

ASHURST & COLBURY PARISH COUNCIL
MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
Tuesday 15th February 2022 – 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 Clive White, (Vice-Chair),
Cllr Derek Tipp NFDC,

In Attendance: Karen Cramoysan (Clerk), 3 members of the public

21/095 Apologies – HCC Cllr Keith Manns, NFDC Joe Reilly, PCSO Richard Williams

21/096 Declarations of Interest - None

21/097 Public Participation – None

21/098 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 18th January 2022
PROPOSED: Minutes of the Full Council Meeting held on 18th January 2022 were formally received.

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

21/099 Matters Arising:

Planters – Cllr Hubbard asked for a Facebook post to be put out asking for more volunteers to help on the water rota. **KC**

Christmas Lights Competition – Cllr Torkington said that there had been problems with the latest edition of the magazine with pages missing and some pages not showing the winners of the competition. Cllr Torkington has arranged for some free editions on the next printing run.

Swings – Cllr Smith said that she had been contacted by a resident asking if there could be some provision for toddlers in the park. Clerk has contacted Wicksteed to ask if some of the swings can be swapped to toddler seats – Wicksteed have asked for extra information, model numbers etc so that they can find our order and quote for the replacement – (Cllr Reilly offered a grant of £200 towards the replacement at January's meeting). **KC**

Broken Ashurst Sign and Missing Gate – Clerk has received a quote of £1780 from the original artists to replace the missing sign – Clerk will check with insurers to see if we can claim for this. Need to source another gate, original gate was from Forestry Commission as they were getting rid of them. **KC**

Reports**a. County & District Councillors**

Derek Tipp (NFDC) - said that he had been contacted by a man who had struck a divot on the pavement outside the co-op and had fallen out of his wheelchair into the road. Derek has reported this to HCC Highways

Council Tax – NFDC will be raising their Council Tax by 2.7% which will be a £5 increase per household. He gave figures of HCC increases and other authorities and Parish Councils - Ashurst had raised their percentage to 0.76% which was one of the lowest in the area. NFDC will be investing ½ million pounds into Green Energy this year.

b. Committee Chairs/Working Parties

Cllr Robinson – The deadline for the Whartons Lane application has been extended further until the end of April 2022. There will be further plans submitted by the developer and the Parish Council will pass this information to residents via the magazine and Facebook

c. Parish Councillors – Cllr Eyre had attended the NE Quadrant meeting and explained about the Local List Project. Anyone can nominate a building or signpost to be included in the local list. Details can be found on the NFNPA website. ** There was an item further down on the agenda about this also **

d. Neighbourhood Watch – Our local representative has had to step down and no other representative was available to attend January's meeting. There was no report issued to us for February.

Policy**a. To Note Interim Internal Audit Report covering the period April to December 2021**

PROPOSED: To Note Interim Internal Audit Report covering the period April to December 2021 and any matters arising

RESOLVED: Members received the Interim Internal Audit Report and noted the Auditor's recommendation for purchasing Accounting Software – agenda item for this further down the agenda for this.

b. Parish council Vacancy – applicants for Co-Option

PROPOSED: To Review the Application received from David Bedford and interview the applicant.

RESOLVED: Members had reviewed the application prior to the meeting – David Bedford gave a brief talk of what he could bring to the Council and Councillors voted unanimously to Co-opt David Bedford onto the Parish Council. He will be a Full Council Member after the March Meeting. Clerk will send him the necessary paperwork and welcome pack.

c. To Review Parish Council Policies – Standing Orders, Financial Regulations and Documentation Retention

PROPOSED: To Review Parish Council Policies – Standing Orders, Financial Regulations and Documentation Retention and amend where necessary

RESOLVED: Amendments to Standing Orders were noted and will be actioned by the Clerk

KC

- d. **To Receive the Annual Risk Assessment**
PROPOSED: To Receive the Annual Risk Assessment
RESOLVED: Members received and Approved the Annual Risk
- e. **To Receive updated Asset Register**
PROPOSED: To Receive the updated Asset Register
RESOLVED: Members received and Approved the updated Asset Register
- f. **To set a date for the Annual Parish Meeting**
- g. **PROPOSED:** To set a date for the Annual Parish Meeting
RESOLVED: After much discussion, Members decided that the Annual Parish Meeting would be held on April 19th 2022 before the usual Full Council Meeting. The Meeting will probably start around 6pm. Councillor Thomas will contact local groups and gauge interest in their attendance and participation. Depending on the number of applications received, a Planning Meeting will be held on another date in April. Item to be put on March agenda for Councillor Thomas to give us an update on replies received from local groups.

