

# WELLOW PARISH COUNCIL

Canada | Embley | The Frenches | Shootash | Wellow Wood  
[www.wellowparish.org.uk](http://www.wellowparish.org.uk)

---

## NOTICE OF THE ANNUAL AND FULL MEETING OF THE PARISH COUNCIL

All Members are summoned to attend the above Meeting of the Council on  
Monday, 18<sup>th</sup> May 2015 at 6.45 pm  
Wellow Village Hall - Wellow Room

To: Cllr Harmeet Braar (HB), Cllr Alan Clark (AC), Cllr Mike Jones (MJ), Cllr Angela Ratcliffe (AR)  
(Chair), Cllr John Saunders (JS).  
Cc. (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Romsey Police,  
Lesley Weldon (Deputy Clerk).

---

### AGENDA

1.
  - (a) Election of Chair
  - (b) Receive the Chair's Declaration of Acceptance of Office
  - (c) Election of Vice Chair
  - (d) Receive Vice Chair's Declaration of Acceptance of Office
  - (e) Welcome New Councillors Following Election on 7<sup>th</sup> May 2015 –  
New Councillor Training Session on 25<sup>th</sup> June, 7pm –9pm at Wellow Village Hall
  - (f) Receive all Members' Declaration of Acceptance of Office and Registration of Members'  
Pecuniary Interests
2. Apologies
3. Declarations of Interest
4. To Receive the Minutes of the Full Council meeting held on 8<sup>th</sup> April 2015
5. Matters arising from above at Chair's discretion (if not covered by agenda below)
6. Policy
  - a. To agree Councillors' responsibilities and appointments to Committees 2015
  - b. To review terms of reference for Planning and Staffing Committees 2015
  - c. To consider summons, agendas and minutes being sent by email
  - d. To discuss vacancy process for Co Option for six vacancies
  - e. Copies of Standing Orders, Financial Regulations, Code of Conduct, Policies 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)

### USUAL BUSINESS

7. **Public Participation** – members of the public are invited to ask questions or make  
statements during this session

**8. Planning & Developments**

- a. Minutes of Planning & General Purposes Committee meetings held on 8<sup>th</sup> April 2015 and 6<sup>th</sup> May 2015
- b. Consider Planning Applications listed at APPENDIX 1

**9. Finance**

- a. To receive the Income and Expenditure report for period 2014/ 2015
- b. To receive and approve the Annual Audit Return 2014/ 2015 (to be tabled)
- c. To receive Income and Expenditure April 2015 (to be tabled)
- d. To review Burial Ground Fees 2015
- e. To consider reinvestment of £80,000 in July

**10. Sports and Leisure**

- a. To consider amendments to the Cricket Club Lease agreement 2015

**11. Highways**

- a. Slab Lane –Southern Water to relay pipes from 1<sup>st</sup> June –27<sup>th</sup> July

**12. Community and Environment**

- a. To consider the report from the History Society re the request to add a name to the War Memorial
- b. Request from Kettlercise Class to use the Recreation Ground in Lower Common Road weekly for an outside class and to consider charges
- c. To consider the need for legal and professional advice concerning a tree adjacent to no. 36 Gurnays Mead near to the Boundary of the Recreation Ground
- d. To consider Risk Assessment provided by St Margaret's Church for Summer Fete 21/ 6/ 15

**13. Communication**

- a. To discuss the outcomes of the Annual Parish Meeting held on 22<sup>nd</sup> April 2015
- b. Articles for the June Newsletter
- c. New Joint Parish Council & Village Hall Notice Board to be installed outside the Village Hall
- d. To consider two information boards regarding the SSSI and wildlife at the car parks on Canada Common, following second awareness day by NFNPA rangers
- e. To consider two signs regarding no commercial dog walking on Canada Common

**14. Correspondence**

**15. Delegates Reports**

**Confidential Business – to consider the exclusion of the press and public for the following item (16) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.**

**16. Staff Management**

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

**17. Future meeting dates**

- a. Date of next meeting
- b. Dates of other meetings to be attended by Councillors

**Lorraine Wheeler (Mrs), Clerk to the Council**

**12<sup>th</sup> May 2015**