

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 4th April 2016 - 7.15pm
Wellow Village Hall - Wellow Room**

In Attendance: Cllr Angela Ratcliffe (AR) (Chair), Cllr Alan Clark (AC), Cllr Caroline Evans (CE), Cllr John Sampson (JRS), Cllr John Saunders (JS), Cllr Harmeet Singh Brar (HB),
Attending: Mrs Lorraine Wheeler (Clerk). Ashley Browning and three Members of the Public.
Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Romsey Police.

- 170** **Apologies** - Cllr Ed Chesterton-Kay, Cllr Gaye Chesterton-Kay, Cllr Mike Jones, Cllr Sue Jones, Cllr Phil Stehr.
- 172** **Declarations of Interest** - None
- 173** **Public Participation** - Phil Stenner reported that the road sign at Gurnays Mead near the Hollies was in need of attention. **LEW**
- 174** **District/County Councillors' reports**
Cllr Roy Perry reported -
Finance; HCC has the lowest Council Tax in the Country.
Education; every school including primary schools will become academies by 2022. Some small village primary schools may be at risk. The two secondary schools in Romsey are already academies.
Highways; Lower Common Road will be resurfaced in July. The bridge over the M27 on the A3057 at Nursling is being monitored and a new weight limit of 26 tonne imposed.
Employment; only 0.1% unemployment in Blackwater Ward.
Waste; the HWRCs are under consultation, Bunny Lane being remote from a cluster is unlikely to close.
Mobile Library; following consultation the mobile service will be replaced with an expanded home delivery library service.
Devolution; the Solent City proposal which excludes TVBC can only go ahead if HCC agree, which is unlikely. There are implications for large expansion in planning and the proposed government grant offer of £30m for 30 years is not sustainable.
Cllr Gordon Bailey reported -
Planning - the application for a private Gypsy plot at Goddards Close will be heard by Southern Area Planning tomorrow and permission is recommended by TVBC.
Cllr Nick Adams King reported -
The review of the planning system at TVBC is on hold due to the Planning Advisory Service being brought in to scrutinise the system.
- 175** **To Receive Minutes of the Full Council Meeting** 7th March 2016
PROPOSED: Minutes of the Full Council Meeting held on 7th March 2016 were formally received.
RESOLVED: Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 176** **Matters Arising** from above at Chair's discretion (if not covered by agenda below). None.
- 177** **Policy**
a. **Councillors Drop In Session 1st Saturday of the month**
10am - 12 noon - next on Sat 2nd April - Cllr Sampson
Cllr Sampson reported no attendees on Saturday. Following some discussion it was agreed to withdraw the Councillor drop in for the

present, as the Clerk is in the office every morning should members of the public have any queries and Members can be contacted by phone or email as advertised on the Website and Notice Boards.

b. Annual Parish Assembly - Update re Presentations

Presentations are planned by Wellow History Society and the Neighbourhood Plan working party. Cllr John Sampson offered to give a presentation regarding the Parish Footpaths and Parish Tree Warden, Ashley Browning offered to talk about replanting the hedges at Lower Common Road Recreation Ground and Hatches Farm Sports Ground. All Members agreed to supply refreshments.

The Clerk to chase community groups re display tables and place an advert in the Romsey advertise on Friday 22nd April.

LEW

178

Community & Environment

a. Canada Common re Management Plan 2015/16 - Update Cllr Sampson. Consider price increase to quotation dated 01/09/2015 and provisional agreement for further works.

