

**Present;** Cllr Caroline Hubbard (Chair), Cllr Clive White (Vice Chair), Cllr Andy Austin, Cllr Adrian Eyre, Cllr Sue Robinson.  
**Clerk;** Helen Klaassen  
**NFDC;** Cllr Derek Tipp  
**Members of the Public;** 18.

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- 19/054 Apologies for Absence.** **Action**  
Apologies were received and accepted from Cllr Pickford, Cllr Thomas, Cllr Mans (HCC) and Cllr Reilly (NFDC)
- 19/055 Co-Option of a Parish Councillor.**  
The Council heard from Jacqui Bonnin who had expressed a desire to stand for Co-option.  
**It was resolved to co-opt Jacqui to the Parish Council with immediate effect.**
- Cllr Bonnin then signed her Declaration of Acceptance of Office in the presence of the Clerk and Council and took her seat at the table.**
- 19/056 Disclosure of Interest in an Agenda Item.**  
Cllr White declared a personal interest in agenda item 19/059 – 6 Access Issues – Foxhills Close, as it related to a friend.
- 19/057 Public Participation**  
Cllr Hubbard informed those attending to speak about the access into Foxhills Close that they would be invited to speak under the agenda item.
- Mr Oliver, Allotment Holder’s Representative invited the Clerk and members to a meeting taking place in the Happy Cheese on 12<sup>th</sup> November at 7pm, to discuss the allotment prize giving arrangements for next year.
- The Clerk confirmed that she would attend and that she would inform those not on IO’s list. **Clerk**
- 19/058 Approval of the Minutes of the Previous Full Council Meeting as a Correct Record of Proceedings, and Matters Arising / Action Updates From those Minutes.**
- The minutes were **AGREED** as a true and accurate record and the chair signed them.  
Matters arising;
- The Church rooms had been booked for the 10<sup>th</sup> December for the Christmas event.
  - The Laptop had been ordered and was ready for collection.
  - Christmas lights; would be as last year with trees on buildings and additionally there would be lights in the planters. The matter would be focused on fully from January 2020 for the following Christmas.
- Clerk  
Clerk /  
CH**
- 19/059 Reports and Correspondence;**
- 1. County Councillor**  
None.
  - 2. District Councillor**  
Cllr Tipp reported that;
    - NFDC were to lose its £800,000 recycling grant from HCC as they’d told them the recycling they were collecting was not clean enough and thus contaminated. The grant would be withdrawn in 2021 so there was time for NFDC to discuss the matter and find a solution.
    - NFDC has a new housing / homelessness policy, part of which is employing new outreach workers to people out of B&B’s (which is expensive) and into temporary accommodation. The new housing policy would see those who were most in need at the top of the list, not those who had been on it the longest. NFDC planned to build 10500 houses in the next 20 years.
    - Cllr Tipp reminded everyone that his grant was available for applications.
  - 3. Parish Councillors**
    - Cllr Austin reported that there would be a litter pick starting from his house (1 Ash Road) on Saturday at 10am.

- Cllr Eyre had attended the NFNPA North Quadrant Meeting (with Cllr Thomas). HARA had given a presentation on affordable rural housing but needed sites to build on as a starting point. NFNPA had spoken about the recently adopted Local Plan which needed a few alterations before the final copy would be available.
- Cllr White had attended an Outreach Group Committee meeting.
- Cllr Hubbard, Cllr Robinson and the Clerk had attended a NFNPA presentation on the Local Plan at Brockenhurst Village Hall.
- Cllr Robinson had attended Timebank Broker Training and gave a report (Appendix 1).

#### 4. Clerk

The Clerk reported that;

- She recently had a meeting with the new auditor to discuss what provision he would be giving; he would assist the clerk with a Risk Assessment, he would also do an interim audit and would carry out a review of pay scales for the Clerks role as it hadn't been done for 4 years.
- She would be meeting the next day with PCSO Williams to discuss a police initiative called SafetyNet.

