

WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING
Monday, 7th September 2015 - 7.15pm
Wellow Village Hall - Wellow Room

Present: Cllr Angela Ratcliffe (AR) (Chair), Cllr Gaye Chesterton-Kay, Cllr Alan Clark (AC), Cllr Caroline Evans (CE), Cllr John Saunders (JS), Cllr Harmeet Singh Brar (HB), Cllr Phil Stehr (PS).
 Apologies: Cllr Mike Jones (MJ), Cllr Sue Jones (SJ).
 Attending: Mrs Lorraine Wheeler (Clerk). 6 members of the public.
 Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Romsey Police.

53 **Apologies** - Cllr Mike Jones & Cllr Sue Jones

54 **Declarations of Interest** - None

55 **Public Participation** - None

56 **Police Report** - None

57 **District/County Councillors' reports**

Cllr Perry's report is Appendixed.

Cllr Adams-King reported:

Sadly the poly tunnel application was given permission at the Southern Area Planning (SAP) Committee Meeting on 1st September. He has made a formal complaint and requested a meeting with Paul Jackson.

A TPO has been place on the trees at Maurys Mount the date for SAP still to be advised.

Whin Willow and Gurnays Mead are the next applications that may be considered at SAP, to be advised.

TVBC Cabinet approved the NFNPA Management Plan update and this will now become a Material Planning Consideration.

Village Design Statements and Neighbourhood Plans should be used to add extra weight.

Planning training will be arranged for local Parishes with Paul Jackson to answer any questions following the training session on 15th September.

58 **To Receive Minutes of the Full Council Meeting** held on 6th July 2015

PROPOSED: Minutes of the Full Council Meeting held on 6th July were formally received.

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

59 **Matters Arising** from above at Chair's discretion (if not covered by agenda below). None

60 **Policy**

a. **To Consider Applications for Councillor Vacancies**

One application was received from Lorna Thaxter. Members voted 1 for, 2 against and 3 abstentions. The application was unsuccessful and two Vacancies remain.

b. **To Consider and Adopt Policy for Future Co Option**

PROPOSED: To Adopt the Policy presented at Appendix 1 **LEW**

RESOLVED: All Members present agreed and the Policy was duly adopted.

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- c. **To Review Standing Orders, Financial Regulations, Code of Conduct, Policies and Procedures, Asset Register, AR/JS/ Insurance Cover, as supplied to all Members.** All MJ/PS Members present agreed to delegate to the Policy Working group now that we have more Members in the group.

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Community & Environment

- a. **Review of work required under Canada Common Management Plan 2015, consider quotations & Ragwort** LEW
The Clerk reported on works required being to regravell the Monkey Jump Access Track, Gorse Cutting, Rhododendron and two dead pine trees to be removed. Quotations have been received for regravelling the access track, however further research into the ownership of the top half the track is required. Quotations required for reminder of works.
- b. **Update re Works to Footpaths** LEW
The Lengsthman has completed works to ROW 17 & 18 with good reports from members of the public. ROW 22 is being cut back by HCC however the surface requires further sections of boardwalk. The Clerk has requested HCC to carry out.
- c. **Update re Introduction of TROs on all Footpaths** Action Complete
The Clerk is now in receipt of information from HCC to the effect that Traffic Regulation Orders cannot be placed on footpaths as the landowner has the right to drive on it for access and to allow anyone he chooses to do so.
- d. **Update re Tree Adjacent to 36 Gurnays Mead** Ongoing
Caroline Nokes has taken over dealing with this matter but has had no success as yet in her dealings with Aster Housing.
- e. **Request 40mph speed limit in Tanners Lane & Woodington Lane** Action Complete
All Members present agreed there was little point in introducing a speed limit as yet, as a planning application is expected for the Solar Farm which is likely to have some bearing on the speed in these lanes.

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Sports & Leisure

- a. **To Approve Changes to Bar Rules & Lease for the cricket pavilion May 2015/16 - Update MJ** MJ/PS
An email has been received from the Cricket Club retracting their proposal whilst they review their governance procedures. A new proposal will be forthcoming in the New Year in order to be considered and agreed in time for the new season.
- b. **Access to Public Tennis Court** LEW
It was agreed to advertise the Public Tennis Court for hire in the September Newsletter and to consider free of charge sessions during the school holidays for children. The Clerk to investigate the lease and write to the Tennis Club.

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Finance

- a. **To receive Income and Expenditure Report for July**

& August 2015, Bank Reconciliation & Expenditure to Date. 14

RESOLVED: That the schedules at Appendix 2 were received and agreed by all Members present.

b. Notice of Completion of Audit

The Audit has been completed and advertised in accordance with regulations. Two minor items were raised by BDO LLP and will be rectified.

c. Fixed Term Reinvestment of £80,000 - Update following 8th July meeting with CCLA. LEW/JS

The Clerk presented a report at Appendix 3.

