

# MINUTES OF FULL COUNCIL MEETING OF THE PARISH COUNCIL

This meeting was held on at 6:45pm on Tuesday 21<sup>st</sup> May 2024  
at The Church Rooms, Deerleap Lane, Colbury

In Attendance: 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, Cllr Joe Reilly (NFDC) Karen Cramoysan (Clerk), 8 Members of the Public

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1.
    - a. **Election of Chair of the Parish Council**  
Cllr White proposed that Cllr Caroline Hubbard continue as Chair, Cllr Robinson seconded, and all Members present agreed. It was **RESOLVED**: that Cllr Caroline Hubbard continue as Chair of the Council for the forthcoming year.
    - b. **To Receive the Chair's Declaration of Acceptance of Office**  
Cllr Caroline Hubbard accepted the position of Chair and signed the Declaration of Acceptance of Office in the presence of the Clerk.
    - c. **Election of Vice-Chair of the Parish Council**  
Cllr Torkington proposed that Cllr Clive White continue as Vice-Chair, Cllr Jakeman seconded, and all Members present agreed. It was **RESOLVED**: that Cllr Clive White continue as Vice- Chair of the Council for the forthcoming year
    - d. **To Receive the Vice-Chair's Declaration of Acceptance of Office**  
Cllr Clive White accepted the position of Vice-Chair and signed the Declaration of Acceptance of Office in the presence of the Clerk
    - e. **To Receive the Annual Confirmation of Councillors Interests**  
**RESOLVED**: All Members completed their new Councillors Interests forms and handed them to the Clerk.
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2. **Apologies** – Cllr Derek Tipp (NFDC), Cllr Keith Mans (HCC)

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3. **Declarations of Interest** - None

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4.
    - a. **To Agree Councillors' Responsibilities and Appoint Representatives to Other Bodies for 2022/2023**  
**RESOLVED**: Councillors' Responsibilities and appointments to Committees were reviewed and amendments were **AGREED**. Clerk to make revisions and make arrangements to update the noticeboards and website.
    - b. **To Ratify Membership of Other Bodies – HALC/NALC/SLCC/Local Council Advisory Services (LCAS)**  
**RESOLVED**: Membership to other bodies was **AGREED** by all Members.
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## USUAL BUSINESS

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5. **Public Participation** – Resident said that there was rat problems at allotments – Clerk advised that Rokill had recently called to site and advised that there did not appear to be any activity around the bait stations.

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6. **To Receive Minutes of the Full Council Meeting held on 16<sup>th</sup> April 2024**  
**RESOLVED**: Minutes of the Full Council Meeting held on 16<sup>th</sup> April 2024 were received and agreed by all Councillors as a true and accurate record. . These were then signed by the Chair.

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

**Flooding & Blocked Drains** – Cllr Hubbard advised that Councillors had received emails from residents about blocked drains along Ashdene Road. Cllr Jakeman said that Hampshire Highways had been seen clearing out drains and he directed one resident to report her concerns to the Environment Agency.

**Allotments – Foxhills Plot** – Cllr Hubbard advised that she had recently spoken with the Foxhills Site Manager, Dave Gill, who said that the farmer delivering the manure to the allotments had kindly offered to help them with clearing their plot.

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Signed:

**Planters** – The D-Day sign in the large planter is insitu and the bunting around the railings is now up. Resident Julie Harding has purchased paint for the planter and she and her husband have been painting the planter. Our thanks as always goes to our dedicated team of volunteers in keeping the planters looking so lovely.

**Benches** – A resident has emailed the Clerk & Chair to ask what is happening with the replacement benches in the precinct. Clerk had replied to say that the Council is still seeking information on the ownership of the benches.

## 8. Reports

### a. Joe Reilly - NFDC.

**Changing places toilets** – NFDC have recently installed new Changing Places toilets in Brockenhurst (within the existing toilet block in the car park) and Ringwood (Furlong short stay car park). The new Changing Places toilets will ensure that disabled people, as well as their families and caregivers, have access to suitable facilities while living in and visiting the New Forest. The new toilets feature a range of amenities, including height-adjustable changing benches, hoists, adjustable sinks, and additional space for wheelchair users, and can be accessed at any time using a RADAR key. These new facilities add to the existing Changing Places toilets available in the district, which are in Barton on Sea, Lymington, Milford on Sea, and New Milton. A list of public toilets and current disabled facilities are available at <https://newforest.gov.uk/article/2846/Public-toilets>

**Bike registering sessions** - New Forest District Council's community safety team is hosting community engagement and free bike registering sessions across the district this year.

