

## WELLOW PARISH COUNCIL

### MINUTES OF ANNUAL MEETING AND FULL MEETING OF THE PARISH COUNCIL HELD ON

Monday, 23<sup>rd</sup> May 2016 - 6.45pm

Wellow Village Hall - Wellow Room

In Attendance: Cllr John Saunders (JS) Vice Chair, Cllr Ed Chesterton-Kay (EC), Cllr Gaye Chesterton-Kay (GC), Cllr Alan Clark (AC), Cllr Caroline Evans (CE), Cllr Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr John Sampson (JRS), Cllr Harmeet Singh Brar (HB), Cllr Phil Stehr (PS).

Attending: Mrs Lorraine Wheeler (Clerk) and 6 Members of the Public.

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

- 1
  - (a) **Election of Chair**  
Following the resignation of the Chair of the Council, Cllr Angela Ratcliffe, Cllr John Saunders Vice Chair opened the meeting. Cllr Singh Brar proposed Cllr Gaye Chesterton-Kay be Chair and Cllr Sue Jones 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**  
Cllr Mike Jones proposed Cllr John Saunders be Vice Chair, seconded by Cllr Phil Stehr, 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.
- 2 **Apologies** - Caroline Nokes
- 3 **Declarations of Interest** - None
- 4 **Public Participation** - Mrs Elaine Estel spoke re her dismay at the signs on the Common regarding dogs to be kept on leads as she has not seen any ground nesting birds on the Common and questioned why only dogs are targeted and pointed out that Natural Trust signs are more user friendly. Cllr John Sampson responded that WPC were advised by Natural England who have overall jurisdiction over how the Common is managed, that under the Countryside and Wildlife Act 2000 whilst the public have a right of access, dogs must be restricted to leads between 1<sup>st</sup> March and 31<sup>st</sup> July. WPC have an obligation to ensure that this is adhered to. Studies have shown that dogs have the greater effect on disturbance of the wildlife on the Common.  
**Ashley Browning WPC Tree Warden** - spoke re issues raised at the Annual Parish Assembly regarding footpaths and joining with neighbouring Parishes to make longer walks; taking care over the rebuilding and ownership of the Cricket Pavilion (joint ownership is not possible) and the possibility of raising a mortgage to purchase as was the case with Hatches Farm.  
**Mrs Pidgley** - asked why it is necessary to replace the hedge in Lower Common Road and Ashley Browning explained that it is very old and

of little ecological or environmental value. It would be replaced with similar species and under planted with bulbs. He reassured her that security fencing will be erected until the new hedge had established.

## 5 District/County Councillors' reports

1. **Cllr Nick Adams-King** - reported that the Solar Farm application could be heard on 28<sup>th</sup> June at the earliest at SAP. He would raise the idea of footpaths with Awbridge PC on Thursday at their meeting. He also advised regarding funding for the Neighbourhood Plan, that the grant from the Government to TVBC had to be shared between all Parishes and that from 13<sup>th</sup> June an officer has been appointed to assist Parishes and this salary will also be paid from the grant. The grant will also cover up to 22 hours of consultancy fees. WPC may be eligible for other grant funding as NFNPA are involved.
2. **The Clerk read a report from the Police, attached at Appendix A**

- 6 a) **To Receive Minutes of the Full Council Meeting 4<sup>th</sup> April 2016**  
**PROPOSED:** Minutes of the Full Council meeting held on 4th April were formally received.  
**RESOLVED:** Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- b) **Review of Annual Parish Meeting 27<sup>th</sup> April 2016**  
 The Chair thanked all who made presentations. All agreed it was a successful meeting with approximately 70 attendees.

- 7 **Matters Arising** from above at Chair's discretion (if not covered by agenda below).

## 8 Policy

- a. **To agree Councillors' responsibilities and appointments to Committees 2016** - see Appendix B  
*Re items a. b. and c. Below - It was suggested by the Chair and agreed by all Members present that a review be undertaken by the Policy and Staffing Committee.*
- b. **To review terms of reference for Planning and Policy & Staffing Committees 2016**
- c. **To review Standing Orders, Financial Regulations, Code of Conduct, Policies and Procedures, Asset Register, Insurance Cover, copies supplied to all Members of Policy & Staffing Committee**
- d. **To adopt a Publication Scheme, draft supplied to Policy & Staffing Committee**
- e. **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)

Staffing  
Committee  
GC/JS/MJ/  
PS/HB

It was agreed by all Members present to continue with all of the above including the Hampshire Playing Fields Trust as they could be a useful contact for rebuilding the Cricket Pavilion. This will be reviewed next year.

## USUAL BUSINESS

- 9                    **Community & Environment**
- a. **Canada Common re Management Plan 2015/16 - Update Cllr Sampson including additional quotations and to replace dragons teeth**  
Cllr Sampson reported that he is seeking further quotations regarding both the access track at Monkeys Jump and also the replacing of the dragons teeth.                    JRS
  - b. **Signs re Dogs to be Kept on Leads, Ground Nesting Birds**  
As already discussed in the public section.                    JRS
  - c. **Tree Warden's suggestion to replace hedge at Lower Common Road - Update following APM, public opinion**  
As discussed during the public section, all Members agreed and AB will look into grant funding.                    AB
  - d. **Slab Lane - Update re Public Consultation regarding extending granite kerbing Cllr Sampson**  
It was suggested that this be merged into the NHP as a subject for consultation and all Members present agreed.                    JRS
  - e. **Footpath 17 & 18 - Drainage and Maintenance Issues - Cllr Sampson**  
Cllr Sampson advised he had visited and assessed the footpaths as in need of some levelling and draining work following a complaint from a resident. It is a key path used by school children. Further quotations are required from the Parish Lengthsman.                    JRS
  - f. **Consider quotation for additional gravel on Burial Ground footpaths.**  
It was agreed that the footpaths at the burial ground were in need of some additional gravel and the cost was agreed at £180.00 plus VAT.                    The Clerk
  - g. **Sale of Ride On Mower**  
All Members present agreed that as a sale had not been procured either via eBay, the Parish Council Website or the Nightingale Newsletter, the mower would be offered to the Wellow Youth Football Club for £500.00.                    The Clerk
- 10                    **Sports & Leisure**
- a. **Cricket Club - Update re S106 request for equipment**  
Cllr Jones presented an invoice for £103.00 that had been paid by the Cricket Club for a new side screen and a quotation for £329.99 for a mobile screen. All Members present agreed that the Clerk should request payment from TVBC S106 funds.                    The Clerk
  - b. **Lower Common Road Recreation Ground - Senior Residents Garden Update - Cllrs Ed Chesterton-Kay and Sampson**  
No further contact has been forthcoming from MacDonalds and Cllr Brar thought that the site was under the management of a new franchisee and that he would make contact and report.                    HSB
  - c. **Lower Common Road - Play Area - New Swing Chains and Covers quotation**  
The Clerk advised that following advice from TVBC it is not possible to replace the chain covers, but a new set of chains with covers at £200 could be purchased. All                    The Clerk

Members present agreed it was necessary. The Clerk also advised that she had requested TVBC to inspect the rubber matting at lower Common Road and the Climb Net on the Trim Trail at Hatches Farm as there had been some damage. The annual ROSPA inspection report is also awaited for both areas.

11

**Finance**

- a. **To Receive Income and Expenditure Report for April 2016 inc. payments to:**  
**Spaldings £138.00 Litter Picking Equipment**  
**Shaw & Sons £170.00 Burial Register**  
RESOLVED: That the schedule (at Appendix 3) was received and agreed by all Members present.
- b. **Financial Year End Reports 31<sup>st</sup> March 2016**  
 Income and Expenditure report for the period 2015/2016:  
RESOLVED: That the schedule (Appendix 4) was received and agreed by all Members present.
- c. **Audit Return - Signing of Annual Governance Statement**  
RESOLVED: That the Annual Governance Statement is a true and accurate record as audited by the Internal Auditor was agreed by all Members present and signed by the Chair.
- d. **Audit Return - Signing of Annual Accounts Statement**  
RESOLVED: That the Annual Accounts Statement is a true and accurate record as audited by the Internal Auditor was agreed by all Members present and signed by the Chair.

