

WELLOW PARISH COUNCIL  
 MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON  
 Monday, 2<sup>nd</sup> October 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 Rich Millard (RM), Cllr John Sampson (JRS), Cllr Phil Stehr (PS).  
 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.

- 70 **Apologies** - Cllr Mike Jones (MJ), Cllr Harmeet Singh Brar (HB), Cllr Roy Perry, PCSO Storm Perrott
- 71 **Declarations of Interest** - None
- 72 **Public Participation** - None
- 73 **Police Report** - Cllr Chesterton-Kay read out the report provided by PCSO Storm Perrott, giving an update for the last month, advising of the issue of 3 speeding tickets, 1 vehicle seizure for no tax, 1 garage/shed break in where garden equipment was stolen, and the report of 3 suspicious incidents which all turned out to be in order.
- 74 **District/County Councillors' reports**  
 Councillor Adams-King reminded Members about the TVBC Local Planning Workshop being held in Stockbridge on 4<sup>th</sup> October. TPO's have been placed on remaining woodland around the site at Gardener's Lane. The outcome of the Local Government Boundary Review will be formally announced on 3<sup>rd</sup> October and a Community Governance Review will follow this, beginning in November 2017. Councillor Bailey had nothing to report.
- 75 **To Receive Minutes of the Full Council Meeting held on 4<sup>th</sup> September 2017**  
**PROPOSED:** Minutes of the Full Council Meeting held on 4<sup>th</sup> September 2017 were received.  
**RESOLVED:** The minutes were approved as a true and accurate record of the meeting and signed by the Chair. This included amendments made to the confidential minute item 64, as agreed.
- 76 **Matters Arising** - None
- 77 **Policy**  
 a. **Office Admin/Security** - the Clerk reported that work to the intruder alarm has been completed. The Village Hall Committee has arranged to replace faulty fire signs and a smoke detector in the Parish Office. Costs for this work will be passed onto the Parish Council.  
 b. **To Approve Draft Terms of Reference for Finance Working Group (previously circulated)**  
**RESOLVED:** It was agreed to approve the draft terms of reference for the Finance Working Group if item 3, 'to authorise payments to suppliers by cheque or via the online payments template' is removed.  
**PROPOSED:** Cllr Grant was proposed as Chair of the Finance Working Group by

Cllr E Chesterton-Kay, seconded by Cllr Stehr.

**RESOLVED:** It was agreed by all Members present that Cllr Grant be the new Chair of the Finance Working Group.

**c. To Approve 2018 Calendar of Meeting**

**RESOLVED:** It was agreed by all Members present to approve the 2018 Calendar of Meetings. The Clerk to circulate the 2018 Calendar to all Councillors and upload to the Parish Website.

SW

**d. Councillor Vacancy Update** - Cllr G Chesterton-Kay advised that she was awaiting a response from a potential candidate. Members were advised that any other interested parties should submit an expression of interest to the Clerk as soon as possible.

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**Community & Environment**

**a. Canada Common re. Management Plan 2017/18**

Cllr Sampson reported that an initial meeting had been held with Natural England and the National Trust, who have been asked to come back to the Council with ideas for opportunities for joint working. It was suggested that Cllr Sampson attends the next New Forest Consultative Panel Meeting on 8th November 2017 as this covers issues such as Land Management in the Forest, open space for recreational use, role of the Verderers.

Quotes have been obtained for a range of works that need completing this year as part of the management plan.

**RESOLVED:** It was agreed that the Clerk should instruct Nightingale Ground Care to proceed with various works as detailed below, if a 5% discount on the quoted prices could be negotiated for the package of work. All expenditure will be covered by the Rural Payments Agency grant and it is necessary for the work to be completed before the winter, if possible.

SW

Package of work includes the following, at full quoted price (excluding discount):

- Silver Birch thinning/clearance - cost £1,180
- Gorse Clearance - £7,500
- Remedial Works to Turning Circle - £769

**b. Footpaths**

Cllr Sampson reported two trees had been removed from footpaths since the last meeting.

