

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 3rd April 2017 - 7.15pm
Wellow Village Hall - Wellow Room**

In Attendance: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Trevor Grant (TG), Cllr Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr John Sampson (JRS), Cllr John Saunders (JS) Cllr Harmeet Singh Brar (HB)

Attending: Mrs Sharon Whitehouse (Clerk)

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

144 Apologies - Cllr Phil Stehr, Cllr Nick Adams-King, Cllr Roy Perry

145 Declarations of Interest - None

146 Public Participation - None

147 Police Report

The report provided by Storm Perrott was presented by the Clerk and noted by the Parish Council.

148 District/County Councillors' reports

Cllr Gordon Bailey brought the Parish Council up to date following his attendance at the New Forest Consultative Meeting advising of the possibility of 1,500 new houses at the Fawley Power Station Site and that Dibden Bay is like to come forward again later in the year.

149 To Receive Minutes of the Full Council Meeting of 6th March 2017

PROPOSED: Minutes of the Full Council Meeting held on 6th March 2017 were formally received.

RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair. All Members present agreed.

150 Matters Arising - None

151 Policy

a. Annual Parish Assembly - Final arrangements

Cllr Alan Clark gave his apologies in advance and the Council noted that PCSO Storm Perrott is not able to attend. Doors will be open from 6.30pm for residents to take refreshments and view the displays, with the formal meeting commencing at 7.00pm with the welcome from the Chair. The hall will be open for set up from 5.00pm onwards. Lesley Weldon has agreed to help with refreshments. Cllr Brar will confirm with Cllr Perry what time he is able to attend the meeting as it clashes with the Nursling and Rownhams Annual Parish Meeting.

b. Councillor Vacancy Update - The Clerk advised that the statutory notice advertising the vacancy had been placed on notice boards and the website on 7th March, with 7th April being the deadline for interested parties contacting the electoral officer at Test Valley. Should there be no interest then the Parish Council can co-opt a replacement to fill the vacancy.

HB

- 152 **Community & Environment**
- a. Canada Common Management Plan 2016/17.** Cllr Sampson gave an update on progress and asked the Parish Council to consider quotations from Nightingale Ground Care for the removal of debris left when work was curtailed due to poor weather, and to consider plans for the removal of ragwort this summer.
- PROPOSED:** To accept the quote (option 2) from Nightingale for the removal of debris from the fire heap to the car park by JCB to be collected by grab lorry for the sum of £635 plus VAT.
- RESOLVED:** It was resolved to instruct Nightingale to remove the debris as per option 2, thus ensuring all dangerous material was removed from site, reducing the risks to people and animals. Clerk to instruct contractor to action ASAP. SW
- PROPOSED:** To agree to use the Lengthsman to clear ragwort this year, as it is felt that it is now too late to organise volunteers.
- RESOLVED:** It was resolved that the Lengthsman would be instructed to pull the ragwort this year, but that consideration will be given to using volunteers in future. The Clerk will instruct the Lengthsman and consider Volunteers' Insurance (also applies to litter picking). SW
- b. Burial Ground - Consider request for purchase of plot 42.** -The Clerk gave a brief update on the burial ground in the absence of Cllr Stehr. The request to purchase plot 42 was discussed and it was **RESOLVED** that the Clerk sends a letter in reply advising of the constraints of the plot, outlining the Parish Council's concerns but leaving the final decision with the parishioner. SW
- c. Footpaths - Consider applications to HCC Small Grants Scheme**
- PROPOSED:** In response to HCC's small grants scheme (deadline for applications of 24th April) Cllr Sampson proposed submitting a bid towards raising the footpath on the way to St. Margaret's Church, at an estimated cost of £700.
- RESOLVED:** It was resolved that Cllr Sampson should proceed with the grant application towards the cost of £700 required for footpath works as above. Agreed by all Members present. JRS
- d. Litter Picking in the Village** - Two volunteers had come forward after last year's Annual Parish Meeting but Cllr Sampson explained that more were needed to comply with Health and Safety Regulations before the Parish Council can organise its own litter picking exercise. A further appeal for help will be included in this year's annual report. Saturday 20th May was proposed as a provisional date for a litter picking and general clean-up day. Cllr Gaye Chesterton-Kay volunteered to contact Highways England to see if something can be done about the state of the A36 roundabout. GC