PROPOSED: To accept the proposals and spread the Fixed Term Investment between Skipton Building Society and Lloyds Bank with the remaining funds in Instant Access with TSB. The FSCS now offers a guarantee of £75,000 per financial institution covered by the scheme, of which the CCLA is not one. It was agreed not to invest in CCLA.

RESOLVED: That the proposals at Appendix 3 were agreed by all Members present. LEW/JS

d. Transfer of Budget Funds from Grounds Maintenance Equipment and Salary to Grounds Maintenance Contract Departments LEW/JS

All Members present agreed that the budget be updated accordingly.

e. To Consider Printing and Delivery Costs of Newsletter to all Households in the Parish LEW

Quotations were presented, however more will be sought and considered for the December Newsletter. In the meantime the September Newsletter will be delivered by hand by all Members where possible.

f. To Consider Insurance Renewal - Year 3 LEW

Following the sale of the Grounds Maintenance Equipment (with the exception of the Stiga Ride On Mower), the addition of the Notice Board and Photocopier, Came and Co have provided a new three year fixed term insurance proposal of £2168.90.

RESOLVED: That the new three year fixed term insurance proposal was agreed by all Members present @ £2168.90. LEW

g. To Consider Grant Applications

i) St Margaret's Church have requested £300 towards maintenance of the Graveyard.

RESOLVED: £300 grant agreed by all Members present.

ii) Romsey Community Services have requested a £75.00 set up fee plus £25.00 per session for a holiday play scheme in the Parish.

RESOLVED: Members required further information before a decision could be made. The Clerk to liaise. LEW

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Highways

a. Nisa - Update re Verge

The Dragons teeth have been installed and the verge levelled and reseeded. **Action Complete**

b. Consider a Highways Impact Assessment Study for 115 Houses on Land at Bridge Farm, Romsey Road

The Clerk advised having spoken with Mott MacDonald that it would be possible depending on HCC Highways report to engage them to produce a critique of this report at a cost of up to £5000.00.

RESOLVED: It was agreed by all Members present that the Council must defend the Parish from inappropriate development and a budget of up to £5000.00 was agreed. The Clerk to liaise. **LEW**

65 Planning & General Purposes Committee

- a. **To receive minutes of Planning & General Purposes Committee meetings held on July 6th , August 3rd , 17th & 24th 2015**

PROPOSED: Minutes of all of the Planning & General Purposes Committee above be formally received.

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

- b. **To Consider Appointment of New Members to Planning Committee**

RESOLVED: It was agreed to add Cllrs Stehr, Jones and Chesterton-Kaye to the Planning Committee for the purposes of being substitute members should they be required.

66 Communication

- a. **Newsletter - Articles for September Issue.**

Articles were requested as soon as possible for the September Newsletter which Lesley Weldon has offered to edit as the Clerk will be on Annual Leave. **All Members**

- b. **To Consider Use of Social Media by the Council - HB**

A quotation for training of £500 has been received however it was decided to ask our Web provider TLC Online if they would come to the next meeting for a Q&A session. TLC have quoted £25.00 per hour for 2 - 3 hours. **LEW**

- c. **To Consider Opening the Parish Office on a Saturday - HB**

Cllr Brar offered to open the Office on a Saturday morning 10am - 12noon for the public to 'drop in'. **HB**
RESOLVED: It was agreed to hold a 'drop in' session for a trial period of five weeks from 3rd October and will be advertised in the September Newsletter.

67 Correspondence

- a. **To receive list of correspondence/consultations received July/August 2015**

1. TVBC TPO order TVBC.1099 placed on trees on Land at Maurys Mount, Slab Lane. **Noted**

2. Cllr Adams-King Planning Training with Paul Jackson re local plan, housing land supply, s106 money etc. Anyone interested? **All Members**

3. Rural Community Services Grant funding available between £2,500 - £12,500 minimum match of 20% funding. **Noted**

4. Sport England Grant Funding - Round 8 will open on 14 September 2015 and close on 2 November 2015. **Noted**

5. Biddlecombe Interment of Ashes request - non resident. All Members present agreed to uphold Burial ground rules however the ashes could be scattered or interred in a relatives grave. **LEW**

Invitations

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1. HALC AGM Saturday 10th Oct 8.45am - 1pm @ Sparsholt College. No Charge. RSVP by 18th Sept. Cllr Clark to attend. **AC**
2. HALC 2016 Annual Conference Weds 9th March 9.30am - 4pm @ St Mary's Stadium. Cost £60.00 if RSVP by 1st Jan 2016. All Members present agreed the Clerk to attend. **LEW**
3. HALC Pension Workshop - Weds 21st Oct @ Eastleigh House. Cost £35.00 p/p. All Members present agreed Cllr Saunders and the Clerk to attend. **LEW/JS**
4. Mayor of Test Valley Halloween Party Sat 31st October 7pm @The Bell, Weyhill Rd, