

## MINUTES OF FULL COUNCIL MEETING OF THE PARISH COUNCIL

This meeting was held on at 7:00pm on Tuesday 16<sup>th</sup> May 2023  
at Church Rooms, Deerleap Lane, Colbury

Attending: Cllr Caroline Hubbard (Chair), Cllr, Trevor Jakeman, Cllr Keith Nutburn, Cllr Sue Robinson, Cllr Caroline Smith, Cllr Esther Sutherland, Cllr Bobbie Torkington, Cllr Clive White (Vice Chair)  
Karen Cramoysan (Clerk), 4 Members of the Public

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- a. **Election of Chair - RESOLVED:** Cllr Hubbard agreed to carry on as Chair. Proposed by Cllr Sue Robinson and seconded by Councillor Torkington.
  - b. **Receive the Chair's Declaration of Acceptance of Office – RESOLVED:** The Clerk received Cllr Hubbard's signed Declaration of Acceptance of Office for the position of Chair of the Parish Council
  - c. **Election of Vice-Chair - RESOLVED:** Cllr White agreed to carry on as Vice-Chair. Proposed by Cllr Hubbard and seconded by Councillor Robinson.
  - d. **Receive the Vice-Chair's Declaration of Acceptance of Office - RESOLVED:** The Clerk received Cllr White's signed Declaration of Acceptance of Office for the position of Vice-Chair of the Parish Council
  - e. **To Receive all Councillors signed Declaration of Acceptance of Office – RESOLVED:** The Clerk received all Councillors signed Declaration of Acceptance of Office forms.
  - f. **To Receive the Annual Confirmation of Councillors Interests - RESOLVED:** The Clerk received all Councillors completed Annual Confirmation of Councillors Interests forms.
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- 3     **Apologies – None**
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- 4     **Declarations of Interest - None**
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- a. **To Agree Councillors Responsibilities and Appoint Representatives to Other Bodies for 2023/2024 – RESOLVED:** All Councillors reviewed the Responsibility List and the Clerk will make the necessary changes and re-distribute the list to Councillors and update the noticeboards.
  - b. **To Ratify Membership of other Bodies – HALC/NALC/SLCC/Local Council Advisory Services (LCAS) – RESOLVED:** All Memberships were approved.
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- 6     **Public Participation –** Mandy Evans introduced herself as the new co-ordinator for the Ashurst & Colbury Neighbourhood Watch Scheme. She gave an update about what the Neighbourhood Watch does and how long the scheme has been running along with some crime figures for the area. Mandy will forward the Clerk a copy of her report so that this can be put onto Facebook and the Parish Council website.
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- 7     **To Receive Minutes of the Full Council Meeting held on 18<sup>th</sup> April 2023 – RESOLVED:** Minutes of the Full Council Meeting held on 18<sup>th</sup> April 2023 were received and signed by the Chair, proposed by Cllr Sutherland and Seconded by Cllr Smith.
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Signed:

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

Councillor Hubbard advised that the Coronation Event organised by two local residents was a success despite the weather not having been overly kind in the days prior. Everyone who attended enjoyed themselves and Cllr Hubbard gave thanks to Beverley Winch and Jackie Baker for their hard work.

Councillor Hubbard also mentioned that Cllr White had looked over the drainage plans and had handed them to Cllr Jakeman who had been contacting firms for a drainage survey. There will be an item about this further in the agenda.

On Monday 17<sup>th</sup> May, the crossbar on the newly re-installed goalpost had come down whilst children supervised by Teachers from Foxhills were playing football. A child had suffered a bump to his head from the fallen crossbar. An accident report was filed and the child is okay.

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

**Derek Tipp - NFDC** – said that there had been a few changes to NFDC Councillors following the elections. The Council was now made up of 26 Conservatives, 14 Liberal Democrats, 4 Independents, 3 Green and 1 Labour Party Members.

**Joe Reilly – NFDC** – said that Derek had covered everything that he had wanted to say but was very happy that the Ashurst & Colbury Village sign was back.

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

Councillor Robinson advised that the Whartons Lane application has had yet another extension to 31<sup>st</sup> May 2023 whilst the Section 106 conversations are still going on with NFNPA.

The Fete Working Party meetings are still happening regularly – they have about 20 stalls attending so far.

**c. Parish Councillors**

Councillor Sutherland reported that the Ashurst & Colbury sign at the Lyndhurst end has been vandalised with graffiti and will forward a picture of this to the Clerk.

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**10 Clerk's Report**

The Clerk advised that she has had further communication about the cost of replacing the Defib cabinet. A new cabinet will cost £460 with discount by purchasing this through SCA – without this, it would cost the Parish Council £624 plus VAT. Clerk will need to speak to the new owners of the Co-op for authorisation for an electrician to do the necessary work.