- 153 **Sports & Leisure**
- a. Cricket Pavilion Update** - Cllr Chesterton-Kay reported that a meeting had been held with the cricket club to run through the proposed schedule of works. The aimed completion date of February 2018 allows for 6 weeks' slippage. The last game of the forthcoming season is on 27th August 2017. The biodiversity/ecological report includes a condition regarding bats so Cllr Chesterton-Kay is completing the necessary forms to ensure the Parish Council complies with recommendations. GC
- b. Cricket Club - 2017 Rent Review**
RESOLVED: It was agreed that the annual rent payment due on 1/5/17 be increased by 3%, with utilities being recovered based on actuals as previously. The Clerk to arrange invoicing, due 1st May 2017. SW
- c. Fire Risk Assessments Online Training Update**
 Various options are available to the Cricket Club and Football Club for fire training, as required by the Parish Council's annual fire risk assessment report. Karen Miles will forward on the research completed to the Sports Clubs for them to decide which option suits best. However, the Parish Council will require confirmation that suitable courses have been satisfactorily completed by representatives of each club. Costs will need to be met by the sports clubs. KM
- d. Hatches Farm - Trim Trail Risk Assessments**
 Cllr Saunders volunteered to take over this task following the departure of Cllr Evans. Clerk to follow up with Cllr Saunders. JS/SW
- e. Wellow YFC - Review 2017/2018 Lease**
RESOLVED: It was agreed that the 2017/2018 lease be increased by 3%. Clerk to draft new annual lease for 17/18 season. SW
- 154 **Finance**
- a. To Receive Income and Expenditure Report for March 2017**
PROPOSED: To accept the income and expenditure reports for March 2017
RESOLVED: The I & E reports were accepted and agreed by all Members present.
- 155 **Planning & General Purposes Committee**
- a. To Receive Minutes of Planning & General Purposes Committee meetings held on 6th and 20th March 2017**
PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 6th and 20th March 2017 were formally received.
RESOLVED: Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 156 **Communication**
- a. Facebook** - The Clerk reported that Karen Miles had taken over as Editor of the Wellow Parish Facebook page on 24th March and since then has been updating it regularly with relevant information, including posts on Ground Nesting Birds, the parish Newsletter, with links where appropriate to take users to the Parish website; upcoming events, Council meetings and the Annual Parish Meeting. Response to date has been good, with lots of 'likes'. The proposal of doing a 'know your councillor' feature was raised, and it was agreed that this would be a

good idea after the Annual Parish Meeting on 26th April.

157 Neighbourhood Plan - To Approve Terms of Reference for Neighbourhood Planning Group

PROPOSAL: To Approve Terms of Reference for Neighbourhood Planning Group, dated 03.04.2017.

RESOLVED: The Terms of Reference was approved by all Members present (with minor amendment to item 3.9, the word 'of' to be inserted to read 'and not representatives of any particular group'). Clerk to amend master copy and arrange upload to website.

Cllr Grant advised that everyone who had shown an interest in being involved with the Neighbourhood Plan had been contacted, and that there was an initial meeting of the new group planned for Thursday 6th April in the Wellow Room. The Chair, Alan Wright will be making a presentation at the Annual Parish Meeting.

SW

158 Correspondence - To Receive list of Correspondence/Consultations Received March 2017

Emails received from Wellow Scout Group, Wellow School and the Village Hall Committee recording their thanks for grant payments were noted.

TSB - letter of 17th March 2017 advising of switch to Business 30 Day Account - Noted

Test Valley Borough Council - Local Plan (Revised), amended to reflect the way policy COM7 (Affordable Housing) is applied to relevant planning application - Noted

Your Mapp for Towns - introduction for a mobile app for your town - passed to HSB

CPRE Hampshire March e-Newsletter - forwarded to all Councillors for information

BDO - Notice of Annual Review of Accounts for year ended 31/3/2017 - for action by the Clerk

Bournemouth Water letter re. Deregulation and opportunity to buy both clean and waste water from them - Noted

HALC - Letter of 14/3/17 re. advice and resource pages

Chala Fiske - Email re. Woodington Solar application, including a copy of the objection sent to TVBC by Paris Smith dated 30/3/17 - Noted

CPRE Hampshire invite to AGM on 6th May, agenda etc. - Noted

CPRE Hampshire Views Magazine Spring/Summer 2017 issue 13

159 Delegates' Reports

Cllr Sampson - had attended a Rights of Way workshop with Cllr Mike Jones and the Clerk which was very informative.

Cllr Sue Jones - attended the Roke Manor Liaison meeting. HCS and Awbridge School are taking part in a poster competition with the winning design going on trucks etc. Concerns raised by residents had been addressed.

Cllr Gaye Chesterton Kay - had recently attended a Mountbatten co-ordinated music event at Thornden School which had a high level of participation from Wellow school children. Mountbatten School needs to raise £1,000 to secure funding towards a Festival of Youth Music, to take place between 24th June and 8th July 2017.

PROPOSED: Cllr Chesterton-Kay proposed that the Council consider making a grant contribution of £200 towards the Festival of Youth Music.

RESOLVED: It was resolved that the Council make a payment of £200 to Mountbatten School under S137. Agreed by all Members present.

