

MINUTES OF THE MEETING OF ASHURST AND COLBURY PARISH COUNCIL.

Held Online via Zoom on 15th December 2020 at 7.30pm.



Present; Cllr Caroline Hubbard (Chair), Cllr Clive White (Vice Chair) Cllr Sue Robinson, Cllr Adrian Eyre, Cllr Andy Austin, Cllr Mike Thomas, Cllr Bobbie Torkington.
Clerk; Helen Klaassen
HCC: Cllr Keith Mans
NFDC: Cllr Derek Tipp, Cllr Joe Reilly
Police/NW: Karen Oliver
Members of the Public; 0.

The Chair opened the meeting and announced the sad passing of Charles Marchetti recently. He was a councillor with the Parish Council for a couple of years and had remained a supporter of the council and the Clerk after he left the council.

Action

19/139 Apologies for Absence.
PCSO Richard Williams.

19/140 Disclosure of Interest in an Agenda Item.
None.

19/141 Public Participation
Q. There was overgrowing foliage on Ashdene Road, which was partially obstructing the pavement.
A. The Clerk advised that it was best to report it direct to HCC who would be able to write to the householder to ask them to cut it back. Link:
<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

19/142 Approval of the Minutes of the Previous Full Council Meeting as a Correct Record of Proceedings, and Matters Arising / Action Updates From those Minutes.
Amendment to minutes: 19/135 - The Leisure Centre ~~handovers were still on track to consider the bids~~ final bids are now in and being considered by NFDC.

The minutes were agreed, and the Clerk would furnish the Chair with a copy for signing.

Matters Arising:

- the Waste Strategy consultation is extended to 20th December
- the Clerk reported that she had met Cllr Torkington to sign her forms, which was all complete now
- the benches were being installed and would be done by the end of tomorrow
- the tulips for the plinth were with Cllr Hubbard and would be planted in situ once the plinth was complete
- the Outreach group's cards had gone out.

19/143 Reports.
1. County and District Councillors
Cllr Mans:

Covid: Infection Rate was climbing again, having been on the decline. Waterside and Totton were currently climbing, which was affecting the overall rate in the New Forest was low, although it was climbing. Should know at the end of the week which tier we will be in. Generally speaking Hampshire has been below the South East rate throughout the pandemic. HCC have no control over which tier the county goes into, the decision is taken centrally. Factors taken into account are the rate in the over 60's, the rate of climb generally, how rapid the rate is climbing or decreasing, the number of tests carried out and hospital capacity. Regarding mixing generations indoors during the Christmas period Cllr Mans advised people to be as safe as they can, reminding people to look at the rules and likelihood of infection.

Schools generally have performed very well, the way schools have dealt with COVID-19 has been exemplary. There was a good system whereby HCC provides schools with advice. Attendance rates were 5% above the national rate and now are 8/9% above, showing that school's approaches to COVID-19 has worked.

Clerk

The vaccine will increasingly be available. GP will contact their patients for the vaccine. HCC are assisting the NHS with things like transport to vaccination centres or GP surgeries.

Cllr Tipp raised that there no libraries open in this area and asked why this was. The website didn't give hours of opening.

Cllr Mans: HCC had opened libraries where they were able to, taking into account the ability to socially distance and the availability of staff. Cllr Mans would forward the information.

Cllr Torkington asked whether the rising rates were down to infections in nursing homes?

Cllr Mans confirmed that this was not the case, noting that initially patients were discharged to nursing homes without the homes being aware they were infected. More frequent testing, especially of staff, was taking place and results coming back more quickly, and step-down centres were being used to great effect. The director of public health has told Cllr Mans that the infection is in the community, for example when there is a concentration of people indoors.

Cllr Robinson recommended Borrowbox, and asked if there was any way the Covid Response group could help with lifts for vaccinations.

Cllr Mans advised speaking to the surgery to see if we could help as he wasn't sure of the rules surrounding this.

Cllr Tipp:

NFDC were considering revising their council house purchasing policy to only allow New Forest council houses to be sold to local purchasers. Which may help keep the prices of council houses lower and more affordable for local people.

The Waste consultation would end on 20th December. So far, they had in excess of 2500 respondents and hoped to get more by extending the deadline. There would be a further consultation following this current one.

Thanked the Clerk for the easy-to-use method, via clicking a link, of joining the Ashurst and Colbury Zoom meetings.

Cllr Reilly:

Still has grant money if the Parish has any projects.

Cllrs Mans and Tipp also had grant money.

Clerk

Agreed to add an item to the January agenda to consider projects within the village that could use grant money.

2. Committee Chairs

H&T:

Trees and lights were up. Batteries had already been replaced and more sets would be needed. The timer had been sorted out by the electrician, but the reset button appeared to be jammed and so the unit would need replacing after the lights came down.

The bus shelter on the main road appeared to be broken.

Noted that a potholed speedbump had caused a recent accident in Foxhills and that all the speedbumps were in the same poor condition. Cllr Thomas to send pictures to the Clerk for reporting to HCC.

3. Parish Councillors

Cllr Robinson:

Timebank. Nov 19 – application went in for £25k funding. Covid put everything on hold. Sarah from Timebanking UK spoke to the panel in July. Application for funds was still being considered, waiting to see how other timebanks in Hampshire work out as all operate differently.

Recently heard back from them, we have been shortlisted, still in the running for it.

4. Police / Neighbourhood Watch.

Mrs Oliver reported:

There was a lot of advice surrounding scams that she was forwarding out at present. One recent one involved people being phoned and told to press a button to continue, which would result in them being unknowingly billed.

Dog thieves were in the area and thefts had been increasing. Dogs were being stolen either for breeding or baiting and were often just dumped when they had been used up. A lady in Totton had been approached by suspected dog thieves and the advice to owners was to ensure their dog was close by.

Residents were also advised not to leave packaging for expensive items in a visible location outside.
Mrs Oliver thanked everyone for their well wishes during her recovery.

19/144 Precept (Appendix 1).

Cllr White briefed the meeting regarding the ruminations and recommendations from the Finance and Resources Committee meeting on 23rd November. The increase in precept amount had originally been £10,000, but through some cuts to the Admin budget had been reduced to £5486.50. Thus, the recommended precept request from the F&R Committee for the financial year 2021/22 was £44,100.50. **It was AGREED that the Parish Council would request £44,100.50 precept from NFDC for the year 2021/22.**

Clerk

The F&R committee budget for 20/21 had required some

The Clerk drew the council's attention to the shortfall in the Admin budget for the current financial year. Noting that the recommendation from the F&R Committee was to take it from Reserves.

It was AGREED to take the shortfall of £2,280.91 from the reserves.

To resolve the amount to be requested in precept from NFDC for the year 2021/2022.

19/145 Committees.

It was AGREED to elect Cllr Torkington to the Open Spaces and Highways and Transport Committees.

Clerk to update listed and forward to Councillors and bring back to full council in January.

Clerk

19/146 Accounts and Clerk's Update. To:

1. Review bill from Business Stream as regards the Allotments and consider payment allocation.

The matter was robustly discussed. It was **AGREED (6 in favour 1 against)** not to take further action and to pay the bill in full, but to ask for the possibility of paying through a payment plan. The amount would come from earmarked reserves.

Clerk

The Clerk was thanked for the considerable amount of work she had put in to trying to resolve this contentious matter.

It was agreed that there should be a written procedure for the turning on/off of the water that would require a meter reading and a signature to confirm it had been completed fully.

Clerk

The Clerk would be purchasing a cover to ensure that access could not be gained to the drain valve.

Clerk

2. Receive and Approve the Monthly Schedule of Payment

Additional Payment - £100 to the Outreach Group from the Chair's Allowance.

The Schedule of Payments was approved (Appendix 2).