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## 11 Policy

- a. **External Audit – To confirm that there is no Conflict of Interest with BDO Auditors**  
**RESOLVED:** All Members agreed that there is no Conflict of Interest with BDO Auditors.
- b. **To Receive Standing Orders and Financial Regulations**  
**RESOLVED:** All Members received the Standing Orders and Financial Regulations and agreed that there were no changes required.
- c. **To Receive Final Internal Audit Report for 2022/2023 from Lightatouch**  
**RESOLVED:** All Members received the Final Internal Audit Report for 2022/2023 and noted the contents.
- d. **To Receive and Sign the Annual Governance Statement 2022/2023 (Section 1)**  
**RESOLVED:** All Members received the Annual Governance Statement 2022/2023 (Section 1) and noted the contents. The Chair and Clerk signed the paperwork.
- e. **To Receive and Sign Accounting Statement 2022/2023 (Section 2)**  
**RESOLVED:** All Members received the Accounting Statement 2022/2023 (Section 2) and noted the contents. The Chair and Clerk signed the paperwork.
- f. **To Note the Period for the Exercise of Public Rights as 5<sup>th</sup> June to 14<sup>th</sup> July 2023**  
**RESOLVED:** All Members noted that the Period for the Exercise of Public Rights will be 5<sup>th</sup> June to 14<sup>th</sup> July 2023

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## 12 Community & Environment

- a. **Recreation Ground Drainage – To Consider Quotes for Drainage Survey**  
As the Play Park Project had been put on hold since 2021 due to the Whartons Lane development, the delays between the developer and the NFNPA in agreeing the conditions for the development; the developer to conduct a drainage survey prior to the work being started, Councillor Jakeman spoke to all Members and advised them that he had obtained three quotes from companies to undertake a CCTV Drainage Survey and high-pressure water jetting on the drains underneath the Recreation Ground. After careful consideration, it was **AGREED:** by all Members to go with Quote number 3 for £850.00 plus VAT. Cllr Jakeman will contact the company and ask them to go ahead.
- b. **To Consider Amended Quotes for Proposed Fencing for Play Area in Recreation Ground –** After a lengthy discussion by all Members, it was **AGREED** to postpone the decision on the quotes and to wait until after the Drainage Survey has been carried out. If there was no damage to the pipes underneath the play area, then there would be no reason not to go ahead with the Play Park Project that was put on hold in 2021 and start to apply for Grant Funding.
- c. **Summer Fete Working Party Update**  
Cllr Robinson advised that Working Party Meetings are progressing well and they now have a layout plan. We have about 20 Stallholders for the event.
- d. **Allotment Waste Pile**  
The Clerk has obtained a quote of £360 + VAT for labour loading the waste into a skip. The skip prices quoted and agreed in September 2022 were; 6 cubic yard £278 And 4 cubic yard £220. Ian Oliver has suggested that he sends out an email to ask if plot holders will help load the waste into a skip. It was therefore **AGREED:** to wait until a response from Ian has come in before we make a decision what to go for.

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**13 Finance**

- a. **To Approve Online Payment Schedule dated 12<sup>th</sup> May 2023.**

**RESOLVED:** The Online Payment Schedule for 12<sup>th</sup> May 2023 was approved.

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- b. **To Ratify Approval of Online Payment Schedules for 25<sup>th</sup> April 2023 and 3<sup>rd</sup> May 2023.**

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

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- c. **To Receive Income & Expenditure Reports from 1<sup>st</sup> April 2023 onwards.**

**RESOLVED:** The Income & Expenditure Reports from 1<sup>st</sup> April 2023 onwards were received and agreed by all Members. As the Clerk has still not managed to close down the accounts package for the 2022-2023 financial year, she was unable to produce payments from 1<sup>st</sup> April 2023, but these were shown in the agenda pack on the authorised payment schedules from 15<sup>th</sup> April 2023 onwards.

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- d. **To Ratify Grant Payment to Residents for Coronation Bunting.**

The Grant payment of £50 was approved.

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- g. **Magazine – Update**

Councillor White advised that he has been checking the finances, and the magazine has made a slight profit this month,

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**14 Future Meeting Dates**

- a. **Open Spaces Committee, 14<sup>th</sup> June 2023, 2:30pm**

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**Planning Committee 20<sup>th</sup> June 2023, 6:30pm**

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**Full Council Meeting 20<sup>th</sup> June 2023, 7.00pm**

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**Meeting Closed at 8:35pm**