#### 5. Police / Neighbourhood Watch

Mrs Oliver reported;

- A suspicious car that was seen in Beech Road turned out to be driveway salesmen.
- £50 fake notes were circulating.
- Cars in NF car parks were being watched and broken into. Advice was not to leave **any** valuables in your car.
- Spent the day at the Older Drivers Forum and met other NW teams there.
- PCSO Williams had been doing walkabout of the village, including visiting the park.

#### 6. Correspondence

- **NFDC Ward Boundary Review** – comments to the Clerk via email.
- **Access Issues – Foxhills Close**

Councillors heard representations from the residents of Foxhills Close, who listed amongst their concerns;

- Damage to green boundary hedges and trees
- Traffic issues, especially during school drop off/ pick up
- Safety issues surrounding potentially increased traffic movements and narrow road
- Precedent set for others in Ashdene Road to follow suit

A letter had been written to MP Julian Lewis who has responded to say he had asked HCC to revisit the matter.

Councillors also heard from the resident who had requested the drop kerb. He stated that the access would be used for a campervan that it was felt was too large and too much of an eyesore to be parked in the front garden and did not intend to do anything detrimental.

The Chair informed those gathered that the Clerk had reported the matter to enforcement at the NFNPA as a potential breach of planning policies and had spoken to HCC to ask for the matter to be reviewed. A response had yet to be received from the NFNPA so the Parish Council would refrain from further comment to preclude prejudice should a planning application be required.

#### 19/060 Committee Terms of Reference.

The Clerk informed Councillors that she had reviewed the TORs and recommended a few changes to the F&R, Open Spaces and Highways and Transport TORs (appendix 2). The changes were reviewed and **AGREED**.

Clerk

#### 19/061 Accounts.

The schedule of payments was reviewed and **AGREED** (appendix 3).

#### 19/062 Items for Discussion at the Next Meeting.

- Timebank – Jan Meeting.
- Christmas event
- Budgets and Precept
- Benches
- Possible visit from J Ditta, NFDC. Clerk to enquire.

Clerk

Meeting concluded at 8.38pm.

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

Date: \_\_\_\_\_

## Appendix 1.

### Timebank Broker Training 27/9/2019

#### Attendees:

- HCC employees x3 plus community Minister Eastleigh Baptist Church - been setting up Eastleigh Timebank for 1 year and not up and running yet
- Basingstoke x 1 - active Timebank, mostly organisations rather than individuals
- Sarah and Nicki from Timebanking UK

Timebanks have between 15 and 200 volunteers. About 268 Timebanks across the UK

Nicki suggest we contact St Neots Timebank - similar to Ashurst

<https://stneotstimebank.org.uk/>

?Could we become part of Totton Timebank

<https://tol2.timebanking.org/totton>

#### Roles

- Broker
- Admin
- Data co-ordinator
- Organisational outreach
- Steering group

#### Starting out

- Host organisation (to hold account, employ broker & others if needed, manage contracts, HR, supervision, provide physical base/meeting point. Existing organisation/CIC/Co Ltd by guarantee?)
- Steering group - governance structure, decision making, purpose, criteria eg minimum age etc - Eastleigh has 6 people
- Policies and procedures (TBUK)
- Purpose - objectives to later measure progress against eg improve self esteem, joined up community, address loneliness
- Software (Time Online2 - TBUK)
- Database - GDPR
- Insurance (TBUK)
- Funding

#### Potential concerns & issues

- Host organisation - committing to pay for eg broker if no funding coming in
- Volunteer groups as host - may feel threatened, concerned re poaching of volunteers, unhappy if not their idea
- Bank account should not be in the same name as the Timebank (?to do with legal status)
- Risk assessment, risk log. DBS check advised if working directly with vulnerable people,; as Timebank works as an introductory agent risk mainly lies with recipient and provider
- Not providing a service, and shouldn't be used to replace a paid for service eg cleaner or regular gardener. Can't ask, give or receive payment - can donate to Timebank which can then use eg for rewards after crediting x hours- organisations may give eg cinema tickets
- Impact assessment - how? May not be a return on investment until year 2 or 3
- Sustainability plan?

