

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 5th September 2016 - 7.15pm
Wellow Village Hall - Wellow Room**

In Attendance: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Alan Clark (AC), Cllr Caroline Evans (CE), 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), Cllr Phil Stehr (PS).

Attending: Mrs Sharon Whitehouse (Clerk), Mrs Lorraine Wheeler (Locum Clerk), three members of the public.

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

- 33 Apologies** - Cllr Roy Perry, Cllr Nick Adams-King.
a. Welcome to new Councillor Trevor Grant
Cllr Trevor Grant was welcomed as a full member of the Parish Council and joined the table.

- 34 Declarations of Interest** - None

35 Public Participation

Mrs Veronica Perry raised the matter of speeding in Canada Road and queried the regularity of the speed monitor appearing in the road. The Clerk advised that the SLR is shared between 3 parishes each with 6 or 7 locations, therefore the SLR is positioned at each site approximately every 13 months. The Council agreed to investigate the purchase of an additional monitor.

SW

36 District/County Councillors' reports

Cllr Bailey reported:

That the NFNPA Revised Local Plan 1st draft was being amended. There appears to be no housing allocated within the boundary.

- 37 To Receive Minutes of the Annual Meeting and Full Council Meeting held on 23rd May and Full Council Meeting of 4th July 2016**
Minutes were received. Correction to page 1 Min Ref 4 of Minutes of 23rd May; correction noted and recorded to read 'Countryside and Rights of Way Act'.

PROPOSED: Minutes of the Full Council meetings held on 23rd May and 4th July were formally received.

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

- 38 Matters Arising-** None.

39 Policy

- a. **To Adopt Revised Terms of Reference for Planning & General Purposes and Policy & Staffing Committees 2016**
- b. **To Adopt Revised Standing Orders, Code of Conduct, Policies and Procedures, Asset Register, Insurance Cover, copies supplied to all Members of Policy & Staffing Committee**

It was agreed that a working group consisting of Cllrs Stehr, Grant, Sampson, Singh Brar and the Clerk will consider a and b above and return with their proposals to the next

PS/JRS/

Full Council Meeting.

HB/SW

c. To Adopt a Publication Scheme, draft supplied to Policy & Staffing Committee

PROPOSED: It was proposed to adopt a publication scheme as recommended by NALC, and supplied to all Members of the Policy and Staffing Working Group.

SW

RESOLVED: It was agreed by all Members present to adopt the Publication Scheme. The Clerk to administrate and upload to the Parish Website.

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Community & Environment

a. Canada Common re Management Plan - Update Cllr Sampson re. resurfacing Monkeys Jump - Cllr Sampson reported that the Cattle grid has now been cleaned out and the access track is due to be resurfaced at the end of Sept/early Oct. A quotation has been received to resurface the Plantation Road Car Park at a cost of £4578.00 plus VAT. There being no other Companies offering a comparable service.

PROPOSED: It was proposed to resurface the Plantation Road Car Park at a cost of £4578.00 plus VAT

RESOLVED: All Members present agreed. Cllr Sampson to schedule the work.

JRS

Clearance of Ragwort. This work is ongoing. Discussion took place re scheduling this work in every year to avoid future problems. Further quotations required.

SW

b. Footpath 17 - Approve Cost of £2,250 (match funded by TVBC) for Drainage Works and Update on Maintenance Issues - Cllr Sampson.

PROPOSED: It was proposed to instigate the drainage works required on footpath 17 at a cost of £2250.00

RESOLVED: All Members present agreed. Cllr Sampson to schedule the work.

JRS

c. Oak Trees Lower Common Road Recreation Ground - Update by the Clerk - For Decision

PROPOSED: It was proposed to fell the Oak Tree on Lower Common Road and to undertake remedial works to the Oak Trees overhanging the Play area and Pavilion at a cost of £3095.00 plus VAT as recommended by the Arboriculturalist's survey and to use the most suitably qualified and insured contractor as advised by the WPC Tree Warden. The stump will be left at hedge height.

RESOLVED: All Members present agreed. The Clerk to schedule the works and advise residents.

SW

d. Burial Ground - To Reconsider Request for Replacement Bench and Other General Maintenance Issues.

