

WELLOW PARISH COUNCIL  
 MINUTES OF ANNUAL MEETING AND FULL MEETING OF THE PARISH COUNCIL HELD ON  
 Monday, 8<sup>th</sup> May 2017 - 6.45pm  
 Wellow Village Hall - Wellow Room

In Attendance: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Trevor Grant (TG), Cllr Sue Jones (SJ), Cllr John Sampson (JRS), Cllr John Saunders (JS) Cllr Harmeet Singh Brar (HB)

Attending: Mrs Sharon Whitehouse (Clerk)

Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Romsey Police.

- 1
  - a. **Election of Chair**  
 Cllr Singh Brar proposed Cllr Gaye Chesterton-Kay be Chair and Cllr John Saunders seconded, all Members present agreed and it was:  
RESOLVED: that Cllr Gaye Chesterton-Kay be Chair of the Council for the forthcoming year.
  - b. **Receive the Chair's Declaration of Acceptance of Office**  
 Cllr Gaye Chesterton-Kay accepted the position of Chair and signed the Declaration in the presence of the Clerk.
  - c. **Election of Vice Chair**  
 There were two nominations for Vice Chair: Cllr Harmeet Singh Brar was nominated by Cllr Ed Chesterton-Kay, seconded by Cllr Gaye Chesterton-Kay. Cllr John Saunders was proposed as Vice Chair by Cllr Alan Clark, seconded by Cllr Trevor Grant. After a vote, it was:  
RESOLVED: that Cllr Harmeet Singh Brar be Vice Chair of the Council for the forthcoming year.
  - d. **Receive Vice Chair's Declaration of Acceptance of Office**  
 Cllr Singh Brar accepted the position of Vice Chair and signed the Declaration in the presence of the Clerk.
  - e. **Annual Confirmation of Councillor Interests**  
 All Councillors present confirmed that their interests had not changed, except for Cllr Singh Brar who requested new forms to complete. The Clerk will follow up separately with Cllrs Stehr and Mike Jones who were absent from the meeting, before confirming the position with Test Valley. HB  
SW
- 2 **Apologies** - Cllr Mike Jones, Cllr Phil Stehr, Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry
- 3 **Declarations of Interest** - None
- 4 **Public Participation** - None
- 5 **Police Report** - no report was received
- 6 **District/County Councillors' reports** - none were received
- 7 **To Receive Minutes of the Full Council Meeting of 3<sup>rd</sup> April 2017**  
PROPOSED: Minutes of the Full Council Meeting held on 3<sup>rd</sup> April 2017 were formally received.  
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 8 **Matters Arising** - None

## 9 Policy

**a. Councillors' responsibilities and appointments to Committees 2017 -** Reviewed and updated for 2017, with some merging and rationalisation of responsibilities/groups.

**PROPOSED:** To rename the Staffing and Finance Working Groups to Committees to ensure consistency with Terms of Reference. To align Policy with Finance rather than Staffing, with small working groups consisting of the Clerk and 1 or 2 others to review Policies and Procedures in future, before presenting to full Council for adoption.

**RESOLVED:** It was resolved that Staffing and Finance Working Groups be renamed as Committees and that Policy be aligned with the Finance Committee. Small working groups consisting of the Clerk and 1 or 2 others will review Policies and Procedures in future, before presenting to full Council for adoption.

A Terms of Reference is required for the Finance Committee - the Clerk to research and draft for approval by Members at a future next meeting.

SW

**b. To review terms of reference for Planning and Policy & Staffing Committees 2017 -** To be amended as discussed. Clerk to update and include revised Terms of Reference for adoption on the next agenda.

SW

**c. Review of Standing Orders, Financial Regulations, Code of Conduct, Policies and Procedures, Asset Register, Insurance Cover -** most items listed have either been recently reviewed or are under review, apart from the Code of Conduct. The Clerk gave an update on the latest position for each area which was noted by Members. The Code of Conduct was deferred to the next agenda.

**d. To approve revised Standing Orders**

**PROPOSED:** To approve Standing Orders updated to reflect changes in procurement thresholds.

**RESOLVED:** It was agreed by all Members present that the amended Standing Orders be adopted. Clerk to arrange upload to website.

SW

**e. To Approve Procedure for Making Online Payments**

**PROPOSED:** To approve the proposed procedure for making online payments, previously circulated.

**RESOLVED:** All Members present agreed that the proposed procedure for making online payments be approved. Authorised signatories for online approvals will match the bank mandate. For the trial period, it was agreed that absence aside, first signatory will be Cllr Saunders (Chair of Finance), second signatory will be Cllr Sampson and third will be Cllr E Chesterton-Kay. The switch to online payments will be put into practice by the Clerk with immediate effect.