MT

21/102

Community & Environment

- a. **To Receive the latest playground inspection form from Elite Playground Inspections and note matters needing attention.**
Members were given the inspection prior to the meeting and decided that the Agility Trail needed to be removed as a matter of urgency. Cllr White will speak to a contact to see if this can be done asap. The Play Area Working Party will look into removing the Algae from the equipment and Clerk will speak to insurance company to see if we are still covered.
- b. **Queens Platinum Jubilee – results of Working Party meeting 24.01.2022 & 14.02.2022**
Cllr Robinson advised that following the two Working Party meetings, the event was as follows; the event will be held on Thursday 2nd June between 12-3pm in the grounds of St Josephs. There will be Morris Dancers, Tug of War, the WI will provide caked, tea & coffee, an Ice Cream supplier, fancy dress and picnic in the park. The Co-op will be selling items and making a donation to the foodbank.
- c. **Village Design Statement & Local List of Important Buildings**
Cllr Robinson suggested a Working Party Meeting to discuss the Village Design Statement either face to face or via Zoom. Councillors would get back to her with their availability.
Local List of Important Buildings – There would be an article in the next edition of the magazine about this. Cllr Robinson hadn't received any feedback from residents following the Facebook and website post. Buildings so far of interest are; Ashurst Chapel, St Josephs, Colbury Memorial Hall, Flint Cottage (old school), and a pair of cottages along Deerleap Lane.

21/103

Accounts.

- d. **To Approve Online Payment Schedule dated 15.02.2022**
PROPOSED: To Approve the monthly payment schedule dated 15.02.2022
RESOLVED: The schedule was received by Members and approved for payment, **PROPOSED** by Cllr Hubbard and **SECONDED** by Cllr Eyre.

- e. **To Ratify Approval of Online Payment Schedules dated 21.01.2022, 23.01.2022 and 31.01.2022**
RESOLVED: The schedules were received by Members and ratified, **PROPOSED BY Cllr Hubbard and SECONDED by Cllr Eyre**
- f. **To Receive Income and Expenditure Reports for January 2022.**
RESOLVED: Income and Expenditure Reports for January 2022 were received by Members and ratified. **PROPOSED by Cllr Hubbard and SECONDED by Cllr Eyre.**
- g. **To Approve purchase of Financial Accounting Software from Scribe for £485 + VAT (comprises of £288 Annual Subscription and £197 set up fee – with 1 month free starting March 2022**
 - a. **PROPOSED:** To Approve purchase of Financial Accounting Software from Scribe for £485 + VAT (comprises of £288 Annual Subscription and £197 set up fee – with 1 month free starting March 2022.
RESOLVED: All Members approved the purchase of Financial Accounting Software from Scribe Accounts.

21/104

Communication

- a. **Parish Magazine – Cllr Torkington** advised that due to problems on last month's print run we would received the next edition free

21/105

Correspondence – Quote received from Turtle Creations for replacing the broken Ashurst & Colbury sign for £1780

21/106

Items for Next Meeting
Annual Parish Meeting
Playground
Local List
Work arising from Annual Tree Survey

Close of Meeting.

The meeting closed at 9:35pm

The next meeting will be held on Tuesday 15th March 2022

Signed:

Date:

Receipts January 2022 to February 2022

Date	Allotments	Magazine	Details
04.01.2022	25.00		M J Brackstone - Half Plot Allotment Fees for 2022 - Plot 42
04.01.2022	40.00		N Burch - Full Plot Allotment Fees for 2022 - Plot 12
05.01.2022	25.00		Susan Young - Half Plot Allotment Fees for 2022 - Plot 37
	90.00		

Expenditure January 2022 to February 2022

Date	Payee	Description	Amount	Vat
05.01.2022	HMRC	Q3 PAYE	735.34	
05.01.2022	Go Botanical	Design Consultation for Sensory Gdn	152.00	
05.01.2022	Caroline Hubbard	2 x Hampers for Xmas Lights prizes	25.00	
07.01.2022	Lok N Store (Inv 194923)	Hire of Unit T0702 217.01.22-13.02.22	84.00	14.00
07.01.2022	Mr A E Barron	Allotment Plot 20A refund	15.00	
20.01.2022	Karen Miles	January Salary & Expenses	1007.91	
20.01.2022	Alf Baker	January Salary & Expenses	156.00	
20.01.2022	J Green	Xmas Trees for Precinct	80.00	
21.01.2022	Lightatouch	Internal Audit for April-December 21	431.25	
22.01.2022	TLC Online	Parish Magazine for February 2022	450.00	
22.01.2022	Clive White	Gift for Parish Magazine Distributor	11.50	
24.01.2022	Business Stream	Water for Allotments	459.00	
28.01.2022	Nightingale Groundcare	Maintenance of Parish green spaces	243.90	40.65
02.02.2022	Christ Church Colbury	Room Hire for 18th January 2022	40.00	
02.02.2022	Elite Playground Inspections	Quarterly Playground Inspection	50.40	8.40
03.02.2022	Tesco Mobile	Mobile Phone 02.02.22-01.03.22	8.50	
09.02.2022	Viking Direct	Stationery order, paper, ink. Stamps	182.04	18.12
10.02.2022	Karen Cramoysan	Salary & Expenses for February 2022	940.46	1.33
10.02.2022	Alf Baker	Salary for February 2022	156.00	
			Total	5,228.30 82.50