The sessions are taking place on:

- Wednesday 15 May, New Milton Market, 9am to 12pm
- Saturday 25 May, Gang Warily, Fawley, 10am to 4pm\*
- Wednesday 29 May, Roundhill Car Park, Fordingbridge, 12pm to 3pm
- Tuesday 4 June, Hythe Market, 9am to 12pm
- Wednesday 26 June, Ringwood Gateway, 9am to 12pm
- Thursday 4 July, St Thomas Street car park, Lymington, 9am to 12pm
- Wednesday 10 July, Totton Precinct, 9am to 12pm

Each year, New Forest District Council host community engagement sessions at towns and parishes across the district. The council is joined by local neighbourhood policing colleagues to engage with residents and visitors on topics such as crime and anti-social behaviour in the community. At the sessions, the teams offer practical advice on crime prevention and discuss how the council and partners of Safer New Forest work as a collective to keep the New Forest a low crime area. Residents are also invited to bring their bikes to the sessions where they will be marked with a unique reference number, which is added to the official national bike register database. Registering a bike on the database usually costs £19.99, but it will be free at one of these sessions. By offering free bike registering, New Forest District Council aims to reduce cycle thefts across the district and enable owners to be reunited with their bikes if they are lost, stolen and recovered.

Residents can find more bike safety advice, as well as further community safety information, on the Safer New Forest website: <https://www.safer.newforest.gov.uk/article/3024/What-should-you-do-to-protect-your-bike-from-theft>

**Ashurst Station** – Councillor Reilly is on a group run by the NFNPA which has recently purchased an old station carriage which will be used at Ashurst Station as a Community Hub.

Councillor Reilly asked if the Parish Council had heard from NFDC regarding the proposed road names for the new development at Whartons Lane, and the Chair advised that it would be brought up later in the agenda. Councillor Reilly also advised that he has grant money available to the Parish Council. The Clerk will contact him regarding applying for this.

### b. Committee Chairs/Working Parties –

- 1) **Play Area** - Councillor Sutherland advised that they had a Working Party meeting last week in which they went through the feedbacks forms submitted at the event by the School and residents. They are now in a position to go back to suppliers and then start to look at grant funding. It is hoped that the new playground will be completed by next summer. There will be an update in the June edition of the magazine.

2) **Road Names - Whartons Lane new development**– The Clerk had been emailed by NFDC with the proposed road names for the new development. The proposed new names will be Cedar Crescent and Willow Tree Walk. NFDC do not have any objections to these names. All Parish Councillors discussed this and **AGREED** that whilst they also had no objections they thought that the names were bland and had no relevance to Ashurst. Clerk to email NFDC to let them know.

3) **Emergency Resilience** - At the April Working Party meeting, the Working Party discussed training sessions and resource gathering. They looked at other plans produced by Parish Councils and how they could work with other organisations. The next meeting will be held on 27<sup>th</sup> May.

c. **Parish Councillors** – Cllr Torkington advised that there would be articles about the D-Day 80<sup>th</sup> Anniversary in the next issue of the magazine and that it would be delivered at the end of May. It was agreed by all Councillors that they would hold a small ceremony and the flag in the Recreation Ground would be raised at 11am on Thursday 6<sup>th</sup> June. Clerk will notify residents via Facebook.

d. **Neighbourhood Watch** – The report sent in by Mandy Evans below was read out by the Clerk.

### **Street signs application**

It has taken many months to sort out, but HINWA Chairman Bob Combes has just emailed me the new requirements and guidelines regarding the street signs. I am so relieved as previously I would have needed to apply to HCC and SSE with exact location and number of each lamp post, get a qualified electrician who was authorised to work on lamp posts, send proof of his qualifications and pay £65! This was all to put up plastic signs with cable ties! They used to be metal signs held up with metal bands that had neoprene underneath to protect the lamp posts. Now I only need to give Enerveo, the HCC contractor, ten days' notice of my intentions to avoid the signs being removed and I can have them erected by anyone as long as we comply with the guidelines of the required height etc. This will be done as soon as I get the signs from HINWA. There will be 20 signs, some in new locations, and some to replace existing old and faded signs.

