

MINUTES OF THE MEETING OF ASHURST AND COLBURY PARISH COUNCIL.

Held Online via Zoom on 20th April 2021 at 7.30pm.

Present; Cllr Caroline Hubbard (Chair), Cllr Clive White (Vice Chair) Cllr Sue Robinson,
Cllr Andy Austin, Cllr Adrian Eyre (Part), Cllr Bobbie Torkington, Cllr Caroline Smith.
Clerk; Lorraine Wheeler
NFDC: Cllr Derek Tipp (Part)
Members of the Public; 1

19/180 Apologies for Absence - Cllr Keith Mans, Cllr Joe Reilly, Cllr Mike Thomas, PCSO Richard Williams, Karen Oliver.

19/181 Disclosure of Interest in an Agenda Item.
None

19/182 Public Participation.

A fifteen-minute period will be allowed for members of the public, with the approval of the Chairman, to have the opportunity to make representations, raise issues, or ask questions.

A member of the public wished to bring to the Council's attention the car wash in Ash Road which is the subject of a retrospective planning application. The applicant has moved and realigned the fence, but it is still in an incorrect position, and uses materials which differ to those specified. A letter has been written to the NFPA to little effect. The Parish Council agreed to lend support by letter to the Planning Officer in charge.

CW

The Notice Board at the CoOp requires a Parish Council sign, Cllr Hubbard agreed to delegate to Alf Baker.

CH

19/183 Approval of the Minutes of the Previous Full Council Meeting as a Correct Record of Proceedings, and Matters Arising / Action Updates From those Minutes.

Proposed by Cllr White and Seconded by Cllr Hubbard the minutes were **AGREED** and the Clerk would provide the Chair with a copy for signing.

Matters Arising:

Many people were not aware of Helen Klaassen's departure – Cllr Hubbard agreed to write an article for the printed copy of the June edition of the Magazine which all residents will receive a copy of.

CH

Anne Arcscott wrote about the pilot highways scheme at Foxhills Primary School in the last edition of the magazine. This was a really useful update for residents and Councillors and Cllr Hubbard wished to thank her.

Cllr Hubbard is yet to meet at the Recreation Ground with Bridget Lloyd.

Go Botanical have not yet agreed to go ahead with the Sensory garden. S106 will cover the cost.

Summer Village Event - Cllr Thomas would like to revisit and arrange a working party meeting.

Time Bank – nothing further from them.

Cllr Austin advised that the Christmas lights have been removed and has a receipt for refreshments for reimbursement and the box of Christmas lights for the Clerk.

19/184 Reports. To receive reports and relevant information from;

1. County and District Councillors

Cllr Derek Tipp - advised that £82m has been granted to local business from Central Government during the pandemic and the Council has given £500,000 of Council Tax relief. 130 homeless people have been housed. Sadly, fly tipping has increased by 59% this year causing an increase of 66% in the cost of clearing it at a total cost of £100,000 to the NFDC so far. This has in part been caused by an increase in charges and having to book an appointment. The next Council meeting is set for 5th May – a virtual meeting, during which he will be installed as Chairman.

2. Committee Chairs

Open Spaces – Cllr Austin would like to meet with the ladies from Go Botanical regarding where to plant the wildflowers.

AA

CH

Cllr Hubbard advised that she has now met with all play equipment providers. Two quotations have been received and awaiting a third. She is meeting with parents tomorrow.

Community Engagement – no meeting held.

Finance & Resources – Internet banking is now fully operational. Cllrs Caroline Hubbard and Clive White are able to authorise payments. Two further signatories are being set up – Cllrs Caroline Smith and Sue Robertson.

3. **Parish Councillors** - None
4. **Police / Neighbourhood Watch** – None, will send a report for the next edition of the magazine.