SW

The Chair expressed thanks to the Clerk for the work she has put into reviewing the statutory framework documentation.

**f. To agree timetable for co-option -** Notices were placed on the Website, Facebook and notice boards advertising the opportunity on 3rd May. Closing date for the vacancy is 15th May. Interviews are proposed for w/c 22nd May prior to voting (if required) at the full Council Meeting on 5th June.

**g. Review membership to other Bodies:**

- i) HALC/NALC
- ii) Purchase of Local Council Review

- iii) SLCC
- iv) Purchase of Clerks & Councils Review
- v) CPRE
- vi) Local Council Advisory Service (LCAS)
- vii) Hampshire Playing Fields Association

It was agreed by all Members present to continue with all of the above apart from the Hampshire Playing Fields Trust. Memberships will be reviewed annually.

## 10 Community & Environment

**a. Canada Common Management Plan 2017/2018.** Cllr Sampson reported that following on from the Annual Parish Meeting he had met with three residents at the Common to discuss various issues. Following a suggestion by Mr Skinner, the Clerk will draft a letter from the Council to Common residents encouraging them to help with pulling ragwort within the immediate vicinity of their properties. Cllr Sampson is currently planning treatment of ragwort with the Lengthsman, as previously agreed. A costed plan to the end of 2020 in relation to the current HLS agreement/10- year management is being worked on. Apart from the treatment of ragwort, no other work will take place on the Common until August.

**b. Footpaths** - Cllr Sampson recommended an early summer cutback on Footpath 22 to link in with the Hampshire R.O.W. cutting schedule.

**PROPOSED:** That an early cutback of Footpath 22 be completed by the Lengthsman, based on an estimate of 3 man days.

**RESOLVED:** It was agreed to instruct Kevin Bennett to complete cutback work along Footpath 22 up to a maximum cost of £500. Cllr Sampson to instruct the Lengthsman.

JRS

**c. Burial Ground** - In Cllr Stehr's absence the Clerk advised Members that it is becoming critical to make one or two key decisions as a matter of urgency, so that the Northern B section can be marked out and the plot plan updated accordingly. A decision is required on the proposed garden at the far end of the Northern section. Once this decision is made, it will be possible to resolve the outstanding query concerning plots 10 and 11. Cllr E Chesterton-Kay and Cllr Clark agreed to visit the burial ground with the Clerk on Tuesday 9th May at 9.30am to consider the issues and allow them to bring recommendations to the next meeting.

**d. Litter Picking Day – 20<sup>th</sup> May 2017** - Cllr Sampson reported that some volunteers have come forward following the Annual Parish Assembly. Notices advertising the event will be placed on notice boards, the website and Facebook to try and generate more interest - the Clerk to arrange. It was agreed to run two sessions, am and pm. Refreshments will be offered. Cllr Sampson will liaise with the Clerk to make other necessary arrangements e.g. risk assessment, kit, litter bag collection etc.

SW

JRS/SW

**e. Repair to notice board at A27 bus shelter**

**PROPOSED:** To consider the quote of £155 plus VAT from Queensbury Shelters (specialist supplier) to supply and install a new panel to the notice board at Shootash on the A27, to replace the one that has been vandalised.

**RESOLVED:** It was agreed by all Members present to approve the Queensbury quote of £155 plus VAT. Clerk to place instruction for work.

SW

f. **Works to pavement between Oakridge Timber and the School** - the Clerk advised Members that following a few complaints about this pavement, she had raised the issue with Hampshire County Council and they have agreed to inspect and raise an instruction for the works (as per HCC email of 3/5/17).

## 12 Finance

### a. To Receive Income and Expenditure Report for April 2017

**PROPOSED:** To accept the income and expenditure reports for April 2017

**RESOLVED:** The I & E reports were accepted and agreed by all Members present.

**b. Online payments schedule** dated 8/5/2017 - was approved and authorised by Cllr Saunders and Cllr Sampson.

## 13 Planning & General Purposes Committee

### a. To Receive Minutes of Planning & General Purposes Committee meetings held on 3<sup>rd</sup> April 2017

**PROPOSED:** Minutes of the Planning & General Purposes Committee meetings held on 3<sup>rd</sup> April 2017 were formally received.

**RESOLVED:** Approved as a true and accurate record and signed by the Chair All Members present agreed.

## 14 Communication

**a. Newsletter - Summer Edition-** Cllr Grant requested ideas for articles for the Summer edition (June) of the Nightingale Times ASAP. The first draft is underway. Deadline for getting articles to Trevor is Friday 26<sup>th</sup> May.

**b. Newsletter Distribution** - Cllr Grant will follow up on known coverage and distribution issues with Mike at Country Consumables, following feedback from the Annual Parish Assembly. Additional outlets have been agreed with the Red Rover, The Rockingham Arms, NISA and Carlo's, as well as the Parish Office, for people to collect a copy of the Nightingale Times if they don't receive one through their letter box.

