

WELLOW PARISH COUNCIL
 MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
 Monday, 4th September 2017 - 7.15pm
 Wellow Village Hall - Wellow Room

To: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Alan Clark (AC), Cllr Trevor Grant (TG), Cllr Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr Rich Millard (RM), Cllr John Sampson (JRS), Cllr Harmeet Singh Brar (HB), Cllr Phil Stehr (PS).

Attending: Mrs Sharon Whitehouse (Clerk)

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

53 **Apologies** - Cllr Gordon Bailey, PCSO Storm Perrott

54 **Declarations of Interest** - None

55 **Public Participation** - Mr Tony Fiske addressed the Council regarding the potential for a community contribution from the developer in respect of the Woodington Solar Farm, which had been granted planning approval in July 2017. His comments were noted by the Parish Council.

56 **Police Report** - Cllr Chesterton-Kay read out the report received from PCSO Storm Perrott for the period since the last meeting at the beginning of July to date, which was noted by the Council.

57 **District/County Councillors' reports**

Cllr Roy Perry opened by apologising for his less frequent attendance at Wellow Parish Council meetings since the formation of the new Romsey Extra ward, now that he has 12 Parishes to cover. Results are being analysed of the financial consultation recently completed by Hampshire County Council and further cuts to services will be required to meet £140million to be removed from County Council budgets by 2020. The County faces continuing demographic pressures, with more children going into care and an ageing population, plus the impact of inflation and the living wage, at the same time as a further cut in the Rate Support Grant received from Central Government. The green cabinet at the end of Canada Road has been enabled for Superfast broadband and coverage across the County for over 24mbps is around 96%. And finally, it was noted that Mountbatten had very good results again this year.

Councillor Alan Clark left the meeting at 7.35pm.

Councillor Nick Adams-King had previously advised that he would be late attending the meeting. He arrived after item 62b(ii) was considered and reported as follows. Contact details of the planning agent for Hive were confirmed and Cllr Adams-King advised that Jason Owen at Test Valley Borough Council would be available to assist where possible, in negotiations with the developer. The brown recycling bins at the Village Hall car park will be removed shortly. New Forest District Council is about to start work on its Local Plan (likely completion mid-2019). It is anticipated that NFDC will fall approximately 40% short of its housing target, meaning that pressure will be placed on neighbouring authorities to pick up the slack. This is likely to impact on south Test Valley.

58 **To Receive Minutes of the Full Council Meetings held on 5th June 2017 (deferred from last meeting) and 3rd July 2017**

PROPOSED: Minutes of the Full Council Meetings held on 5th June and 3rd July 2017 were formally received.

RESOLVED: The minutes were approved as a true and accurate record and signed by

the Chair. All Members present agreed.

59 **Matters Arising - None**

60 **Policy**

a. Office Security Intruder Alarm

Investigations confirmed that the intruder alarm has never been operational, since the time it was first installed.

PROPOSAL: That the Council approves the recommendation to disconnect the intruder alarm. The lowest quote received being from TLS Security, in the sum of £65 plus VAT.

RESOLVED: It was agreed by all Members present that TLS Security be instructed to disconnect the intruder alarm at the Parish Office. Clerk to arrange.

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b. Committees versus Working Groups - following the decision in May to rename working groups as Committees for the sake of consistency, the Clerk had recently received clarification from HALC concerning the key differences between the two. Consequently, the Clerk advised the Council that it will be less onerous and more efficient to retain Working Groups rather than create Committees. However, terms of reference are required for the Finance Working Group. The Clerk to produce a first draft for consideration.

PROPOSAL: For the Council to revert to Working Groups to cover the areas of Finance and Policy, Staffing etc.

RESOLVED: It was agreed by all Members present to revert to Working Groups for Finance and Policy and Staffing. The Clerk will amend all relevant paperwork accordingly.

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c. Councillor Vacancy - Having received confirmation from Test Valley that the Parish Council can co-opt for the vacancy caused by John Saunders' resignation in July, the position was advertised in August with a closing date of 22nd August. Unfortunately, there has been no response. Members were asked to let the Chair know if they are aware of any suitably experienced potential candidates.

