

**WELLOW PARISH COUNCIL  
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON  
Monday, 6<sup>th</sup> March 2017 - 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 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.

**128 Apologies** - Cllr Saunders, Cllr Sampson, Cllr Evans

**129 Declarations of Interest** - None

**130 Public Participation** - None

**131 District/County Councillors' reports**

Cllr Perry reported that Hampshire County Council had agreed to a 4.99% increase in its precept. Skanska has won the £200m highways contract in succession to Amey and 93% of children have been offered their first choice in secondary education. The new county electoral boundaries are confirmed and Romsey Extra Division becomes Romsey Rural from May 2017 gaining Lockerley, Michelmersh and Timsbury, East and West Tytherley and East Dean.

Cllr Adams-King advised the Council that there was around £1,500 grant money still available from TVBC Councillors and encouraged bids which had to be submitted by 31<sup>st</sup> March 2017. Suggestions are being sought for the name of the new ward which will take in some parts of rural Romsey and Michelmersh and Timsbury. TVBC has increased its council tax by £5 per household per year, around 3.5-4.0% in percentage terms.

**132a Police Report**

PCSO Storm Perrott reported that after many years as the Wellow PCSO, Jo Coles has retired. Storm gave a brief report of incidents over the last few months and advised that all householders needed to be vigilant as there had been a spate of dwelling burglaries in the area. Crime Prevention leaflets were left with the Clerk for information. As well as four dwelling burglaries, there had been three cases of criminal damage and four vehicles had been seized for having no tax/MOT on the road. Storm noted the Parish Council's ongoing concerns about speeding traffic on all major roads in the village and agreed to follow up with colleagues at Romsey Police Station to see what she can get done about the speeding issues.

**132b To Receive Minutes of the Full Council Meeting of 6<sup>th</sup> February 2017**

**PROPOSED:** Minutes of the Full Council Meeting held on 6<sup>th</sup> February 2017 were formally received with amendments noted as follows:- item 119e A36 to read A27 and item 127b Roke Manor Liaison meeting date to read 10<sup>th</sup> March in place of 10<sup>th</sup> February.

**RESOLVED:** With noted amendments as above, the minutes were approved as a true and accurate record and signed by the Chair. All Members present agreed.

**133 Matters Arising** - None

- 134 **Policy**
- a. Annual Parish Assembly (26/4/17)**
- i) Presentations need to be finalised and agreed at the next meeting on 3<sup>rd</sup> April 2017. The Clerk will make contact with local organisations to find out if they wish to make a presentation or have a display. Initial thoughts on Parish Council displays/presentations include the Neighbourhood Plan, the new Cricket Pavilion and the Community Garden. SW
- ii) **PROPOSED:** To approve expenditure of up to £300 for signage to be used at the Annual Parish Meeting. These will be generic so that they can be re-used.
- RESOLVED:** It was resolved to spend up to £300 on signage for the Parish Council, for use at the Annual Parish Meeting and other community events. Cllr Chesterton-Kay to arrange. EC
- 135 **Community & Environment**
- a. Canada Common re. Management Plan Update** - The Clerk reported that around 80% of the gorse burning and rhododendron clearance work was complete, but final arrangements for pulling out stumps and removing debris had stalled due to wet weather. The Council's green sign has been re-erected and signs about ground nesting birds have been put out. Also, the new Forestry Commission/joint bodies poster on keeping to main tracks during the nesting season has been displayed on the Parish Notice Board at Canada Common. Cllr Sampson has investigated the Nitrate Pollution Prevention Regulations and the Clerk will send a letter to the Verderers' of the New Forest to progress this. SW
- b. Canada Common - Responsible Dog Ownership** - The Council noted the reply from Craig Daters, Ranger at NFNPA concerning ongoing issues with dog fouling on Canada Common. Rather than focussing on single issues, it is recommended that the Parish Council refers to 'responsible ownership' as a whole. Parish Council representatives are invited to spring workshops being run by Forestry Commission Rangers on Friday 21<sup>st</sup> April and Tuesday 25<sup>th</sup> April.
- c. Burial Ground - To Consider Burial Fees for 17/18**
- PROPOSED:** To consider a price increase to burial fees for 2017/2018 as prices had remained fixed since 2014/15.
- RESOLVED:** It was resolved that a 5% increase be applied to all burial fees, effective from 1<sup>st</sup> April 2017 - agreed by all members present. The Clerk to update website and advise local undertakers and stone masons. SW
- 136 **Sports & Leisure**
- a. Lower Common Road Recreation Ground**
- i) **Community Garden** - Cllr Chesterton-Kay continues to answer queries regarding the funding bid. An additional bid will be submitted to TVBC before 31<sup>st</sup> March as a 'top-up' to funding of this project. GCK
- ii) **Cricket Pavilion** - Cllr Chesterton-Kay reported that we are awaiting the decision regarding the new planning application for the replacement of the cricket pavilion.
- iii) **To Consider Installation of New Pedestrian Gate in Lower Common Road** - It was agreed to defer a decision on this until after the building work is complete when consideration will be given to all access points. In the interim it was agreed to

upgrade the surface at the main gate in Lower Common Road, to fill in the puddles. Clerk to arrange.

