

**Ellingham, Harbridge & Ibsley Parish Council**  
**Council Meeting held on Tuesday 26<sup>th</sup> January 2021**  
*Held remotely via Zoom in line with SLCC guidelines due to Covid-19 restrictions*

Present:

Cllr Burtenshaw (Chairman)  
Cllr Blake  
Cllr Errington (Vice Chairman)  
Cllr Loader  
Cllr Stainton-Burrell  
Cllr Taylor  
Cllr Wilson

In attendance:

County Councillor Michael Thierry  
District Councillor Emma Lane  
Parish Clerk, Joanna Ramsay

**1. 21/01/82 To accept and receive apologies for absence**

Apologies for absence were received and accepted from Cllr Coutts.

**2. 21/01/83 Declarations of pecuniary and other interests in relation to the agenda**

*This item was overlooked in the meeting, a procedural error, however it was addressed under item 6 (vi).*

**3. 21/01/84 To agree the minutes of the Council meeting of the 24<sup>th</sup> November 2020 are a true and accurate record**

It was **proposed** by Cllr Taylor and **seconded** by Cllr Errington that the minutes of the Council meeting held on 24<sup>th</sup> November 2020 be signed as a true and accurate record. **ALL IN FAVOUR.**

**4. 21/01/85 Chairman's report on matters arising from the Council meeting of the 24<sup>th</sup> November (for items not on the agenda)**

The Chairman's report was circulated prior to the meeting. Chairman stated with reference to item 20/10/60, Druce Acres, we are still awaiting further information from the Planning Department. With regard to Crossley Towers, a site meeting is to be arranged subject to Covid-19 regulations. CCllr Humby has responded to residents regarding a reduced speed limit in Shobley on Linford Road, and has stated that the road does not meet the criteria for speed limits. A further site meeting with Forestry England is due with regard to the roadside verge repairs and dragons teeth.

In reference to item 20/10/61, Police presence in the parish, the Clerk has requested the parish be included in patrols. A voucher/bottle of champagne was presented to the acting Temporary Clerk before Christmas, a letter of thanks has

Chairman

Date

been circulated to all. Quotations for noticeboards are ongoing. With regard to parish verges, all our consents with Natural England have ended and currently there are no agreements in place for ditch maintenance, dragon's teeth renewal and so on. Urgent communication or a meeting with Natural England is required to try and resolve these issues.

The Boundary Commission report, which has been circulated, has redesignated the boundaries. Concerns raised by the rural parishes seem to have been ignored and EHIPC will now align with Ringwood North. A reply has been sent by Hyde Parish Council to the Boundary Commission on behalf of us all.

All other matters will be dealt with on the agenda.

**5. 21/01/86 Public Forum**

None present.

**6. 21/01/87 Finance**

**(i) Payment of Accounts November 2020 – January 2021**

Payments to be sanctioned are:

Fair Account – Half Year Audit	<b>£200.00</b>
PKF Littlejohn – External Audit Fee 2019/20	<b>£240.00</b>
HMRC - PAYE Quarterly Payment covers months Oct, Nov and Dec	<b>£347.41</b>
Clerk Expenses (Nov-Jan)	<b>£47.45</b>
Cllr Errington - Expenses	<b>£233.49</b>
Cllr Burtenshaw - Expenses	<b>£402.95</b>
<b>TOTALS FOR JANUARY</b>	<b>£1,471.30</b>

Clerk stated the top three payments were made out of council due to the deadlines being before this meeting. The other payments to be sanctioned are for expenses. The expenses claims were circulated prior to the meeting for transparency to all Councillors.

It was **proposed** by Cllr Blake and **seconded** by Cllr Wilson that the above payments listed be sanctioned. **ALL IN FAVOUR**

**(ii) Financial Report**

Clerk advised that the bank balances are as below

Current A/C as at 19 <sup>th</sup> Jan 2021	£21,566.99
Instant Access A/C as at 19 <sup>th</sup> Jan 2021	£57,431.89
Dodington A/C	£1,751.31

The Reserve Account balance remains the same. The Dodington Trust account balance has reduced by the grant agreed over email to the value of £350.00.

The Current Account is higher than it was at the November meeting due to receiving an extra £930.00 from NFDC for Covid-19 support.

