

WELLOW PARISH COUNCIL
MINUTES OF ANNUAL MEETING AND FULL MEETING OF THE PARISH COUNCIL HELD ON
Monday, 5th June 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 Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr John Sampson (JRS), Cllr Harmeet Singh Brar (HB), Cllr Phil Stehr (PS).

In Attendance: Mrs Sharon Whitehouse (Clerk), PCSO Claudia Pattison, Angela Johnson (Hampshire Constabulary)

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

19 **Apologies** - Cllr John Saunders (JS), Cllr Roy Perry

20 **Declarations of Interest** - None

21 **Public Participation** - None

22 **Police Report** - Presented by PCSO Storm Perrott the report related to the previous 30-day period and included 3 cases of anti-social behaviour, 1 theft from a property, 2 incidents of theft from motor vehicles, 3 speeding tickets had been issued, 2 vehicles had been seized and there had been 4 reports of suspicious incidents that had been investigated. PCSO Perrott advised the Council that they had increased car parking checks, especially at Canada Common, as we were entering the time of year when thefts from parked vehicles at beauty spots increase.

23 **District/County Councillors' reports**

Cllr Gordon Bailey passed on congratulations to Cllr Nick Adams-King who has become Deputy Leader of Test Valley Borough Council. Cllr Bailey went on to report that new advice from Natural England stipulating that no new housing estates should be built within 400metres of National Park boundaries would have an impact on the New Forest local plan. Between 2016 and 2036, the target for providing new homes is 3,000. Some 700 of those planned would be near to the boundary of the National Park, meaning that proposals will be have be reconsidered. The final decision on the redevelopment of Fawley Power Station including 1,500 houses (some within the National Park) is unlikely to be finalised before end July/August.

Cllr Bailey attended the New Forest Consultative Panel Meeting representing Wellow (apologies from Alan Clark) where he learnt about low flying helicopters over the New Forest at night. These come from the main training base at the north of the County and form part of training exercises for new pilots.

Cllr Nick Adams-King advised that he would not be able to vote at the Southern Area Planning Meeting on 6th June, where the Solar Farm application would be considered. However, he wished to reiterate his commitment to getting the best possible outcome for Wellow if permission was granted. TVBC councillors will ensure that any conditions placed on the permission (if approved) are clear and sufficient to protect the integrity of the landscape.

The Test Valley Local Plan 2017-2036 will be presented to Cabinet at the end of July. Initial consultation will begin in Spring 2019, with things starting to fall into place late Summer/Autumn 2019 (noted for Neighbourhood Plan timeline). Previously housing targets were met by large sites in the north of the Borough (Andover) plus Abbotswood and North Baddesley. Existing plans

show the south of Test Valley as on target to 2023, but plans for the north (including Wellow Parish) only run until 2021, so there will be pressures on housing numbers in the area.

Outcomes for boundary changes will be published on 13th June and distributed for comment.

- 24 **To Receive Minutes of the Full Council Meeting of 8th May 2017**
PROPOSED: Minutes of the Full Council Meeting held on 8th May 2017 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 25 **Matters Arising - None**
- 26 **Policy**
- a. **To consider applications for Councillor Vacancy - voting by a show of hands only** - Applications were considered and voting took place by a show of hands - details as per Appendix 1. The Clerk will write to the unsuccessful applicant. SW
- b. **To review and adopt the Co-option Policy and Code of Conduct**
PROPOSED: To adopt the Co-option policy and Code of Conduct, as previously circulated.
RESOLVED: It was resolved that the Co-option Policy and Code of Conduct be re-adopted, no changes required.
- c. **To adopt revised Terms of Reference for the Planning and Staffing Committees**
PROPOSED: To adopt the revised terms of reference for the Planning and Staffing Committees, as previously circulated.
RESOLVED: It was agreed by all Members present to adopt the revised terms of reference for the Planning and Staffing Committees.
- d. **To consider the use of Councillor email addresses**
 Best practice advises the use of specific council email addresses by Members for council business, in preference to using personal email addresses. This helps with security, data protection and the risk management of Freedom of Information (FOI) requests.
PROPOSED: Cllr Singh Brar proposed that Council emails should only be sent to/from the official councillor email addresses provided.
RESOLVED: The proposal was agreed in principle, but it was accepted that some further work is required before we can insist that using councillor emails for council business becomes mandatory.
 The Clerk to draft an IT Policy which includes use of emails, social media, domain ownership etc. The Clerk will also seek advice from HALC on how to deal with previous records sent to/from personal email addresses. Councillor Singh Brar will email instructions to all for accessing councillor email addresses via the portal. SW
 HB
- 27 **Community & Environment**
- a. **Canada Common Management Plan 2017/18** - Cllr Sampson reported that letters about pulling ragwort had been sent to Canada Common residents (hand-delivered by Mr Skinner) following comments made at the Annual Parish Meeting on 26th April. The Lengthsman started pulling ragwort recently and will re-visit the Common to continue with the work later in the summer.

b. Footpaths - Cllr Sampson advised that footpath 22 had recently been cleared. Priority cutting is due to start in a few weeks' time. A tree blocking the intersection between footpaths 5 and 6 has been reported to Hampshire County Council, Rights of Way team. The onus is on the landowner to remove the tree.

c. Burial Ground - to approve recommendations as outlined in the email of 11/5/17 (previously circulated to all councillors)

Following the meeting at the burial ground on 9th May attended by Cllr E Chesterton-Kay, Cllr Clark and the Clerk it was **RESOLVED** that:

- i) No allowance will be made for a garden at the far end of the Northern 'B' section. Plots will run down to the path as far as possible.
- ii) The diagonal gravel path will be grassed over and a strategic grass pathway will split that side of the burial ground in two. Clerk to obtain quotes. SW
- iii) Advice will be sought on re-locating the Wellingtonia and likely costs - Clerk to bring quotes to a future meeting. SW
- iv) The large deciduous tree be felled. Clerk to obtain quotes. SW
- v) New rows in the Garden of Remembrance will be in banks of four (with two memorials facing upwards and two downwards) between each grassed pathway.

d. Community Speedwatch - PCSO Claudia Pattison gave a short presentation to the Council on the Community Speedwatch scheme. She was supported in this by Angela Johnson, also of Hampshire Constabulary. The scheme is self-financing and initial set-up costs can be in the region of £3,000. Sharing equipment with other local councils is a possibility. It is only operated on roads with speed limits of 30mph and below and suggested locations require approval. Volunteers need to be over 17 years old and a minimum of 6 volunteers are needed for the scheme to be sustainable. A designated Speedwatch co-ordinator is required and this person will be subject to vetting. All volunteers will receive specialist training and the necessary Health and Safety advice, free of charge.

The Chair thanked PCSO Pattison and Ms. Johnson for their presentation and it was agreed that the Parish Council would consider the ideas raised. An item will be added to the next agenda for decision. SW

Cllr Singh Brar volunteered to contact Michael Lane (Police & Crime Commissioner) to find out about a possible contribution to equipment costs. HB

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Sport & Leisure

a. Cricket Pavilion - Cllr Chesterton-Kay reported that progress is ongoing, with forms being completed for Building Regulations. Cllr Grant gave an update on VAT, following some preliminary advice received from the Parkinson Partnership, via HALC.

PROPOSED: It was proposed that the precise nature of the use of the new building should be established (it was designated for 'other use' in the TVBC grant application) so that the correct VAT rules can be applied. Finance

RESOLVED: It was resolved that the Finance & Policy Committee review the VAT position, with recommendations to be brought to the next meeting. The Clerk will circulate the email from the Parkinson Partnership to members of the Finance Committee, together with copies of the lease for information. SW

b. Cricket Club - Section 106 contribution - Cllr M Jones reported that funds had been received by the cricket club from TVBC re. the S106 funding bid for

the new temporary sight screen, which is on order.

c. **Lower Common Road Recreation Ground - Community Garden** - Cllr Chesterton-Kay advised that the Viridor meeting will take place on 7th June and we should learn the outcome of our funding bid by 17th June.

29

Finance

a. To receive Income and Expenditure Reports for May 2017

PROPOSED: To accept the income and expenditure reports for May 2017

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

b. To receive online payments schedule dated 5/6/2017 - was received and approved by full Council and authorised by Cllr Saunders and Cllr Chesterton-Kay.

c. Financial Year End Reports March 2017

The balance sheet (item 29c i) and the Income and Expenditure Account (29c ii) for the year ended 31st March 2017 was formally received by the Council and signed by the Chair. Clerk to arrange upload to the website.

SW

d. Risk Assessment for 2016/2017

PROPOSED: To receive and approve the final version of the finance risk assessment following updates made by the Clerk and Cllr Grant.

RESOLVED: The final finance Risk Assessment was approved. Agreed by all Members present.

e. To receive the 2016/2017 Internal Audit Report

The internal audit report for 2016/2017 was formally received by Members and noted.

f. 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.

g. 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.

h. To approve costs for Cllr Brar's attendance at the Code of Conduct

RESOLVED: It was resolved that costs of £60 for Cllr Brar's attendance at the Code of Conduct Conference on 14th June 2017 be approved. All Members present agreed.

i. To approve costs for Cllr Clark to attend 'The Planning Framework' course

RESOLVED: It was resolved that costs of £40 for Cllr Clark's attendance at the Planning Framework training course on 6th September 2017 be approved. All Members present agreed.

j. To consider charging for use of car park at Hatches Farm - Cllr Brar provided some background and context for this item. After discussion, it was agreed not to implement charging this year, but to keep the item under review.

- 30 Planning & General Purposes Committee**
a. To Receive Minutes of Planning & General Purposes Committee meetings held on 8th May and 22nd May 2017
PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 8th May and 22nd May were formally received.
RESOLVED: Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 31 Communication**
a. Newsletter Update - Cllr Grant advised that the June edition was all but finalised and he expected to meet the 8th June deadline for the final version to be sent to the printer.
b. Social Media/Website - To consider Getting to Know Your Councillors proposals - Links to other websites had been circulated to Members and were discussed. It was agreed that Wellow Parish Council will proceed with a 'Head and Shoulders' shot to include on the web page, but beyond this no further information will be added at this time. Admin Assistant to organise photos. **KM**
- 32 Neighbourhood Plan**
a. Update - Cllr Grant reported that membership of the Steering Group is virtually finalised, but it has proven difficult to find dates when everyone required is available to attend what would be the first meeting of the Steering Group. The Chair advised Cllr Grant that membership of the Steering Group will require approval at a full Council Meeting before any action can be taken. The Clerk will add an item to the next agenda for 3/7/17. Declarations of Interest forms must be signed by proposed members. The Clerk will send Cllr Grant electronic versions of the new Terms of Reference and the Pecuniary Interest forms for completion. **SW/TG**
 It was agreed that all correspondence for the Neighbourhood Plan should be run through one email address. A separate domain will be set up for the Neighbourhood Plan team. NHP email addresses will be issued to the Chair, Project Manager and Admin Support for official use. **SW/HB**
b. To confirm arrangements for meeting venues - It is not feasible for the Parish Office to be used as a meeting venue for the Neighbourhood Plan team unless a Councillor is in attendance, and then it can only be during 'out of office' hours, by prior agreement with the Clerk. As a temporary measure, the Embley Room in the Village Hall has been offered at a reduced rate. Bookings for this will also need to be made via the Clerk. Cllr Grant will investigate other venues for the main Steering Group meetings - these should be advertised in advance and open to the public. **TG**
- 33 Correspondence/Consultations Received May 2017**
HALC - letter dated 9/5/17 re. NFNPA NE Quadrant Election Timetable - Noted
Cllr R Perry - email of 9/5/17 re. future attendance at Parish Meetings - Noted
HALC - email of 10/5/17 re. new service for VAT advice - noted
TVBC - email of 12/5/17 re. attendance at the Resilience Workshop on 15/7/17 - Cllr Sampson unable to attend. No volunteers, so Clerk to send apologies.
Mr Mobbs (resident) - email of 22/5/17 regarding allotments in Wellow - Noted, amenities will be considered as part of the Neighbourhood Plan
Bournemouth Water - Letter dated 24/5/17 re. deregulation - Noted
TVBC - letter of 26/5/17 advising of Southern Area Planning Meeting on 6th June including the Solar Park at Woodington

HALC - Letter of 26/5/17 enclosing ballot papers for NFNPA NE Quadrant Elections. Clerk to circulate election statements from candidates and Councillors to name their preferences. Ballot return due 22nd June.

NFNPA - email dated 31/5/17 re. Enforcement Notices - these are confidential and should not be published on planning agendas. The office will produce separate lists for Councillors' information.

Invitations

Friends of the New Forest - Campaign for National Parks and National Parks Society Conference 12-14th October, Balmer Lawn Hotel, Brockenhurst - paperwork passed over the Cllr Singh Brar.

TVBC - letter of 25/5/17 re. Test Valley Passenger Transport Forum 12/7/17, Crosfield Hall 10am - 12noon - Cllr Singh Brar attending.

Magazines/Newsletters

HALC E Update - forwarded to all Councillors for information

HCC Access Team - Access Hampshire Newsletter - circulated to all Councillors 8/5/17

CPRE - Monthly E-Newsletter - forwarded to all Councillors 26th May 2017.

Blackwater Councillors' Update - received via email from Nick Adams-King 30/5/17 - Noted

Clerks & Councils Direct (Magazine) - May 2017 Issue

SLCC The Clerk Magazine - May 2017 Issue

34 Delegates' Reports

Cllr Singh Brar - had followed up complaints of speeding in Whinwhistle Road by visiting early one morning to witness the problems himself. Graffiti left on parish bus shelters has been removed. Cllr Brar had met with businesses in Tanners Court units and it is planned to form a Wellow Business Network.

Cllr S Jones - reported that the square metal bin at the Recreation Ground is not fit for purpose and is beyond repair (photographic evidence was provided). It was agreed to seek quotes for a replacement bin - Cllr Jones and the Clerk to progress. **SW/SJ**

35 Future Meeting Dates

a. Date of next meeting

19/6/2017 at 6.45pm Planning & General Purposes

3/7/2017 at 6.45pm Planning Meeting followed by Full Council at 7.15pm

b. Dates of other meetings to be attended by Councillors

11/6/17 TVBC Civic Service at Romsey Abbey - Cllrs Chesterton-Kay

13/6/17 New Forest NE Quadrant Meeting, Colbury - Cllr Singh Brar

14/6/17 Code of Conduct Conference - Cllr Singh Brar

18/6/17 Annual County Service, Winchester Cathedral - Cllrs Chesterton-Kay and Cllr Singh Brar

19/6/17 Armed Forces Flag Raising, Romsey - Cllr Singh Brar

22/6/17 Mountbatten School Founders' Service - Cllr Singh Brar

Meeting closed at 10.15pm

Date: 05/06/2017

Wellow Parish Council Current Year

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Time: 11:02

Current Bank A/c

List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/05/2017	Grenke Leasing Ltd	DDGRENKE7	83.06	05.06.2017	Finance Lease Phones
08/05/2017	K. D. Steer	004401	27.50	05.06.2017	Parish Office Cleaning Apr 17
08/05/2017	Wellow Village Hall	004403	13.80	05.06.2017	NHP mtg room hire 26/4
08/05/2017	Wellow Village Hall	004403	6.90	05.06.2017	Room hire - ping mtg
08/05/2017	Wellow Village Hall	004403	39.60	05.06.2017	Room hire APM 26/4
08/05/2017	Wellow Village Hall	004403	159.79	05.06.2017	Elec usage
10/05/2017	Andover Pest Control	004404	150.00	05.06.2017	Pest Control - Burial Ground
10/05/2017	Eling Studios (2016)LLP	EP00060517	180.00	05.06.2016	Display signs for WPC
10/05/2017	Absolute Technology UK Ltd	EP00070517	45.00	05.06.2017	IT assistance 13/4/17
10/05/2017	Nightingale Groundcare Ltd	EP00080517	762.00	05.06.2017	Remove fire heap - Canada Comm
10/05/2017	Hants Assoc of Local Councils	EP00009051	180.00	05.06.2017	HR Consultancy Serv Fee 17/18
10/05/2017	Hants Assoc of Local Councils	EP00100517	671.00	05.06.2017	Affiliation fees 2017/18
10/05/2017	PEAC (UK) LTD	EP00110517	152.40	05.06.2017	Copier rental May-Aug
10/05/2017	L Wheeler	EP00120517	17.95	05.06.2017	Malware(Bytes) subs.
10/05/2017	Direct tec UK Ltd	EP00130517	420.73	05.06.2017	Copy charges/Annual warranty
10/05/2017	RBS Software Solutions	EP00140517	139.20	05.06.2017	Finance software - Annual fee
10/05/2017	Cllr Ed Chesterton-Kay	EP00150517	7.25	05.06.2017	Ping applic fees - Bat boxes
10/05/2017	Harmeet Singh Brar	EP00160517	9.70	05.06.2017	Expenses - Office keys
10/05/2017	Gaye Chesterton-Kay	EP00170517	20.70	05.06.2017	Cakes etc. for APM
17/05/2017	Sharon Whitehouse	EP00180517	1,070.94	05.06.2017	Clerk's Salary - May 2017
17/05/2017	Karen Miles	EP00190517	393.06	05.06.2017	Admin Asst Salary May 2017
17/05/2017	Nightingale Groundcare Ltd	EP00200517	1,227.89	05.06.2017	Grounds Maintenance April 2017
17/05/2017	Cllr Ed Chesterton-Kay	EP00210517	252.00	05.06.2017	Reimburse Bldg Reg Fees
17/05/2017	Gaye Chesterton-Kay	EP00220517	30.00	05.06.2017	Contribs to event collections
17/05/2017	Kevin Bennett	004406	120.00	05.06.2017	Bus Shelter Maint 8/4/2107
17/05/2017	Kevin Bennett	004405	530.00	05.06.2017	Various cutback/clearance work
19/05/2017	NEST	DDNESTMAY	21.04	05.06.2017	Pension payment - May 17
Total Payments			<u>6,731.51</u>		

