

WELLOW PARISH COUNCIL  
 MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON  
 Monday, 6<sup>th</sup> November 2017 - 7.15pm  
 Wellow Village Hall - Wellow Room

Attending: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Alan Clark (AC), Cllr Trevor Grant (TG), Cllr Sue Jones (SJ), Cllr Mike Jones (MJ), Cllr Rich Millard (RM), Cllr John Sampson (JRS), Cllr Phil Stehr (PS), Cllr Harmeet Singh Brar (HB)

In Attendance: Mrs Sharon Whitehouse (Clerk)

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

88 **Apologies** - Cllr Roy Perry, Cllr Nick Adams-King , PCSO Storm Perrott

89 **Declarations of Interest** - None

90 **Public Participation** - None

91 **Police Report** - No report provided, although it was noted that PCSO Storm Perrott would be moving to a new role in the Constabulary from 9<sup>th</sup> November. The replacement contact will be PCSO Claudia Pattison.

92 **District/County Councillors' reports**

Cllr Bailey reported that information will be sent out to Parish Councils following the call for sites as part of the new Test Valley Local Plan. He also referred to the Review of Parish Boundaries and advised Members that the consultation presented an opportunity to consider extending or reducing the Parish Boundary as well as deciding the number of Councillors the Parish has.

93 **To Receive Minutes of the Full Council Meeting held on 2<sup>nd</sup> October 2017**

**PROPOSED:** Minutes of the Full Council Meeting held on 2<sup>nd</sup> October 2017 were received.

**RESOLVED:** The minutes were approved as a true and accurate record of the meeting and signed by the Chair.

94 **Matters Arising** - None

95 **Policy**

a. **GDPR** - The Clerk gave a brief overview of the new regulation which is expected to take effect from May 2018. The main action point arising out of the new legislation is the appointment of a Data Protection Officer for the Council.

**PROPOSAL:** To consider the appointment of a Data Protection Officer.

**RESOLVED:** It was resolved that Councillor Singh Brar be assigned the role of Data Protection Officer for the Council. This decision was reached after consideration of the Clerk's workload and Cllr Singh Brar's experience of dealing with this issue in his day job.

Actions required in advance of the legislation being introduced include carrying out an information audit and drafting a policy on data/software protection. Cllr Grant also recommended that the Council checks the insurance policy re. a possible breach of data protection - Clerk to follow up.

HB/SW

SW

96 **Community & Environment**  
**a. Canada Common re. Management Plan 2017/18**  
 Cllr Sampson reported that a further meeting has been held with Natural England and the National Trust. The National Trust is interested in the concept of working together and representatives will be invited to a future Parish Council Meeting to discuss how a partnership might work. This is unlikely to take effect until the existing HLS agreement expires in February 2020.  
 The contractor agreed to a 5% reduction on the quotes presented at the last meeting and an instruction for the various works to proceed have been given, except for the thinning of silver birch, which the National Trust advises requires a felling licence - the Clerk and Cllr Sampson to arrange.

SW/JRS

**b. Footpaths**

Cllr Sampson reported that Footpath 4, which had been blocked for a long time has been re-opened by Hampshire's Rights of Way team, including a new stile and sign-posting. Kissing gates have been installed on Footpath 22 by the landowner after involvement by Hants ROW.

**PROPOSAL:** Cllr Sampson sought approval to spend up to £600 for clearance work on Footpaths 17 and 18, including replacement aggregate, if the budget allows.

**RESOLVED:** It was resolved that up to £600 could be spent on clearance works on Footpaths 17 and 18. Cllr Sampson and the Clerk to arrange.

SW/JRS

**c. Burial Ground Update**

The Clerk advised that the plane tree was felled on 31st October. The Contractor will return to complete work grinding out the stump and cutting back overhanging trees w/c 13th November.

**d. Remembrance Sunday - final arrangements**

Arrangements are well in hand. Lesley Weldon has kindly offered to organise the refreshments. Cllr E Chesterton-Kay agreed to put up road closure signs. Cllr Singh Brar is coming into the Parish Office on 7th November for a final update and handover meeting with the Clerk and Admin Assistant.

**e. Community Speedwatch**

Cllr Singh Brar reported that there has been no response to the call for volunteers needed to progress with Community Speedwatch, which is disappointing considering that speeding in the village continues to be a 'hot topic' for residents. The recommendation from Cllr Singh Brar was that we change direction and seek support from Marc Samways at HCC, who is managing a new traffic initiative that provides grant funding to help address traffic management issues. It was agreed that the Clerk would send an email to Mr Samways requesting an initial meeting with Cllr Singh Brar and Cllr Clark, to discuss how the traffic initiative could work for Wellow.

SW

97 **Sport & Leisure**

**a. Cricket Pavilion**

**i) Update** - Cllr G Chesterton-Kay circulated a schedule of works completed to date and advised that the structural engineer's report has been received, allowing specifications to be sent out for quotes to complete the base. Quotes for electrical works, plumbing etc. are also in hand. Cllr Clark wished to record thanks to Cllrs E and G Chesterton-Kay for their work on the project.

