

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 6th February - 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 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.

112 Apologies - Cllr Alan Clark, Cllr Caroline Evans, Cllr John Saunders, Cllr Roy Perry

113 Declarations of Interest - None

114 Public Participation - None

115 District/County Councillors' reports

Cllr Bailey reported that NFNPA are going ahead with two more affordable housing schemes. Cllr Adams-King advised that he had received positive feedback following the Neighbourhood Plan meeting and Jane Windibank at TVBC has offered to carry out a housing needs survey. Sherfield English has started its plan and Awbridge is likely to follow shortly. A further update was provided on the re-warding of Test Valley and a draft map is awaited. The Parish Council was advised to hold on returning comments in response to initial consultations until this is finalised, which will be some time in the summer (item under correspondence refers).

116 To Receive Minutes of the Full Council Meeting of 9th January 2017

PROPOSED: Minutes of the Full Council Meeting held on 9th January 2017 were formally received.

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

117 Matters Arising - None

118 Policy

a. Annual Parish Assembly (26/4/17)

Cllr Chesterton-Kay urged Councillors to give some thought to presentations that would be of interest to parishioners and bring ideas to the next full Council Meeting.

ALL

119 Community & Environment

a. Canada Common re. Management Plan

Cllr Sampson reported that gorse and rhododendron clearance work had started on the Common. After a review of the budget position and the expenditure to date against the Higher Level Stewardship grant received from the Rural Payments agency, Cllr Sampson sought approval from the Council to extend the existing arrangement with Nightingale Ground Care by £1,000 to allow a further 2 days' of gorse clearance.

PROPOSED: To extend the existing instruction to Nightingale Ground Care at a cost of £1,000 for additional gorse clearance.

RESOLVED: It was agreed by all Members present to instruct

Nightingale Ground Care to undertake a further 2 days' gorse clearance at £500 per day, as per the quote of 14/11/16. Clerk and Cllr Sampson to arrange.

SW/JRS

Cllr Sampson reported that there had been fly tipping on the Common over the previous weekend, but fortunately the debris had been removed quickly.

b. Canada Common - Dog Fouling

The Clerk reported there had been a complaint by a resident concerning dog fouling at Canada Common, which was investigated by Cllr Sampson and the Clerk on 30/1/17. **The Clerk will contact Craig Daters of NFNPA for advice on what further proactive action the Parish Council may take to address this issue.**

SW

c. Footpaths - Cllr Sampson reported that along with resident volunteer Phil Stenner, he had cleared 18 sack loads of leaf litter from Footpath 17. Confirmation has been received from Hampshire County Council that the landowner has agreed to replace the two stiles for kissing gates on Footpath 22. Cllrs Jones and Phil Stenner had joined Cllr Sampson in making a start on an audit of the Parish footpaths - the Chair requested that thanks be recorded to those involved with this.

Councillors were advised of the dates of Rights of Way workshops and the Clerk requested that those Councillors still interested in attending advise her of preferred dates as soon as possible, as places will be allocated on a first come first serve basis.

MJ/JRS/
SW

d. Burial Ground

Following discussions concerning the possibilities for maximising the remaining land available at the Parish Burial Ground it was:

RESOLVED: That Cllr Stehr works out the maximum number of burial plots left, with and without the trees located in green space. Also, Cllr Stehr will bring recommendations to a future meeting regarding where and how to mark out the next 50 or so plots for allocation. The Council will contact the Diocese to enquire about the possibility of leasing the Glebe Land to the Parish, or selling to the Parish other land adjacent to or in the vicinity of the Parish Burial Ground. The Clerk will write to the residents holding Grant of Exclusive Rights to plots that have been judged as too small for burial and offer alternative plots. The content of this correspondence to be reviewed by Cllr Stehr before it is sent out.

PS

SW/PS

e. Bus Shelter A27/Shootash - The Clerk advised that the perspex covering the notice board in the bus shelter at Shootash on the A36 has been vandalised, with obscenities being etched on the surface. The Clerk to organise repair/replacement perspex.