#### Experience of other Timebanks

**Basingstoke** - working with Social Prescribers.

- Struggling with individual exchanges, easier with organisations.
- Has set up various interest groups, eg gardeners - has visited someone to carry out a complete tidy up of a neglected garden.
- Organises social events to build trust and relationships, introduce people who may want to give/receive activity
- ID cards - useful

- Paper credits eg certificates - can be gifted to other people, however difficult to keep track of
- Broker has to enter most of the activity despite the software being set up for individuals to do it themselves

Appendix 2.

<b>Name of Committee</b>	<b>Finance and Resources</b>
<b>Membership</b>	Committee Chairs and Cllr White.
<b>Purpose of the Committee</b>	<ul style="list-style-type: none"> <li>• To oversee the Parish Council Finances and Audit, and all matters relating to that, with guidance from the Clerk / Responsible Financial Officer</li> <li>• To oversee all matters relating to staffing and employment</li> </ul>
<b>Terms of Reference</b>	<p><b><u>To have oversight of;</u></b></p> <ul style="list-style-type: none"> <li>- Year to date spend, quarterly account reconciliations</li> <li>- Asset Register</li> <li>- <b>Risk Assessment</b></li> <li>- To ensure that all Parish Council procedures are carried out and appropriate records kept.</li> </ul> <p><b><u>General Fiscal Management</u></b>          With the assistance of the Responsible Financial Officer;</p> <ul style="list-style-type: none"> <li>- To consider requests for movement of money between budgets / committees</li> <li>- To actively participate in the preparation of the budgets for precept</li> <li>- To oversee all matters related to the Parish Office</li> <li>- To ensure that all financial activities are carried out within the provisos of the Standing Orders and Financial Regulations and meets the requirements of the law and The Governance and Accountability for Small Authorities Regulations 2019.</li> <li>- To oversee banking arrangements</li> </ul> <p><b><u>Audit</u></b>          To oversee audit procedures;</p> <ul style="list-style-type: none"> <li>- Minutes</li> <li>- Cheque signing</li> <li>- Compliance with relevant legislation</li> <li>- To ensure internal / external audit takes place</li> <li>- To ensure policies relevant to the parish council are implemented</li> </ul> <p><b><u>Staffing</u></b>          To oversee the management of staff, including;</p> <ul style="list-style-type: none"> <li>- Contracts</li> <li>- Salaries and pensions</li> <li>- Contracted hours and overtime</li> <li>- Staff evaluations / performance management</li> <li>- Sickness / Discipline / Training / Annual Leave</li> </ul>
<b>Delegated Powers</b>	The committee is authorised to make decisions on behalf of Ashurst & Colbury Parish Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.
<b>Referred Business</b>	<p><b>The committee will report for decision making powers, to the full Parish Council on the following matters:</b></p> <ul style="list-style-type: none"> <li>- To make observations/comments/recommendations on budget requirements with associated forecasts.</li> <li>- Any other matter that is deemed significant enough for the attention of the Full Council.</li> </ul>
<b>Quorum</b>	3 members of the committee and the Clerk
<b>Frequency of Meetings</b>	Every quarter.
<b>Review</b>	The requirements for the committee, its Membership and Terms of Reference will be reviewed annually at the Parish Council AGM.