**ii) Expenditure Incurred Under Delegated Authority** - All items of expenditure incurred to date are listed in the I & E report, presented at item 98a and are contained within the overall budget provision.

**b. Lower Common Road Recreation Ground**

**i) Community Garden** - Cllr G Chesterton-Kay reported that she continues to look for ways to fund the planting. One tree has kindly been supplied by a resident.

**ii) Play Area - To Consider Quote for Repairs to Seesaw**

**PROPOSAL:** To consider the quote for repairs to the seesaw as identified in the ROSPA report, as per the quote ref 001497 from Vita Play, dated 3rd October 2017.

**RESOLVED:** It was agreed by all Members present to accept the quote from Vita Play in the sum of £490.20 plus VAT, to supply and install new bearing and timber beam. Clerk to arrange.

SW

**c. Hatches Farm** - Cllr Millard reported that car parking continues to be an issue for users of Hatches Farm. There is potentially LTA regeneration funds available, which could help towards the cost of re-surfacing the car park - the main criteria of accessing that funding however, is that the Tennis Club works in partnership with the school.

Cllr G Chesterton-Kay advised that she had been in touch with the Football Club to seek their views on Hatches Farm. As well as car-parking, a lack of storage space is the main issue. The club house isn't being used to its full potential as it is crammed with equipment. Poor drainage of the football pitches is also a problem. The Clerk will follow up with TVBC complaints about the standard of recent gang-mowing at Hatches Farm.

SW

**d. Tennis Club - Annual Lease/Rent Review**

**RESOLVED:** It was agreed by all Members present not to increase the annual rent to the Tennis Club for 2018. Clerk to advise the Tennis Club in writing, also to add this standing item to the September agenda next year, to allow consultation on any proposed price increase as per the lease agreement.

SW

98

**Finance**

**a. To Receive Income and Expenditure Reports for October 2017**

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

**RESOLVED:** The I & E reports for October 2017 were accepted and agreed by all Members present

**b. To Receive Online Payments Schedule Dated 06/11/2017** - schedule was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.

**c. To Consider Priorities for 18/19 Budget and Medium Term Planning**

Cllr Grant reported that the Finance Group had met to consider the 18/19 forward budget. The working group had also spent time looking at reserves. A report will be presented to the next full Council meeting. Dates for future finance meetings have been set as 17<sup>th</sup> January, 14<sup>th</sup> March and 23<sup>rd</sup> May 2018.

**d. To Consider Grant Application from Victim Support**

**RESOLVED** - It was agreed that a grant of £150 be awarded to Victim Support under S137. The Clerk to arrange payment.

SW

**e. New External Auditor** - The Clerk advised that PKF Littlejohn is the new external auditor appointed for a 5-year period from 1/4/2017. In future the

annual return will be known as the Annual Governance and Accountability Return (AGAR). The Governance and Accountability sections will remain the same, but it will be possible to download and complete the return electronically for 2017-2018. All future correspondence with the external auditors will be by email. Timings for individual returns have yet to be confirmed. Fees and charges are broadly in line with previously, determined by the authority's income and expenditure levels. However, there is a notable increase in any extra fees incurred.

- 99 **Planning & General Purposes Committee**  
 a. **To Receive Minutes of Planning & General Purposes Committee meetings held on 2<sup>nd</sup> and 16<sup>th</sup> October 2017.**  
**PROPOSED:** Minutes of the Planning & General Purposes Committee meetings held on 2<sup>nd</sup> and 16<sup>th</sup> October 2017 were formally received.  
**RESOLVED:** Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 100 **Communication**  
 a. **Newsletter Update** - Cllr Grant advised that work on drafting the December edition of the Nightingale Times will start shortly and he requested any ideas for content or items for inclusion in the December edition be sent to him ASAP. The Clerk agreed to confirm the timetable for production/distribution and will circulate it to all for information. SW  
 b. **Social Media/Website** - The office continues to use Facebook and the Website as its primary means of keeping residents informed about what's going on in the Parish and matters that may affect them directly. There has been a lot of positive engagement on Facebook and the number of followers now stands at 375. A verbal update on activity was provided by the Clerk and noted.
- 101 **Neighbourhood Plan**  
 a. **Update** – The second meeting of the steering committee has taken place and the number of working groups has been reduced from four to three. Cllr Grant had attended a CPRE Neighbourhood Plan event at Sparsholt which provided some very helpful pointers.
- 102 **Correspondence/Consultations Received October 2017**  
 The Local Government Boundary Commission - email of 3.10.2017, re. final recommendations for Test Valley - noted.  
 Fisher German - letter dated 16.10.2107 about awareness inspection taking place from 31.10.2017 onwards - noted.  
 Zurich Insurance - email of 24.10.2017 re. new services being provided by the Local Community Advisory Service (LCAS) - noted.  
 TVBC - email re. proposed name for land to rear of Hillcrest; to be known as Fairfield House and Broadview - noted.
- Public Consultations**  
 TVBC - Draft revised statement of Community Involvement in Planning Matters 2017 - comments requested by 24/11/2017.  
 NALC - re. DCLG consultation 'Planning for the right homes in the right places', deadline for response 9/11/2017.  
 TVBC - Community Governance Review, consultation period ends 29/1/2018 - carry forward to next agenda.