**c. Grounds Maintenance Contract - To Approve Award of Contract for 3-year period commencing November 2017**

Cllr Millard advised Members that 5 bids had been received for the new 3-year contract, due to commence on 1<sup>st</sup> November. The bids were reviewed and based on the evaluation exercise which included consideration of quality, financial stability, health and safety as well as price, Cllr Millard recommended that the new contract be awarded to Nightingale Ground Care.

**RESOLVED:** It was resolved that the grounds maintenance contract 2017-2020 be awarded to Nightingale Ground Care. All Members present agreed. Clerk to arrange signing of contract documentation etc.

SW

**d. Burial Ground -Quotations for Tree Works**

Quotes obtained for the proposed tree works at the Burial Ground were considered by Council.

**RESOLVED:** It was agreed to instruct Nightingale Ground Care to proceed with tree works as per their quote in the sum of £430 excluding VAT, being the

lowest quote of the 4 quotes obtained. Clerk to arrange work to fell plane tree, grind out stump and work to overhanging limbs on oak and beech on rear boundary, with all debris removed from site.

SW

The Clerk to obtain further quotes for the path infill work and replacing the Wellingtonia.

SW

e. To Consider Response to Proposal for Temporary Road Closure to facilitate new water connection

**RESOLVED:** The Council has no objection to the proposed road closure. Residents to be notified via Social Media and Website.

SW

f. Remembrance Sunday 12<sup>th</sup> November 2017

**PROPOSAL:** To approve £50 contribution for wreath (laid by WPC).

**RESOLVED:** Agreed by all Members present.

ii) Refreshments

**PROPOSED:** It was proposed that refreshments be funded from the Parish Council budget.

**RESOLVED:** All Members present agreed that refreshments following the Remembrance Sunday be funded from the Council budget.

iii) St Margaret's Church Attendance

Cllrs Chesterton-Kay, Cllr Clark, Cllr and Mrs Grant, and Cllrs Jones (provisionally) confirmed their attendance at this year's church service. Other Councillors to confirm their attendance, or otherwise, to the Clerk as soon as possible.

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Sport & Leisure

a. Cricket Pavilion

i) Update - Cllr Chesterton-Kay reported that demolition work was underway and tracking has been installed for a period covering the main works

ii) Expenditure Incurred Under Delegated Authority was ratified by Full Council in line with quotes received for container hire, asbestos survey, asbestos removal, and installation of trackway.

b. Lower Common Road Recreation Ground

i) Community Garden - Cllr G Chesterton-Kay reported that the hard landscaping has now been completed. Planting of trees and shrubs will take place in November/December during the planting season.

ii) Quotes for ROSPA repairs to Play Area - Cllr S Jones presented the quotes received and it was

**RESOLVED:** To instruct VitaPlay to proceed with the following work as per their quote ref 001464:-

- Rub down and repaint both goals in white - £200.00
- MUGA rub down and paint rusty brackets - £160.00
- Multi Play Unit - replace missing and damaged parts (handle and brackets) £307.98.

Clerk to arrange.

SW

The quote for repairs to the see-saw is still outstanding (to be deferred to next meeting) and it was agreed to seek alternative quotes for signage.

iii) Repairs to Roundabout

**PROPOSED:** To consider quotation for remedial repairs to wooden roundabout.

**RESOLVED:** It was agreed to instruct Philip Jeffs to complete remedial works to the wooden roundabout as per his quote, description 'B' dated 22<sup>nd</sup> September, excluding work to the footplate. Clerk to arrange.

SW

c. Hatches Farm

i) Trim Trail Annual ROPSA Inspection -Cllr Millard reported that he had inspected Hatches Farm, excluding the football pavilion, but including the tennis pavilion and all is in order. In respect of the trim trail, splinters on the parallel bars need to be attended to - quotes to be obtained.

Cllr Millard will liaise with the Clerk to address other action points included in his email dated 2<sup>nd</sup> October. The Clerk will contact the school to find out if it has a defibrillator on site and whether it is accessible out of school hours.