<b>Name of Committee</b>	<b>Highways and Transport</b>
<b>Membership</b>	Cllr Caroline Hubbard, Cllr Adrian Eyre, Cllr Andy Austin <b>Non-voting members of the public – elected to position on Committee at APCM.</b>
<b>Purpose of the Committee</b>	<ul style="list-style-type: none"> <li>To be responsible for attending to all Highways and Traffic issues within the parish on behalf of the Parish Council</li> <li>To liaise with all stakeholders in any matters that needs Parish Council attention.</li> </ul>
<b>Terms of Reference</b>	<p>The committee will, on behalf of the Parish Council, make observations/comments/recommendations on Traffic Management matters.</p> <ul style="list-style-type: none"> <li>Traffic challenges</li> <li>Speed watch</li> <li>Safety</li> </ul> <p>The committee will, on behalf of the Parish Council, make observations/comments/recommendations on matters relating to Highways in the village.</p> <ul style="list-style-type: none"> <li>Maintenance &amp; improvements</li> <li>Verges</li> <li>Ditches with associated drainage</li> <li>Litter problems</li> <li>Street lighting</li> </ul> <p>Nominate representative of the Parish Council at NF Passenger Transport Forum.</p> <p>The committee will, on behalf of the Parish Council, have responsibility for the following:</p> <ul style="list-style-type: none"> <li>Footpaths</li> <li>Bus shelters</li> <li>Street furniture: <ul style="list-style-type: none"> <li>Benches</li> <li>Notice boards</li> <li>Bins</li> </ul> </li> <li>Precinct maintenance</li> <li>Christmas Lights</li> </ul> <p>The committee will, on behalf of the Parish Council, have responsibility for the scheduling of activities for the Lengthsman.</p>
<b>Delegated Powers</b>	The committee is authorised to make decisions on behalf of Ashurst & Colbury Parish Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.
<b>Referred Business</b>	<p><b>The committee will report for decision making powers, to the full Parish Council on the following matters:</b></p> <p>To make observations/comments/recommendations on the budget requirements with associated forecasts related; Lengthsman, costs related to Highways &amp; Transports set out responsibilities and any other procurement proposed for the conducting of the committee activities.</p> <ul style="list-style-type: none"> <li>To consider and make recommendation to full council on any expenditure outside of budget allocation.</li> <li>In any matter, whereby declarations of interest mean that the committee is inquorate, it will be referred back to Full Council.</li> <li>Any other matter that is deemed significant enough for the attention of the Full Council.</li> </ul>
<b>Quorum</b>	3 members of the committee and the Clerk
<b>Frequency of Meetings</b>	Quarterly
<b>Review</b>	The requirement for the committee, its Membership and Terms of Reference will be reviewed annually at the Parish Council AGM.

