

**ASHURST & COLBURY PARISH COUNCIL**  
**MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON**  
**Tuesday 21<sup>st</sup> September 2021 – 7:30pm**  
**Colbury Church Rooms, Deerleap Lane, Colbury**

Attended by: Cllr Caroline Hubbard, (Chair), Cllr Adrian Eyre, Cllr Sue Robinson, Cllr Caroline Smith, Cllr Mike Thomas, Cllr Bobbie Torkington, Cllr Derek Tipp NFDC  
In Attendance: Karen Miles (Clerk), 3 members of the public

**21/046**            **Apologies** – Cllr Andy Austin, Cllr Clive White,  
NFDC Cllr Joe Reilly, HCC Cllr Keith Manns

**21/047**            **Declarations of Interest** - None

**21/048**            **Public Participation** – Resident was concerned at the amount of overgrown foliage from resident hedges which were encroaching onto the pavements along Whartons Lane and asked if the Parish Council could assist in addressing this problem. It was agreed that the resident would meet with the Chair and they would look at the offending areas together with a view to letters being sent to individual householders to remind them of their responsibilities. An article is already on the website about hedges, Cllr Torkington will put an article in the next edition of the Magazine and Clerk will put something on Facebook asking residents to check their hedges aren't encroaching onto pavements.

**KM/BT**

Chairman of the Allotment Association asked if the hedge to the right-hand side when coming out of the gates could be cut back to maintain sight lines as it was difficult to see oncoming traffic.

**KM**

**21/049**            **Approval of the Minutes of the Previous Full Council Meeting as a Correct Record of Proceedings and Matters Arising / Action Updates From those Minutes.**

**To Receive Minutes of the Full Council Meeting held on 20<sup>th</sup> July 2021**  
**PROPOSED:** Minutes of the Full Council Meeting held on 20<sup>th</sup> July 2021 were formally received.

**RESOLVED:** Proposed by Cllr Eyre and Seconded by Cllr Smith, the Minutes were **AGREED** by all Members and the Clerk provided the Chair with a copy for signing.

**21/050**            **Matters Arising:**

Cllr Hubbard thanked all members of the Village Event Working Party for all of their hard work in the run up to the event.

**21/051**            **Reports**

- a. **NFDC Cllr Derek Tipp** – Councillor Tipp told the Council that his colleague NFDC Cllr Joe Reilly has been very ill. He is now out of hospital and will be back in circulation and able to attend meetings in the next couple of months.

Empty Homes Strategy – NFDC are trying to bring empty properties back to use and are asking the public to report any empty homes to the Council so that they can work with the owner in trying to get them rented.

New Forest District Council has made an 11-million-pound investment in purchasing land in Ringwood and this will be turned into a large industrial estate. The council is looking for more sites.

Afghanistan Refugees – NFDC have housed a couple of families within the New Forest. They are in private rented accommodation so this won't have any negative effect to the NFDC housing stock.

Solent Freeport – The Government has accepted Hampshire to become 1 of 8 sites in the country which will operate as a freeport. The ports of Portsmouth, Southampton, and Southampton Airport will become freeports. It is hoped that this will be up and running by the end of the year. Companies that operate within freeports won't have to pay import taxes on products until they move them outside the outer boundary and into the full UK market. Business rates within the freeport will be reduced and growth will be improved. Jobs will be created.

Cllr Tipp said that he and Cllr Reilly still had their small community grant which they could offer to the Parish Council towards a project. Money would be in the region of about £200. This would need to be applied for before the end of the financial year. **SR**

#### **b. Committee Chairs**

**Cllr Robinson** gave an update on the Whartons Lane Planning Application. NFNPA had originally asked the developers for an extension to 23.09.2021 to make their response. There has been no published decision as yet. It was agreed in the Planning Meeting that Cllr Robinson would write to NFNPA Planning Dept after the 1<sup>st</sup> October to ask for timelines on their decision making. (Clerk checked NFNPA website 27.09.2021 and NFNPA have asked for a further extension until 22<sup>nd</sup> December 2021 – applicant has agreed to this).

