

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

**Held at The Church Rooms, Deerleap Lane, Colbury on Tuesday 15<sup>th</sup> June 2021 at 7.30pm.**

**Present;** Cllr Caroline Hubbard (Chair), Cllr Sue Robinson, Cllr Andy Austin, Cllr Adrian Eyre (Part), Cllr Bobbie Torkington, Cllr Caroline Smith.  
**Clerk;** Lorraine Wheeler  
**NFDC:** Cllr Joe Reilly  
**Members of the Public;** 2

**21/019 Apologies for Absence** – HCC Cllr Keith Mans, NFDC Cllr Derek Tipp, Cllr Clive White, PCSO Richard Williams

**21/020 Disclosure of Interest in an Agenda Item** - Cllr Caroline Hubbard declared an interest in item 21/026 being that she is employed at Foxhills School.

**21/021 Public Participation** – None.

**21/022 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 Eyres and Seconded by Cllr Robinson** the minutes were **AGREED** and the Clerk provided the Chair with a copy for signing.

**Matters Arising:**

**21/005 6.** The residents who set up the Go Fund Me page have closed it and any funds returned.

**21/007 4.** Representatives on the Colbury Memorial Hall – Cllr Hubbard had taken the offer back to Trustees that Councillors Austin and White were interested in being Trustees, however the Trustees felt that there needed to be some users of the Colbury Memorial Hall rather than additional Councillors as Trustees, but thanked Members for their offer.

**21/009** Review of Policies - discuss later in the Agenda.

**21/011** Cllr Hubbard wrote to NFNPA and the Member of Public re item 19/182 pertaining to the car wash. The NFNPA have issued a deadline of 19<sup>th</sup> July to comply with conditions.

Cllr Hubbard has met with Alf who will deal with signs on the Notice Board.

The Opens Spaces Committee has now met with Bridget from Go Botanical who will be drawing up a plan for a sensory garden, a quiet space with planting.

Cllr Hubbard wished to thank Cllrs White, Torkington and Robinson for overseeing the June magazine.

**21/012** Update re play area and Summer Event later in the meeting.

**21/015** QR Code – is located in the lobby of the Church Rooms building.

**21/023 Audit 2020/21. To receive and approve the Annual Governance and Accountability Return 2020/21.**

1. Review and Approve the internal auditor's report- Appendix A

**Noted**

2. Review and Approve Section 1, Annual Governance Statement – Appendix B

**Proposed** by Cllr Hubbard and **Seconded** by Cllr Eyres all Members present **Agreed** and the Annual Governance Statement was duly signed by the Chair and the Clerk who will submit to PKF.

**LW**

3. Review and Approve Section 2, Accounting Statements – Appendix C

**Proposed** by Cllr Smith and **Seconded** by Cllr Eyres all Members present **Agreed** and the Accounting Statement was duly signed by the Chair and the Clerk who will submit to PKF.

**LW**

4. To Set the Notice and Dates of Public Rights of Inspection – Appendix D

**Proposed** by Cllr Austin and **Seconded** by Cllr Robinson all Members present **Agreed** and the Clerk provided copies for posting on the Notice Boards and will post to the Council website.

**LW/  
AA/**

5. Receive and approve Q4 and full year bank reconciliation – Appendix E

**SR**

**Proposed** by Cllr Hubbard and **Seconded** by Cllr Eyres all Members present **Agreed** and the Bank Reconciliation as a true and accurate record.

**LW**

**21/024 Appointment of the Auditor for 2021/22.**

Quotation Attached – Appendix F Lightatouch Internal Audit Service.

Members agreed they were happy with the audit service provided by Tim Light of Lightatouch and would therefore use this service again next year.

**Proposed** by Cllr Austin and **Seconded** by Cllr Torkington all Members present **Agreed** and requested the Clerk to administrate.

**LW**

**21/025 Accounts**

1. To receive and approve the Monthly Schedule of Payments

**Proposed by Cllr Smith and seconded by Cllr Eyres, all Members present approved the payments for June** (Appendix G).

2. To consider a grant from Life Education Wessex for a project to assist pupils at Foxhills Primary School following the pandemic. Following discussion it was:

**Proposed** by Cllr Austin that £250.00 be granted and **Seconded** by Cllr Eyres, all Members present **Agreed**. The Clerk to administrate.

