

## MINUTES OF FULL COUNCIL MEETING OF THE PARISH COUNCIL

This meeting was held on at 7:00pm on Tuesday 21<sup>st</sup> February 2023  
at Church Rooms, Deerleap Lane, Colbury

Attending: Cllr Caroline Hubbard (Chair), Cllr Keith Nutburn, Cllr Sue Robinson, Cllr Caroline Smith, Cllr Bobbie Torkington, Cllr Clive White (Vice Chair) Karen Cramoysan (Clerk), 5 Members of the Public

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**92 Apologies –** Cllr Adrian Eyre, Cllr Joe Reilly (NFDC)

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**93 Declarations of Interest -** None

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**94 Public Participation –** None

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**95 To Receive Minutes of the Full Council Meeting held on 24<sup>th</sup> January 2023 -**  
**RESOLVED:** Minutes of the Full Council Meeting held on 24<sup>th</sup> January 2023 were received and signed by the Chair, proposed by Cllr White and Seconded by Cllr Robinson.

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**96 Matters Arising**  
**At Chair's discretion (if not covered by agenda below)**

Left over logs in Recreation Ground – The majority of these have disappeared and taken by residents, but there is still a small pile stacked neatly by the Whartons Lane gateway – Cllr Nutburn has a wood burner and will collect these.

Neighbourhood Watch – Cllr Hubbard has been contacted by Mandy Evans who will now be the interim contact for Neighbourhood Watch. An article confirming her contact details will be in the March edition of the magazine.

Amendments have been made to the Asset Register following the clear out of Lok N Store at Christmas and this will appear late on in the agenda for approval.

Summer Fete – the date has been set for 9<sup>th</sup> September 2023. The Working Party has already met twice and there is an update for this appearing later in the agenda.

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Signed:

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**97 Reports****a. District and County Councillors**

**Keith Mans – HCC** – advised that the precept meeting for HCC is happening this week. The proposal is for the increase to be set to 4.99%. Hampshire County Council are still one of the lowest Councils in the country. The Council are looking at 4-day weeks/postcode working with 1-2 days working at home and the rest in the office, they are also looking at how to maximise revenue for the empty office space and may look at renting out hot desks and meeting rooms to the public.

Roads around the New Forest are still in a bad shape and the Council is doing its best to respond to potholes. The Council are also looking at 20mph zones.

Cllr Mans has recently spent time with Donna Jones, Police & Crime Commissioner who advised that they were looking at rural policing and re-arranging sector areas.

**Derek Tipp – NFDC** – advised that the Council have tightened up inspection regimes to look into problems with damp within Council properties. This will be at a cost of ½ million pounds, extra staff have been recruited and service charges to tenants will have to increase.

Extra money has had to be given to Freedom Leisure to help with the extra utilities costs incurred to keep the swimming pools & saunas warm.

NFDC undertook a survey from September to November 2022 (carried out by an independent company) which surveyed 700 residents around the New Forest area.

The survey can be found on their website;  
<https://www.newforest.gov.uk/residentssurvey>

The survey showed strong performance against national benchmarks, along with some areas for improvement identified.

Headline findings of the survey include:

- 96% of residents feel very or fairly safe in their local area in the day, and 73% after dark
- 93% of respondents are satisfied with the area as a place to live
- 89% feel their local area is a place where people get on well together
- 82% of people who contacted us about an inquiry or problem found it easy
- 93% use the internet (non-work use)
- 75% feel worried about the impact of climate change
- 66% agree that we could do more to encourage households to recycle more
- 78% are satisfied with the way we run things
- 66% of respondents feel that the council keeps residents well-informed about the services it provides
- 74% trust us a great deal or fair amount

**b. Committee Chairs/Working Parties –**

Cllr Robinson advised that;  
the Whartons Lane application has had another extension to 23<sup>rd</sup> February 2023  
and the Ashurst Hospital site application has been extended to 28<sup>th</sup> February 2023.

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**98 Clerk's Report**

The Clerk advised that we passed the internal Audit carried out on Thursday 26<sup>th</sup> January 2023 (report to be presented to Council later on in the agenda) and that she had attended the introduction to CiLCA day at HALC on 31<sup>st</sup> January.

More information on this is also presented to Council later on in the agenda.

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**99 Policy****a. Councillor Co-option**

**RESOLVED:** There was one applicant for co-option – Trevor Jakeman, who gave a presentation to Councillors about his past work history and what he felt he could give to the Parish Council. All Members unanimously agreed to Co-opt Mr Jakeman onto the Council.

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**b. To Receive Standing Orders and Financial Regulations.**

**RESOLVED:** All Members received and approved the Standing Orders and Financial Regulations. Cllr Robinson asked if 'Chairman' could be changed to 'Chair' in the Standing Orders Policy. Clerk will look into this and amend if okay to do so.

**c. To Receive Amended Asset Register**

**RESOLVED:** All Members received the amended Asset Register – there are some changes to this following a clear out at Lok N Store over the Christmas period. Clerk to amend this and present again at the March meeting.

**d. To Review and Accept New Policies – GDPR, Safeguarding Children, Annual Leave**

**RESOLVED:** GDPR and Annual Leave Policies were received and approved by all Members. Amendments are required to the Safeguarding Children Policy and the Clerk is to look into obtaining basic DBS checks for all Councillors. This will be presented again at the March meeting.

