

**Minutes of the Meeting of Ashurst and Colbury Parish Council, Tuesday, 21<sup>st</sup> February at 7.30pm**  
**Held at The Church Rooms, Deerleap Lane, Colbury.**

**Present;** Cllr Caroline Hubbard (Chairman) (CH), Cllr Clive White (Vice Chairman) (CW), Cllr Sally Arnold (SA), Cllr Ann Sturgess (AS), Cllr Emma Lacey (EL), Cllr Ian Hobbs (IH), Cllr Heather Richards (HR).

**Clerk;** Helen Klaassen (Clerk)

**New Forest District Council;** Cllr Les Puttock

**Members of the Public; 16**

**Invited Guests;** Mrs Polly Osborne, Clerk to Minstead Parish Council.

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Councillor Hubbard opened the meeting and welcomed those present and introduced and welcomed the PC's two new Councillors Heather Richards and Ian Hobbs.

**Action**

**639/FC Lengthsman Scheme.**

The Clerk to Minstead Parish Council will be available for Councillors to ask questions of, following their successful implementation of the Lengthsman Scheme.

To discuss the scheme, and decide whether to take it forward.

The Clerk to Minstead Parish Council, Polly Osborne attended to explain to councillors how the Lengthsman Scheme worked for Minstead. She explained that;

The scheme had been going for 16 years, long before the Hampshire County Council Scheme started.

That the Lengthsman undertook such jobs as; drainage work, clearing footpaths of invasive bushes, up-keeping and repairing parish furniture, litter picking and to keep the village looking tidy.

He was employed for 10 hours per month and it seemed to work out that he exceeded his hours in summer when there was more work to do, but worked fewer in Winter when there was less to do.

Minstead joined the Scheme in 2011 and the £1000 donation from HCC covered the Lengthsman's hours.

Minstead's Lengthsman is an employee of the Parish Council, rather than a contractor, and completes quarterly returns detailing what work he has carried out and how long it has taken. Polly then submits these returns to Richard Bastow at HCC.

The Countryside Access Team submit 25% of the £1000 towards footpath maintenance.

Councillors then asked questions of Mrs Osborne and it was ascertained that;

The Lengthsman would not be able to work on roadsides; That he would report potholes; that we would do regular patrols; that he would submit risk assessments; that Mrs Osborne deals with the employment side of the scheme and a councillor assigns the tasks, that he owns his own tools; that he claims the cost of materials back from the Parish Council and that information goes on the return to HCC.

Further discussion ensued, and it was decided that;

**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.**

CW/HK

**640/FC Declaration of Acceptance of Office.**

The Clerk received and countersigned the Declaration of Acceptance of Office from new Councillors Ian Hobbs and Heather Richards.

**641/FC Public Participation.**

**Mr David White** spoke regarding Speedwatch. He said he had spoken with the Clerk and PCSO Williams who had recommended contacting Lyndhurst Parish Council to see if their equipment would be available for lending. Mr White had contacted the Locum Clerk and had received a response in the negative, with a suggestion that the parish purchase their own.

This had been followed by another email suggesting joining forces with other local parish councils who were using the scheme. It seemed that in order to further this, the Parish Council would have to take it forward, especially in regard to funding.

**It was agreed to move the matter the agenda for March and that the Clerk should research the cost of the equipment.**

Clerk

**Ian Oliver** wished to know if the bus shelter on Ashdene Road could be cleaned.

He had also overheard someone talking about the threat to the village boundary and wished to know what that was.

Cllr Arnold responded that she had attended a National Park Meeting about the matter, but could not say any more than this at this time, but that more would be known in March.

A resident spoke regarding the possibility of getting double yellow lines on the entrance to Vixen Close. He was asked to email the clerk with his request.

**642/FC Apologies for Absence.**

Cllr Mike Thomas, Cllr Derek Tipp.

**643/FC Disclosure Of Interest In An Agenda Item.**

None.

**644/FC Approval of Minutes of Full Council Meeting held on 17<sup>th</sup> January 2017.**

**Cllr Sturgess proposed and Cllr White seconded that the minutes be accepted as a true and accurate record. All agreed and the Chairman signed them as so.**

**645/FC Matters Arising Not on the Agenda.**

Cllr Lacey updated the PC on her actions from the December meeting; Funding for improvements to the no. 1 footpath were available from the Small Grants Scheme that Countryside Access ran and would be sought from this coming year's funding. The Youth Club were at present without premises, but that enquiries were being made. Outdoor Spring / Summer activities would still be held.

The Clerk reported that she had completed all her actions.

**646/FC Accounts and Clerk's Report.**

**1. To consider accounts paid and payable**

The accounts were presented to councillors. One additional late payment which was not on the listing was; **2165** - £342.00 – Repairs and Installation of Equipment in the Recreation Ground - Kevin Bennett, Weed It And Reap.

**2. Clerk's Report**

The clerk reported that she had attended a training day run by HALC on the Transparency Code and would be making some changes to the website and the information presented to the public as a result of that.