SW

f. Speed Limit Reducer - Following changes implemented by Test Valley for the maintenance of the shared speed limit reducer, it was agreed with Rownhams and Nursling and Romsey Extra Clerks that Wellow would be happy to switch to a fortnightly rota in preference to 4-weekly as suggested by TVBC. This means more frequent coverage in the village, albeit for shorter visits. This was received as positive news by the Council. The new rota comes into effect from mid-February.

g. Tree Surveys - Update to Visual Tree Assessments

PROPOSED: To consider the quotation received for an update to the

visual tree assessments carried out by Arbor Call in October 2014.

RESOLVED: It was agreed by all Members present not to commission the work at this time, but to review the position later in the calendar year, towards the latter part of the 17/18 financial year. Clerk to reply to Arbor Call's email and advise accordingly.

SW

120

Sports & Leisure

a. Lower Common Road Recreation Ground - The Clerk reported that the gate to the entrance at Gurnays Mead had been repaired and a fly-tipped bicycle was removed by the contractor at no extra cost at the same time. Nightingale's quote for infilling the hedge was considered and approved. However, it was felt that there needed to be robust enough measures put in place to prevent people 'cutting through' the new planting. The Clerk to seek further suggestions from Nightingale.

PROPOSED: To consider the quotation for the sum of £352.47 plus VAT from Nightingale Ground Care for infill planting to the Lower Common Road Recreation Ground hedgerow.

RESOLVED: It was agreed by all Members present to accept the quote and instruct Nightingale Ground Care to proceed with the planting as soon as possible

SW

i) **Community Garden** - Cllr Chesterton-Kay reported that the bid for funding has been submitted and acknowledged. She is in the process of answering questions about the project. If the bid is accepted, it will go to a meeting in June for decision.

ii) **Cricket Pavilion** - The planning application has been submitted and the Clerk is in the process of finalising the tender documentation.

iii) **Replacement of Seesaw Bumper in the Children's Playground**

PROPOSED: To Consider Quotation from Vita Play Limited in the sum of £342.40 plus VAT to supply and fit 2no. new black rubber bumpers to the existing seesaw.

RESOLVED: All Members present agreed to accept the quote from Vita Play Limited as above. Clerk to instruct supplier.

SW

b. Hatches Farm - Repairs to fencing as previously approved by the Council are complete. A replacement stake to hold back the main gate was also fixed by the contractor, at no extra cost.

The Clerk needs to action both the 16/17 lease agreement and rent invoices to Wellow Youth FC as soon as possible. The Clerk confirmed that the Tennis Club has paid the invoice issued to them in December 2016.

SW

c. Fire Safety Awareness Training for Cricket & Football Clubs

The Clerk advised the Council of outstanding items for action arising out of the most recent Fire Risk Assessments of the Cricket Pavilion and Hatches Farm. A quotation obtained from Fire Marque for Fire Safety training was noted.

PROPOSED: That the Parish Council insists that members of both the Cricket and Football Clubs should complete adequate fire safety awareness training to ensure they are compliant with legislation.

RESOLVED: It was resolved that the Clerk would investigate the

availability of online e-learning courses first, before contacting the sports clubs about mandatory training. SW

Regarding the Emergency Lighting in the Cricket Pavilion, Cllr Jones requested sight of the quote obtained from Quantro to repair the deficient lighting and a copy of the report so that he might investigate this further. Clerk to arrange. SW

121 Finance

a. To Receive Income and Expenditure Report for December 2016 (revised) and January 2017

PROPOSED: To Accept the Income and Expenditure Reports for December 2016 (revised) and January 2017

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

b. To Receive Updated Q3 Budget Comparison Report

PROPOSED: To Accept the Updated Q3 Budget Comparison Report

RESOLVED: The Q3 (updated) budget comparison report was agreed by all Members present.

c. **Investment with Skipton Building Society** - the Clerk advised that the £75,000 capital had been re-invested with the Skipton for a further year at 1.40%. Interest accrued has been paid direct into the current account. It is necessary to remove Lorraine Wheeler as a Trustee, but this cannot be actioned until she returns from her trip to Australia. A written and signed instruction from Mrs Wheeler is required by the Skipton Building Society before they will update Trustee details. Clerk to progress. SW

d. **Sale of HP Printer** - Cllr Singh Brar reported that the HP printer had been advertised on Gumtree. Only one offer was received.