### **Vehicle theft and attempted theft**

In April a Range Rover Evoque was stolen from Princess Road and there was an attempted vehicle theft in Ryedale. A request was put out for CCTV footage.

### **Other happenings**

Residents reported phishing emails, cyber security issues, uninvited visitors.

### **Extra leaflets**

I had a call from Ian who had found more leaflets and information so now I am well stocked for the fete. I have given so much out over the last few months that I was worried I wouldn't have enough for my stand, but I have plenty now.

### **Police and NW Surgeries**

We had 6 more people at our surgery at the Happy Cheese on 7 May. Only supposed to be for half an hour but went on for longer.

### **Next meetings**

We have booked monthly joint Police and NW surgeries until the end of the year except for August. Next one being at St Joseph's on 11 June from 7pm – 7.30pm. These meetings will alternate between Happy Cheese mornings and St Joseph's evenings.

Our next social meeting will be on Monday 22 July at the Happy Cheese from 2pm – 4pm. This will be aimed at our older residents and I have a speaker from the Bobby Trust to give us a talk on the Blue Light Scheme.

Thought we could try an afternoon meeting as many people don't like going out at night and we are aiming at older people anyway who generally are retired.

### **Messages sent round**

Emails sent in the last month were

Local happenings, Monthly beat Report from PCSO Richard Williams and PC Mark Roberts, Which? Scam alerts Crime Prevention Bulletin, NFDC Community Safety Team, NFDC updates, Neighbourhood Alerts, Phishing warning

### **New members**

NW membership continues to grow and we had four new members recently.

9. **Clerks Report** - Clerk advised that it's been a really busy time finalising Year End, getting ready for the External Audit, extra meetings, carrying out tasks arising from the meetings. There has been quite a lot of resident contact this month ranging from playground queries and allotment plots.  
The 2<sup>nd</sup> Internal Audit of 2023/2024 Financial Year was carried out on 2<sup>nd</sup> May 2024 which was passed.

10. **Policy**

**a. External Audit – To Confirm no Conflict of Interest with BDO Auditors –**

**RESOLVED:** There is no conflict of interest with BDO Auditors

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

**RESOLVED:** All Members received a copy of the current Standing Orders and Financial Regulations. The Clerk advised that the Financial Regulations have recently been updated, so she will go through them and see what has changed before presenting them to Council again.

**c. To Approve Annual Internal Audit Report for 2023/2024 –**

**RESOLVED:** All Members received the Internal Audit Report for 2023/2024.

**d. To Receive and Sign Annual Governance Statement 2023/2024 (Section 1)-**

**RESOLVED:** All Members received the Annual Governance Statement 2023/2024 Section 1 and understood the contents.

**e. To Receive and Sign Accounting Statement 2023/2024 (Section 2) –**

**RESOLVED:** All Members received the Accounting Statement 2023/2024 Section 2 and signed by the Chair.

**f. To Note Period for the Exercise of Public Rights as 3<sup>rd</sup> June to 12<sup>th</sup> July 2024 –**

**RESOLVED:** Noted by all Councillors.

**g. To Appoint Lightatouch as Internal Auditor for 2024-2025 –**

**RESOLVED:** Councillors unanimously agreed to appoint Lightatouch as Internal Auditor for 2024/2025.

11. **To Receive Draft Minutes of Open Spaces Meeting held on 7<sup>th</sup> May 2024 –** **RESOLVED:** All Members received the Draft Open Spaces Minutes from 7<sup>th</sup> May 2024 meeting and noted their contents.