Also that having spoken to NFDC that they would be placing 'No Fly Tipping' signs in the problem area on Knellers Lane and, whilst this wouldn't stop it, it would hopefully discourage it. NFDC would also be placing a dual use (rubbish and dog waste) bin at the end of Knellers Lane.

The Community Payback Scheme had again been working in the recreation ground doing clearance and that their next task would be cleaning the bus shelters.

That she would be attending an Officers Update course on 1<sup>st</sup> March regarding Data Protection.

**3. Laptop software upgrade. To receive information from the Clerk regarding reasons for upgrading, upgrade options and cost implications.**

The clerk reported that the laptop was in need of a software upgrade. It was currently running Office 2003, which was giving some difficulties with compatibility with newer Office documents and had limited functionality. Figures were presented for a one off purchase of office (£229/£389) versus an annual subscription (£59.99) which would additionally give 1TB of cloud storage and continual updates.

**Resolved; That the Clerk upgrade the software to the annual subscription after checking that the laptop meets the system requirements.**

Clerk

**647/FC Police / Neighbourhood Watch Report.**

Apologies were given from PCSO Richard Williams.

Karen Oliver, Lead Coordinator A & C N.W. gave the report;

There were no reported incidents In Ashurst occurring in the month of January and to date.

Surrounding villages were victim to a total of 5x dwelling burglaries, 5x non-dwelling burglaries, 5x thefts from vehicles in Forest car-parks and the theft from one of the collection boxes in St. Michaels Church, Lyndhurst.

A warning through Neighbourhood Watch was given regarding a company called 'GRC Property Services' whose leaflets were not being completely posted through resident's doors in a neighbouring village highlighting those properties that were unattended. This company was checked by the Police and under that name it does not hold an 'Upper Tier Waste Collection' licence. It is possible that under their own name the owner – or an employee - does have a licence but this very unsatisfactory. The web-site on the leaflet does not appear to exist either.

An email has been sent to the relevant department within N.F.D.C stating concern that households will be targeted; charged for removal of waste by unscrupulous individuals / businesses, who will fly-tip instead of taking the waste to a registered site. This will then fall to N.F.D.C to clear which is ultimately a cost to the taxpayer.

If you are offered collection of 'difficult' waste at a price appearing too good to be true and unsolicited, please contact the Police on 101 and/ or N.F.D.C. and get the registration number of the vehicle used if possible.

Mrs Oliver attended a Police and Crime Commissioner Conference at the New Forest Outdoor Centre on Saturday 11<sup>th</sup> February where rural issues were discussed. The three prime items raised were; Speeding, Theft from non-dwelling properties and a presentation from the N.F.D.C.

**648/FC To Consider the reduction of speed limits around the School and Estate, or alternative solutions.**

The Clerk read an update from Cllr Thomas stating that following home speaking to the Traffic and Safety Dept at HCC they had confirmed there would be no action taken on this issue until they have finished the evaluation of their pilot scheme. The PC could expect to hear more by the end of the year.

**649/FC Correspondence.**

A letter had been received from a resident regarding the overgrown ditches near Boakes Place and going up to St Josephs. This provided good harbourage for rats, whose presence had been noted again in the correspondents' garden.

The Clerk reported that clearance of those ditches not owned by residents would be undertaken by the CPS in the next couple of months, but that in the meantime she could write to homeowners to remind them to clear their ditches.

**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.**

**Clerk/  
CW**

**650/FC County Councillor's Report.**

None.

**651/FC District Councillor's Report.**

Cllr Puttock reported that at a meeting he had attending the previous night it had been reported that council tax would rise. The monthly breakdown, on a 'band d' property, was thus;

NFDC +£5 / 3.16%

HCC +£4.99

Police +£5.00 / 3.12%

Fire & Rescue +£1.24 / 1.98%

Parish and Town Councils +£4.22 / 5.72%.

**652/FC Defibrillator Training.**

The clerk read a report from Cllr Thomas;

*I had a meeting with Steve Gravells, of [tecrec.co.uk](http://tecrec.co.uk). He lives in the village and is a first aid trainer, it turns out that I have attended one of his courses in 2015 which was excellent.*

*I am awaiting his suggestions with costs for different options for providing training for the village.*

*The key message is that a person needs to be able to do CPR in order to use a defib and without that experience, the defib. is completely pointless.*

*He would also be able to advise us on how to enable its use more easily. E.g., In an ideal world the 999 service would contact the shop to ask them to deliver the defib. To the casualty.*

*Of particular interest was the fact that the people most at risk of a heart attack have no idea that they have a heart condition (approx. ½ million in UK), those that know already have medication etc and are unlikely, apparently, to get caught out.*

**It was agreed that other agencies should be approached for a cost comparison, but that the matter would be deferred to the next meeting.**

**653/FC Minutes of Other Committee Meetings.**

Finance and Precept Meeting – 11.11.16. To Approve and Sign.

