

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

Held Online via Zoom on 16<sup>th</sup> February 2021 at 7.30pm.



**Present;** Cllr Caroline Hubbard (Chair), Cllr Clive White (Vice Chair) Cllr Sue Robinson, Cllr Andy Austin, Cllr Mike Thomas, Cllr Bobbie Torkington, Cllr Caroline Smith.

**Clerk;** Helen Klaassen

**NFDC:** Cllr Derek Tipp, Cllr Joe Reilly

**Police/NW:** PCSO Richard Williams, NW Co-ord. Karen Oliver

**Members of the Public;** 0.

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**19/159 Apologies for Absence**

None.

**19/160 Disclosure of Interest in an Agenda Item.**

None.

**19/151 Public Participation**

A member of the public raised that it was not easy to find the zoom links for meetings and could the Clerk provide the link to Facebook or the noticeboards. The Clerk agreed that she would share the links to the councils Facebook page.

**19/152 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 **APPROVED** and the Clerk would provide the Chair with a copy for signing.

Matters Arising:

- Noted that youngsters were gathering and drinking alcohol in the recreation ground
- The Clerk reported the DD with Business Stream had been set up, payments were to be £722 pm.

**19/153 Reports.** To receive reports and relevant information from;

**1. County and District Councillors**

**Cllr Mans:**

Pandemic: figures were reducing (New Forest Number under 100), hospital admissions also reducing but still a way to go but indications are that the vaccinations programme is having an impact. The vaccination programme is going well, hospital admissions are going down though there is still a way to go and depends on vaccinations still being made available.

The County Council will be meeting to set the council tax level, likely to be just under 5% increase, of which 3% goes towards social care. Schools are expected to go back second week of March. The CC are approximately £4m worse off this current year than estimated at the beginning of the pandemic. The government has reimbursed a lot of this, but the rate at which HCC can make savings has been reduced. They are currently using reserves to cover this, especially over last year, and have been used to give financial help to care homes before government grants came in.

The recent cold snap had an impact on the HCC machines, especially due to staff sickness.

Foxhills: Cllrs noted that the Parish Council had not been made aware.

Cllrs raised the issue of the new traffic scheme pilot outside Foxhills School, involving the road being shut off to any traffic during school drop and pick up, and the potential for it to cause problems in the local area. It was noted that the parish council had not been informed or consulted on the idea and were concerned about the impact the scheme would have.

Cllr Mans noted that it was only a pilot scheme and it was likely that consultation would be undertaken if it were to become permanent.

The Clerk was asked to contact Cllr Mans to express the parish council's concerns and desire to be consulted/made aware of plans going forward. Cllr Mans would check who had been consulted for the pilot.

**Clerk**

Cllr Tipp:

The district council would be meeting shortly to consider tax setting. The proposal was for a raise of approximately £5.

Leisure Centres would now be run by Freedom Leisure, who would continue to invest in them.

Cllr Reilly:

Draft Waste Strategy had been completed and the results were being analysed. Cllr Reilly would email the Clerk a copy.

## 2. Committee Chairs

H&T

Wildflower planting would be undertaken soon. Suggestions for locations were being sought.

The possibility of more benches would be discussed in the Autumn.

P&D

The committee had met with representatives from the NFNPA regarding updating the village design statement.

F&R

The committee had recently discussed:

Internet Banking

Revisions to the Clerks contract

Financial Risk Assessment

Reviewed the Bank Reconciliation.

## 3. Parish Councillors

Cllr Robinson reported no update in Timebanking yet, the council were still on the shortlist for the grant but no further movement had been made.

## 4. Police / Neighbourhood Watch.

PCSO Williams: Noting the instances of youths in the rec, asked that these be reported online as it was helpful to build a picture of when it was happening.

Issues with thefts from motor vehicles in Ashurst recently. CCTV was being reviewed, but advice was to not leave cars unlocked.

Mrs Oliver: Dog thefts were still happening and people were using 'meet my dog' to identify victims.