12

**Planning & General Purposes Committee**

- a. **To Receive Minutes of Planning & General Purposes Committee meetings held on 4<sup>th</sup> April and 3<sup>rd</sup> May**  
PROPOSED: Minutes of the Planning & General Purposes Committee held on 4<sup>th</sup> April and 3<sup>rd</sup> May were formally received.  
RESOLVED: Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- b. **Update re Woodington Solar Farm - Cllr Clark**  
 Cllr Clark reported that by now all Members should have seen the flier sent out by the Wellow Action group to all households. In addition WAG has set up a facebook page. Both in order to garner additional support before the application is brought to SAP, the date of which is not known as yet. Cllr Stehr requested a copy of the Council's letter of objection. He would like to ensure that all has been done that can be at this stage. The Clerk to forward.
- c. **S106/CIL Developer contributions - consider facilities/open space projects**  
 The Clerk advised that TVBC require a list of possible projects/facilities the WPC would like to see in the Parish for which S106 contributions could be used.  
 The Rebuilding of the Cricket Pavilion, resurfacing of Hatches Farm Car Park, benches for the Recreation Ground and Senior Residents Garden and updating the MUGA in Lower Common Road and possibly allotments were put forward. The Clerk will forward to TVBC

The Clerk/  
PS

All  
Members/  
The Clerk

unless any further ideas are forthcoming by 6<sup>th</sup> June.

**d. Neighbourhood Plan Working Party -**

**i. Update Cllr Sampson re 4<sup>th</sup> & 5<sup>th</sup> meetings held on 18<sup>th</sup> April & 16<sup>th</sup> May**

Cllr Sampson reported that it had been agreed that the NHP would seek an initial mandate from residents to go ahead with the preparation of the NHP. TVBC are not able to assist on this occasion and WPC cannot use personal data from the electoral role, only addresses. Costs were estimated to be in the region of £2300 for this process (including postage which Cllr Ed Chesterton-Kay agreed to investigate) and the cost was agreed in principle, subject to confirmation at the Planning and General Purposes Committee meeting to be held on 6<sup>th</sup> June. A steering group is required, including members of the Council to oversee activities and manage the project going forward.

EC

JRS/PS

**ii. Consider Costs for use of Word Press Website & White Board & stationery**

A telephone meeting was held with TLC Online Ltd, Cllrs Brar and Sampson and the Clerk. TLC quoted a fixed fee of £200 to set up an additional word press website alongside the Parish Website with a contact email address. Ongoing charges would be £15.00 per month. All Members present agreed this would be preferable to the current page within the Parish Council Website. Other necessary equipment is listed in the Accounts Expenditure. Cllrs Sampson and Brar to progress.

JRS/HB

13

**Communication**

**a. Installation of New Notice Board at Wellow School - Update the Clerk**

The Clerk has still been unable to contact the Highways Engineer to agree a location. Cllrs Gaye Chesterton-Kay and Sing Brar will contact the School.

GC/HB

**b. Newsletter September Edition**

Cllr Evans agreed to edit the September edition as Lesley Weldon will be away. The Clerk to forward previous editions and any copy to Cllr Evans.

CE

14

**Correspondence**

**a. To Receive list of Correspondence/Consultations Received April/May 2016**

**HCC** - Update re Gypsy & Traveller workshop and list of charges for Council to consider. Cllrs Brar and Clark agreed to investigate.

HB/AC

**HALC** - Future EU Changes to Data Protection for Councils. Appoint data protection officer. Cross ref Publication Scheme.

Noted

**Pauline Hooper** - Further debris (cut timber) in River resulted in a bill to remove. Attention should be brought to Riparian owners to remove wood above high water. Phil Stenner advised that he had visited along with members of the Blackwater Conservation group.

Noted

**TVBC re Bottom Lane** - Letter to Mr Grist re ceasing of works on track. WPC are aware of the problems in this area and Cllr Sampson has visited the site and residents.