**The Minutes were agreed and signed.**

**654/FC Committees.**

Cllr White reported that he was still in the research phase, as there was a lot of work involved in ensuring the Terms of Reference were complete and fit for purpose. He noted that he had until May to complete this task and he would in the meantime liaise with the Chairman and Clerk.

Cllrs Hobbs and Richards were asked if there were any committees they would like to join. Cllr Hobbs joined Recreation and Planning; Cllr Richards joined the Staffing Committee and Recreation.  
Cllr Hubbard moved to join Staffing and the Magazine Committee.

**655/FC Chain of Office.** To consider replacement or refurbishment of.

After some discussion it was agreed to obtain quotes, thus;

**That Cllr Arnold temporarily takes the Chain to obtain a quote for refurbishment.**

**That the Clerk obtain a quote for a new Chain.**

**SA  
Clerk**

**656/FC 170<sup>th</sup> Anniversary of Ashurst Railway Station Celebration.**

Cllr Hubbard thanked Arthur Jeffrey for his email, detailing current thoughts and plans for the day, which the Clerk read out.

The matter was discussed. It was decided not to combine the event with the parish council's Picnic in the Park, but that Cllrs White and Richards would attend the next meeting of ACCG to ascertain what the current plans were and whether the PC could assist, possibly with a financial contribution.

To be left on the agenda for next month.

**657/FC Fete.** To start planning for 2017's fete.

Discussion took place regarding plans for this year's Fete, following the resignation last year of Cllr Sturgess as Fete Committee Chair.

It was noted what a significant commitment and amount of work was required to lead the event.

The possibility that there could be a hiatus for this year was discussed, in order to assemble a good team ready for 2018 and that effort could go instead into the PIP day.

The possibility of involving other groups within the community was discussed.

**Resolved: 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.**

**Clerk**

**658/FC Ashdene Road Verges.** To receive information from HCC regarding a solution to the problem of verge damage. Councillors had been forwarded an email from HCC with suggestions for eradicating the problem of vehicles mounting verges and damaging them via the installation of a new bus stop and protective bollards in the problem area outside 69 Ashdene Road.

**Councillors were happy with the suggestions and asked the Clerk to email HCC to ask them to proceed with the scheme.**

**Clerk**

**It was suggested that an article go in the magazine noting the increase in parking on the verges and asking for residents to desist.**

**CW**

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

Cllr Arnold reported she had attended 11 meetings, amongst which;

- New Forest National Park Authority Local Plan Meeting
- New Forest Association Meeting
- Southern HealthCare Trust Meeting
- NFALC Meeting

Cllr Hubbard;

- NFALC Meeting

Cllr White

- Parish Outreach Group.

**660/FC Items for Discussion at the Next Meeting.**

- Defibrillator / CPR Training
- Broadband
- Fete
- Road Safety

This was discussed and it was ascertained that it would not specifically relate to the School area, but encompass the village as a whole.

- Community Engagement and Communication

The Clerk reported that she would enquire at the Officers Update meeting how other Parishes communicated with their communities.

**Clerk**

**There being no further business, the Chairman thanked those present for attending and closed the meeting at 9.25pm.**

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Agenda Item 646/FC 1. Payments Paid and Payable**

Payments Received Since Last Meeting		
Date	Details	Amount
1.12.16	Mag Ad; NFGM	£110.00
5.12.16	Allotment 32	£25.00
06.12.16	Allotments 42, 42a	£30.00
06.12.16	Allotments 19 & 20b	£40.00
12.12.16	Allotment 20a	£15.00
12.12.16	Allotments Various	£350.00
14.12.16	Allotment 40	£15.00
14.12.16	Allotment 35	£25.00
15.12.16	Allotment 21a	£15.00
15.12.16	Allotments 27, 28, 12	£75.00
15.12.16	Carols Collection	£148.35
23.12.16	Allotment 21b	£15.00
30.12.16	Allotment 29	£25.00
30.12.16	Mag Ad; JW Plumbing & Maint	£110.00
01.01.17	Allotment 4	£25.00
03.01.17	Allotment 2	£25.00
03.01.17	Allotment 17b	£15.00
03.01.17	Allotment 24	£25.00
03.01.17	Allotment 11	£25.00
24.01.17	Allotments 36, 43, 30	£55.00
31.01.17	Mag Ad Bodyworx	£44.00
03.02.17	Mag Ad 247 Elec.	£60.00
03.02.17	Mag Ad Film Academy	£22.00
	<b>Total</b>	<b>£1,294.35</b>

Payments Made / To be Made				
Date	Chq	Payee	Detail	Amount
21.02.17	2159	TLC Online	April Mag (-£40 March Mag)	£370.00
21.02.17	2160	Clr C White	Thank you Gift to Mag Delivery Coords	£12.18
21.02.17	2161	Plot 5	Allotment Key Deposit Return	£20.00
21.02.17	2162	H Klaassen	Clerks Salary and Expenses	£777.73
21.02.17	2163	HALC	Clerks Training; Transparency Code	£15.00
21.02.17	2164	Elite PI	Quarterly Playground Inspection	£42.00
			<b>Total</b>	<b>£1,236.91</b>