PROPOSED: It was proposed to accept the offer of £20 from Amiya Contracting Ltd. for the sale of the HP printer.

RESOLVED: It was resolved to accept £20 for the sale of the printer. Agreed by all Members present. The cheque was passed on to the Clerk for banking. SW

122 Planning & General Purposes Committee

a. To Receive Minutes of Planning & General Purposes Committee meetings held on 9th and 23rd January 2017

PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 9th January and 23rd January 2017 were formally received.

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

123 Communication

a. March Newsletter

Cllr Grant reported that he was making progress with the draft of the March Newsletter however he would appreciate any further ideas for articles. The deadline for submitting the final draft to the printers is the end of February. It was suggested that we add a 'Thanks to.....' section to acknowledge help received from the community e.g. repair of the metal gate at Monkeys Jump.

A letter received from Mrs Kenny suggesting a regular 'Letters to the Editor' feature to encourage 2-way dialogue between the Parish

Council and its residents was discussed. It was agreed by the Editor that this would be incorporated as and when possible, but inclusion would be dependent on the space available in each edition. The Clerk to respond to Mrs Kenny by letter.

- 124 Neighbourhood Plan**
- a. Election of Independent Chair and Election of Vice Chair**
At the meeting held in the Parish Office on 17th January 2017 with Test Valley Borough Council representatives to consider the next steps for creating a successful Neighbourhood Plan for Wellow and its residents, it was agreed to elect a new Chair and Vice Chair.
- Cllr G Chesterton-Kay proposed Mr Alan Wright as Chair of the Neighbourhood Plan Committee, seconded by Cllr S Jones. No other nominations were received. All Members present agreed and it was **RESOLVED: that Mr Alan Wright be Chair of the Neighbourhood Plan Committee.** Alan Wright accepted the position.
- Cllr E Chesterton-Kay proposed Cllr Trevor Grant be Vice Chair, seconded by Cllr Singh Brar. All Members present agreed and it was **RESOLVED: that Cllr Trevor Grant be Vice Chair of the Neighbourhood Plan Committee.**
- Following the election of the Chair and Vice Chair of the Neighbourhood Plan Committee, Cllr G Chesterton-Kay advised that a new Committee will be formed, consisting of 6-8 people. Interested parties are being asked to put their names forward by completing a questionnaire.
- 125 Correspondence - To Receive list of Correspondence/Consultations Received January 2017**
- HCC** - email from Jonathan Bambridge regarding installation of a grit bin by the school. Proposal agreed by the Parish Council - **Clerk to reply.** **SW**
- Loddon & Test Leader Programme** re. grants for rural services in North and West Hampshire. **Noted**
- TVBC** - email re. be a recycling star.
- HALC** - re. annual conference 22.3.17. **Councillors to advise Clerk if interested in attending.** **ALL**
- CPRE** - Letter of objection dated 30th January 2017 re. Gladman application **Noted**
- Citizen's Advice** - Re. merger of Romsey and Andover Citizen's Advice **Noted**
- Dept for Environment, Food & Rural Affairs** - re. Nitrate Pollution Prevention Regulations - forward copy to Cllr Sampson for review/action. Clerk to follow up also. **JRS/SW**
- TSB Business** - re. investment over £75k not being protected by the FSCS **Noted**
- Bournemouth Water** - Changes in the Water industry
- Test Valley Volunteer Centre** - re. bollard decorating - Agreed no action required.
- Consultations** - re. electoral review of Test Valley warding arrangements - Agreed no action required at the moment as per Cllr Adams-King (see item 115).
- CPRE Hampshire** - Electronic Newsletter for January 2017 - Clerk to forward on to all Councillors for information. **SW**
- 126 Delegates' Reports**
- Cllr Singh Brar** advised that he had attended the Friends of the New Forest Meeting and had some social media interaction with Wellow Golf Club.
- Cllr G Chesterton-Kay** had attended Anne Noble's funeral.

