

**MINUTES OF THE MEETING OF ASHURST AND COLBURY PARISH COUNCIL.**

**Held Online via Zoom on 15<sup>th</sup> September 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.  
**NFDC:** Cllr Derek Tipp  
**Police:** PCSO Richard Williams  
**Clerk;** Helen Klaassen  
**Members of the Public;** 0.

- 19/120 Apologies for Absence. Action**  
**Apologies were received from Cllr Bonnin and Cllr Mans**  
 It was noted that Cllr Thomas would be late joining the meeting.
- 19/121 Disclosure of Interest in an Agenda Item.**  
 None.
- 19/122 Public Participation**  
 None.
- 19/123 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**.  
 It was noted that a response to the Southampton Airport had been submitted.  
 The matter regarding noticeboards was still ongoing. Clerk
- 19/124 Reports.** To receive reports and relevant information from;
- 1. County and District Councillors**  
 Cllr Tipp:  
 Planning white paper; noted that there has been a change in the method for calculating the housing numbers, the new method would mean that the original 10k housing numbers would increase. NFDC were in negotiations with other local councils to see if they were able to take any of their numbers. The new plans for streamlining the planning process raised potential problems, especially with social housing.  
 Boundary changes, NFDC have voted to accept the new boundary changes. Cllr Tipp and Cllr Reilly would now represent the Ashurst, Bramshaw, Copythorne and Netley Marsh ward.  
 The environment panel had met; focus on recycling as it needed an overhaul, greater recycling was proposed including possibly food waste and garden waste.
  - 2. Committee Chairs**  
 H&T:  
 The road resurfacing in new road had been postponed due to bad weather but had now resumed. Deerleap Lane had been reported to HCC. Signs and white markings had since appeared. Also some potholes and trees overhanging the road had been reported.  
 OS:  
 The roundabout had been looked at but councillors lacked the tools for the job, so it would have to be dealt with by Wickstead.  
 The toddler swings had been condemned and the Clerk was getting quotes for replacements.  
 The Wildplay equipment was broken in places. The Clerk and Cllr Austin were meeting the installer to discuss.  
 Christmas lights had been purchased. Strings to be looped along the front of the shops. 7 stars to go in between.
  - 3. Parish Councillors**  
 Nothing.
  - 4. Police / Neighbourhood Watch.**  
 PCSO Williams:  
 Would try to make each meeting. Over the last 31 days there had only been 3 crimes that were not domestic, two of which were outbuildings theft of bikes and tools. There had been a reduction in crimes, potentially due to a recent arrest. Noted that darker evenings drawing in could mean a rise in crimes.

Warning regarding online scams and sellers selling things that either weren't theirs to sell or didn't exist to begin with.

During the pandemic the policing team had been doing more patrolling, getting out there and speaking to people, but noted that it was rare for them to have to deal with people breaking the rules.

Speedwatch was now defunct as no leaders and virtually no members, just PCSO Williams and Swan Gan-Marsh doing the rounds.

**Noted to put article in the magazine again.**

Clerk

**Cllr Thomas arrived during this item.**

**19/125 Planning White Paper.**

**AGREED** to form a task a finish group to compile a response and feedback to the October full council meeting.

Members: Cllrs Hubbard, Thomas, Robinson and Clerk.

**19/126 Scheme of Delegation to Clerk.**

One change made: overtime to be agreed by F&R Cmte Chair and/or Council Chair.

**It was AGREED to adopt the scheme of delegation to have immediate effect** (appendix 1).

**19/127 Complaints Policy.**

Changes made:

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.) **If there is no response within this time, then a reason will be given for that.**
10. **If you are dissatisfied with the response to your complaint, you may ask for your complaint to be (re-)referred to the Council, who will form a Complaints Committee (not consisting of any member or employee who dealt with the original complaint) to review the complaint and response, and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.**

**It was AGREED to adopt the complaints procedure (appendix 2).**

**19/128 Accounts and Clerk's Update. To:**

1. Budget Amendment: To make a resolution for an allowance from reserves to the H&T budget for flowers for the planters in the precinct  
**Agreed to allocate £100 from Reserves to H&T Budget for flowers for the current year.**
2. Budget Amendment: To make a resolution to allow for any extra money required for the installation of benches to come from general reserves  
**It was AGREED that any excess required should come from the Reserves.**
3. Receive and Approve the Monthly Schedule of Payments (appendix 3)  
Additional Payments not listed:  
£45 -TLC - Website Maintenance  
£169.32 – HMRC – Tax/NIC  
**Payments Approved.**
4. Receive any relevant information from the Clerk, including any decisions taken under delegated powers.  
Decision to remove fallen willow tree in Rec. Cost £458.78.

Clerk

**19/129 Items for Discussion at the Next Meeting.**

- **Carols/ Christmas event**
- **Xmas lights update**

**Meeting concluded at 21.19.**

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

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

## Scheme of Delegation

The Parish Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed and outside that detailed within the job description.