G. Chesterton-Kay
03-07-17.

Current Bank A/c

Receipts received between 01/05/2017 and 31/05/2017

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500254	Banked: 10/05/2017	529.05						
500254	Various	529.05			4126	101	14.55	BT refund
					1800	801	157.50	Ashes interment - McKee
					1800	801	357.00	Ashes interment - Collins
500255	Banked: 23/05/2017	827.54						
500255	Various	827.54			1800	801	126.00	Memorial - Hatch
					1800	801	231.00	Burial fees - Hudson
					1800	801	178.50	Ashes interment - Noble
					1800	801	157.50	Ashes interment - Gould
					1751	101	134.54	Southern Water Refund
500257	Banked: 31/05/2017	616.00						
500257	A H Cheater Ltd	616.00			1800	801	231.00	Burial Fees- E Kemish
					1800	801	315.00	Grant of Excl Rights S
					1800	801	70.00	Memorial Inscription -
Total Receipts:		1,972.59	0.00	0.00			1,972.59	

G. Cheater-Kay
03-07-17

Item 29a

05/06/2017

Wellow Parish Council Current Year

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11:06

Cashbook 2

User: SW

Deposit Bank A/c

Receipts received between 01/05/2017 and 31/05/2017

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>
BACS	Banked: 09/05/2017	3.63						
BACS	TSB	3.63			1190	101	3.63	Interest
Total Receipts:		3.63	0.00	0.00			3.63	

G. Chesher-Kay
03-07-17

Printed on : 12/04/2017

Wellow Parish Council 2016/17

At: 10:55

Balance Sheet as at 1st April 2017

31st March 2016

31st March 2017

Current Assets		
0	Debtors	375
2,993	VAT Control	2,545
421	Prepayments	288
7,411	Current Bank A/c	33,808
47,910	Deposit Bank A/c	58,285
150,008	Fixed Deposit A/c	125,008
<u>208,743</u>		
208,743	Total Assets	220,309
Current Liabilities		
1,952	Creditors	390
6,400	Accruals	300
<u>8,352</u>		
200,391	Total Assets Less Current Liabilities	219,619
Represented By		
33,584	General Reserves	33,372
80,001	EMR Pavilion Upgrade	80,001
45,000	EMR New Burial Land	45,000
15,766	EMR HLS	22,206
5,000	EMR Youth Facilities	7,000
1,040	Election Costs	1,040
10,000	EMR Neighbourhood Plan	13,500
10,000	EMR Hatches Farm	15,000
0	EMR Community Garden	2,500
<u>200,391</u>		<u>219,619</u>

The above statement represents fairly the financial position of the authority as at 1st April 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial

Date : _____

*G. Chesterton-Kay
03-07-17.*

Wellow Parish Council 2016/17

Income and Expenditure Account for Year Ended 31st March 2017

31st March 2016		31st March 2017
	Income Summary	
60,000	Precept	65,000
579	Interest	1,697
<u>60,579</u>	Sub Total	<u>66,697</u>
	Operating Income	
87	Administration	407
0	Grants and Projects	1,125
2,323	Lower Common Rd Rec Ground	2,002
1,905	Hatches Farm Sports Field	3,532
17,743	West Wellow Common - HLS Agree	17,808
5,601	Burial Ground	4,600
<u>88,238</u>	Total Income	<u>96,172</u>
	Running Costs	
9,101	Administration	11,717
17,808	Employees	19,667
(1,303)	Equipment	0
2,873	Grants and Projects	5,677
0	Capital Schemes/Asset Man	1,883
7,474	Lower Common Rd Rec Ground	10,962
5,689	Hatches Farm Sports Field	4,394
6,811	Environmental Schemes	6,239
1,524	Highways	2,110
158	War Memorial	50
0	West Wellow Common	26
15,665	West Wellow Common - HLS Agree	11,368
2,800	Burial Ground	2,852
3,294	EMR	0
<u>71,892</u>	Total Expenditure	<u>76,944</u>
	General Fund Analysis	
42,329	Opening Balance	33,584
88,238	Plus : Income for Year	96,172
<u>130,567</u>		<u>129,756</u>
71,892	Less : Expenditure for Year	76,944
<u>58,674</u>		<u>52,812</u>
25,090	Transfers TO / FROM Reserves	19,440
<u>33,584</u>	Closing Balance	<u>33,372</u>