LW

**21/026 Review of Policies, Procedures and Terms of Reference.**

**Propose to Defer to September due to Additional Matters Requiring Urgent Attention**

**Proposed** by Cllr Hubbard and **Seconded** by Cllr Thomas all Members present **Agreed** to defer until September when it is hoped time would allow more in-depth consideration and update of the Policies and the new Clerk would be in post.

**21/027 Reports.** To receive reports and relevant information from;

**1. County and District Councillors**

**Cllr Joe Reilly advised –**

A waste prevention consultation will begin on 16<sup>th</sup> July, when various schemes will be considered such as a deposit and return of cans and bottles.

Memorial Bench – a resident of 40 years has asked if they could place a bench in the park – he will send the information to Cllr Hubbard for consideration.

Fly tipping – a repeat offender has been charged and sentenced to 8 months in prison, a good result.

HCC have in Cllr Reilly's opinion placed too many cuts on services in recent years and residents have taken to social media to air their views.

**2. Committee Chairs**

**Cllr Robinson, Planning & Development advised –**

A good discussion had taken place at the Planning & Development Committee Meeting today regarding the Whartons Lane planning application and many good points had arisen which will be summarised and sent to NFNPA to raise with the developer.

In the meantime, additional working party meetings will take place for Councillors to attend and aim to be ready to make a decision at the next meeting on 20<sup>th</sup> July.

**Re Community Engagement Cllr Robinson advised –**

It had been decided to hold the village event on 11<sup>th</sup> September in the field behind the Forest Inn from 12 noon – 3pm as this will help to monitor and restrict numbers. There will be toilets and electric hook up available. Various entertainment providers such as a brass band, Tai Chi demonstration, storytelling, cartoons and ice cream have been approached. There is a car park, however residents will be advised to walk and bring picnic equipment.

**Cllr Austin, Highways & Transport advised –**

He will produce an article for the July magazine. He has sent an email to South West Rail to find out what is involved in adopting and maintaining the railway station.

Roadworks have been published in the Newsletter.

Go Botanical are too late to plant wildflowers this year, however placements will be agreed on for next year.

**3. Parish Councillors –**

None

**4. Police / Neighbourhood Watch –** Report attached to these minutes.

**21/028 New Play Equipment.**

**To Consider Quotations for:**

Prior to discussion the Clerk had advised through the Chair that the regulations for the tender process must be adhered to for any projects over £25,000 and that this must be advertised on the contract finder website once a specification for the works had been decided upon.

**1. Removal of Toddlers Swings/Slide/Flooring - Appendix I**

**Cllr Austin** had provided three quotations for removal of the toddler swings and slide and matting under. After prolonged discussion it was **Proposed** by Cllr Hubbard and **Seconded** by Cllr Thomas to go with Company C, subject to satisfactory Public Liability Insurance Certificates, Risk

LW

Assessments and Trade Waste Licences have been provided. The Clerk will write to the Company.

**2. New Equipment – Appendix J**

**Cllr Torkington** ran through the quotations and progress so far. A lot of groundwork had been undertaken and it had been hoped to apply for a grant from Veolia. This now cannot be done until the correct tender process has been followed. However, good progress has been made, but whilst she acknowledged the tremendous efforts of some parents, it has been difficult to manage residents' expectations. This is a long and involved process and they are understandably keen to see some movement and were disappointed it was taking so long. The Go Fund Me page had been closed and funds returned for this reason. A grant has been received from Trants for £100 which will be ringfenced in the Council's accounts. It was also agreed by all Members present, that no new installations should be considered until a drainage survey had been undertaken, quotations are awaited.

**3. Drainage Surveys – Appendix K – as above, quotations are awaited.**

**21/029 Community Engagement – Set Committee Meeting Date, Required in Order to Appoint Chair and Vice Chair.** It was **Agreed** by all Members present that a date would be set at the next Meeting on 20<sup>th</sup> July, as it had not been possible to agree a date imminently due to Members' other commitments.

**21/030 Items for Discussion at the Next Meeting.**

Community Engagement as 21/029 above.

Whartons Lane Development.

Village Event 11<sup>th</sup> September.