JRS

**Various/Agenda Correspondence re Dogs on Leads signs.** As discussed in the public section. JRS

**Consultations**

**Local Govn Boundary Commission Electoral Review for Hampshire** – Further Consultation Havant and New Forest. To be published on 16<sup>th</sup> August. Cllr Brar advised that this further review does not affect our Parish. Noted

**Invitations**

**New Forest Dogs Forum Meeting** – 15<sup>th</sup> June 2pm – 4pm Lymington NFNPA office. As no PC Members are available to attend and as it is important that WPC are represented, the Locum Clerk will attend. Noted

**TVBC Flag Raising** – 20<sup>th</sup> June 10.50am – Former Magistrates Court Romsey. Noted

**TVBC Freedom Parade** – 3<sup>rd</sup> July 12.40pm St Marys, Andover. Noted

15

**Delegates Reports**

**Cllrs Saunders and Evans** will look into the matter of replacing boundary fencing between Hatches Farm Sports Ground and Mr Cooper’s property and repainting the football dugouts. CE/JS

**Cllr Brar** advised that the matter of devolution was still under review by HCC and Solent City as other proposals are also forthcoming.

*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 Clerical Staff

i) Appointment of the New Clerk & Admin Assistant

17

**Future Meeting Dates**

a. Date of next meeting

Planning & General Purposes Meeting 6<sup>th</sup> June

Full Council Meeting 4<sup>th</sup> July

b. Dates of other meetings to be attended by

**Councillors**

TVAPTC 26<sup>th</sup> May

NFNPA 2<sup>nd</sup> June

Dogs Forum 15<sup>th</sup> June

Neighbourhood Plan Meeting 30<sup>th</sup> June

JRS/JS

HB/AC

The Clerk

PS

**Meeting Closed at 9.10pm**

## Current Bank A/c

## Payments made between 01/04/2016 and 30/04/2016

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
11/04/2016	Hampshire Playing Fields Assoc	004211	40.00			4148	101	40.00	Annual Subscription
11/04/2016	Hants Assoc of Local Councils	004212	841.00			4157	101	180.00	Annual Subscriptions HR
						4148	101	180.00	Annual Subscriptions NALC Levy
						4148	101	481.00	Annual Subscriptions HALC
11/04/2016	R.D.F. Building & Maintenance	004213	740.00			4511	501	740.00	Repairs to Cricket Pavilion
11/04/2016	Test Valley Borough Council	004214	1,375.30		229.22	4607	601	1,146.08	Dog Bin Empty 04.2015-03.2016
22/04/2016	PEAC (UK) LTD	00416	152.40		25.40	4134	101	127.00	Photocopier rental 18.05-17.08
22/04/2016	TLC Online	004217	66.00			4305	301	66.00	Website Maintenance Jan.Feb.16
22/04/2016	Metroplan	004218	111.67		18.61	4404	401	93.06	Whiteboard - NHP WG
22/04/2016	Shaw & Sons	004219	204.00		34.00	4803	801	170.00	Burial Register
22/04/2016	K. D. Steer	004220	22.00			4122	101	22.00	Parish Office Cleaning
27/04/2016	Wellow Village Hall	004221	81.00			4152	101	39.60	Room Hire
						4404	401	13.80	Room Hire
						4136	101	27.60	Room Hire
27/04/2016	Hampshire County Council	004222	81.22		13.54	4404	401	33.12	Stationery
						4135	101	34.56	Stationery
30/04/2016	L Wheeler	004223	1,674.85		47.93	4100	102	1,349.99	Final Salary Cheque
						4102	102	24.70	Clerks Travel
						4132	101	12.57	Final Salary & Expenses
						4148	101	14.96	MalwareBytes (Computer)
						4152	101	57.60	APM Advertising
						4147	101	167.10	Vacancy Advertising
<b>Total Payments:</b>			5,389.44	0.00	368.70			5,020.74	

## Current Bank A/c

Receipts received between 01/04/2016 and 30/04/2016

## 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 : 08/04/2016	2,993.33						
BACS	HMRC	2,993.33			105		2,993.33	VAT Repay
	Total Receipts:	2,993.33	0.00	0.00			2,993.33	



## Deposit Bank A/c

Receipts received between 01/04/2016 and 30/04/2016

## 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 : 05/04/2016	32,500.00						
BACS	Test Valley Borough Council	32,500.00			1176	101	32,500.00	Precept 04/16 1st Payt
	Banked on : 11/04/2016	6.63						
BACS	TSB	6.63			1190	101	6.63	Gross Interest
	Total Receipts:	32,506.63	0.00	0.00			32,506.63	