12. **Community & Environment**

**a., Recreation Ground**

- 1) **Removal of Slide** – The Clerk advised that the slide had been removed on 7<sup>th</sup> May 2024.
- 2) **New Playground Equipment Project** – Minuted under Committee Chairs/Working Parties.
- 3) **D-Day Flag** – has been installed by Cllr Jakeman. There will be a ceremony on 6<sup>th</sup> June at 11am.
- 4) **To Review Pétanque Pitch Quote of £4878.18 –** **RESOLVED:** To be put on hold as too expensive.
- 5) **Sensory Garden Project -** **RESOLVED:** To be put on hold as Go Botanical has ceased trading.
- 6) **To Review Tree Survey from NFDC & Agree Works of £1236.23 -** **RESOLVED:** All Members agreed for the works to go ahead. Clerk to contact new contractor to go ahead with the works. Tree Sgl/521310 could cause a potential trip hazard once felled as the boardwalk looks to be built around it. Clerk will point this out to contractor and ask their advice how to remedy this.

**b., Allotments**

- 1) **Vacant Plots** – Plots 5 and 17a are still vacant. Clerk has contacted of non-residents on the waiting list and is waiting for replies.
- 2) **Manure** – Tony Barron has advised that 38 plot holders have taken up the offer of free manure.
- 3) **Competition – Judging of Plots** – Cllrs Hubbard and Jakeman will judge the plots and come back to the Clerk with a date.
- 4) **School Project – Plot 17a** – Minuted in Matters Arising section.
- 5) **Broken Paving Slab and Plot Numbers** – Cllr Hubbard advised that plot signs are still broken for plots 40 and 43.
- 6) **Drainage Issues** – At the Open Spaces meeting held on 7<sup>th</sup> May, it was **AGREED:** to contact a local contractor to dig an inspection hole. Cllr Jakeman has contacted the original contractor who installed the drains, but he can't remember the specifics of the job.
- 7) **Community Payback –** **RESOLVED:** Clerk and Cllr Jakeman have met with the Stephen Groves, Community Payback Co Ordinator to show him what needs doing; ditch clearance long the railway line end of allotments, clearance of ditch between us & Totton & Eling allotments, cut back of foliage inside the allotments on the road side hedge. They may also be able to help with turning over the derelict plots ready for new tenants depending on the timescale. Stephen will contact the Clerk with proposed dates and send over an agreement for her to sign.

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**c. Precinct**

- 1) Installation of Benches** – Clerk advised that she was still waiting to hear back from HCC regarding ownership of the benches,  
**2) Planters – Installation of Plaque, Flag & Bunting & Planters to be Painted - RESOLVED:** This has all been carried out.

**d., Christmas Lights Working Party** – Cllr Nutburn advised that he has been looking at the street lights application with SSN and that he was waiting on a date to have a meeting with a Christmas Lights Committee for advice.

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**13. Finance**

- a) **To Approve Online Payment Schedule Dated 21<sup>st</sup> May 2024 - RESOLVED:** The Online Payment Schedule for 21<sup>st</sup> May 2024 was approved by all Councillors.  
b) **To Ratify Approval of Online Payment Schedule Dated 15<sup>th</sup> May 2024 - RESOLVED:** The Online Payment Schedule for 15<sup>th</sup> May 2024 was approved by all Councillors.  
c) **To Ratify Approval of Purchase of 5 mats for around flagpole at £119.34 - RESOLVED:** The Invoice for £119.34 for flagpole mats was approved by all Councillors.  
d) **To Ratify Expenditure of upto £100 for paint for the Planters - RESOLVED:** The expenditure for paint for the planters was approved by all Councillors. Resident Julie Harding to be reimbursed.  
e) **To Ratify Expenditure of £165 to join HALC Local Council People & Development HR advice (LCPD) £165 per annum - RESOLVED:** All Councillors unanimously agreed to join the HALC Local Council People & Development HR advice (LCPD) scheme at £165 per annum.  
f) **To Receive Income & Expenditure Reports from 1<sup>st</sup> April 2024 onwards - RESOLVED:** Financial Transactions from 1<sup>st</sup> April 2024 to 20<sup>th</sup> May 2024 were received by all Councillors.
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**14. Next Meeting Dates**

- a. **Planning Meeting – 18<sup>th</sup> June 2024 – 6:30pm**  
b. **Full Council Meeting – 18<sup>th</sup> June 2024 – 6:45pm**
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This Meeting was closed to the Public at 8:25pm for the Staffing Matters Confidential Item.