Cllr Sampson had met with Natural England and G Farwell Ltd to discuss the issues of the Ringwood Red Gravel not being hard wearing enough for the access tracks and car parks. NE advises this must be used and locally sourced in an area of SSSI in order to get the license for the work and as a consequence the grant from NE to carry out the work. JRS advised that in order to improve the longevity of the track resurfacing, we must stop the water running down the track from the top which causes the erosion on the lower section of the track. Therefore the section from the car park to before the first house must have the drainage improved and be re angled to take the water away. Whilst mindful the Council's only responsibility is to allow public to access the car park, it was agreed after much discussion that undertaking work further up the track would hopefully mean that the lower section would last longer and therefore be more cost effective in the longer term. There remains more than enough balance from the NE grant for FY 2015/16 to cover this work and a budget of £2,600 was agreed for the lower section including clearing ditches and the cattle grid, plus a further £2,600 for the upper section of the track including drainage. Quotations are also awaited for the potholes to be filled in the Plantation Road Car Park and to reinstate the bank to The Bunny. JRS to maintain contact with G Farwell Ltd and report on 9/5/16. On advice from NE concerning the ground nest bird season which has already started, it was agreed that dogs should be kept on leads and to investigate signage. It was also agreed to put an article in the June Newsletter regarding keeping dogs on leads during ground nesting bird season.

JRS/LEW

PROPOSED: A total spend of £5,200 to be carried forward to FY 2106/17 budget.

LEW/HB

RESOLVED: It is recorded that 4 Members were for and 2 against the work on the top section. Therefore the resolution was agreed.

b. Update re Site for new Flag Pole - Cllr Singh Brar/The Clerk

The Clerk has written to the Village Hall Committee but no reply has been received as yet.

c. Climbing Inspection Required - 2 x Oak Trees on Lower Common Road, Consider Quotations

The Clerk advised that Climbing Inspections had been recommended in the Spring for both Oak trees and provided two quotations. The cheaper quotation by DGS Trees was accepted. In addition it was felt prudent for another Company to inspect the trees rather than

LEW

the Company who had carried out the remedial work.

PROPOSED: A quotation of £300.00 by DGS Trees be accepted.

RESOLVED: It was agreed by all Members present.

d. **Tree Warden's suggestion to replace hedges at both Lower Common Road Recreation and Romsey Road Sports Grounds**

Ashley Browning advised grubbing out the existing hedges which are now quite old and sparse and replanting with native wildlife friendly mixed hedging under planted with bulbs for visual and ecological benefit. This would require some wire fencing to be installed whilst the hedge becomes established for security. It would also look very bare during the planting and maturing process, which could take about 5 years but would be very beneficial in the longer term. Grants are available for projects such as this. All Members present agreed this could be controversial and public opinion should be sought. AB agreed to talk at the APM to gauge public response following which the matter will be discussed at the AGM in May.

AB

e. **Slab Lane - to Consider a Public Consultation regarding extending granite kerbing**

Further to the March meeting the Clerk requested the kerbing be extended, however HCC would like a public consultation held on the matter. One email has been received from a member of the public objecting to the scheme. All Members present agreed a flier should be sent to residents of Slab Lane. JRS to compose.

JRS

f. **Footpath 17 - Discuss Drainage and Maintenance Issues**

Cllr Sampson reported that the footpath and ditch is once again full of debris and some of this has come from tree works undertaken by residents in Warwick Place. The footpath needs raising with gravel and edging boards to avoid future flooding. JRS is meeting with Natalie Hands, Community Engagement HCC and will query whether S106 contributions can be accessed for this work. There is also a small grants scheme.

JRS

179

Sports & Leisure

a. **Cricket Club - 2016 Rent Review**

The Council reviewed the rent for the Cricket Club Pavilion and Grounds and proposed an increase by 3% in line with other sports club leases.

PROPOSED: To increase the CC lease to £1030.00 for FY 2016/17

RESOLVED: It is recorded that 5 Members were for and 1 against the increase. Therefore the resolution was agreed and the Clerk will issue the invoice due for payment 1st May 2016.

LEW

Update re remedial works Cllr Jones

Cllr Jones had supplied a report that the remedial works to the changing room floor had now been completed to their satisfaction and the invoice can be paid by the WPC. The Clerk to administrate

LEW

b. **Lower Common Road Recreation Ground - Senior Residents Garden Update Cllrs Ed Chesterton-Kay and Sampson**

The Clerk had supplied the breakdown of costs from EC to MacDonalds, however no further reply has been received as yet.