- 160 *Confidential Business - to consider the exclusion of the press and public for the following item (160) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.*

Staff Management

- a. To ratify payment to the Clerk for additional hours worked 2016/2017 (see Confidential Minute No. 160)

161 **Future Meeting Dates**

a. Date of next meeting

Annual Parish Meeting 26th April 2017 at 6.30pm

Full Council Meeting 8th May 2017

b. Dates of other meetings to be attended by Councillors

5/4/2017 New Forest HLS AGM, Queen's House, Lyndhurst at 5.30pm - Cllr

Clark, Cllr Sampson

6/4/2017 NHP Steering Group - Wellow Room, 7.30pm

Meeting closed at 9.05pm

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2017	BT Payment Services Ltd	EP00010317	270.97	03.04.2017	Internet Services etc
03/03/2017	CircleNet LLP	DDREF	-76.87	03.04.2017	Refund DD collected in error
03/03/2017	Grenke Leasing Ltd	DDGRENKE5	83.06	03.04.2017	Finance Phones Feb 2017
06/03/2017	Mr M Jones	004370	16.74	03.04.2017	LED Emerg Bulkhead
06/03/2017	Nightingale Groundcare Ltd	004371	136.80	03.04.2017	Misc Gds Maintenance
06/03/2017	Nightingale Groundcare Ltd	004371	422.96	03.04.2017	Infill hedge with planting
06/03/2017	Nightingale Groundcare Ltd	004372	1,227.89	03.04.2017	Grounds Maint Jan 2017
06/03/2017	Wellow Village Hall	004373	251.85	03.04.2017	Room Hire
06/03/2017	Hants Assoc of Local Councils	004374	18.00	03.04.2017	Transparency Code Training
08/03/2017	Cllr Ed Chesterton-Kay	EP00020317	300.00	03.04.2017	Reimbursement re. wood carving
15/03/2017	Wellow School	004375	200.00	03.04.2017	Grant payment
15/03/2017	Wellow Village Hall	004376	500.00	03.04.2017	Grant Payment - Village Hall
15/03/2017	9th Romsey (WW) Scout Grp	004377	200.00	03.04.2017	Grant payment - Wellow Scouts
15/03/2017	St Margaret's Church PCC	004378	300.00	03.04.2017	Grant payment - St Margarets
15/03/2017	J Arnold	EP00030317	58.75	03.04.2017	Repairs to bus shelter
15/03/2017	Gaye Chesterton-Kay	EP00040317	15.00	03.04.2017	Reimburse expenses
15/03/2017	Gaye Chesterton-Kay	004365X	-8.55	03.04.2017	Write back cancelled cheque
16/03/2017	Sharon Whitehouse	004379	1,982.44	03.04.2017	Clerk's Salary Mar 2017
16/03/2017	Karen Miles	004380	390.11	03.04.2017	Admin Asst Salary March 17
20/03/2017	Southern Water	004381	163.44	03.04.2017	LCR Recn Gd Waste Water Chgs
20/03/2017	Kevin Bennett	004382	120.00	03.04.2017	Bus Shelter Cleaning Nov 2016
20/03/2017	Hampshire County Council	004383	67.19	03.04.2017	Stationery
20/03/2017	L Wheeler	004384	72.99	03.04.2017	Reimburse AVG charges
20/03/2017	Lightatouch Int Audit Services	004385	231.66	03.04.2017	Internal Audit Nov 16-Feb 17
20/03/2017	K. D. Steer	004386	22.00	03.04.2017	Office Cleaning Feb 2017
20/03/2017	Test Valley Borough Council	004387	287.67	03.04.2017	SLR sign maint 2017/18
20/03/2017	SSE	004388	130.18	03.04.2017	LCR Recn Gd Elec Chg 2/12-24/2
21/03/2017	NEST	DDNEST	40.05	03.04.2017	Pension payment March 17
30/03/2017	Fixed Deposit A/c	TRFR	50,000.00		Lloyds trading desk
31/03/2017	Vita Play Ltd	004389	410.88	03.04.2017	Install new seesaw bumpers
31/03/2017	BML Print	004390	339.60	03.04.2017	March Newsletter Print
31/03/2017	Nightingale Groundcare Ltd	004391	498.00	03.04.2017	Tree Services/Landscaping
31/03/2017	Nightingale Groundcare Ltd	004391	1,227.89	03.04.2017	Grounds Maintenance
31/03/2017	TLC Online	004392	105.00	03.04.2017	Website Maint/EmailPro
31/03/2017	Test Valley Borough Council	004393	1,375.30	03.04.2017	Dog/litter bins 16/17
31/03/2017	H M Revenue and Customs	004394	999.78	03.04.2017	H M Revenue and Customs
31/03/2017	Hants Assoc of Local Councils	004395	90.00	03.04.2017	HALC Annual Conference

Total Payments	<u>62,470.78</u>
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Current Bank A/c

Receipts received between 01/03/2017 and 31/03/2017

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>
	Banked on : 01/03/2017	8,904.00						
BACS	Rural Payments Agency	8,904.00			1700	702	8,904.00	HLS Stewardship
	Banked on : 02/03/2017	1,918.68						
500251	Various	1,918.68			1550	502	1,092.00	WYFC Lease Payts 1 & 2
					1552	502	100.00	WYFC Contrib to water
					1501	501	129.07	W&PCC Elec Rchgs
					1506	501	377.61	W&PCC Water Rechgs
					1800	801	220.00	Burial Fees - Judd
Total Receipts:		10,822.68	0.00	0.00			10,822.68	