meetings.

Planning - 14.02.17 (For information only).

It was noted that these had not been signed off at the Planning Meeting as there were not enough committee members present that were at the February meeting.

672/FC Defibrillator Training.

Cllr Thomas reported that a local resident who runs a first aid training business would be happy to come and deliver free demonstration of defibrillator training, but would charge £30 per person per session for the full defibrillator and CPR training.

Cllr Thomas also said he would speak soon the South Central Ambulance Services (the contact he needed to speak to was on holiday), who would hopefully be able to give some free training as a possible alternative.

St John Ambulance's training was suggested, but it was dismissed as it was costly.

MT

Resolved; That Cllr Thomas invite his contact to give some free defibrillator training at the April Meeting.

673/FC NFNPA Call For Brownfield Sites.

The matter was discussed and the NHS site in Ashurst identified as a possibility, especially given the NHS's need to reduce infrastructure to fill a £575m shortfall, it was agreed;

That the Clerk write to NFNPA highlighting this site and the others identified previously, and asking if they would be able to approach the NHS on the Parish Council's behalf.

Clerk

That the call for sites be brought to the wider village's attention by advertising it on the website and facebook.

Clerk

674/FC 170th Anniversary of Ashurst Railway Station Celebration.

Cllrs White and Richards had attended the ACCG meeting regarding this event. It was noted that there were problems securing Morris Men. An advert for the event had gone into the April magazine. They would have another meeting on 30th March.

The Parish Council would contribute its gazebo, tablecloths and bunting. At present, no financial support was required as sufficient donation should be forthcoming from Network Rail. Should ACCG require a donation, they should write to the Parish Council in time for the April Meeting.

675/FC Reports from Representatives of Other Bodies. To receive feedback of information relevant to the parish from Councillors who attended those meetings.

ACCG Meeting; Cllrs White and Richards.

Community Outreach Group Meeting and Event; Cllr White – who gave thanks to those who helped by driving residents to the event.

Parish Plan; Cllr Lacey reported that the first meeting of this group would be on 6th April at 7.30pm.

676/FC Items for Discussion at the Next Meeting.

Broadband.

Fete.

Committee Structure

Railway Station Celebration.

There being no further business, the meeting closed at 9.40pm.

Signed : _____

Date: _____

Signed: _____

Date: _____

Appendix 1

Agenda Item 666/FC 1. Payments Paid and Payable

Payments Received Since Last Meeting		
Date	Details	Amount
08.02.17	Ad Midforest Vets	£60.00
20.02.17	Ad Weed It and Reap	£220.00
01.03.17	Ad JW Plumbing	£110.00
01.03.17	Ads Smee, Happy Feet	£170.00
01.03.17	Plot Fees	£25.00
01.03.17	Ad Totton Glass	£60.00
	Total	£645.00

Payments Made / To be Made				
Date	Chq	Payee	Detail	Amount
21.02.17	2166	S Arnold	Allotment Key	£75.80
21.03.17	2167	HALC	Officers Update	£48.00
21.03.17	2168	Hants IOW CRC	CPS Works x 4 days	£300.00
21.03.17	2169	LexisNexis	Local Council Admin Book x2	£154.00
21.03.17	2170	H Klaassen	Clerks Salary and Expenses	£771.48
			Total	£1,349.28

Signed: _____
Date: _____