**(iii) To approve Precept Proposal for 2021/22**

Clerk stated that the proposal for the precept is to remain the same due to the very large amount there is in the Reserve Account. Reserves should not be more than twice the precept amount and it has been questioned previously by the external auditors.

It was **proposed** by Cllr Burtenshaw and **seconded** by Cllr Loader that the precept for 2021/22 remain the same. **ALL IN FAVOUR**

**Action: Clerk to inform NFDC**

**(iv) To approve Clerk's request for PO Box/Microsoft Purchase/CilCA training**

Clerk explained that it has been recommended by HALC, for security, privacy and GDPR reasons that Clerks working from home use a PO Box for correspondence. It has been agreed to share this cost with my other parish council. The cost to EHIPC would be 81% of £360.00 (Incl VAT) which is £291.60 per year.

Clerk stated that the current EHIPC computer is fast and suitable for the role, however the email on it is a free web based email and the Clerk is concerned about its backup ability. Clerk tries to print as little as possible and therefore needs to ensure the email back up is adequate which it is not. The cost of Office 365 including Outlook would be £9.40 per month which is £112.80 per annum for the Business Standard version – includes desktop versions of the apps.

Clerk requested permission to start the CiLCA qualification, which is an industry standard for Parish Clerks and should give the Clerk more knowledge to help improve how the council is run. Costs are £818.00 with an introductory session of £54.00 to be held in February. Again, it has been agreed to share this cost with the other parish council. The cost to EHIPC would be 81% of £872.00 (Incl VAT) which is £706.32.

It was **proposed** by Cllr Stainton-Burrell and **seconded** by Cllr Blake that the three Clerk's requests all be agreed. **ALL IN FAVOUR**

**Action: Clerk to action**

**(v) To ratify/approve Dodington Trust requests**

Chairman expressed her thanks to Cllr Loader for starting this initiative. Four requests have been received in all, one has already been approved by email to the value of £350.00 and three applications have been put forward for discussion at this meeting.

Councillors discussed the individual requests and what the requests were for, and that possibly there was not enough information to make a full, considered decision. It was agreed therefore that for future applications it would be useful to know what type of support is required and what device needs to be purchased. Also, in the future, it might be sensible to have a limit depending on age - agreed that children up to GCSE age should receive £200 and over that age should receive £350. The amounts granted are purely discretionary, and the decisions made in relation to the applications this time were noted as below.

It was **proposed** by Cllr Burtenshaw and **seconded** by Cllr Stainton-Burrell that £350.00 be given to applicants one and two, with £200.00 being given to applicant three. **ALL IN FAVOUR**

In a similar vein, Chairman thanked Cllr Wilson for collecting up some old, surplus laptops and passing them across to Poulner Junior School to be wiped and re-used as necessary.

**Action: Clerk to take forward**

**(vi) To assign Payments of Grants**

*Cllr Wilson declared an interest at this point in the grant applications for Ibsley Village Hall and Ibsley & District Horticultural Society. Cllr Stainton-Burrell also declared an interest in the application made by RACE which will be at Hockeys Farm. No other declarations of interest were made.*

The grant requests were circulated prior to the meeting and then discussed. The following table shows the suggested awards for 2020/21:

<b>Organisation</b>	<b>Grant awarded 2019/20</b>	<b>Grant application for 2020/21</b>	<b>Suggested Award</b>
All Saints Church, Harbridge	£300	Plasterwork repairs and redecorating in the Church	£350
St Martin's Churchyard, Ibsley	£400	Churchyard maintenance	£350
Cross Lanes Chapel	£300	General maintenance	£350
Ellingham Church	£300	Gardening Equipment for maintenance	£350
Ellingham Church Hall	NIL	Acoustic Panels total cost £808 incl VAT	£400
Ibsley Village Hall	NIL	Fence/Rails repairs (see quote)	£250
Ringwood Actions for Climate Emergency (RACE)	NIL	To purchase of 500 diverse hedgerow plants together with canes of at least 9 different native species to create a hedge and footpath	£500

Ibsley & District Horticultural Society	£425	Not applied	NIL
New Forest Disability Service	£400	Not applied – and did not cash cheque last year	NIL
Ringwood & Fordingbridge Footpath Society	£400	Keeping footpaths in usable condition and waymarked correctly	£450
1 <sup>st</sup> Poulner Scouts	£600	Not applied	NIL
Hyde Band	NIL	Contribution towards building the Hyde Band rehearsal room	£500
<b>TOTAL</b>	<b>£3,125</b>		<b>£3,500</b>

Due to the fact that New Forest Disability Service did not cash the cheque last year, the total paid out in 2019/20 was actually £2,725, compared to the suggested spend of £3,500 for 2020/21.