#### **Village Design Statement**

Councillor Robinsons gave a recap on what had been discussed at the Planning Meeting and suggested that members formed an informal Working Party to get together and discuss a possible rewrite of the VDS, checking neighbouring parishes VDS to see how they have reflected the recent NFNPA changes. As all members of the Planning Committee had agreed to form the Working Party, Cllr's Smith and Torkington were asked as well and accepted the invitation.

#### **c. Parish Councillors**

**Cllr Smith** said that she had canvassed resident opinions about the Parish Magazine at the Village Event. Everyone she spoke to was very positive about the magazine and there were no negative comments. Everyone was pleased that it was back in paper form.

Residents asked for regular Recreation Ground updates and if there would be provision in the new park for baby swings as there were none. One resident thought it would be nice to see some nature items in the magazine, another wanted animal pictures to colour, another wanted more info on cyber security. It was good feedback and the team will move forward with requests.

**Cllr Hubbard** was dismayed to report that she had received complaints about the planters outside the shops. The new plants recently planted were looking dry and neglected, some had died and there was a lot of litter and beer cans in the planters. Even the evergreen plants were on their last legs. What has happened to the volunteers that offered to water the plants? An item will be put on the next agenda.

**d. Neighbourhood Watch – See separate report below**

**21/052**

**Policy**

**a. To Review Parish Council Policies currently on website**

**PROPOSED:** To review and update Parish Council Policies

**RESOLVED:** Due to the number of Policies there were to review, it was agreed that 2-3 Policies would be reviewed over the next couple of meetings.

**b. To Consider moving Committees to Working Parties**

**PROPOSED:** Council to consider removing Committees and moving to Working Parties so that meetings could be held informally without the need for the Clerk to minute the meeting. The recent Working Party for the Village Event highlighted how effective this had been.

**RESOLVED:** The Parish council voted to move all Committees to Working Parties with the exception of Planning and Development Committee and Finance and Resources. Anything agreed within the Working Parties would be brought back to Full Council to be ratified.

**21/053**

**Community & Environment**

**a. Village Event – Update from Working Party**

**Cllr Torkington** - The Parish Council wanted to put on an event this year but because Covid is still around, it was felt that the event had to be kept smaller than usual and numbers of attendees needed to be less. In this instance, the Recreation Ground was not a suitable venue as there were two entrances and admittance to the site couldn't be monitored. The Working Party approached the Forest Inn who very kindly agreed to hold the event in the field behind the pub. Cllr Torkington advised that the event had been a great success and wanted to thank the Working Party who had met regularly over the summer and the Forest Inn for the use of their field. The teamwork on the day was fantastic and they overcame problems at short notice. Feedback from residents on the day was that they really enjoyed the event and it was nice to get together again.

**b. To consider quotes for remedial works to trees in the Recreation Ground neighbouring properties at Whartons Lane and Lakewood Road – Clerk advised that she had received 2 quotes from local tree surgeons to carry out remedial works to trees in the Recreation Ground, however, she had recently received an invoice**

**KM**

from a company that had recently carried out tree works for the Parish Council under a Service Level Agreement with New Forest District Council. Further investigations found that the NFDC Tree Officer carries out a detailed tree survey annually around February and works required are then emailed to the Clerk for approval and taken to Full Council for authorisation. Clerk is meeting NFDC Tree Office Mark Bursey on site on 23<sup>rd</sup> September and will report more at the next meeting in October.

- c. **Ashurst Railway Station Adoption** – This item was not discussed as the Ashurst & Colbury Community Group have now taken over the adoption of the Railway Station.
- d. **To consider proposal of Time Banking** – Cllr Robinson explained that she had looked into the different aspects which the Council could apply and was frustrated not to have received the information requested from Time Banking people despite several emails. At this moment in time, it would involve too much work to drive this forward.