**103 Delegates' Reports**

**Cllr Clark** - had attended the NE Quadrant meeting where the issue of Himalayan Balsam had been raised. He had also attended the HALC AGM with Cllr Singh Brar, and both commented that they were dismayed that Wellow did not enter the Best Website/Newsletter and Social Media categories for awards. The Chair agreed that this would be a good idea for next year and Cllrs Singh Brar and Clark agreed to organise the entry.

AC/HB

**Cllr Singh Brar** - Had also attended the HALC AGM. He advised that Tozers offer legal support to Parish Councils for a 20% reduction over traditional legal practices. The Clerk reminded Members that its SLCC affiliation offers the Council preliminary legal advice for free.

**104 Future Meeting Dates****a. Date of Next Meeting**

04.12.2017 at 6.45pm Planning & General Purposes followed by Full Council at 7.15pm

The Clerk advised Members of a change to the agreed 2018 Calendar. The July meeting will now be held on Monday 9<sup>th</sup> July, not 2<sup>nd</sup> July as previously approved.

**b. Dates of Other Meetings to be Attended by Councillors**

15.11.2017 - Mountbatten School Certificate Presentation Evening - Cllr G Chesterton-Kay

21.11.2017 - Voice of the Councillor, The Lights Theatre, Andover - Cllr Singh Brar

23.11.2017 - TVAPTC King's Somborne Village Hall, 7.30pm - Cllr Clark and Cllr Singh Brar

24.11.2017 - National Citizen Service, BIC, 7.30pm - Cllrs G and E Chesterton-Kay

07.12.2017 - New Forest Consultative Panel, Lyndhurst - Cllr Sampson

**Meeting closed at 9.40pm**

## Current Bank A/c

Receipts received between 01/10/2017 and 31/10/2017

## 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>
	<b>FPWYFC Banked: 11/10/2017</b>	<b>612.50</b>						
	FPWYFC Wellow Youth Football Club	612.50			1550	502	562.50	Lease 1st instalment
					1552	502	50.00	Water 1st instalment 17/18
	<b>BACS Banked: 16/10/2017</b>	<b>1,463.43</b>						
	BACS HMRC	1,463.43			105		1,463.43	Vat repayment Q2
	<b>500264 Banked: 26/10/2017</b>	<b>147.00</b>						
	500264 Blackwell and Moody	147.00			1800	801	147.00	Memorial inscriptions x2
	<b>BACS Banked: 27/10/2017</b>	<b>500.00</b>						
	BACS Hampshire County Council	500.00			1416	301	400.00	Contrib to bench
					1416	301	100.00	Contrib towards planting
	<b>Total Receipts:</b>	<b>2,722.93</b>	<b>0.00</b>	<b>0.00</b>			<b>2,722.93</b>	

## List of Payments made between 01/10/2017 and 31/10/2017

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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>
02/10/2017	Information Commissioner	004418	35.00	06.11.2017	Data Protection annual renewal
04/10/2017	TLS Fire & Security	EP10170067	78.00	06.11.2017	Disconnect alarm system
04/10/2017	BML Print	EP10170068	261.00	06.11.2017	Print Sept Newsletter
04/10/2017	Storage on Site Ltd	EP10170069	47.76	06.11.2017	Container hire to 19/10/17
04/10/2017	Nightingale Groundcare Ltd	EP10170070	1,227.89	06.11.2017	Grounds Maintenance Oct 17
04/10/2017	Grenke Leasing Ltd	DDGRENKE12	83.06	06.11.2017	Finance Lease Phones
05/10/2017	Came & Company	004420	2,360.87	06.11.2017	Insurance 1/10/17-30/9/18
16/10/2017	Sharon Whitehouse	EP10170071	1,058.27	06.11.2017	Clerk's salary October 2017
16/10/2017	Karen Miles	EP10170072	393.06	06.11.2017	Admin Asst salary October 2017
16/10/2017	H M Revenue and Customs	EP07170073	497.45	06.11.2017	Q2 PAYE Tax and NI
16/10/2017	PEAC (UK) LTD	EP10170074	104.40	06.11.2017	Copier rental Nov-Feb incl
16/10/2017	Posbrook Plant Services	EP10170075	4,000.00	06.11.2017	Posbrook Plant Services
30/10/2017	Ashdown Site Investigation	EP10170076	126.00	06.11.2017	Soil Analysis

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Total Payments      10,272.76