It was **proposed** by Cllr Burtenshaw and **seconded** by Cllr Stainton-Burrell that the suggested awards above be given to those applicants. **ALL IN FAVOUR.**

**Action: Clerk to take forward**

Cllr Taylor questioned whether verges could be re-verged, can they be recovered in anyway? And could grants be used? Generally, the verges recover by themselves naturally, however parking on them causes excess damage and driving over verges causes them to get trodden down. Flooding is caused by blocked culverts and ditches not being emptied. All these tasks are ongoing maintenance tasks, therefore grants should not be used to pay for the work.

*The Chairman decided to alter the agenda and discuss item 8 on the original agenda prior to item 7.*

## 8. 21/01/88 Environmental Matters

### (i) Roads/Footpaths

(a) To give an update on Hockeys Farm flooding  
Chairman advised that despite the culverts being blocked by Ibsley Service Station, CCllr Humby has sent out emails suggesting that they are not blocked and that any flooding is due to a lack of ditch maintenance. Chairman reported that shortly before Christmas, Earlcoate Construction had carried out emergency work to dig out the ditches in front of Hockey's Farm and clear the entrances to all culverts which has greatly assisted in alleviating potential flooding. However, subsequent rainfall had caused water back up but only around offending culverts. Chairman is of the opinion that if HCC had carried out an annual jettling of the road culverts, as a matter of ongoing maintenance, flooding issues would be less severe.

(b) To discuss historical walks/footpath leaflets

Cllr Wilson stated that she was reminded by the proposed King's Oak scheme, that this should be part of a heritage walk. Suggestion was made to liaise with RFFS and may be get a promoted walk within the parish council area to cover the points of interest.

**(ii) Ditches, Culverts, Verges and Overhanging Vegetation**

(a) To give an update on Mockbeggar Lane verges and clearance

Chairman wished it noted that a former Councillor, Patrick Webster, had done a superb job in clearing the brambles in Mockbeggar Lane, this is above and beyond.

**Action: Clerk to write letter of thanks to Patrick Webster**

Chairman advised that parking at the end of the lane has also been raised by residents as a concern. There are often half a dozen cars parked on the verges adjoining the livery field entrances. It was addressed a few years ago by putting logs on the verges, but these have been removed and the parking last year got a lot worse, possibly due to Covid-19 and everyone staying at home. We need to reduce damage to the verges near the entrance to the fields and consider the installation of signs and dragon's teeth if the situation does not improve.

**Action: Cllr Burtenshaw to speak to the livery yard**

**(iii) To decide on King's Oak action**

Clerk has circulated the tree report to all interested parties, except Natural England at this stage, and the NF NPA response has also been circulated, which effectively gives their consent to undertake the work. On discussion it was agreed that a sub group be created to work on this project and report back to the full council. The sub group is to consist of Cllrs Loader, Wilson and Burtenshaw.

**(iv) To seek permission from National Trust re litter/dog waste bins on Rockford Common Car Park**

A request was made from a resident to try and approach the National Trust again for approval for litter/dog waste bins at the car park. Consent was not given previously but that was a few years ago, so think it is worth asking again. People are bagging their dog waste however are leaving it on the floor, meaning the animals are eating the bags and the dog waste. Cllr Lane confirmed that there are animal proof bins available and also offered to assist with getting NFDC to empty the bins. Cllr Loader is not in favour of the idea, it is about education and that residents/visitors should take their waste home.

**Action: Clerk to take forward**

**(v) To provide a report from the NW Quadrant Meeting (11/01/21) with regards to flooding (RE)**

Cllr Errington stated that he did not attend the meeting, but had a separate conversation with Steve Avery at NF NPA regarding flooding. Flooding is a

common issue across the whole of the New Forest, therefore it will go to the next New Forest Consultative Panel meeting.