**Members of the public left the meeting, so that the Exempt Session to discuss and approve the appointment of a new Clerk could take place.**

**21/031 EXEMPT SESSION - See Exempt Minutes (Parish Council Members Only)**

**Members of the Public and Press are requested to leave the meeting pursuant to para 1, of Part 1, of Schedule 12A of LG 1972, in view of the nature of the business, that if members of the Press or Public are present, there could be information disclosed to them relating to an individual.**

**Staffing Matters:**

- 1. To Approve the Appointment of a New Clerk.**
- 2. To Approve the Contract, Salary and Pension Offer.**
- 3. To Approve New Clerk's Training £95 on 9<sup>th</sup> July.**

**To Discuss Handover Period with Locum Clerk/Ad Hoc Hours through July.**

**21/032 Close of Meeting.** There being no further business the Chairman closed the meeting at 9.25pm.

**Meeting concluded at 9.25pm.**

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

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

## Appendix G

### ACCOUNTS PAYABLE - June 2021

Date	Ref.	Payee	Details	Cost	VAT
07.05.21	DD	ICO	GDPR Subscription	£35.00	
11.05.21	DD	Lok n Store	Storage	£84.00	£14.00
12.05.21	15	Mrs L Wheeler	Locum Clerk Services April 2021	£970.75	
13.05.21	16	Alf Baker	Refund Sydennhams Invoice	£116.87	£11.08
13.05.21	17	Alf Baker	Refund Milestones Invoice	£168.00	£28.00
17.05.21	DD	Tesco Mobile	Mobile Phone Charges	£8.50	
19.05.21	18	TLC Online	Website April-June & Magazine Mar/Apr	£195.00	
19.05.21	19	NALC	Clerk Vacancy Advertising	£120.00	£20.00
24.05.21	DD	Business Stream	Allotment Water	£722.00	
26.05.21	20	Alf Baker	Salary May 2021	£156.00	
26.05.21	21	ROSPA	Annual Play Play Equipment Inspection	£111.60	£18.60
02.06.21	22	Mrs L Wheeler	Locum Clerk Services June 2021	£997.80	
02.06.21	23	TLC Online	Magazine June Editionm	£450.00	
02.06.21	24	Nightingale Groundcare	Monthly Grounds Maintenance	£243.90	£40.65
08.06.21	DD	Lok n Store	Storage	£84.00	£14.00
09.06.21	25	Externiture	New Bus Shelter Whartons Lane	£5,904.72	£984.12
09.06.21	26	Lightatouch	Internal Audit - Final	£137.50	
09.06.21	27	R B Hanson (Stronghold Security)	Allotments Keys	£31.96	
			<b>Totals</b>	<b>£10,537.60</b>	<b>£1,130.45</b>

### Neighbourhood Watch Report for the A & C Parish Council meeting on Tuesday 15<sup>th</sup> June 2021.

1) Regarding the caravans parked opposite the Allotments near the underpass to Ashurst Bridge. These have now gone. They were reported to P.C.S.O Williams and N.F.D.C. dealt with the issue.

2) National N.W. has created the position of Cyber Champions. We are lucky that we have one living in Ashurst – Mr. Trevor Brookes. He has undergone specific training for N.W. and has been Police vetted. There is an item in the next Parish magazine introducing him. This will be most helpful in giving advice against Cyber Crime. As of 30<sup>th</sup> April 2021, over 5.8 million emails were reported to the Suspicious Email Reporting Service (SERS). This tool was launched by the National Cyber Security Centre and the City of London Police last April and allows the public to forward suspicious emails to an automated system that scans them for malicious links. Since its launch, over 43,000 scams and 84,000 malicious websites have been removed.

3) A new campaign called “New Life” has been launched by Deliveroo in partnership with N.W. covering all of the company’s Communities initiatives. Training created by N.W. and verified by the Metropolitan Police will cover topics such as RIDER/VEHICLE SAFETY, SPOTTING SIGNS OF MODERN SLAVERY and HUMAN TRAFFICKING,COUNTY LINES/DRUG DEALING STREET HARRASSMENT etc. Deliveroo had a very successful partnership with the NSPCC last year where over

7,000 riders completed training which promoted help-numbers on delivery bags, encouraging members of the public to report concerns over the welfare of a child or children and to seek advice and support.

4) There are continuing issues with people leaving valuables inside cars when going for walks in the Forest. PCSO Williams and other officers have been targeting the Forest car-parks with warning notices to advise people to leave their valuables at home or take them on their walks.

5) From P.C.S.O Williams....The new Speedwatch team is up and running which includes Andy Austin. One recent motorist was caught breaking the 40m.p.h. speed limit at 67 m.p.h.

Karen Oliver,  
Lead Coordinator,  
A & C N.W. & Area Coordinator for New Forest North.