180

Finance

a. **To Receive Income and Expenditure Report for March 2016**

RESOLVED: That the schedules at Appendix 1 were received and agreed by all Members present.

The Clerk also supplied provisional year end figures, which will be confirmed once audited.

181

Planning & General Purposes Committee

- a. **To Receive Minutes of Planning & General Purposes Committee meetings held on 7th and 29th March February 2016**

PROPOSED: Minutes of the Planning & General Purposes Committee above be formally received.

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

- b. **Update re Flier re Woodington Solar Farm - Cllr Clark, 2000 copies double sided. Consider quotations.**

Cllr Clark advised that TVBC have suggested a provisional date of 17th May for the application to be considered at TVBC SAP. Once this is confirmed the flier will be delivered, however he suggested that a double sided flier as designed by Roger Price be used at a slightly increased cost of £132.00.

AC

PROPOSED: A quotation of £132.00 be accepted.

RESOLVED: It was agreed by all Members present.

- c. **Neighbourhood Plan Working Party -**

- i. **Update Cllr Sampson re third meeting 14th March**

Cllr Sampson advised that between 15 and 20 people are attending and the working group has now split into sub groups. Graham Smith will be attending the next meeting on 18th April. JRS attended the workshop at TVBC, however it became apparent that the process is not well developed and a NHP template is not ready, but that an officer will be dedicated to helping Parishes achieve their NHPs. A joint six week consultation is now underway by TVBC and NFNPA re WPCs request for the designation of a Neighbourhood Area. The APM on April 27th will be used to ask the public for their input into the NHP.

- ii. **Consider use of Website/Dropbox for Information**

Cllr Sampson requested the use of a site such as Dropbox where the NHP sub groups could store raw working data and members can access it. HB suggested using Google Live and they arranged to meet to investigate.

JRS/HB

- iii. **Agreement for NHP Secretary to instruct uploads**

Cllr Sampson advised it is necessary for the NHP working group Secretary to upload minutes etc directly to the Parish Website. This was agreed by all Members present, however HB suggested using a Word Press site accessed via the Parish Site which the NHP working group could run themselves and would have their own email address. A telephone meeting will be arranged with TLC to discuss.

JRS/HB

182

Communication

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

The installation of the notice board has been delayed as the Primary School were not happy with the location and the new position has yet to be agreed with the HCC Highways Engineer. The Clerk to arrange a further meeting with Jon Bambridge. June Newsletter - the Clerk requested articles by 7th May.

LEW

183

Correspondence

- a. **To Receive list of Correspondence/Consultations Received March 2016**

NALC Section 137 Expenditure limit for 2016/2017 £7.42 per no. of electorate.

Noted

TVBC Temporary Road Closure - Lower Common Road - July 2016 from the roundabout at the A36 to The Drove for resurfacing.

Noted

Mr & Mrs Mancey Request to renew a bench in burial ground. As the bench is not owned by Mr and Mrs Mancey and the owner could not be located, it was decided that this requested could not be granted. Discussion took place, including placing another bench alongside, however all Members present agreed to suggest that Mr and Mrs Mancey consider placing a bench in the proposed Senior Residents Garden. The Clerk to respond.

LEW

Copythorne PC Lengthsman Scheme continuing 2016/2017 & meeting to be arranged. Cllr Sampson agreed to attend.

JRS

SSE Contract Renewal by 1st May 2016. All Members present agreed.

LEW

BDO Notice of Annual Review of Accounts due by 20th June 2016

Noted

NFNPA Draft Press Release for NHP for Wellow. Consultation ends 13th May

Noted

Wellow Help Group Email of thanks for the grant from the Parish Council

Noted

DCLG Public consultation on the implementation of planning changes -closes 15th April 2016 at 11.45pm

Noted

New Forest HLS Annual General Meeting of the Stewardship Scheme 13th April, 17.30. Cllr Clark agreed to attend.