ALL

61 **Community & Environment**

a. Canada Common re. Management Plan 2017/18 - Cllr Sampson reported that an initial meeting was held with Nightingale Ground Care on 31st August to discuss an outline plan for this financial year. The Clerk instructed treatment of bracken and the remaining small clumps of rhododendron to the rear of Picket Hill as agreed with Cllr Sampson. Quotes for both items are under the £300 threshold and given that the optimum time for treatment to be effective is almost over, the Clerk instructed Nightingale to proceed ASAP. All Members present agreed with this course of action.

A follow up meeting is being held on site on 11th September to agree specific areas of work for pricing. At the same time Councillors will meet a resident whose property borders the Common, to address concerns following work carried out in the spring. Clerk to respond to the resident's latest email.

The Lengthsman returned to the Common at the end of July for the second tranche of ragwort removal as previously approved by the Council.

A meeting is arranged for 8th September at the Parish Office with representatives from Natural England and the National Trust to explore synergies and the potential, if any, for joint working.

The Council noted the plans for Kier Services to carry out work to replace the water main, likely to be in August 2018. The Clerk will write to Kier requesting that the Council is consulted at each stage of the project.

It was noted that the gate opener to the Plantation Road car park is difficult

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to open, particularly for horse riders.

PROPOSAL: To replace the existing opener with an extended horse rider friendly one and adjust the gate if required.

RESOLVED: It was agreed by all Members present to replace the gate opener. Clerk to arrange.

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b. Footpaths

Councillor Sampson gave a brief update on progress since the last meeting. Trees had fallen on footpaths 17 and 7 and been reported to HCC Rights of Way team, before being cleared. Action was taken by the Clerk in response to complaints from residents about overgrown hedges, encroaching on pavements around the village. Cllr S Jones agreed to show the Clerk the stretch between Slab Lane and Gazing Lane where hedge growth is causing problems for drivers so that the issue can be addressed.

SJ/SW

c. Community Speedwatch - Cllr Singh Brar reported no progress since the last meeting - item to be deferred to the next agenda.

Cllr Singh Brar left the meeting at 8.04pm.

d. Burial Ground Quotes for Tree Works - The Clerk advised that quotes have been sought, but only one has been received to date. Item to be carried forward to the next agenda.

62

Sports & Leisure

a. Cricket Pavilion

i) General Update - Cllr G Chesterton-Kay reported on the progress of the project. A container has been delivered on site and clearance work is due to start over the weekend of 9/10th September. A meeting is arranged with the Cricket Club w/c 4th September to discuss the timetable and agree detailed plans for the next steps.

PROPOSAL: To give delegated authority to Cllrs Chesterton-Kay to incur necessary expenditure for any activity required in the progress of the project, provided that this is within the overall approved budget, so as to prevent delay.

RESOLVED: Agreed by all Members present.

ii) To Approve the Appointment of James Site Services for Demolition Works

PROPOSAL: Being the lowest of the three quotes obtained and given that Councillors have previous experience of working with them, it was proposed that James Services' quotation in the sum of £4,000 be accepted for the demolition work.

RESOLVED: It was agreed by all Members present to instruct James Services to proceed with the demolition of the pavilion.

b. Lower Common Road Recreation Ground

i) To Consider Quotes for ROSPA Repairs to Play Area - as the quote was only received by the office on the day of the meeting, Cllr S Jones requested more time to review the information, before making recommendations to the Council. Cllr Jones to meet on site with the admin assistant to agree prioritisation of suggested improvements/repairs. This item to be deferred to the next agenda.

SJ/KM

ii) To Approve Quotation for Replacement Bin Alongside Multi Use Area -

Cllr S Jones had researched this and recommended that the Council approve the purchase of a steel lined bin to replace like with like as far as possible.

PROPOSAL: To purchase Santiago bin in green with liner bucket, for the sum of

£359.00 plus VAT

RESOLVED: It was agreed to proceed with procuring the bin selected by Cllr Jones. However, Cllr Grant requested that the Clerk contact TVBC (or other buying consortiums) first, to see if they had contracts in place that would allow the Parish Council to purchase the bin at a price cheaper than that quoted by Whitehill.

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iii) **Community Garden** - Cllr Chesterton-Kay reported that work was underway on the hard-landscaping and weather permitting should be completed by the end of the week. The benches will be fixed at the same time. There remains one bench left to fund via sponsorship. Soft-landscaping will take place in the Autumn and the Chair is seeking sponsorship for planting. The final paperwork is being pulled together to complete the claim to Viridor for the grant - the Clerk and the Chair to progress this.

GK/SW

c. Hatches Farm

i) **Trim Trail Annual ROPSA Inspection** - this item was deferred to the next agenda.

63

Finance

a. To Receive Income and Expenditure Reports for July and August 2017

PROPOSED: To accept the income and expenditure reports for July and August 2017

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

b. To Receive Online Payments Schedule Dated 04/09/2017 - was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.

c. Clerk's Attendance at SLCC Training Seminar

PROPOSED: To approve the cost of £69 + VAT for the Clerk's attendance at an SLCC seminar on 1st November 2017.

RESOLVED: It was resolved that the Clerk attend the training on 1st November 2017.

d. Insurance Renewal Premium of £2,360.87 (year 3 of three year agreement expiring September 2018)

PROPOSED: To approve the Insurance Renewal Premium of £2,360.87 (year 3 of three year agreement expiring September 2018)

RESOLVED: Agreed by all Members present.

e. To Approve Updates to Bank Mandate/Skipton Trustees

It was agreed that this should be considered by the Finance Working Group and recommendations be brought to a future meeting. The proposal for the Parish Council to use a business debit card was approved in principle, but it was agreed that the finance working group would investigate further.

64

Planning & General Purposes Committee

a. To Receive Minutes of Planning & General Purposes Committee meeting held on 3rd and 17th July 2017

PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 3rd July and 17th July were formally received.

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

b (i)S106 and Developer Contributions - the Clerk advised that information

had been received from Test Valley Borough Council since the last meeting, identifying where S106 money is available to Wellow Parish for community projects, provided the very specific criteria is met. The finance working group is tasked with understanding the implications of the information received from Test Valley, to ensure that the Parish Council knows what it is entitled to claim. Clerk to circulate the relevant information.

Confidential Business - to consider the exclusion of the press and public for the following item (64b ii) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

(ii) Woodington Solar Farm Community Contribution - see Confidential Minute Item 64b(ii)

65 Communication

a. Newsletter September Edition - Cllr Grant reported that the September edition is well underway but he needs copy from the sports clubs before he can finalise the content of the September edition.

b. Village Litter Pick - Cllr Sampson proposed that the Council agree a date for the next Litter Pick so that an appeal for volunteers could be included in the September Edition of the Newsletter. It was resolved that 28th October 2017 be the date for the next Village Litter Pick.

66 Neighbourhood Plan

a. Update - Cllr Grant advised that he may wish to raise financial controls at a future meeting, but for now this item is deferred. All members of the steering group have completed declaration of interest forms, but they aren't held in one place. The Clerk will follow this up with the NHP team.

Cllr Grant reported that the project office team consisting of Mike Freeman and Kathy Taylor has been established. The first steering committee is being held on 18th September 2017 and on the 3rd Monday of each month to the end of the year thereafter.

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67 To Receive List of Correspondence/Consultations Received July and August 2017

TVBC email re. new date for Resilience workshop, postponed from 15 July, now Saturday 21st October, at the Crosfield Hall - No-one volunteered to attend.

Pensions Regulator re. increase in pension contributions - noted. Clerk to action

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TVBC email seeking ideas for topics/areas to be included at the Test Valley Association Meeting on 21st September; circulated to all councillors for comment 14/8/17 - no response.

Kier Services - email re. replacement water main across Wellow Common. Clerk to request Kier clarify next stage and also ensure Parish Council is consulted throughout.

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TVBC Planning Policy - email re. Strategic Housing and Economic Land Availability and Brownfield Call for Sites - Noted

HCC Highways - Copy of letter of 7.8.17 to Mrs Crates re. Grass Verges in Romsey Road - Noted

HALC Annual Review 2016/2017

HCC Highways - email confirming Skanska new highways contractor from 1.8.17

HALC Voice of the Councillor - forwarded to all Councillors 20.7.17.

HALC Road Safety Councils - Volunteers needed. Cllr Singh Brar had

previously expressed an interest. Clerk to follow up
TVBC re. TVAPTC Agenda for the meeting on 21.9.17. Cllr Singh Brar
 attending, Clerk to advise TVBC.

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Invitations

Mountbatten School re. National Citizen Service Summer Graduation and VIP
 reception at Bournemouth on 24.11.17. Councillors Chesterton-Kay will
 attend. Clerk to respond to invite.

CPRE Hampshire - Neighbourhood Planning Conference 5.10.17. Clerk to
 forward details to Trevor Grant and Mike Freeman.

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TVBC Parish Council Planning Workshop, 4.10.17 at Stockbridge Town Hall,
 6.30pm - Cllr Grant to attend. Clerk to respond to invite.

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- 68 **Delegates' Reports**
 Cllr S Jones - queried replacement slats on the old benches in the Recreation
 Ground. These will be considered at the end of Pavilion project.
 Cllr Grant - advised that the Wellow Parish Profile on the TVBC website was
 out of date. The Clerk agreed to follow up on this occasion but stressed that
 the office couldn't be expected to monitor external websites for accuracy, if
 the relevant body had been formally notified of changes.

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- 69 **Future Meeting Dates**
a. Date of Next Meeting
 18/9/2017 at 6.45pm Planning & General Purposes
 4/10/2017 at 6.45pm Planning followed by Full Council Meeting at 7.15pm

b. Dates of Other Meetings to be Attended by Councillors
 21/9/2017 TVAPTC Meeting - Cllr Singh Brar
 4/10/17 Parish Council Planning Workshop - Cllr Grant
 5/10/17 CPRE Neighbourhood Planning Conference - Cllr Grant and Mike Freeman

Meeting closed at 10.15pm

Current Bank A/c

Receipts received between 01/07/2017 and 31/08/2017

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: 13/07/2017	15,000.00						
BACS	Deposit Bank A/c	15,000.00			200		15,000.00	Top-up current account
BACS	Banked: 18/07/2017	864.73						
BACS	HMRC	864.73			105		864.73	VAT Repay Q1
500258	Banked: 26/07/2017	328.47						
500258	Various	328.47			1800	801	126.00	Memorial - Collins
					1800	801	73.50	Inscription - Russell
					1751	101	128.97	Water refund
500259	Banked: 10/08/2017	1,994.50						
500259	Various	1,994.50			1800	801	126.00	Memorial - Kemish
					1800	801	178.50	Ashes Interment -
					1800	801	630.00	G.O.E.R. - Gritt
					1500	501	1,060.00	Cricket Club Rent 17/18
500260	Banked: 24/08/2017	73.50						
500260	Blackwell and Moody	73.50			1800	801	73.50	Memorial Inscr - Foster
500261	Banked: 31/08/2017	441.00						
500261	Various	441.00			1800	801	126.00	Memorial - Noble
					1800	801	315.00	Ashes scattering - Foster
Total Receipts:		18,702.20	0.00	0.00			18,702.20	

Time: 12:29

Current Bank A/c

List of Payments made between 01/07/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2017	K. D. Steer	004409	55.00	04.09.2017	Office Cleaning Mar, May & Jun
03/07/2017	Wellow Village Hall	004410	389.64	04.09.2017	Wellow Village Hall
05/07/2017	Nightingale Groundcare Ltd	EP07170032	86.40	04.09.2017	Grounds Maintenance
05/07/2017	Hants Assoc of Local Councils	EP07170033	72.00	04.09.2017	Code of Conduct Conf
05/07/2017	BML Print	EP07170034	283.00	04.09.2017	June Newsletter - printing
05/07/2017	Queensbury Shelters Ltd	EP07170035	210.96	04.09.2017	Shootash notice board
05/07/2017	Bournemouth Water	EP07170037	23.69	04.09.2017	Water Chgs to 25 May 2017
05/07/2017	Nightingale Groundcare Ltd	EP07170038	1,227.89	04.09.2017	Grounds Maint - June 2017
05/07/2017	SSE	EP07170036	15.21	04.09.2017	Elec chgs to 12/6/17
05/07/2017	Grenke Leasing Ltd	DDGRENKE9	83.06	04.09.2017	Finance Lease Phones
06/07/2017	Kevin Bennett	004411	680.00	04.09.2017	Various maintenance work
12/07/2017	L & M Landscapes	004412	3,100.00	04.09.2017	Comm Garden Hard Landscaping
12/07/2017	Passmores	004413	10,700.00	04.09.2017	Pavilion bldg 1st payt on a/c
13/07/2017	H M Revenue and Customs	EP07170041	497.25	04.09.2017	Q1 PAYE Tax and NI
13/07/2017	AEDIS Regulatory Serv Ltd	EP07170042	420.00	04.09.2017	AEDIS Regulatory Serv Ltd
17/07/2017	Sharon Whitehouse	EP07170039	1,059.00	04.09.2017	Clerk's wages July 2017
17/07/2017	Karen Miles	EP07170040	384.50	04.09.2017	Admin Asst Wages July 2017
18/07/2017	NEST	DDNESTJUL	21.04	04.09.2017	Pension Payment - July 17
26/07/2017	TLC Online	EP07170043	121.50	04.09.2017	Website Maint etc Apr-Jun 17
03/08/2017	Grenke Leasing Ltd	DDGRENKE10	83.06	04.09.2017	Finance Lease Phones
07/08/2017	K. D. Steer	004414	31.00	04.09.2017	Parish Office Cleaning July 17
08/08/2017	A J Lodge	EP08170044	120.00	04.09.2017	Newsletter Delivery Mar & Jun
08/08/2017	PEAC (UK) LTD	EP08170045	104.40	04.09.2017	Copier rental Aug-Nov 17
08/08/2017	Absolute Technology UK Ltd	EO08170046	45.00	04.09.2017	IT support
08/08/2017	Gaye Chesterton-Kay	EP08170047	48.50	04.09.2017	Expenses re. CC presentation
08/08/2017	Nightingale Groundcare Ltd	EP08170048	1,227.89	04.09.2017	Grounds Maintenance July 17
08/08/2017	Direct tec UK Ltd	EP08170050	376.71	04.09.2017	Copy charges Apr-Jul 17
08/08/2017	Sharon Whitehouse	EP08170051	1,067.48	04.09.2017	Clerk's salary August 2017
08/08/2017	Hampshire County Council	EP08170049	105.80	04.09.2017	Stationery
16/08/2017	Karen Miles	EO08170052	397.34	04.09.2017	Admin Asst Salary Aug 2017
16/08/2017	Storage on Site Ltd	EP08170053	215.76	04.09.2017	Storage Container for Pavilion
18/08/2017	NEST	DDNESTAUG	21.04	04.09.2017	Pension Payt Aug 2017
22/08/2017	Wellow Scout Group	EP08170054	11.00	04.07.2017	Hall hire for Plng Mtg 21.08
22/08/2017	NALC	EP08170055	17.00	04.09.2017	LCR Subscription

Total Payments	<u>23,302.12</u>
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Deposit Bank A/c

Receipts received between 01/07/2017 and 31/08/2017

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Banked: 10/07/2017	3.90						
BACS	TSB		3.90		1190	101	3.90	Interest
BACS	Banked: 09/08/2017	3.20						
BACS	TSB		3.20		1190	101	3.20	Interest payment
Total Receipts:		7.10	0.00	0.00			7.10	

List of Payments made between 01/07/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/07/2017	Current Bank A/c	BACS	15,000.00		Top-up current account
Total Payments			<u>15,000.00</u>		