The Council reconsidered the request to replace a bench at the Burial Ground and agreed on condition that the memorial plaque be placed and maintained on the new bench in order to honour the original commemoration.

The Clerk advised that a Memorial Tablet is being lifted by tree roots in the Garden of Remembrance. Photographs previously circulated. It was discussed and decided that the Clerk would be guided by advice from A H Cheater and the Tree Warden and consult further with the family.

41

Sports & Leisure

- a. **Cricket Club - Update Cllr Jones re further quotes for equipment (\$106 request)** - three quotes required, defer to November meeting. MJ
- b. **Cricket Pavilion - Update Cllr Gaye Chesterton-Kay** - Cllr Chesterton-Kay advised that Grant funding was proving difficult to obtain as the application does not fulfil the criteria. The current planning permission expires on 03/09/16 and a new application will be submitted as the floor plans differ significantly.
The Clerk advised that the Public Procurements of Contracts process must be adhered to and that the limit of expenditure of £25,000 for sealed bids became legal in 2015 and that the new Model Financial Regulations should be adopted by the Council to reflect this process. GC
- c. **Lower Common Road Recreation Ground - Senior Residents Garden Update Cllrs Ed Chesterton-Kay and Singh Brar.** It was agreed to rename the project 'Residents Garden'. Cllr Singh Brar advised that he has been in contact with the new owner of MacDonald's following the reopening and is awaiting a meeting. EC/HB
- d. **Lower Common Road Play Area Annual ROSPA Inspection - Update Cllr Sue Jones re proposed signage.** Cllr Jones advised that two new signs are advised for no climbing on the MUGA.
PROPOSED: To install 2 new signs @ £30.00 each - wording as per ROSPA advice.
RESOLVED: It was agreed by all Members present. The Clerk to progress. SW
- e. **Hatches Farm Trim Trail Annual ROSPA Inspection - update Cllr Caroline Evans.** Cllr Evans advised there were no actions to follow up and that the Trim Trail was deemed Low Risk overall.
- f. **Hatches Farm Boundary Fencing - Update Cllrs Evans and Saunders.** Three quotations are required for repairs to the boundary fencing. Cllr Evans is progressing. SW/CE
- g. **Sale of Ride On Mower - Update Cllr Gaye Chesterton-Kay.** Cllr Chesterton-Kay advised that the Mower has now been sold and removed from Mr Tim Bungay's barn. As previously agreed, a thank you note and voucher will be sent to Mr Bungay for his help. GC

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Finance

- a. **To Receive Income and Expenditure Report for July & August 2016**
PROPOSED: To accept the reports at Appendix 1
RESOLVED: The I&E report was accepted and agreed by all Members present.
- b. **Notice of Conclusion of Audit - successfully completed**
The Clerk advised that the Audit for 2015/16 has been completed with no queries. This has been posted on notice boards and the Parish Website in accordance with procedure.
- c. **To Approve New Clerk's Training at HALC for £75**
PROPOSED: It was proposed that the Clerk attend New Clerk training at a cost of £75.00

RESOLVED: All Members present agreed for the Clerk to attend.

- d. **To Approve Insurance Renewal Premium of £2,273.25 (year two of three year agreement expiring 2018)**

PROPOSED: It was proposed to renew the Combined Liability Insurance at £2273.25 for year two of three.

RESOLVED: All Members present agreed.

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Planning & General Purposes Committee

- a. **To Receive Minutes of Planning & General Purposes Committee meetings held on 6th June, 20th June, 4th July and 1st and 22nd August**

PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 6th June, 20th June, 4th July and 1st and 22nd August were formally received.

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

- b. **Neighbourhood Plan Working Party - Update Cllr Sampson.** There have been two meetings since the last update. A new Chair has been nominated going forward, Phil Parratt. Unfortunately as Julian Boswell has taken a paid role with a developer known to have previously applied for permission to develop within the Village, it was agreed by all that this represents a conflict of interest and he has therefore had to step down from the Group. Thanks go to all for their help in distributing the reply paid cards to judge support for a neighbourhood plan. This has been very successful with a return to date of 284 (10%), 281 of those being in favour and 3 against. £707.81 has been spent out of a budget of £15,000. JRS

A Terms of Reference will now be prepared by Cllr Gaye Chesterton-Kay for a Steering Group to move forward with the Plan. This will be circulated and agreed at the October Full Council meeting. GC

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Communication

- a. **Transfer of Hatches Farm Notice Board - Update**

The Notice Board has now been transferred to the sports clubs for their use.