AC

Mountbatten School Music Academy Concert Sat 23rd April 6.30pm. Cllrs Ratcliffe and Sing Brar would like to attend.

AR/HB

NFNPA Neighbourhood Plan Seminar 30th June 10am - 1pm. Cllr Sampson agreed to attend.

JRS

184

Delegates Reports

Cllr Singh Brar advised that the Tennis Club had approached him regarding installing floodlighting and he advised them to put in a planning application. WPC cannot comment until an application is received.

Cllr Sampson reported that he had been looking into an issue re ROW footpath 19, Bottom Lane, where one resident had begun improvements to the surface, however other residents are not happy. This has been dealt with and advice given to the resident by HCC ROW officers. Works cannot be undertaken without authority by all owners of the footpath and HCC.

Cllr Sue Jones sent a report read by the Clerk re her attendance at the Roke Manor Liaison meeting. She is generally impressed by their willingness to operate responsibly and considerably. An open day will be rearranged as it was delayed due to the adverse weather. The Clerk reported that it would appear that lorries are not following the correct route and has queried with RBMR and awaits a response.

LEW

185

Confidential Business - to consider the exclusion of the press and public for the following item (185) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

Staff Management

- a. Clerk to update Members on Clerical Staff
 - i) Resignation of the Clerk

186

Future Meeting Dates

- a. Date of next meeting -
 - Annual Parish Meeting 27th April
 - Planning & General Purposes 4th May
 - Annual and Full Meeting of the Council 9th May
- b. Dates of other meetings to be attended by Councillors
 - 5th April Southern Area Planning Committee
 - 18th April & 16th May NHP Working Group
 - 30th June NFNPA NHP Training

AR

JRS/PS

JRS/PS

Meeting Closed at 9.30pm

Current Bank A/c

Payments made between 01/03/2016 and 31/03/2016

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/03/2016	Test Valley Borough Council	004180	1,792.74		298.79	4565	502	660.60	Hatches Farm Car Park
						4565	502	416.68	Grounds Maintenance Hatches
						4530	501	416.67	Grounds Maintenance Lower Com
01/03/2016	MLG Magazines Ltd	004181	54.00		9.00	4305	301	45.00	March Newsletter Delivery
01/03/2016	Mr M Jones	004182	15.87		2.64	4511	501	13.23	Cricckt Pavilion Smoke Alarm
01/03/2016	Mr E Chesterton-Kay	004183	8.00			4750	702	8.00	Replace Clips Canada Com Sign
01/03/2016	Test Valley Borough Council	004184	283.33			4158	101	283.33	1/3rd cost of SLR Management
01/03/2016	Whitehill Direct Ltd	004185	574.80		95.80	4615	601	479.00	Notice Board - Adj Well School
01/03/2016	Wellow Village Hall	004186	17.25			4145	101	17.25	1st Neighbourhood Plan Meeting
01/03/2016	Wellow Village Hall	004187	224.25			4145	101	224.25	Full Council Meetings & Plan
01/03/2016	M. Lewis Contract Ltd	004188	338.40		56.40	4561	502	282.00	New Smoke Alarms Hatches Fm
01/03/2016	Mr J Saunders	004190	60.45			4147	101	60.45	Mileage to Swindon Training
01/03/2016	BT Payment Services Ltd	004191	302.25		50.37	4126	101	251.88	Feb - April 2016 Phone & Broad
01/03/2016	SSE	004192	55.86		2.66	4562	502	53.20	Electricity Hatches Farm
01/03/2016	BML Print	4189	280.00			4305	301	280.00	March Newsletter Printing
03/03/2016	Nightingale Groundcare Ltd	004193	1,255.01		209.17	4625	601	365.84	Grounds Maint Highway Sites
						4530	501	215.00	Grounds Maint Lower Common Rd
						4565	502	215.00	Grounds Maint Hatches Farm
						4650	602	100.00	Bus Shelters
						4750	702	75.00	Reinstate Green Signs
						4625	601	75.00	Reinstate verges with top soil
03/03/2016	RBS Software Solutions	004194	270.00		45.00	4118	301	100.00	Software Training Clerk
						4146	101	125.00	Software Training 2 x Cllr
07/03/2016	Test Valley Borough Council	004195	137.94			4513	501	137.94	Pavilion Business Rates 16.17
15/03/2016	L Wheeler	004196	1,231.80		5.95	4100	102	1,164.66	March Salary
Subtotal Carried Forward:			6,901.95	0.00	775.78			6,064.98	

