

WELLOW PARISH COUNCIL

MINUTES OF THE ANNUAL AND FULL PARISH COUNCIL MEETING

Monday, 18th May 2015. 6.45pm to 10.00pm.

Wellow Village Hall, Wellow Room

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Present: Cllr Harmeet Singh Brar (HB), Cllr Alan Clark (AC), Cllr Mike Jones (MJ), Cllr Angela Ratcliffe (AR) (Chair), Cllr John Saunders (JS) (Vice Chair).

Attending: Cllr Nick Adams-King, Cllr Gordon Bailey, Lorraine Wheeler (Clerk) (LEW) - Minutes.

Apologies: Cllr Roy Perry, Romsey Police.

Cc. (for information only): Lesley Weldon (Deputy Clerk).

ITEM

ACTION

- 1 (a) **Election of Chair**
Cllr John Saunders Proposed Cllr Angela Ratcliffe be Chair, seconded by Cllr Mike Jones, all Members present agreed and it was:
RESOLVED: that Cllr Angela Ratcliffe be Chair of the Council for the forthcoming year.
- (b) **Receive the Chair's Declaration of Acceptance of Office**
Cllr Ratcliffe accepted the position of Chair and signed the Declaration in the presence of the Clerk.
- (c) **Election of Vice Chair**
Cllr Angela Ratcliffe proposed Cllr John Saunders be Vice Chair, seconded by Cllr Mike Jones, all Members present agreed and it was:
RESOLVED: that Cllr John Saunders be Vice Chair of the Council for the forthcoming year.
- (d) **Receive Vice Chair's Declaration of Acceptance of Office**
Cllr Saunders accepted the position of Vice Chair and signed the Declaration in the presence of the Clerk.
- (e) **Welcome New Councillors Following Election on 7th May 2015 - New Councillor Training Session on 25th June, 7pm - 9pm at Wellow Village Hall.** HB/JS/MJ
Cllr Ratcliffe welcomed all Councillors and advised that anyone wishing to attend the training would be welcome to do so. Three Members wish to attend.
- (f) **Receive all Members' Declaration of Acceptance of Office and Registration of Members' Pecuniary Interests.**
The Clerk received all Members' Declarations.
- 2 **APOLOGIES**
As above.
- 3 **DECLARATIONS OF INTEREST**
Cllr Mike Jones declared in an interest in Agenda item 10a
- 4 **RECEIVE AND APPROVE MINUTES**
PROPOSED: Minutes of the Full Council meeting held on 8th April were formally received.
RESOLVED: Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 5 **MATTERS ARISING FROM THE ABOVE**
Cllr Ratcliffe advised that she would be speaking to MacDonaldis regarding repainting the roundabout on the Recreation Ground now that it had been repaired. AR
- 6 **Policy**
a. **To agree Councillors' responsibilities and appointments to Committees**

- 2015 - see appendix A
- b. To review terms of reference for Planning and Staffing Committees 2015 - provided to all Members for information.
 - c. To consider summons, agendas and minutes being sent by email
All Members present agreed to receive via email and receive hard copies at the meeting.
 - d. To discuss vacancy process for Co Option for six vacancies -
The Clerk advised that these were being advertised in accordance with procedure on all Notice Boards, plus the website and in the forthcoming newsletter. No applications had been received to date.
 - e. Copies of Standing Orders, Financial Regulations, Code of Conduct, Polices and Procedures, Asset Register, Insurance Cover, supplied to all Members for review at a subsequent meeting.
 - f. 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) Hampshire Playing Fields Trust
 - (vii) Local Council Advisory Service (LCAS)

It was agreed by all Members present to continue with all of the above with the exception of the Hampshire Playing Fields Trust

7 PUBLIC PARTICIPATION

Several members of the public asked to speak on the Planning & Developments

DISTRICT/COUNTY COUNCILLOR REPORTS

TVBC Cllr Gordon Bailey reported that:

- (i) Following the elections on 7th May both he and Cllr Nick Adams-King had been elected. He introduced Cllr Adams-King and thanked all who had voted for them and is looking forward to continuing to serve the Parish.