21/054

#### Accounts.

- a. **To Approve Online Payment Schedule dated 23.09.2021**  
**PROPOSED:** To Approve the monthly payment schedule dated 23.09.2021  
**RESOLVED:** The schedule was received by Members and approved for payment, **PROPOSED** by Cllr Eyre and **SECONDED** by Cllr Hubbard.
- b. **To Ratify Approval of Online Payment Schedules dated 30.07.2021, 23.08.2021 and 31.08.2021**  
**RESOLVED:** The schedules were received by Members and ratified, **PROPOSED** BY Cllr Eyre and **SECONDED** by Cllr Hubbard
- c. **To Receive Income and Expenditure Reports for June, July and August 2021.** **RESOLVED:** Income and Expenditure Reports for June, July and August 2021 were received by Members and ratified. **PROPOSED** by Cllr Eyre and **SECONDED** by Cllr Hubbard
- d. **To Consider Quotes for Insurance Renewal from BHIB & Zurich**  
**RESOLVED:** Members decided to continue with Zurich Insurance on a 5-year term.

21/055

#### Communication

- a. **Parish Magazine – Update from Cllr Torkington** – all in all very happy with the Magazine and there has been really good feedback from residents surveyed about it at the Village Event. TLC are working well with the team and producing a great publication. There seems to be a shortage on advertising revenue so the team will approach the shops on the parade to see if they are interested in advertising. There was a problem with the printing of the September issue and some pages were out of order and upside down. Cllr Torkington will speak to TLC and ask for some extra copies of the October issue as compensation. These can be left for collection at the Co-Op and the Memorial Hall.

BT

21/056

#### Correspondence

The thank you letter from Citizens Advice New Forest was given to Members and acknowledged.

21/057

**Items for Next Meeting**

**Planters – plants looking very shabby and dying, litter in planters**

**Tree remedial works in Recreation Ground**

**Close of Meeting.**

The meeting closed at 9.10 pm

The next meeting will be held on Tuesday 19<sup>th</sup> October 2021

Signed:

---

Date:

---

---

---

Signed:

---

**Item 21/054C – Income June 2021 to September 2021**

Date	Payee	Details	Total	VAT
30.06.2021	HMRC Cumbernauld	PAYE & NI 06.06.2021 - 05.07.2021	£89.00	
30.06.2021	TLC Online	Parish Magazines for June	£450.00	
30.06.2021	Rokill	Allotment Pest Control 29.06-28.09.21	£168.00	£28.00
30.06.2021	Lok n Store	Rental of unit T0702 05.07-01.08.21	£84.00	£14.00
30.06.2021	Karen Miles	Expenses June, printer, mileage	£314.72	
08.07.2021	Mrs L Wheeler	Locum Clerk Service June 2021	£1,143.80	
08.07.2021	HALC	Cllr Development Adrian Eyre 24.06.21	£95.00	£19.00
08.07.2021	HALC	New Clerk Karen Miles 06.&20.07.21	£95.00	£19.00
21.07.2021	Colbury Church Rooms	Hire of rooms 11.05, 18.05 & 15.06.21	£120.00	
21.07.2021	TLC Online	Parish Magazines for August	£450.00	
21.07.2021	Karen Miles	Salary & Expenses for July	£1,147.85	
21.07.2021	Alf Baker	Salary for July	£156.00	
30.07.2021	Nightingale Groundcare	Maintenance of Parish green spaces	203.25	£40.65
30.07.2021	Lok n Store	Hire of Unit T0702 02.08-29.08.21	70.00	£14.00
30.07.2021	Mrs L Wheeler	Locum Clerk Service July 2021	321.69	
22.07.2021	Business Stream	Allotment Water Bill, Last instalment	722.00	
15.07.2021	Tesco Mobile	Mobile Phone Charges	18.50	
23.08.2021	Absolute Technology	IT Help to restore Outlook to laptop	42.50	8.50
23.08.2021	Elite Playground Inspections	Quarterly Play Area inspection	42.00	8.40
23.08.2021	Citizens Advice New Forest	Grant Payment	150.00	
23.08.2021	Colbury Church Rooms	Hire of rooms 20.07 & 29.07	80.00	
23.08.2021	Karen Miles	Salary & Expenses for August	1070.65	
23.08.2021	Alf Baker	Salary for August	156.00	
16.08.2021	Tesco Mobile	Mobile Phone Charges	8.50	
20.08.2021	Lok n Store	Hire of Unit T0702 30.08-26.09.21	70.00	14.00
23.08.2021	Business Stream	Allotment Water Bill	722.00	to be refunded
31.08.2021	Julie Harding	Bedding plants for the planters	42.98	
31.08.2021	Nightingale Groundcare	Monthly Grounds Maintenance	203.25	40.65
31.08.2021	TLC Online	Website Maintenance for July-Sept 21	45.00	
31.08.2021	TLC Online	September Parish Magazine	450.00	
17.08.2021	Armada Contracting Services Ltd	Remove toddler playground equipment	1735.00	
31.08.2021	Colbury Church Rooms	Hire of room 24.08.2021 Planning Mtg	40.00	
09.09.2021	Mrs Sylvia Beecham	Plot 25 Key deposit	20.00	
11.09.2021	New Forest Brass	Attendance at Village Event 11.09.21	350.00	
11.09.2021	Simon Chadwick	Cartoonist at Village Event 11.09.21	70.00	
17.09.2021	Lok n Store	Hire of Unit T0702 30.08-26.09.21	70.00	14.00
20.09.2021	TLC Online	October Parish Magazine	450.00	
23.09.2021	Karen Miles	September Salary & Expenses	1117.72	
23.09.2021	Alf Baker	September Salary & Expenses	156.00	
		<b>Total</b>	<b>12,740.41</b>	<b>220.20</b>