**7. 21/01/89 Parish Council Matters**

**(i) Policies**

The following updated policies had been circulated prior to the meeting for reading – Data Protection Policy, General Privacy Notice and Freedom of Information Scheme. Chairman asked if there were any amendments, none noted. Cllr Wilson raised that the policies do mention the EU still, although we are not part of the EU anymore. Clerk advised that these policies are standard policies from NALC and therefore will probably be updated in the future but they have not been yet.

It was **proposed** by Cllr Loader and **seconded** by Cllr Stainton-Burrell that the policies be adopted. **ALL IN FAVOUR**

**(ii) To agree on format of Verges Policy/Leaflet/Parking Notice**

Chairman advised that the Verges Policy was put together by the Clerk as a starting point on how to get the message out about protecting verges to residents and visitors alike. On discussion it was agreed that perhaps a policy is too strong and that this document should be more of a guidance document, "General guidance on verges by EHIPC". If EHIPC can get some work started to protect the verges, and/or repair the verges we can then start to educate, although it is appreciated that there are some properties where exceptions would need to be made where parking is an issue. Agreed to finalise the document at the next meeting.

**Action: Cllr Burtenshaw/Clerk to take forward**

**9. 21/01/90 Community Matters**

**(i) To provide an update on the CFI Scheme (Clerk)**

Clerk stated that an email had been received from Alistair Macadam at HCC indicating that all the consultees had been contacted and that he is still aiming to get the measures implemented within this financial year.

**10. 21/01/91 Crime in the Parish**

Nothing reported.

**11. 21/01/92 Planning**

**(i) Application 20/11312 Sunnyside, Merrilea Farm, Ibsley Drove BH24 3NW – Lawful Development Use Certificate for retaining an existing use or operation (RC)**

Chairman re-iterated that at this time any Councillors who are allocated planning applications to view should not be visiting the properties but doing their assessments from the documents provided on the portal.

On discussion it was felt that the Parish Council has no information to offer to the contrary in relation to this application. However, the Parish Council would recommend in relation to this application that a Planning Officer visit the site and review the number of units on the site, and determine whether those units have been converted into smaller residential units.

**12. 21/01/93 County/District Matters**

DCllr Lane stated that she was disappointed by the Boundary Commission Report, knowing that her 'patch' would be broken up, however she does understand the need to reduce the number of District Councillors.

DCllr Lane requested that we make residents aware of the census, which is due to take place in March 2021. Peter Dewberry is the contact for the area.

DCllr Lane is following up on the animal deaths on Roger Penny Way and is trying to find ways to reduce animal deaths. A request has been made for the A338 to have a speed camera put on it as many cars drive down/up it too fast.

A Health & Leisure Review has been undertaken by NFDC, there is a forum on the 2<sup>nd</sup> February to share the latest thinking on Ringwood Leisure Centre. A preferred partner has been found to run the centre.

DCllr Lane reported that she has heard nothing further from the Planning Department on either Druce Acres or Snails Lane. DCllr Lane requested she receive a copy of the EHIPC response to the Snails Lane development. Chairman would like all Councillors to agree the proposed response before sending to NFDC.

CCllr Thierry stated that he would take up the issues with the flooding and ditches further with CCllr Humby as it appears that HCC are not fulfilling their obligations. It is not acceptable that inspections are not happening. CCllr Thierry requested copies of some of the photos for evidence. **Action: Cllr Errington**

CCllr Thierry also raised that the Environment Waste Strategy is going through which might mean a change to wheelie bins for some (rather than black sacks). Meeting House Lane in Ringwood will be closed from next week (02/02/2021) for 18 months so there will be a significant amount of disruption.

CCllr Thierry advised that HCC will be setting the budget in February, it has been an expensive year with Covid-19 costs, Council Tax figures will be known after that.

CCllr Thierry also raised that none of the Parish Councillors have their telephone numbers on the website which is not good practice. How do residents get in contact if they do not have access to email? Please can this be addressed.

**13. 21/01/94 Website Update**



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Clerk stated that the website was chased up last week, but is still not ready. It was promised for today but it is not available yet.

*The meeting closed at 9.50pm*

**Dates of 2020/21 EH&I PC meetings starting at 7.30 pm:**

**Planning Committee**

9<sup>th</sup> February

9<sup>th</sup> March

**Parish Council**

23<sup>rd</sup> February

23<sup>rd</sup> March