19/154

### Bench and Memorials Policy (appendix 1).

Amendments – new bench cost £1000.

It was **RESOLVED** to accept the policy.

(7 in favour, Cllr White abstained).

19/155

**Parish Office.** To receive recommendation from F&R Committee.

**Exclusion of Press and Public.** Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED** to exclude the public and press to protect the confidential nature of the business to be transacted during consideration of this item.

Following a recommendation from the F&R Committee, it was agreed that the office no longer met the parish council's needs and thus it was **RESOLVED** to quit it, giving the church a date of 31<sup>st</sup> March that the council would vacate by.

It was further **RESOLVED** to hire a Lok n Store unit to store some of the larger items and that were not regularly needed. Day to day office items would be housed in the Clerk's home office. The Clerk would arrange disposal of unwanted furniture. Cllr White would contact Revd Mayer and communicate the decision.

Clerk

CW

19/156

### Banking Arrangements.

The matter was discussed. It was **RESOLVED** that first choice would be the Co-op bank, provided that two conditions were able to be met: a) that they would be able to arrange two signatories for payments as was currently the case under the Financial Regulations and that b) the Clerk could get positive recommendation for them. In the case that these two conditions could not be met the second choice would be Unity Trust.

Clerk

19/155

**Accounts and Clerk's Update.** To:

1. Receive and approve 2020-21 3<sup>rd</sup> quarter bank reconciliation (appendix 2).

**The Q3 bank reconciliation was received and approved.**

2. Receive and approve the Monthly Schedule of Payments (appendix 3).

**The monthly payments schedule was received and approved.**

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

**The Clerk reported that the interim audit had been completed and that the Financial Risk Assessment would come to the council for approval in the March meeting.**

4. Correspondence

**None.**

**19/158 Items for Discussion at the Next Meeting.**

- Risk Assessment
- Audit
- Fete

**Meeting concluded at 9.30pm.**

Signed:

\_\_\_\_\_

Date:

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# Ashurst and Colbury Parish Council

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## Memorials in Public Spaces

Ashurst and Colbury Parish Council recognises the wish for memorial plaques in public spaces. Requests will be considered on an individual basis.

The memorial plaque and tree application process is managed and regulated for the benefit of all.

### 1. Aims and Purposes of the Policy

- To be respectful and sympathetic to those seeking to install a memorial.
- To ensure the recreational use of open spaces is not compromised and ensure the quality of their appearance is maintained.
- To ensure that memorial benches / trees are not out of place in any area that they are installed.

### 2. Terms and Conditions

- 2.1 The Parish Council has the right to limit, in both location and number, the types of memorial in any one area.
- 2.2 The appropriate donation must be received before the installation of any memorial takes place.
- 2.3 The Parish Council does not accept applications for memorials for pets.
- 2.4 The Parish Council is unable to agree to the interment or scattering of ashes at public open spaces within the parish.
- 2.5 The proposed inscription on any plaque must be approved by the Parish Council before an order is placed.
- 2.6 Memorials will only be considered if the deceased was resident in the parish at the time of passing. In exceptional circumstances this condition may be overlooked but it is at the discretion of the Parish Council.
- 2.7 In the case of former Parish Councillors of Ashurst and Colbury Parish Council a memorial will only be considered for those whose service exceeded 15 years, however this will be at the discretion of the Council.

### 3. Memorial Plaques on Existing Benches

The Parish Council will consider requests for placement of a memorial plaque on an existing bench. As benches have been provided through public funds a charge, which includes a donation of £200 towards the original purchase and future maintenance of the bench plus the installation cost of the plaque, will apply.

- 3.1 An application form should be completed and sent to the Clerk, by email [parishclerk@ashurstandcolbury-pc.gov.uk](mailto:parishclerk@ashurstandcolbury-pc.gov.uk) or by post.
- 3.2 A maximum of 3 memorial plaques may be attached to each bench (one memorial per applicant). Plaques must be brass and 4x2 inches.
- 3.3 The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed.
- 3.4 The applicant will be responsible for delivering the memorial plaque to the Parish Clerk once the wording and font have been agreed in writing by the Parish Council.
- 3.5 Memorial plaques will be installed on bench by the Parish Council.
- 3.6 No additional mementos such as flowers, statues, vases or trinkets will be permitted alongside or placed on any bench. The Parish Council reserves the right to remove any such mementos or flowers without notice.
- 3.7 The Parish Council will undertake regular assessment of all benches and reserves the right to remove any bench, or plaque is in a poor state of repair or that is no longer considered safe and fit for purpose. In this event, the named person(s) on the enquiry form will be informed. The donor will be

asked to collect the inscribed plaque within 4 weeks. If contact cannot be made plaques will also be disposed of within 8 weeks.

- 3.8 The Parish Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing algae and grime and repairing minor faults within the resources available. The Parish Council is not responsible for the maintenance of memorial plaques.
- 3.9 Memorial plaques must not be removed or inscriptions amended without the written approval of the Parish Council.
- 3.10 The Parish Council accepts no liability for damage to benches or plaques by a third party.
- 3.11 The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead plaques being removed without notice to the donor.

#### **4. Memorial Plaque and New Bench**

The Parish Council will consider requests for placement of a new memorial bench and plaque. A charge of £1000 covering purchase, installation and future maintenance of the bench and plaque, will apply. Once placed the bench will become the responsibility of the Parish Council.

- 4.1 An application form should be completed and sent to the Clerk, by email [parishclerk@ashurstandcolbury-pc.gov.uk](mailto:parishclerk@ashurstandcolbury-pc.gov.uk) or by post.
- 4.2 Plaques must be brass and 4x2 inches.
- 4.3 The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed.
- 4.4 The type and style of bench will be of a similar style to others in the vicinity.
- 4.5 The applicant will be responsible for delivering the memorial plaque to the Parish Clerk once the wording and font have been agreed in writing by the Parish Council.
- 4.6 Memorial plaques will be installed on the bench by the Parish Council.
- 4.7 No additional mementos such as flowers, statues, vases or trinkets will be permitted alongside or placed on any bench. The Parish Council reserves the right to remove any such mementos or flowers without notice.
- 4.8 The Parish Council will undertake regular assessment of all benches and reserves the right to remove any bench, or plaque is in a poor state of repair or that is no longer considered safe and fit for purpose. In this event, the named person(s) on the enquiry form will be informed. The donor will be asked to collect the inscribed plaque within 4 weeks. If contact cannot be made plaques will also be disposed of within 8 weeks.
- 4.9 The Parish Council's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing algae and grime and repairing minor faults within the resources available. The Parish Council is not responsible for the maintenance of memorial plaques.
- 4.10 Memorial plaques must not be removed or inscriptions amended without the written approval of the Parish Council.
- 4.11 The Parish Council accepts no liability for damage to benches or plaques by a third party.
- 4.12 The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead plaques being removed without notice to the donor.

#### **5. Memorial Trees**

The planting of memorial trees may be permitted within the Recreation Ground at Whartons Lane and is at the discretion of the council. However, due to large numbers of existing trees and dependent on the level of demand, the planting of trees may not always be possible.

- 5.1 The species of tree will be a native variety and will be at the discretion of the Parish Council, chosen to enhance the planting scheme of the specific area.
- 5.2 Trees will be planted during the autumn and winter planting season by the Council, but the applicant and family members may be present and assist if practicable and desired.
- 5.3 The total donation toward the cost and care of the tree will be £350 to include the tree, planting, stakes, guards and pruning. The applicant will be asked to make the donation to the Parish Council before the tree is ordered.
- 5.4 The tree will be solely owned by the Parish Council.
- 5.5 The proposed inscription on a memorial plaque must be approved by the Parish Council before any order is placed. Please liaise with the Council for the specification of permitted plaques and size for memorials for trees.
- 5.6 The applicant will be responsible for ordering and delivering the memorial plaque to the Parish Office once the wording and font have been agreed in writing by the Parish Council.
- 5.7 The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk with updated details in writing. Failure to do so could lead to the Council being unable to give you notice if your plaque needs to be moved/removed.
- 5.8 No additional mementos such as flowers, statues, vases or trinkets etc. will be permitted alongside any tree. The Parish Council reserves the right to remove any such mementos or flowers. However native bulbs may be planted around the base of the tree, with the Council's permission and agreement as to type.
- 5.9 The Parish Council will not accept responsibility or liability in respect of any damage to or loss of a memorial tree or plaque whatever the circumstances. Including damage caused by a third party.
- 5.10 If the memorial tree is vandalised or does not thrive the Parish Council may help the applicant to replace the tree.