- 19/185 Staffing Matters.** Parish Clerk Vacancy
1. **Applications** –No applications received to date.
 2. **Further Advertising** – The Locum Clerk provided a report of possible advertising mediums and fees (Appendix A). Following discussion, it was decided to advertise with NALC at a cost of £100.00 and continue with HALC which is free of charge. The Clerk will also post on the Council’s Facebook page and website. The closing date will be 31st May 2021. Cllr Eyre advised that Indeed and Linked In are useful online tools and will send further details. Cllr Hubbard will speak to the Clerk at Copythorne PC, who has now been in post for 2 years to enquire where they had advertised his post.
- Clerk
CH
- 19/186 New Bus Shelter.** To consider three quotations/designs.
The Locum Clerk had previously provided details of quotations received by email and a summary report of designs and costs for consideration (Appendix B). On balance it was proposed to accept the quotation by Company A, for the three-bay solid barrel roof and solid back panels at a cost of £4920.60 plus VAT.
Proposed by Cllr Austin and seconded by Cllr White, all Members present agreed and requested the Clerk to accept the quotation and progress the installation.
- Clerk
- 19/187 Magazine.** To consider print and delivery for May edition.
Following discussion, it was agreed that the May edition would be online only due to the lack of time and copy. TLC will be asked to use generic content. The June edition will be a bumper edition to include the May online content plus reports from each Committee Chair which will be reported at the Annual Meeting of the Council also.
Proposed by Cllr Hubbard and seconded by Cllr White, all Members present were in favour. The Clerk to inform TLC.
- Com
Chairs
Clerk
- 19/188 Annual Parish Assembly and Annual Meeting of the Council.** To consider dates/venues/Zoom.
The Locum Clerk advised that emergency legislation brought in last year to enable local authorities to hold virtual meetings will not be extended beyond 6th May. It was therefore proposed to suspend the Standing Orders requiring to hold the Council to hold the Annual and Full Council meeting on the third Tuesday of the month and bring it forward to 4th May in order to hold it virtually. The next Full Council meeting will have to be held in person on 15th June and the next Planning and Development Committee meeting will be held in person on 18th May. Meetings to resume at the Colbury Church Rooms. The Clerk to reserve the Rooms, advise County and District Cllrs and carry out a risk assessment along with Cllr Hubbard. There will be no Annual parish Assembly this year.
Proposed by Cllr White and seconded by Cllr Smith, all Members present were in favour.
- Clerk
CH
- 19/189 Executive Checklist (Risk Assessment).** To review the Executive Checklist.
The Locum Clerk had spoken to the Auditor who will provide a copy in due course.
- 19/190 Accounts and Clerk’s Update.** To:
1. Receive and approve the Monthly Schedule of Payments
Proposed by Cllr Hubbard and seconded by Cllr Smith, all Members present approved the payments for April (Appendix C).
 2. Receive any relevant information from the Clerk, including any decisions taken under delegated powers. – None to the knowledge of the Locum Clerk.
- 19/191 Items for Discussion at the Next Meeting.**
None

Meeting concluded at 9.30pm.

Signed: _____

Date: _____

Appendix A

Quotations Received

Company	Ad size cm	Online/ Print	Detail	Basic Price	Add Social Media Channels	Add bi weekly news bulletin
SLCC		Website Only	1 week 2 weeks 3 weeks 4 weeks	£95.00 £184.00 £278.00 £315.00	£105.00 £195.00 £289.00 £325.00	£115.00 £205.00 £300.00 £337.00
NALC		Website Only	Unspecified time, but end date required	£100.00	£200.00	£300.00
New Milton Advertiser and Lymington Times	20 x 9.4 10.4 x 9.4	Online 30 days and paper 1 week	Unlimited text/logos Text Only	£507.00 £347.00	Subsequent weeks £160.00 £80.00	
Just Council Jos		Online	30 days or until closing date	£95.00		
Newsquest/ Daily Echo/ Romsey Advertiser	7cm x 3 14cm x3 14 x 6	4 weeks print only 30 days online & digital	100 words 200 words 350 words	£525.00 £850.00 £1250.0		

Appendix B

Quotations Received

Company	Shelter Type	Roof Type	Basic Price	Extras	Remove Existing	Total Cost + VAT
A	3 Bay Brookes inc. solid lower back panels	Solid Barrel	£4920.60	Inc	Inc	£4920.00
A	2 Bay Brookes as above	Solid Barrel	£4190.40	Inc	Inc	£4190.40
B	3 Bay Arun all clear poly panels	Clear Poly Barrel	£5996.00 inc seat	Timetable Case £180 Flag Bracket £90	Inc	£5996.00
C	3 Bay Arun All clear poly panels	Clear Poly Barrel or pitched	£4778.00	Seat £218 Solid lower panels £261	£250	£5507.00
C	3 Bay	Clear Flat	£4672.00	Seat £218 Solid lower panels £261	£250	£5401.00

I have summarised above the quotations forwarded to you by email, along with links to photographs, which I hope will aid your decision making.

During the meeting please refer to the Companies by label A, B, or C.

Considerations:-

Clear or solid roof – Company A are solid, B & C clear

Clear or solid lower back panels – Company A include them but C are additional

Seats – Companies A & B include them but are additional from C

Appendix C

ACCOUNTS PAYABLE - April 2021

Date	Ref.	Payee	Details	Cost	VAT
15.04.21	DD	Tesco Mobile	Mobile Phone Charges	£ 8.50	
16.04.21	1	Lok'nStore Limited	Storage	£ 43.93	
16.04.21	2	HMRC Cumbernauld	PAYE & NI	£ 144.96	
20.04.21	3	SLCC	Membership Fees	£ 221.00	£ 28.00
20.04.21	4	Rokill	Pest Control at Allotments	£ 168.00	£ 20.80
20.04.21	5	Parish Online	Subscription	£ 124.80	£ 17.60
20.04.21	6	NFDC	Annual Tree Survey	£ 105.60	£ 40.65
20.04.21	7	Nightingale Groundcare	Grounds Maintenance	£ 243.90	£ 30.40
20.04.21	8	Helen Klaassen	Salary & Expenses	£ 1,156.76	
20.04.21	9	Alf Baker	Salary	£ 156.00	
20.04.21	10	New Forest Disability Information	Grant S137	£ 100.00	£ 137.45
			Totals	£2,473.45	