Current Bank A/c

Payments made between 01/03/2016 and 31/03/2016

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>
						4102	102	31.45	Mileage & Parking
						4135	101	29.74	Stationary
15/03/2016	H M Revenue and Customs	004197	781.19			4101	102	781.19	Tax & NI Q4
15/03/2016	Wellow Help Group	004198	500.00			4300	301	500.00	Grant Funding
15/03/2016	Romsey Community Services	004199	30.00			4300	301	30.00	Grant Funding
15/03/2016	Queensbury Shelters Ltd	004200	289.80		48.30	4650	602	241.50	Bus shelter Poly Panel
15/03/2016	SSE	004201	141.99		6.76	4510	501	135.23	Electric Dec - Feb 16
15/03/2016	NALC	004202	17.00			4148	101	17.00	LCR Magazine Annual Sub
15/03/2016	Hants Assoc of Local Councils	004203	72.00		12.00	4118	301	60.00	HALC Conference 09.03.16
15/03/2016	P. Reynolds	004204	240.00			4142	101	240.00	Audit Services and Fin R A
24/03/2016	PCC E with W Wellow	004205	24.00			4147	101	24.00	Service Florence Nightingale
24/03/2016	L Wheeler	004206	155.56		25.93	4147	101	129.63	Advert for Clark Vacancy
24/03/2016	K. D. Steer	004207	22.00			4122	101	22.00	Parish Office Cleaning
31/03/2016	Nightingale Groundcare Ltd	004208	1,307.23		217.87	4625	601	365.84	Licensed Sites Maintenance
						4530	501	215.00	Lower Common Rd Maintenance
						4565	502	215.00	Hatches Farm Maintenance
						4650	602	100.00	Bus Shelters Maintenance
						4803	801	193.52	Burial Ground Maintenance
31/03/2016	Wellow Village Hall	004209	138.44			4121	101	138.44	Electricity Parish Office
31/03/2016	K. D. Steer	004210	22.00			4122	101	22.00	Parish Office Cleaning
Total Payments:			10,643.16	0.00	1,086.64			9,556.52	

Current Bank A/c

Receipts received between 01/03/2016 and 31/03/2016

		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 : 01/03/2016	55.86						
BACS	Wellow Youth Football Club	55.86		2.66	1551	502	53.20	Electricity
	Banked on : 09/03/2016	3.16						
BACS	TSB	3.16			1190	101	3.16	Gross Interest
	Banked on : 09/03/2016	-3.16						
BACS	TSB	-3.16			1190	101	-3.16	Contra
	Banked on : 10/03/2016	257.94						
500229	Various	257.94			1505	501	137.94	LCR Bus Rates
					1800	801	120.00	Wildman Ashes
	Banked on : 24/03/2016	1,711.99						
500230	Various	1,711.99		6.76	1501	501	135.23	Cricket Club Elec 01.12 -
					1800	801	270.00	Worman Ashes &
					1800	801	400.00	Hatch Burial
					1800	801	900.00	Donnarumma - GOR
	Banked on : 31/03/2016	527.26						
500231	Various	527.26			1800	801	440.00	Jones - Burial
					1170	101	87.26	SSE Wayleaves
	Banked on : 31/03/2016	300.00						
500232	Donnrumma	300.00			1800	801	300.00	Burial - GoR (Beverley)
	Total Receipts:	2,853.05	0.00	9.42			2,843.63	