**If you have any queries or need further information please contact the Parish Clerk on 07510 371440 or email [parishclerk@ashurstandcolbury-pc.gov.uk](mailto:parishclerk@ashurstandcolbury-pc.gov.uk).**

**The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.**

## Application Form

Please complete and return to: The Clerk, Ashurst and Colbury Parish Council, via email [parishclerk@ashurstandcolbury-pc.gov.uk](mailto:parishclerk@ashurstandcolbury-pc.gov.uk) or post to, 3 Shrubbs Hill Gardens, Lyndhurst, SO43 7DL.

### Contact Details (Please supply your contact details below)

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

### Memorial Type (Please tick as required)

<b>Memorial Plaque on Existing Bench - £200</b>	
<b>Memorial Plaque on New Bench - £1000</b>	
<b>Memorial Tree and Plaque - £350</b>	

### Memorial Plaque

<b>Name on Plaque:</b>	
<b>Full Inscription:</b> (Max of 75 characters)	
<b>Font:</b>	
<b>Please explain yours or the deceased's link to the parish of Ashurst and Colbury</b>	

I agree to abide by the Terms and Conditions as set out in Ashurst and Colbury's Memorials Policy.

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

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

Print Name: \_\_\_\_\_

Appendix 2

ASHURST AND COLBURY PARISH COUNCIL

Bank Reconciliation

Month ending 31st December 2020



Prepared by; Helen Klaassen, Clerk and RFO – 10th February 2021.

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<b>Balance per bank statements as at 31.12.2020:</b>	£	£
Current Account	51,459.12	
Reserve Account	32,388.92	
	<hr/>	
	£83,848.04	
Less: any un-presented cheques	838.9	
<b>Net balances as at 31.12.2020</b>	<b>£83,009.14</b>	
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Add: any un-banked cash at 31.12.2020	£95.00	
Total Closing balance as at 31.12.2020	<hr/>	<hr/>
	£83,104.14	

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*The net balances reconcile to the Cash Book (receipts and payments account) for the quarter, as follows:*

**CASH BOOK:**

Opening Balance 1st October 2020	£91,374.58
Add: Receipts from 01.10.2020 - 31.12.2020	£1,264.83
Less: Payments from 01.10.2020 - 31.12.2020	-£9,630.27
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Closing balance per cash book [receipts and payments book] as at 31st December 2020 (must equal net balances above)	£83,009.14
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Appendix 3

**ACCOUNTS PAYABLE - February 2021**

Date	Payee	Details	Chq	Cost	VAT
16.2.21	Wicksteed	Play equipment inspection	2570	£72.00	£12.00
16.2.21	TLC	Website Maint and Feb Mag	2571	£120.00	
16.2.21	SLCC	Practitioners Conference	2572	£90.00	£15.00
16.2.21	Nightingale Ground Care	Rec and Allot Maint	2573	£243.90	£40.65
16.2.21	Elite Playground Inspections	Play equipment inspection	2574	£50.40	£8.40
16.2.21	Lightatouch	Interim Audit and risk assessment	2575	£412.00	
16.2.21	A Baker	Salary	2576	£156.00	
16.2.21	H Klaassen	Clerks Salary and Expenses	2577	£1,251.63	£15.38
16.2.21	HMRC	PAYE/NIC	2578	£139.83	
			<b>Totals</b>	<b>£2,535.76</b>	<b>£91.43</b>