TG

## 15 Neighbourhood Plan

Cllr Grant reported that meetings have been held with most of those who have expressed an interest in being involved with the Neighbourhood Plan. The workload will be split across 4 working groups covering Development, Community (including facilities and services), Environment (including landscape, transport and roads), and Economy (including employment, education and skills). The team is currently agreeing arrangements for admin support and work on budgets, including grant applications will be commence shortly. A meeting is to be held with Cllr Adams-King, Graham Smith and one other from TVBC.

## 16 Correspondence Received April 2017

**Mountbatten School** - letter of 27th April recording thanks for the grant towards the Romsey Festival of Music

**Office for National Statistics** - Annual Survey of Hours and Earnings - Reply and return required by 26 May - Clerk to action

Noted

SW

**HALC** - Email of 3/5/17 advising all member councils of the renewal of the planning queries help desk service until May 2018 - previously forwarded to all.

**TVBC** - Email of 28/4/2017 regarding ongoing issues with the dead tree to the rear of Elmdale Grove.

Noted

Magazines/Newsletters

**SLCC** - March 2017 Issue of the Clerk Magazine

**NALC** - Spring 2017 Issue of the LCR Magazine

**Clerks & Councils Direct** - March 2017 Issue

**CPRE Countryside Voice** - Spring 2017 Edition

**17 Delegates' Reports**

**Cllr Singh Brar** - advised that the Equestrian Centre has offered to support the upkeep of the Village pond on Foxes Lane.

**Cllr Grant** - raised an issue regarding recent re-surfacing works completed on A36 and the lack of prior notice received by the Parish Council from Highways England. There were a couple of reported incidents where elderly residents had made their way out of the village at night and couldn't return home via their normal route, causing disruption and confusion. The Clerk will write to Highways England requesting that the Parish Council is given prior notice in future when this sort of work is due to happen.

SW

**18 Future Meeting Dates**

**a. Date of next meeting**

22nd May 2017 at 6.45pm Planning & General Purposes

5th June 2017 at 6.45pm Planning Meeting followed by Full Council at 7.15pm

**b. Dates of other meetings to be attended by Councillors**

14th May 2017 - Florence Nightingale Commemoration Service, Cllrs Chesterton-Kay and Cllr Singh Brar

18th May 2017 -TVAPTC - King's Somborne, Cllr Sampson

**Meeting closed at 9.15pm**

## List of Payments made between 01/04/2017 and 30/04/2017

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2017	J Arnold	004396	176.25	08.05.2017	Repairs to Bus Shelter LCR
04/04/2017	The Mountbatten School	004397	200.00	08.05.2017	Grant - Festival of Yth Music
05/04/2017	Test Valley Borough Council	004398	97.00	08.05.2017	Plng fees re. bat boxes
05/04/2017	Grenke Leasing Ltd	DDGRENKE6	83.06	08.05.2017	Finance Lease Phones
13/04/2017	BT Payment Services Ltd	EP00050417	207.08	08.05.2017	Internet termination etc.
18/04/2017	Sharon Whitehouse	004399	1,110.04	08.05.2017	Clerk's salary etc April 2017
18/04/2017	Karen Miles	004400	393.06	08.05.2017	Admin Asst Salary April 2017
21/04/2017	NEST	DDNEST	21.04	08.05.2017	Pension payment April 2017

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<b>Total Payments</b>	<u>2,287.53</u>
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## Current Bank A/c

Receipts received between 01/04/2017 and 30/04/2017

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
500252	Banked: 04/04/2017	87.26						
500252	SSE Services plc	87.26			1170	101	87.26	Wayleaves 2016/17
500253	Banked: 19/04/2017	524.62						
500253	Various	524.62			1800	801	231.00	Burial fees - Coles
					1506	501	163.44	Water recharges to
					1501	501	130.18	Electricity recharges
BACS	Banked: 21/04/2017	2,545.26						
BACS	HMRC	2,545.26			105		2,545.26	VAT repayment Q4 16/17
Total Receipts:		3,157.14	0.00	0.00			3,157.14	

## Deposit Bank A/c

Receipts received between 01/04/2017 and 30/04/2017

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS	Banked: 03/04/2017	32,500.00						
BACS	Test Valley Borough Council	32,500.00			1176	101	32,500.00	Precept 17/18 1st
BACS	Banked: 10/04/2017	2.60						
BACS	TSB	2.60			1190	101	2.60	Interest
BACS	Banked: 24/04/2017	1,000.00						
BACS	Test Valley Borough Council	1,000.00			1196	101	1,000.00	TVBC grant for comm
Total Receipts:		33,502.60	0.00	0.00			33,502.60	