SW

**b. Hatches Farm - Trim Trail Risk Assessments** - It was agreed to defer this item to the next meeting as the councillors with responsibilities at Hatches Farm were absent.

137

## Finance

**a. To Receive Income and Expenditure Report for February 2017**

**PROPOSED:** To accept the income and expenditure reports for February 2017. To agree electronic payment for the reimbursement of project costs paid by Cllrs Chesterton-Kay. To consider the balance in the current account and agree to re-investing a sum with Lloyds trading desk.

**RESOLVED:** The I & E reports were accepted and agreed by all Members present. Online payments were approved for the reimbursement of costs paid by Councillors in relation to projects. It was agreed to transfer £50,000 to the Lloyds trading desk for a period of 6 months. Clerk to arrange.

SW

**b. To Agree Trustees for Skipton Building Society Account**

**PROPOSED:** To remove former Clerk Lorraine Wheeler as a Trustee of the account and replace her with the current Clerk Sharon Whitehouse as the third named Trustee on the account.

**RESOLVED:** It was agreed by all Members present that Sharon Whitehouse replace Lorraine Wheeler as the third named Trustee on the Skipton Account. A written and signed instruction is required from Lorraine Wheeler for her to be removed as a Trustee - Clerk to arrange.

SW

**c. To Consider Grant Applications**

**RESOLVED** - It was resolved that the following grants be awarded to local organisations under S137:-

i) Wellow School - £200 towards the cost of new resources to support the introduction of online accelerated reading scheme to Year 2 children.

ii) 9<sup>th</sup> Romsey (West Wellow) Scout Group - £200 towards the cost of new wiring in the Scout hall.

iii) Wellow Village Hall - £500 contribution towards the cost of the installation of the car park barrier.

iv) St Margaret's Church PCC - £300 contribution towards tree works and other grounds maintenance around the churchyard.

Clerk to arrange payment to local organisations.

SW

**d. To Approve Clerk's Attendance at HALC Annual Conference**

**PROPOSED:** That the Clerk attend the HALC Annual Conference on behalf of the Parish Council.

**RESOLVED:** It was resolved that the Clerk attend the HALC Annual Conference on 22<sup>nd</sup> March at a cost of £75. Agreed by all Members present.

**e. To Receive Draft Financial Risk Assessment**

The Clerk presented a draft financial risk assessment updated for the 2016/17 financial year. The current content of the financial risk assessment focuses on internal controls only and it was recommended by the Clerk that this needs to be updated to

reflect wider financial issues.

**PROPOSED:** It was proposed that the Parish Council produces a more robust financial risk assessment.

**RESOLVED:** It was resolved that the Clerk will draft a new format risk assessment for approval by the Council. Cllr Grant agreed to assist with the review.

SW/TG

**f. To Approve Appointment of Internal Auditor for 2017/18**

**PROPOSED:** That Lightatouch be appointed as the Parish Council's internal auditor for financial year 2017/18 at a cost of £725.

**RESOLVED:** The appointment of Lightatouch as internal auditor for 2017/18 was agreed by all Members present.

**138 Planning & General Purposes Committee**

**a. To Receive Minutes of Planning & General Purposes Committee meetings held on 6<sup>th</sup> and 20<sup>th</sup> February 2017**

**PROPOSED:** Minutes of the Planning & General Purposes Committee meetings held on 6<sup>th</sup> and 20<sup>th</sup> February 2017 were formally received.

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

**b. To Consider Appointment of Replacement Tree Warden -** It was agreed that the Parish Council should try and seek a replacement tree warden since Ashley Browning had decided to stand down. Notices will be posted on the website and Parish notice boards. Clerk to arrange.

SW

**139 Communication**

**a. Newsletter Distribution -** the Clerk reported that she had learned that current distribution arrangements did not cover the Canada side of the A36. It was agreed to seek additional outlets for distribution. Cllr Brar will contact the Rockingham Arms and the Red Rover to find out if they would be prepared to hold copies of the newsletter for collection by residents. This will be in addition to the Nisa store and Country Consumables.

HB

Cllr Grant reported that the final draft of the March edition of the Nightingale News would be ready on 7<sup>th</sup> March.

TG

**140 Neighbourhood Plan -** Cllr Grant reported that a list of volunteers/interested parties has been compiled and he and Alan Wright (the Chair) were in the process of identifying personnel for steering groups and committees. Cllr Chesterton-Kay advised that copies of the Neighbourhood Plan toolkits are available in the office, ready for collection.

**141 Correspondence - To Receive list of Correspondence/Consultations Received February 2017**

**HALC -** Email dated 2.2.2017 re. Parliamentary Lobby Day on 28.3.17 - Noted  
**NFNPA Enforcement Dept -** Letter of 15.2.2017 regarding unauthorised change of use of greenhouses at Rose Villa, Plantation Road, West Wellow. For information only - ongoing; enforcement order applied.