3. Receive any relevant information from the Clerk, including any decisions taken under delegated powers.

There would be a new handmade sign going in for the Wildplay and the PC had £300 to spend on a 'wildplay kit bag' for use in organised education/ play days by volunteers.

CPS were working in allotment clearance for plots changing hands.

Allotment renewals had been sent out.

Some tree work was due in the recreation ground, to save trees branches falling on neighbouring properties – decision taken under delegated powers.

The Clerk was on holiday from 18th Dec to 11th January.

4. Correspondence

Letter from NFDC regarding Covid grant - a decision needed to be made on how to spend it.

19/147 Items for Discussion at the Next Meeting.

- Grants for parish projects – including possibility of water fountain in Rec and telephone boxes – Cllr Austin investigating.
- Committees
- Parish Office
- NFDC Covid Grant

Meeting concluded at 9.20pm.

Signed:

Date:

Appendix 1

	Actual 19/20
Bank Accounts as at 1.04.20	£63,516.53
<i>Earmarked Reserves:</i>	
Reserve Amount Held	£30,000.00
Election Fees	£1,750.00
OS - Recreation Ground New Equip	£10,500.00
OS - New Rec Signage	£600.00
Fete Balance	£2,499.91
CE - Advertising Contingency	£1,000.00
CE- Printing Costs Contingency	£900.00
CE - Mag Delivery Contingency	£1,100.00
Allotment Deposits	£855.00
H&T; Benches S137	£2,200.00
Total in Earmarked Reserves	£51,404.91
(unearmarked) Reserves	£12,111.62
Minus Reserve Expenditure 19/20	
Planters	-1862.77
Plaque	-42.77
Plants	-803
Bedding Flowers	-85.2
Total in General (unearmarked) Reserves	£9,317.88
Promised from Reserves 20/21:	
Flowers to H&T budget	£150.00
Shortfall from Admin	£2,280.00
Benches shortfall	£1,000.00
Revised total	£5,887.88
Committee Precepts Required 21/22;	
Admin	£23,788.00
OS Allotments	£1,475.00
OS Recreation	£11,500.00
CE	£4,637.50
H&T	£2,700.00
Precept Required	£44,100.50
Increase / Decrease on 20/21	£5,486.50

Admin Budget						
	Proposed 20/21	Adjustment +/-	Adjusted budget 20/21	Half Year 20/21	Proposed 21/22	
					Income	
Income					Precept	
Precept	£20,562.00	£20,562.00	£20,562.00	£20,562.00	Grants	£1,100.00
					Total Income	£1,100.00
Grants	£1,100.00	£1,100.00	£1,100.00	£1,100.00		
Total Income	£21,662.00	£21,662.00	£21,662.00	£21,662.00	Expenditure:	
					Staff Costs:	
Expenditure:					Clerk's Salary	£13,500.00
Insurance	£750.00	£0.00	£750.00	£741.01	Lengthsman's Salary	£2,000.00
ICO Fees	£35.00	£0.00	£35.00	£35.00	Clerk's Expenses	£150.00
HALC / NALC Fees	£584.00	£6.91	£590.91	£590.91	Employer NIC	£733.00
Stationery (incl Ink)	£300.00	-£100.00	£200.00	£50.02	Training (Staff and Cllrs)	£750.00
			£0.00		WFH Allowance	£312.00
Audit	£735.00	£0.00	£735.00	£133.75	Office Costs:	
Clerks Salary	£10,000.00	£3,000.00	£13,000.00	£6,452.82	Office Rental	£1,750.00
Clerks Expenses	£150.00	£0.00	£150.00	£32.85	Office Equipment	£400.00
NICS (Employers Cont)	£190.00	£424.00	£614.00	£307.03	Stationery	£200.00
Office equipment	£400.00	-£400.00	£0.00		Clerks Mobile Phone	£100.00
Office Rental	£3,840.00			£1,920.00	Literature	£150.00
Training	£1,000.00	-£500.00	£500.00	£25.00		
Email	£30.00	-£30.00	£0.00	£0.00	Councillor Costs:	
Mobile Phones	£100.00		£100.00	£51.13	Councillor Expenses	£100.00
Maintenance of Assets			£0.00		Chairman's Allowance	£400.00
Sundries	£400.00	-£200.00	£200.00	£64.06		
Section 137 Grant Aid			£0.00			
Chairman's allowance	£200.00		£200.00			
Election fees	£0.00		£0.00		Fees and Subscriptions:	
Cllr Expenses	£100.00		£100.00		HALC/NALC	£622.00
Lengthsman Equipment	£300.00	-£100.00	£200.00		SLCC	£216.00
Lengthsman Salary	£2,000.00		£2,000.00	£936.00	Software	£420.00
Software Subs	£262.00	£120.00	£382.00	£310.09	ICO	£35.00
SLCC	£136.00	£60.00	£196.00	£193.08	Insurance	£800.00
Literature	£150.00		£150.00		Audit	£750.00
			£0.00			
			£0.00			
					Maintenance of Assets	£500.00
Total Expenditure	£21,662.00	£2,280.91	£20,102.91	£11,842.75	Sundries	£200.00
					(Grant Aid) S137	£500.00
					Lengthsman Equipment	300.00
Budget Remaining	£0.00			£9,819.25		
					Total Expenditure	24,888.00
					Precept Needed	23,788.00

Open Spaces - Allotments					
	Proposed 20/21	ADJUSTED BUDGET 20/21	Half Year 20/21		Proposed 21/22
Fees	£1,170.00	£1,170.00	£60.00	Fees	£1,675.00
Precept	£990.00	£990.00	£990.00	Precept	
Grants				Grants	
PC Reserves Allocated				PC Reserves Allocated	
Total Income	£2,160.00	£2,160.00	£1,050.00	Total Income	£1,675.00
Expenditure:				Expenditure:	
Hedge cutting	£200.00	£200.00		Hedge cutting	£200.00
Southern Water	£300.00	£300.00	£86.63	Southern Water	£300.00
Prizes	£40.00	£0.00	£0.00	Prizes	£40.00
Grass cutting	£280.00	£280.00	£180.00	Grass cutting	£280.00
Projects...	£200.00	£200.00	£61.71	Projects...	£200.00
Sundries	£40.00	£40.00	£0.00	Sundries	£100.00
CPS (clearance / maint)	£290.00	£80.00	£360.00	CPS (clearance / maint)	£1,080.00
Rokill	£600.00	£600.00	£632.00	Rokill	£700.00
Repairs / Maint	£250.00	£500.00	£250.00	Repairs / Maint	£250.00
Total Expenditure	£2,200.00	£2,200.00	£1,570.34	Total Expenditure	£3,150.00
Budget remaining	£40.00	£40.00	£520.34	Precept required	£1,475.00

Open Spaces – Recreation Ground					
Proposed 20/21		Adjusted Budget	Half Year 20/21	Proposed 21/22	
Income				Income	
Grants				Grants	
Precept	£11,000.00		£11,000.00	Precept	
Total	£11,000.00		£11,000.00	Total	£0.00
Expenditure				Expenditure	
Trees Survey (NFDC)	£200.00		£0.00	Trees Survey (NFDC)	£200.00
New Equipment	£3,500.00		£0.00	New Equipment	£3,500.00
Annual Safety Check	£100.00		£93.00	Annual Safety Check	£100.00
Quarterly Safety check	£150.00		£42.00	Quarterly Safety check	£150.00
Grounds Maint	£3,000.00		£1,446.00	Grounds Maint	£3,000.00
Drainage	£1,000.00		£0.00	Drainage	£1,000.00
Tree Works	£1,000.00	£500.00	£580.87	Tree Works	£1,500.00
Shelter			£0.00	Shelter	
New Rec Signage			£0.00	New Rec Signage	
Sundries	£50.00			Sundries	£50.00
Equipment Maintenance	£2,000.00	-£500.00	£27.84	Equipment Maintenance	£2,000.00
				Projects	
Total Expenditure	£11,000.00	£0.00	£2,189.71	Total Expenditure	£11,500.00
Budget Remaining	£0.00		£8,810.29	Precept Required	£11,500.00

Community Engagement				
	Proposed 20/21	Half Year 20/21		Proposed 21/22
Income			Income	
Advertising	£5,000.00	£752.00	Advertising	£5,000.00
Precept	£4,737.50	£4,737.50	Precept	
Grants				
Total	£9,737.50	£5,489.50	Total Income	£5,000.00
Expenditure			Expenditure	
Magazine Printing	£5,500.00	£450.00	Magazine Printing	£5,500.00
Expenses	£100.00	£0.00	Expenses	£100.00
VIP Website hosting	£100.00	£0.00	VIP Website hosting	remove
Website	£250.00	£90.00	Website	£250.00
Domain name renewal (2 years)	£37.50	£0.00	Domain name renewal (2 years)	£37.50
			jobs for Alf / CPS	
jobs for Alf / CPS	£1,000.00	£0.00	Xmas Meeting & Singalong	£250.00
Xmas Meeting & Singalong	£250.00	£0.00	Events	£1,000.00
Parish Plan Actions	£2,500.00	£0.00	Parish Plan Actions	£2,500.00
Total Expenditure	£9,737.50	£540.00	Total Expenditure	£9,637.50
Budget Remaining		£4,949.50	Precept Required	£4,637.50

Highways and Transport					
	Proposed 20/21	ADJUSTED BUDGET 20/21	Half Year 20/21		Proposed 21/22
Income				Income	
Grants	£0.00	£0.00	£0.00	Grants	£0.00
Precept	£1,325.00	£1,325.00	£1,325.00	Precept	
Total	£1,325.00	£1,325.00	£1,325.00	Total	£0.00
Expenditure				Expenditure	
Bus Shelter Cleaning	£200.00	£0.00	£0.00	Bus Shelter Cleaning	£200.00
Christmas trees/ lights	£500.00	£1,225.00	£539.76	Christmas trees/ lights	£500.00
Xmas Lights License Cost	£25.00	£0.00	£0.00	Wildflowers	£250.00
GIS Mapping	£100.00	£100.00	£0.00	GIS Mapping	£100.00
Bench maintenance	£500.00	£0.00	£0.00	Bench / bus shelter maint	£500.00
Street furniture maint				Noticeboards	£1,000.00
Flower/Planter costs	£100.00	£100.00		Flower/Planter costs	£150.00
Total Expenditure	£1,425.00	£1,425.00	£539.76	Total Expenditure	£2,700.00
Budget Remaining			£785.24	Precept Required	£2,700.00

Appendix 2.

ACCOUNTS PAYABLE - December 2020						
Date	Payee	Details	Chq		VAT	Total
19.11.20	HMRC	PAYE / NIC	2547	£139.83		£139.83
19.11.20	H Klaassen	Expenses	2548	£94.30		£94.30
19.11.20	B Green	Xmas Trees	2549	£110.00		£110.00
15.12.20	HMRC	PAYE / NIC	2550	£123.97		£123.97
15.12.20	A Austin	Batteries	2551	£18.80		£18.80
15.12.20	TP	Allotment deposit refund	2552	£45.00		£45.00
15.12.20	H Klaassen	Clerks salary and expenses	2553	£1,253.45		£1,253.45
15.12.20	HALC	Cllr Training	2554	£30.00	£6.00	£36.00
15.12.20	TLC online	Website maintenance	2555	£45.00		£45.00
15.12.20	A Baker	Salary	2556	£156.00		£156.00
15.12.20	<i>Outreach</i>	<i>Grant</i>	2557	£100.00		£100.00
15.12.20	CAR	Allotment Deposit refund	2558	£50.00		£50.00
			Totals	£2,166.35	£6.00	£2,172.35