### 1. Proper Officer and Responsible Financial Officer

- a. To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman, and/or Vice Chairman if the Chairman is unavailable and take their view into account.
- b. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00
- c. To take any action regarding minor repairs (up to a cost of £500.00) and to report minor matters to the relevant authority.

### 2. General Matters

The Parish Clerk is authorised:

- a. To sign, or where appropriate, have sealed on behalf of the Parish Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council.
- b. To alter the date or time of a Council or committee or working group meeting but, before doing so, shall consult the Chair of the Council, or committee or task group concerned about the need for the change and about convenient alternative dates and times.
- c. To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with the Chair of the Council.
- d. Deal with day-to-day matters relating to the use of council premises.
- e. To manage all day to day matters for Council's current services, including the following:
  - i. The Council's allotments including the selection of tenants and collection of fees
  - ii. The Council's open spaces and amenity areas
  - iii. The Parish Magazine and advertising therein
- f. To act as the Council's designated officer for the purposes of the Data Protection Act 2018.
- g. To apply for planning consent for tree works by the Council.
- h. To respond to complaints made under the Council's Complaints procedure.
- i. To manage, monitor and review the Councils Internal control procedures.

### 3. Delegated Powers Regarding Planning Applications

- a. In the event that no Planning and Development Committee meeting is able to be convened or that an application requires comments before the next scheduled meeting.
- b. The Planning application shall be received by the Clerk who will provide details to P&D Committee Members.
- c. All Members will report directly back to the Clerk, via email, with their comments and recommended decision.
- d. The Clerk will review and taking the majority view and comments, will compile a response in the usual manner to be send to the appropriate NFNPA Planning Case Officer.

### 4. Finance and Resources Committee

- a. Following consultation with the committee Chair and / or the Chairman of the Council, to take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional/unavoidable circumstances.

**5. Delegation – Limitations**

- a. All decisions taken under delegated authority will be in accordance with the Council’s Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation, and relevant Council Policies. All decisions will be reported to the first appropriate Council meeting.
- b. The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Financial Officer and its Committees as and when appropriate.

**6. Committees**

Each committee has Terms of Reference which specify the scope of their delegated powers. Committees may in turn delegate actions to the Clerk/RFO.

**7. Objectivity and Integrity in Decision Making.**

The Clerk shall maintain a professional detachment from specific views expressed by individual members of the council or in the community.

The Clerk will respect the legal framework and democratic processes within which councils operate and advise the council accordingly.

The Clerk will exercise discretion and neutrality and will carry out independent assessments of problems and solutions using professional, objective consideration.

**Adopted On:** 15<sup>th</sup> September 2020

**Review:** Every 2 years.

**Next Review Date:** September 2022

## Complaints Procedure

11. Ashurst and Colbury Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
12. This Complaints Procedure applies to complaints about council administration and procedures, and may include complaints about how council employees have dealt with your concerns.
13. This Complaints Procedure does not apply to:
  - a. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - b. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on June 2016 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of New Forest District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of New Forest District Council.
14. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
15. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
16. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
17. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council. The Council may form a Complaints Committee to deal with the complaint.
18. The Clerk, Council or the Complaints Committee (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
19. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.) **If there is no response within this time, then a reason will be given for that.**
20. **If you are dissatisfied with the response to your complaint, you may ask for your complaint to be**

(re-)referred to the Council, who will form a Complaints Committee (not consisting of any member or employee who dealt with the original complaint) to review the complaint and response, and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

**Adopted On:** 15<sup>th</sup> September 2020

**Review:** Every 2 years.

**Next Review Date:** September 2022

**Contacts:**

**Clerk of Ashurst and Colbury Parish Council:**

**Helen Klaassen**

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**The Chairman of Ashurst and Colbury Parish Council:**

**Cllr Caroline Hubbard**

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Ashurst

SO40 7DD

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Email: cahubbard@hotmail.co.uk

## Appendix 3

**ACCOUNTS PAYABLE - September 2020**

Date	Payee (chq to be made payable to)	Details	Chq	Amount	VAT	Total
Sep-20	TLC Online	Website Maint Jul,Aug,Sept 20	2521	£45.00		£45.00
Sep-20	Nightingale Ground Care	Rec and Allot Maint	2522	£203.25	£40.65	£243.90
Sep-20	A Baker	Salary	2523	£156.00		£156.00
Sep-20	H Klaassen	Salary and expenses	2524	£1,278.97		£1,278.97
Sep-20	Zurich	Insurance	2525	£741.01		£741.01
Sep-20	SLCC	Clerk - National Conference	2527	£25.00	£5.00	£30.00
Sep-20	SLCC	Principal Member fees	2526	£32.08		£32.08
Sep-20	Gristwood and Toms	Emergency tree call out - Rec	2528	£382.32	£76.46	£458.78
Sep-20	Festive Lights Ltd	Christmas Lights	2529	£539.76	£107.95	£647.71
Sep-20	HMRC	PAYE & NIC	2530	£169.32		£169.32
<b>Totals</b>				<b>£3,572.71</b>	<b>£230.06</b>	<b>£3,802.77</b>