- b. **Review of Production of Newsletter and Distribution**

The delivery of the Newsletter has been undertaken by an alternative deliverer, arranged by Angela Lodge, not with the Gazette. This has been partially successful, with most properties receiving one, although some appear to have been left outside and ruined by the weather. This should be monitored.

The new style is very attractive and thanks go to Cllr Caroline Evans for its design and production.

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Correspondence

- a. **To Receive list of Correspondence/Consultations Received July and August**

Correspondence

TVBC & NFNPA Approved WPCs application for designation of a Neighbourhood Area	Noted
Anthony Carter Request to have Foxes Lane closed to through traffic as yet more vehicles have had to be removed from the Ford.	
Highways advise this is not possible and signage is adequate. The Clerk to respond.	SW/ LEW
HCC Re Community Library Services - New Home Library Service being introduced.	SW/ LEW
Advertise on Website & Notice Boards	
Mr & Mrs Mayhew Re Verge Cutting - could the verges not be strimmed until July as stag beetles, other wildlife and wild flowers are effected? And could WPC reconsider the decision to replace the hedge in Lower Common Road?	SW/ LEW
Members advise sight lines have too be maintained, however it was agreed to request more care taken.	
Mr Abramson Reduce Speed Limit in Whinwhistle Road to 40mph.	SW/ LEW
Agreed to request speed survey.	
Fisher German Re working near pipelines.	Noted
Leader of HCC Cllr Perry Letter of support re replacement Cricket Pavilion.	Noted

Public Consultations

New Forest District Council Public Consultation re regulation 18 of draft local plan deadline 4pm 16 Sept 2016	Noted
HCC Public Consultation re Options for Future Local Government deadline 23.59 20 Sept 2016	Noted
TVBC Revised CIL Regulation 123 List Consultation deadline 12.30pm Friday 23rd September 2016	Noted
NALC Community Led Housing Survey - at 21/7/16	Noted

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Delegates Reports

Cllr Alan Clerk - requested infrastructure be considered as part of the Neighbourhood Plan as there are problems with traffic and grid lock at times.	
Cllr Ed Chesterton-Kay - requested CCTV in the Village Hall Car Park, this would need to be discussed with the Village Hall Committee.	
Cllr John Sampson - attended the CIL Training meeting by TVBC. Developer contributions are moving from S106 to CIL. Greater % payable to those Parishes with a Neighbourhood Plan.	
Cllr Mike Jones - Rubbish from Gurnays Mead is appearing on Recreation Ground, could we contact Aster? The lock on waste bin on the recreation ground is broken, Cllr Mike Jones offered to attend. The Cricket Team won their league this year.	SW/MJ
Cllr Sue Jones - enquired if the saplings in the hedge at Gazing Lane would be removed with the October hedge cutting.	
Cllr Gaye Chesterton-Kay - advised she had received a call from the Red Rover who had discovered an amount of historic photos of the Village which she collected and gave to the History Society including one of the old football team which included players names.	

Confidential Business - to consider the exclusion of the press and public for the following item (16) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

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Staff Management

- a. To Reconfirm the Appointment of an Admin Assistant for 10 Hours Per Week as Previously Agreed (see Confidential Minute No. 47, item 1)

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Future Meeting Dates**a. Date of next meeting**

The date of the next meeting (3rd October) is required to be as changed as it will be the first working day following the Clerk's Annual Leave. To be advised.

b. Dates of other meetings to be attended by Councillors:

Cllr Alan Clark - 20th Sept Devolution Workshop

Cllrs Gaye and Ed Chesterton-Kay - 12th Sept Devolution Workshop

Cllr John Sampson - 22nd Sept TVAPTC

The Meeting Closed at 9.30pm