8 PLANNING & DEVELOPMENTS

- a) **PROPOSED:** Minutes of the Planning & General Purposes Committee held on 8th April and 6th May were formally received.
RESOLVED: Approved as a true and accurate record and signed by the Char. All Members present agreed.
- b) **CONSIDER PLANNING APPLICATIONS LISTED AT APPENDIX 1** (see Appendix 1)

9 FINANCE

- a) Income and Expenditure report for the period 2014/2015: **RESOLVED:** That the schedule (Appendix 2) was received and agreed by all Members present.
- b) To Receive and Approve the Annual Audit Return 2014/2015: **RESOLVED:** That the Audit Return is a true and accurate record as audited by the Internal Auditor was agreed by all Members present.
- c) To Receive Income and Expenditure for April 2015: **RESOLVED:** That the schedule (Appendix 3) was received and agreed by all Members present.
- d) To review Burial Ground Fees for 2015 - it was discussed and agreed for the Clerk to survey other Parishes prices and discuss next meeting. LEW
- e) To consider the re investment of £80,000 in July - it was discussed and agreed that the Clerk provides interest rates form Lloyds Trading Desk to discuss at the next meeting. LEW

10 SPORTS AND LEISURE

a) To consider amendments to the Cricket Club Lease.

The Cricket club has asked for amendments to the Bar Opening times. Martin Ball attended on behalf of the Cricket and explained the reason behind the request is mainly in order to raise more funds for the club. He and Cllr Mike Jones left the room for the debate. RESOLVED: It was decided and the remaining Members were unanimous in their offer of either:

1. Alcohol may be sold during children's matches until 8.30pm, with the exception of not at any Under 9s matches and not on a Friday evening at all; however, this is on condition that there is a change of Bar Staff and a new Licence is applied for, for a trial lease period of one year, or

2. There will be no alcohol sold at all during children's matches, only soft drinks and snacks, for a lease period of five years enabling the club to gain grant funding.

MJ

The Cricket Club will meet to discuss and respond at the next meeting.

11 HIGHWAYS

a) Slab Lane - Sembcorp (Bournemouth Water) to relay pipes from 1st June - 27th July. The Clerk advised she had contacted HCC Highways and Cllr Perry to try and protect the verges during the works from materials and heavy plant machinery and Cllr Adams -King advised that Cllr Perry is trying to reduce the length of time for the road closure.

LEW

12 COMMUNITY AND ENVIRONMENT

a) To consider the addition of a name to the War Memorial. Following much debate and consideration of the report from the History Society and advice from Parish veterans, the Royal British Legion and the War Memorials Trust, all Members present unanimously agreed and RESOLVED: to uphold the principle that it is generally accepted that those lost in war are remembered in the area in which they lived and left from to go to war. The Clerk to inform the requester.

LEW

b) Request to use Recreation Ground for Commercial Exercise Class. All Members present agreed and RESOLVED: that a charge of £20.00 per session should be made as other commercial users of the Recreation Ground are charged. The Clerk to inform.

LEW

c) To consider employing Legal and Professional advice re ownership of the tree adjacent to 36 Gurnays Mead. The Clerk advised WPC need to prove that the tree is not within the boundary of the Recreation Ground. Aster Housing is being extremely unhelpful and obstructive. Original Title Deeds must be found and Cllr Jones agreed to survey and measure. The outcome to be discussed at a subsequent meeting.

LEW/MJ

d) To consider Risk Assessments provided by St Margaret's Church for the Summer Fete 21/6/15. The Clerk advised that the Risk Assessments provided are very comprehensive and satisfactory along with the Public Liability Certificate. The Temporary Event Licence is to follow.

LEW

13 COMMUNICATION

a) Annual Parish Meeting held on 22/04/15. All agreed it was a very successful event with a good attendance of approximately 100 residents.

b) Articles for the June Newsletter. Suggested were: Councillor Vacancies & Co option, Dog Walking on Canada Common and the SSSI status, the River Blackwater wildlife, advertising website, advertising deliverers for the Newsletter (MJ, JS, HB, AC agreed to deliver in their area), St Margaret's Church Fete, Cricket Club painting Pavilion, the Council Audit, Lyme's disease.

LEW/HB/
AC/MJ/JS

c) Joint Village Hall and Parish Council Notice Board. The Clerk advised that

the new notice board has arrived and will be erected shortly near the front end of the Village Hall.

- d) To consider two information boards at Canada Common. To be considered at a later date.
- e) To consider two signs regarding Commercial Dog Walking at Canada Common. The Clerk will ask for advice from HALC and report to next meeting.