**e. To Receive Internal Audit Report**

**RESOLVED:** All Members received the Internal Audit Report and gave thanks to the Clerk for another clean audit.

**Village Design Statement**

**f.** Cllr Robinson advised all Councillors that the 2011 version of this was well out of date. This was looked last into in March 2021 but then deferred due to the Whartons Lane planning application. An article was put in the magazine in March 2021 asking for resident comments to which there was no response. Cllr Robinson will start rewriting the plan with a basic framework incorporating planning design and then a Working Party will be formed to update the plan.

**g. Lengthsman Contract**

This item was deferred under the confidential item.

**h. Cancellation of Annual Parish Meeting during 'Purdah'**

The Clerk advised that the Council could go ahead and hold an Annual Parish Meeting during 'purdah' but it was felt by all Members that they already have a lot of other commitments with the Village Design Statement and Summer Fete working parties and that it was a lot of work organising the format and speakers at the meeting, and no members of the public turned up last year. It was therefore **RESOLVED** not to hold an Annual Parish Meeting this year, but to make a bigger occasion of it in 2024 and start advertising the event sooner.

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**100 Community & Environment****a. To Consider Proposed Dog Signage Whartons Lane Recreation Ground**

The Clerk presented all Members with potential wording for a new sign for both gates. It was **RESOLVED**: that the sign would be a light green background with black writing and the wording would read;

**POLITE NOTICE TO ALL DOG OWNERS**

**This Recreation Ground is a multi-use area.**

**Please keep your dogs under close control.**

**If their recall is not reliable, then please keep them on a lead.**

**b. To Consider Proposed Fencing for Play Area in Recreation Ground**

**RESOLVED:** Because the installation of the new Play Area is still going to be some years off due to the Whartons Lane development and drainage survey of the pipes which run underneath the play area, the Clerk advised that she was looking at moving the swings over to the other side of the park and enclosing the area in with small fencing. Members agreed in principle to this happening, but it was dependent on costs. Clerk will meet with a play contractor to get a quote for moving the swings and enclosing the area with a small fence. If obtained in time, this will be taken to the next Open Spaces meeting and discussed further before bringing it back to Full Council for approval.

**c. Quarterly Playground Inspection from Elite Playgrounds**

This was presented to all Member and **RESOLVED** to put this as an item on the next Open Spaces agenda for a decision what to do.

**d. Summer Fete Working Party**

Cllr Robinson advised that two Working Party meetings have already happened. There are lots of good ideas that have been put forward and being investigated. Entertainers already confirmed are;  
Simon Chadwick (cartoons)  
Michael O'Leary (storyteller)  
Tony White (compere/music)  
Tai Chi demonstration  
Tractor

The next Working Party meeting will be held on Monday 13<sup>th</sup> March at 2pm.

**To Arrange a Date for the next Open Spaces Meeting**

- e.** It was **RESOLVED** to have this on Thursday 16<sup>th</sup> March 2023 at 10.30am. Clerk to find out if the Colin Room is free for this day and time.
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**Finance**

- a. **To Approve Expenditure for Clerk to undertake FILCA Qualification £120 + VAT.**

**RESOLVED:** All Members approved the expenditure for the Clerk to undertake the FILCA qualification. Clerk will book this with SLCC asap

- b. **To Approve Expenditure for Clerk to undertake CILCA Qualification £800..**

**RESOLVED:** All Members approved the expenditure for the Clerk to undertake the CILCA qualification. Clerk will book this with HALC asap.

- c. **To Approve Expenditure for and Design for New Noticeboard for Recreation Ground**

**RESOLVED:** All Members were presented with 3 different quotes and prices for a new noticeboard. They opted for option number 1 from Whitehill Direct at £642.64 – Clerk to check if this price includes a Header Board.

- d. **To Ratify Expenditure of £578.45 for New Chain of Office**

**RESOLVED:** All Members had previously been presented with 3 different design styles at the January meeting, but we were not given a price before deciding on a design. Payment had to be made to Thomas Fattorini before manufacture would commence and the estimated time for this to be made would be 8 weeks from the time of order.

- e. **To Approve Online Payment Schedule dated 21st February 2023**

**RESOLVED:** There were no payments awaiting authorisation.

- f. **To Ratify Approval of Online Payment Schedules dated 31st January 2023 and 15<sup>th</sup> February 2023**

**RESOLVED:** These were presented to Councillors and all Members ratified the expenditure.

- g. **To Receive Income & Expenditure Reports from 24<sup>th</sup> January 2023 onwards.**

**RESOLVED:** The Income & Expenditure Reports from 24<sup>th</sup> January 2023 onwards were received and agreed by all Members.

- h. **To Consider Expenditure of £2313.91 for Tree Works in Whartons Lane Recreation Ground.**

**RESOLVED:** All Members agreed to the proposed tree works.

Cllr Smith wanted to know if the price quoted included taking away the cut down trees.

Clerk to contact Gristwood & Toms to ask.

- i. **Magazine – To Look at Increasing Advertising Costs**

To be deferred to the March meeting.

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**102 Future Meeting Dates**

- a. **Open Spaces Committee 16<sup>th</sup> March 2023, 10:30am (TBC)**

**Planning Committee 21<sup>st</sup> March 2023, 6:30pm**

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**Full Council Meeting 21<sup>st</sup> March 2023, 7.00pm**

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**Items for Next Agenda**

Safeguarding Children Policy – DBS checks

Magazine – Increase in Costs

Policies – Memorial Policy, Website Contact Privacy Notice, Training & Development Policy

\*\*\* Check if Chairman can be changed to Chair in Standing Orders \*\*

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**103 Confidential Item**

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**Meeting Closed at 8.55pm**