<b>Name of Committee</b>	<b>Open Spaces</b>
<b>Membership</b>	Cllr Charlie Pickford (Chair), Cllr Caroline Hubbard, Cllr Mike Thomas, Cllr Clive White. Non- voting Members of the Committee: Heather Richards.
<b>Purpose of the Committee</b>	<ul style="list-style-type: none"> <li>• To oversee and manage the Recreation Ground, Allotments and other designated open spaces within the village.</li> <li>• To protect the natural beauty and develop the Recreation Ground in accordance with the diverse needs of residents and to provide access to recreation in a safe space for all ages and abilities.</li> <li>• To ensure the continued provision of allotments for residents</li> <li>• To ensure the needs of allotment tenants are met and that the allotments are managed efficiently.</li> <li>• To effectively manage any other designated open spaces within the village.</li> </ul>
<b>Terms of Reference</b>	<p><b>The committee will effectively manage the Recreation Ground, in particular;</b></p> <ol style="list-style-type: none"> <li><b>1. Equipment maintenance and renewal</b> <ul style="list-style-type: none"> <li>- Ensure equipment is well maintained and meets British Safety Standards.</li> <li>- Ensure Safety inspections are carried out regularly and the recommendations acted upon.</li> <li>- Ensure equipment is renewed when required, to meet local needs.</li> </ul> </li> <li><b>2. Ground Maintenance</b> <ul style="list-style-type: none"> <li>- Ensure the grounds and plant life within the recreation ground are regularly maintained.</li> <li>- Ensure the drainage within the recreation ground is effective and carry out any remedial works.</li> <li>- Trees; to arrange for an annual tree inspection to be carried out and act upon recommendations thereof.</li> </ul> </li> <li><b>3. Improvement Planning</b> <ul style="list-style-type: none"> <li>- To continue to monitor the landscape and equipment provided and ensure it meets local needs.</li> </ul> </li> <li><b>4. Work effectively with outside agencies in conjunction with the Clerk.</b></li> </ol> <p><b>The committee will effectively manage the Allotments, in particular;</b></p> <ol style="list-style-type: none"> <li><b>1. Ground Maintenance;</b> <ul style="list-style-type: none"> <li>- Ensure central pathways, hedges and ditches are regularly cut back and maintained.</li> <li>- Ensure installed drainage remains effective with maintenance as required.</li> </ul> </li> <li><b>2. Ensure services supplied are in good order and well maintained.</b></li> <li><b>3. Ensure that the Committee meets its obligations as stated in the Allotment Tenancy Agreement</b></li> <li><b>4. Tenancy Agreements will be reviewed on an annual basis and changes made if necessary.</b></li> <li><b>5. Fees will be reviewed on an annual basis and any change in fees will be advised to allotment holders in the current year, for collection the following year.</b></li> <li><b>6. Oversight of any allotment working party, to ensure that works carried out are in accordance with the terms of reference.</b></li> <li><b>7. To ensure plots are offered to residents of Ashurst and Colbury first before being offered outside the parish.</b></li> <li><b>8. To work with the Allotments Holders Representative to ensure allotment holder's needs are met and to agree tasks for the working party.</b></li> </ol>
<b>Delegated Powers</b>	The committee is authorised to make decisions on behalf of Ashurst & Colbury Parish Council regarding all aspects in the Terms of Reference, subject to those that have been outlined in the referred business section.
<b>Referred Business</b>	<p><b>The committee will report for decision making powers, to the full Parish Council on the following matters:</b></p> <ul style="list-style-type: none"> <li>- To make observations/comments/recommendations on the budget requirements with associated forecasts.</li> <li>- To consider and make recommendation to full council on any expenditure outside of budget allocation.</li> <li>- To the matter of fees; should declarations of interest mean that the committee is inquorate, the decision to adjust tenant's fees will be referred to full council.</li> <li>- Any other matter that is deemed significant enough for the attention of the Full Council.</li> <li>-</li> </ul>
<b>Quorum</b>	3 members of the committee and the Clerk
<b>Frequency of Meetings</b>	Every 6-8 weeks
<b>Review</b>	The requirement for the committee, its Membership and Terms of Reference will be reviewed annually around the time of the Annual Parish Council Meeting.

ACCOUNTS PAYABLE - 15.10.19

Payments To be Made					
Date	Details	Payee	Chq	Amount	VAT
09.10.19	Insurance	Zurich	2424	731.57	
15.10.19	Salary and Expenses	Helen Klaassen	2425	1,437.62	108.33
15.10.19	Salary	Alf Baker	2426	213.20	
15.10.19	Facepainting at Fete - Expenses	A Eyre	2427	53.00	
15.10.19	Timebank training and expenses	S Robinson	2428	65.30	
15.10.19	Nov, Dec Mag, Webs Maint July- Dec	TLC	2429	990.00	
15.10.19	Pest Control	Rokill	2430	168.00	28
15.10.19	Plants and Soil for Planters	Go Botanical	2431	803.00	
15.10.19	Rec and Allots Maint	Nightingale Ground Care	2432	243.90	40.65
15.10.19	Lengthsman Payment	Nursling and Rownhams PC	2433	1,100.00	
15.10.19	Fete Donation	Oakhaven Hospice	2434	58.15	
15.10.19	CPS in Rec	Hants and IOW CRC	2435	85.00	
			<b>Total</b>	<b>5,948.74</b>	<b>176.98</b>