## Receipts June to September 2021

Date	Details		
	Allotments	Magazine	Misc.
22.07.2021			HMRC VTR
31.07.2021	20.00		Heather - Plot 31 - Replacement Allotment Key
02.08.2021	-		10.00 A P & A Wright
13.08.2021			168.00 Lok N Store Millbrook - refund of overpayment of storage unit
23.08.2021		60.00	24-7 Electrics Ltd - Magazine Advert for Sept Edition
25.08.2021		66.00	The Mortgage Workshop - Magazine Advert for Sept Edition
25.08.2021		220.00	Body Health Ltd - Magazine Advert for Sept Edition
25.08.2021	45.00		Simon Hull - Plot 36 Allotment and Key Deposit
26.08.2021		60.00	E Brown - Magazine Advert for Sept Edition
27.08.2021	100.00		Shirley Rutland - Plot 23 Allotment and Key Deposit
31.08.2021		60.00	Natasha Robinson - Magazine Advert for Sept Edition
<b>Total</b>	<b>165.00</b>	<b>466.00</b>	<b>178.00</b>

### **Neighbourhood Watch Report** **For Ashurst & Colbury Parish Council Meeting** **Tuesday 21<sup>st</sup> September 2021.**

A warning was given regarding the purchase/use of fake stamps. This was brought to light after Mrs Oliver had received a note from Royal Mail stating there was an item waiting for collection at the Royal Mail office in Calmore, Southampton and the fee was £2.00 due to insufficient postage. It transpired that the item was seeds – ordered from a company that used a fake postage stamp...knowingly or unknowingly.

Shortly after this, another item of post was received by Mrs Oliver. This time there seemed to be no problem with the item as it had passed through the postal system unhindered, but on closer inspection, the stamp was fake as the writing to the left of the Queen's head was backwards. This item was taken to the Mail office and shown to an employee. Royal mail, the Police and H.M.R.C are investigating this issue. If an offer of postage stamps is seen "at a large discount", the offer is too good to be true so avoid it as it could lead to prosecution by using suspect stamps.

It was reported that theft of a family pet has now been accepted as a crime. It is advised that Pets are kept secure whilst at home and kept on a lead whilst out in a highly populated area. If anything suspicious is seen around an animal – either with its owner - or your attention is drawn to suspicious vehicles cruising near a property known to have animals, please call the Police.

As the nights are drawing in. it was advised to either leave a light on with curtains/blinds drawn or fit a timer switch if going out. Thieves will begin to operate sooner with dark evenings. Also, ensure vehicles that are parked outside premises of any kind are locked.

As P.C.S.O Williams was unable to attend the meeting, any questions were taken by Mrs Oliver and relayed to him immediately on return home. There was only one.

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