SW  
RM/SW

SW

80

Finance

a. To Receive Income and Expenditure Reports for September 2017

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

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

b. To Receive Q2 Budget Comparison Report

**PROPOSED:** To accept the Q2 budget comparison report.

**RESOLVED:** The Q2 budget comparison report was accepted and agreed by all Members present

c. To Receive Online Payments Schedule Dated 02/10/2017 - schedule was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.

d. To Consider CPRE Donation

In response to a letter of 14<sup>th</sup> September 2017 received from CPRE, it was agreed that the Clerk will check to see what was donated last year before agreeing a further gift.

SW

e. Notice of Conclusion of Audit 2016/2017 - successfully completed

The Clerk advised that the Audit for 2016/2017 has been completed, with no queries. Notification was received from BDO on 4<sup>th</sup> September 2017 and has been posted on notice boards and the Parish Website in accordance with procedure.

81

Planning & General Purposes Committee

a. To Receive Minutes of Planning & General Purposes Committee meetings held on 7<sup>th</sup> and 21<sup>st</sup> August and 4<sup>th</sup> and 18<sup>th</sup> September 2017.

**PROPOSED:** Minutes of the Planning & General Purposes Committee meetings held on 7<sup>th</sup> and 21<sup>st</sup> August and 4<sup>th</sup> and 18<sup>th</sup> September 2017 were formally received.

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

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Communication

a. Newsletter Update - Cllr Grant thanked everyone for their input into the September edition, which would be with the printers shortly. He requested that people continue to provide ideas for articles for inclusion in future editions. Cllr

Clark volunteered to speak to Carlos again, about holding copies of the Nightingale Times for distribution.

**b. Social Media/Website** - a verbal update on activity was provided by the Clerk and noted.

**83 Neighbourhood Plan**

**a. Update** - Cllr Grant reported that the first steering group committee had been held. Dates have been set for future meetings.

**84 Correspondence/Consultations Received October 2017**

**Natural England** - Letter 15.09.2017 re. Environmental Stewardship -changes to frequency of grant payments - Noted.

**Bournemouth Water** - Letter received 18.09.2017 about combined water and wastewater provision, potential savings.

**Caroline Nokes** - Letter of 19.09.2017 requesting feedback from Parish Councils about mobile phone coverage in the area - response sought from Parishioners via Social Media, to be passed on by the Clerk.

**TVBC** - New property under development at Elm Cottage, Tutts Lane to be called Hornbeam House - Noted

**85 Delegates' Reports**

Cllr S Jones advised that she had attended a Roke Manor Liaison Meeting where good productivity was reported.

**86 *Confidential Business - to consider the exclusion of the press and public for the following item (86a) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.***

Woodington Solar Farm Community Contribution - see Confidential Minute Item 86a

**87 Future Meeting Dates**

**a. Date of Next Meeting**

16.10.2017 at 6.45pm Planning & General Purposes

06.11.2017 at 6.45pm Planning & General Purposes followed by Full Council at 7.15pm

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

04.10.2017 TVBC Parish Councils Planning Workshop, Stockbridge Town Hall, 6.30pm - Cllr Grant

04.10.2017 - NF NE Quadrant Meeting, 7pm - Cllr Clark

05.10.2017 - CPRE Neighbourhood Planning Workshop, 9am-1pm- Cllr Grant

18.10.2017 - Mountbatten Autumn Concert, 7.30pm - Cllr G Chesterton-Kay/Cllr S Jones

19.10.2017 - NFALC General Meeting, Lyndhurst, 7pm - Cllr Singh Brar

4.11.2017 - HALC AGM - Cllr Clark

**Meeting closed at 10.15pm**

## 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>
	FPWYFC Banked: <b>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
	BACS Banked: <b>16/10/2017</b>	<b>1,463.43</b>						
	BACS HMRC	1,463.43			105		1,463.43	Vat repayment Q2
	500264 Banked: <b>26/10/2017</b>	<b>147.00</b>						
	500264 Blackwell and Moody	147.00			1800	801	147.00	Memorial inscriptions x2
	BACS Banked: <b>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