127

Future Meeting Dates**a. Date of next meeting**Planning & General Purposes - 20th February 2017Full Council Meeting - 6th March 2017**b. Dates of other meetings to be attended by Councillors**10th February 2017 – Police and Crime Commissioner’s Rural Communities Conference, Sparsholt – Cllr Singh Brar10th March 2017 - Roke Manor Liaison Meeting - Cllr S and Cllr M Jones23rd March 2017 - HCC Rights of Way Workshop, North Baddesley - Cllr Sampson, Cllr M Jones**Meeting closed at 9.55pm**

Current Bank A/c

List of Payments made between 01/12/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/2016	Hampshire County Council	004330	62.52	09.01.2017	Stationery for office
05/12/2016	Hants Assoc of Local Councils	004331	90.00	09.01.2017	Finance Training 24/11/16
05/12/2016	Nightingale Groundcare Ltd	004332	1,359.12	09.01.2017	Grounds Maint November 2016
05/12/2016	John Samspon	004333	75.02	09.01.2017	Refreshments for Q & A Session
05/12/2016	John Samspon	004333	0.10	09.01.2017	Adjustment
06/12/2016	Grenke Leasing Ltd	DD	83.06	09.01.2017	Finance Phones November 2016
13/12/2016	NEST	DD NEST	41.66	09.01.2017	Pension payments Oct/Nov 16
13/12/2016	NEST	DD NESTDEC	20.83	09.01.2017	Pension payments Dec 2016
16/12/2016	SSE	004334	179.74	09.01.2017	Electricity chgs to 1 Dec 16
16/12/2016	Sembcorp Bournemouth Water	004335	139.67	09.01.2017	Water Charges to Nov 2016
16/12/2016	Lightatouch Int Audit Services	004336	405.42	09.01.2017	Internal Audit fees (Apr-Oct)
16/12/2016	TLC Online	004337	146.50	09.01.2017	Oct-Dec 2016 Website fees etc.
16/12/2016	Sharon Whitehouse	004338	1,055.46	09.01.2017	Clerk's Salary December 2016
16/12/2016	Karen Miles	004339	390.11	09.01.2017	Admin Asst Salary December 16
19/12/2016	Gaye Chesterton-Kay	004340	72.00	09.01.2017	Reimbursement of Expenses Dec
Total Payments			4,121.21		

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2017	J Arnold	004341	70.00	06.02.2017	Deposit for fencing work
06/01/2017	Grenke Leasing Ltd	DD	83.06	06.02.2017	Finance Phones Dec 2016
06/01/2017	CircleNet LLP	DD	68.48	06.02.2017	Phone lines etc. Dec 2016
09/01/2017	Fire Marque	004342	120.00	06.02.2017	Fire Risk Assessment
09/01/2017	Nightingale Groundcare Ltd	004343	1,239.12	06.02.2017	Gds Maint Dec 2016
09/01/2017	Wellow Village Hall	004344	139.19	06.02.2017	Electricity/Room Hire for NHP
09/01/2017	Clr Ed Chesterton-Kay	004345	36.42	06.02.2017	Reimbursement of Expenses
09/01/2017	Sharon Whitehouse	004346	1,045.18	06.02.2017	Clerk's Salary January 2017
09/01/2017	Karen Miles	004347	383.93	06.02.2017	Admin Asst's Salary Jan 2017
17/01/2017	BML Print	004348	283.00	06.02.2017	Nightingale News Dec 16
17/01/2017	A J Lodge	004349	60.00	06.02.2017	Delivery of Dec Newsletter
17/01/2017	K. D. Steer	004350	44.00	06.02.2017	Parish Office Cleaning Nov/Dec
17/01/2017	PEAC (UK) LTD	004351	104.40	06.02.2017	Copier rental 18/2-17/5/17
17/01/2017	Royal Mail	004352	0.54	06.02.2017	Response Plus Service w/e 3/12
17/01/2017	Southern Water	004353	261.60	06.02.2017	LCR Recn Gd Waste Water
17/01/2017	Nightingale Groundcare Ltd	004354	226.52	06.02.2017	November Gds Maint
17/01/2017	H M Revenue and Customs	004355	674.40	06.02.2017	Tax and NI
19/01/2017	P J Parratt	004356	181.87	06.02.2017	Reimbursement of Expenses
23/01/2017	Nightingale Groundcare Ltd	4332X	-226.52	06.02.2017	Nov Gds Maint Adj
30/01/2017	CircleNet LLP	DD	76.87	06.02.2017	Phone lines etc. Jan 2017
Total Payments			4,872.06		