**NFNPA -** Email of 24.2.2017 from Craig Daters (Ranger) concerning dog fouling on Canada Common and responsible ownership - Noted.

**HALC -** Letter regarding Housing and Planning Reform paper - ongoing

**DCLG -** Letter dated 17.2.2017 in reply to the Parish Council's response to proposed precept capping.

**HALC -** Service Brochures for 2017/18, made available to Parish Councillors at

the meeting.

**NFNPA** - Email dated 22.2.2017 issuing a call for 'Brownfield sites'.

**National Plant Monitoring Scheme** - email of 24.2.2017 seeking volunteers.

**Mr Ian Huck** - letter dated 26.2.17 re. issues with construction at Rowan Mead House.

**Turley** (Gill Ellis) - letter dated 20.2.2017 regarding revised plans for Linwood, Maury's Lane - Clerk to reply.

SW

**The Mountbatten School** - Invite to Music Academy Concert on 2.4.2017 - Cllr Brar to reply.

HB

- 142 Delegates' Reports**  
**Cllr Chesterton-Kay** advised the Council that she had received a letter of resignation from Councillor Caroline Evans. The Clerk will contact Test Valley electoral team to start the process for replacing Cllr Evans.

SW

- 143 Future Meeting Dates**
- a. Date of next meeting**  
 Planning & General Purposes followed by Full Council Meeting - 3<sup>rd</sup> April 2017  
 Annual Parish Meeting - 26<sup>th</sup> April 2017
- b. Dates of other meetings to be attended by Councillors**  
 10<sup>th</sup> March 2017 - Roke Manor Liaison Meeting - Cllr S and Cllr M Jones  
 23<sup>rd</sup> March 2017 - HCC Rights of Way Workshop - Cllr Sampson, Cllr M Jones  
 29<sup>th</sup> March 2017 - Basic Planning for Parish Councils - Cllr E Chesterton-Kay

**Meeting closed at 9.20pm**

## Current Bank A/c

## List of Payments made between 01/02/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2017	Test Valley Borough Council	004357	385.00	06.03.2017	Test Valley Borough Council
03/02/2017	Grenke Leasing Ltd	DDGRENKE4	83.06	06.03.2017	Finance Phones Jan 2017
08/02/2017	Nightingale Groundcare Ltd	004358	1,075.01	06.03.2017	Grounds Maintenance Jan 2017
08/02/2017	Direct tec UK Ltd	004359	255.37	06.03.2017	Copier chgs Oct 16 - Jan 17
08/02/2017	K. D. Steer	004360	22.00	06.03.2017	Parish Office Cleaning January
08/02/2017	Wellow Village Hall	004361	236.86	06.03.2017	Electricity chgs 30 Nov-31 Jan
08/02/2017	Hants Assoc of Local Councils	004362	14.00	06.03.2017	Publications
08/02/2017	Test Valley Borough Council	004363	218.89	06.03.2017	Grounds Maint Oct - Dec
08/02/2017	J Arnold	004364	330.00	06.03.2017	Various fencing repairs
08/02/2017	Gaye Chesterton-Kay	004365	8.55	06.03.2017	Postage for Grant Bid
20/02/2017	Sharon Whitehouse	004366	1,092.53	06.03.2017	Clerk's Salary Feb 2017
20/02/2017	Karen Miles	004367	390.11	06.03.2017	Admin Asst Salary February 17
20/02/2017	Wincanton Print Company Ltd	004368	48.00	06.03.2017	Vinyl labels for bird signs
20/02/2017	Nightingale Groundcare Ltd	004369	5,730.00	06.03.2017	Gorse & rhodedendron clearance
22/02/2017	NEST	DDNEST	41.66	06.03.2017	Pension payments Jan & Feb 17
24/02/2017	CircleNet LLP	DD	76.87		Phone Lines etc. Feb 17
<b>Total Payments</b>			<b>10,007.91</b>		

## Deposit Bank A/c

Receipts received between 01/02/2017 and 28/02/2017

## 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 : 06/02/2017	300.00						
BACS	Test Valley Borough Council	300.00			1196	101	300.00	Grant towards tree
	Banked on : 06/02/2017	2.46						
BACS	TSB	2.46			1190	101	2.46	Interest
	Total Receipts:	302.46	0.00	0.00			302.46	

## Current Bank A/c

Receipts received between 01/02/2017 and 28/02/2017

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 : 02/02/2017	1,212.00					
500249	Wellow Tennis Club	1,212.00			1553	502	1,212.00 Tennis Club Lease 17/18
	Banked on : 02/02/2017	75,302.47					
BACS	Fixed Deposit A/c	75,302.47			200		75,302.47 Lloyds trad desk inv to
	Banked on : 21/02/2017	20.00					
500250	Amiya Contracting Ltd	20.00			1751	101	20.00 Disposal of HP
	Total Receipts:	76,534.47	0.00	0.00			76,534.47