14 CORRESPONDENCE

- a) List of correspondence/consultations for April 2015 was received & noted by members - items of interest available to members as required. Items for action are:
 - (i) LCAS Zurich Safety & Risk Seminar on 14th July - Clerk to attend. LEW
 - (ii) Natural England - Amendment to Stewardship Scheme requiring a record of grazing stock levels on Canada Common. The Verderers have offered their help and expertise. LEW
 - (iii) New Forest Consultative Panel tour 4th June. Newly appointed Council representative to attend. The Clerk to reserve places. AC/HB
 - (iv) TVBC - Opportunity to provide outstanding highways infrastructure projects to S106 wish list. All Members present agreed the Nisa verge. LEW
 - (v) Ashley Browning offered to act as Tree Warden for WPC. All Members present agreed and were grateful for the offer. The Clerk to accept. LEW
 - (vi) TVBC - Temporary Notice of Road Closure, Slab Lane. Members queried what would happen to the school bus. The Clerk to inquire at HCC. LEW

15 DELEGATES REPORTS

- a) Cllr Clark requested the Clerk report a large sunken area of the highway at Brookfields/Arun Way junction to HCC. LEW
- b) Cllr Brar requested the Clerk look into why the children are catching the school bus on a dangerous verge at Romsey Road/Buttons Lane corner. LEW

Confidential business - RESOLVED: to exclude the press and public for item 191 below, on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

16 STAFF MANAGEMENT See confidential minute.

- a) The Clerk to update Members on Tender Process for Grounds Maintenance Contract and to consider whether an amendment to the Financial Regulations is required. LEW
- b) Staffing Committee to undertake research into a Pension Provider for a Parish Scheme under Auto Enrolment. JS/MJ/AR

17 DATES OF FUTURE MEETINGS

- a) Planning & General Purposes Committee and Full Council meetings - Monday, 1st June 2015. ALL
- b) New Forest Consultative Panel 4th June. AC/HB

Public participation at this meeting: 20 members of the Public attended.

Current Bank A/c

List of Payments made between 01/05/2015 and 31/05/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/05/2015	NALC	004041	17.00	01.06.15	LCR Magazine Subscription
06/05/2015	R.C.Biddlecombe	004042	124.91	01.06.2015	Repairs to Roundabout on Rec
06/05/2015	Greenbarnes Ltd	004043	1,433.08	01.06.2015	Joint Notice Board VHall
06/05/2015	Fair Account	004044	100.00	01.06.15	Internal Audit 01/15-03/15
06/05/2015	Nightingale Groundcare Ltd	004045	928.22	01.06.2015	Burial Ground & Grounds Maint
18/05/2015	RBS Software Solutions	004046	133.20	01/06/2015	Software Maintenance
18/05/2015	Hampshire County Council	004047	7.27	01/06/2015	Laminating pouches
18/05/2015	L Wheeler	004048	1,001.95	01/06/2015	Salary & Expenses May 2015
18/05/2015	Lesley Weldon	004049	294.45	01/06/2015	Salary & Expenses May 2015
29/05/2015	Playsafety Ltd	004051	199.20	01.06.15	Annual Play Equipment Inspect
29/05/2015	BT Payment Services Ltd	004052	218.26	01.06.15	Phone & Broadband
31/05/2015	CIT Vendor Finance (UK) Ltd	004050	104.40	01.06.15	Photocopier rental 18.05-17.08
31/05/2015	Wellow Village Hall	004053	27.73	01.06.15	Electricity 31.03-31.05
31/05/2015	K. D. Steer	004054	38.50	01.06.15	Office Cleaning

Total Payments 4,628.17

Current Bank A/c

Receipts received between 01/05/2015 and 31/05/2015

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>
	Banked on : 08/05/2015	693.71						
500212	Wellow & Plaitford Cricket Clb	693.71			1501	501	320.07	Deferred Payments -
					1506	501	38.97	Deferred Payments -
					1501	501	95.85	Deferred Payments -
					1506	501	77.27	Deferred Payments -
					1501	501	24.75	Deferred Payments -
					1505	501	136.80	Deferred Payments - rates
	Banked on : 19/05/2015	125.00						
500213	A H Cheater Ltd	125.00			1800	801	125.00	Burial Dorothy Brown
	Banked on : 29/05/2015	125.00						
500214	A H Cheater Ltd	125.00			1800	801	125.00	Burial Vera White
	Total Receipts:	943.71	0.00	0.00			943.71	