Current Bank A/c

Receipts received between 01/12/2016 and 31/12/2016

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 : 08/12/2016	310.00						
500246	Various	310.00			1800	801	120.00	Memorial - Cox
					1800	801	70.00	Memorial Inscription -
					1800	801	120.00	Memorial - Matthews
	Banked on : 19/12/2016	70.00						
500247	Blackwell and Moody	70.00			1800	801	70.00	Memorial Inscription
	Banked on : 22/12/2016	1,125.00						
GIRO	Hampshire County Council	1,125.00			1415	301	1,125.00	Grant for Footpath Work
	Total Receipts:	1,505.00	0.00	0.00			1,505.00	

Current Bank A/c

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

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 : 05/01/2017	400.00						
500248	A H Cheater Ltd	400.00			1800	801	200.00	Burial fees - Thaxter
					1800	801	200.00	Burial fees - Webb
	Banked on : 11/01/2017	8,904.00						
RPA	Rural Payments Agency	8,904.00			1700	702	8,904.00	HLS Agreement/RPA
	Banked on : 17/01/2017	1,018.53						
BACS	Skipton Building Society	1,018.53			1190	101	1,018.53	Interest from 1 yr fixed
	Banked on : 30/01/2017	3,763.18						
BACS	HMRC	3,763.18			105		3,763.18	VAT Repayment Q3
	Total Receipts:	14,085.71	0.00	0.00			14,085.71	

Summary Income & Expenditure by Budget Heading 31/01/2017

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration						
	Income	66,390	65,640	(750)			101.1%
	Expenditure	9,752	13,934	4,182		4,182	70.0%
	Movement to/(from) Gen Reserve	<u>56,638</u>					
102	Employees						
	Expenditure	14,602	19,860	5,258		5,258	73.5%
301	Grants and Projects						
	Income	1,125	1,000	(125)			112.5%
	Expenditure	3,939	6,090	2,151		2,151	64.7%
	Movement to/(from) Gen Reserve	<u>(2,814)</u>					
401	Capital Schemes/Asset Man						
	Expenditure	1,311	5,000	3,689		3,689	26.2%
501	Lower Common Rd Rec Ground						
	Income	1,214	2,270	1,056			53.5%
	Expenditure	9,159	8,590	(569)		(569)	106.6%
	Movement to/(from) Gen Reserve	<u>(7,945)</u>					
502	Hatches Farm Sports Field						
	Income	1,128	2,500	1,372			45.1%
	Expenditure	3,212	16,170	12,958		12,958	19.9%
	Movement to/(from) Gen Reserve	<u>(2,084)</u>					
601	Environmental Schemes						
	Expenditure	3,996	7,000	3,004		3,004	57.1%
602	Highways						
	Expenditure	1,611	2,350	739		739	68.5%
603	War Memorial						
	Expenditure	50	150	100		100	33.3%
701	West Wellow Common						
	Expenditure	26	200	174		174	13.0%
702	West Wellow Common - HLS Agree						
	Income	8,904	17,808	8,904			50.0%
	Expenditure	6,208	12,492	6,284		6,284	49.7%
	Movement to/(from) Gen Reserve	<u>2,696</u>					
801	Burial Ground						
	Income	4,380	3,500	(880)			125.1%
	Expenditure	2,467	3,200	733		733	77.1%
	Movement to/(from) Gen Reserve	<u>1,913</u>					
901	EMR						
	Expenditure	0	173,307	173,307		173,307	0.0%
	Grand Totals:- Income	83,141	92,718	9,577			89.7%
	Expenditure	56,333	268,343	212,010	0	212,010	21.0%
	Net Income over Expenditure	<u>26,809</u>	<u>(175,625)</u>	<u>(202,434)</u>			
	Movement to/(from) Gen Reserve	<u>26,809</u>					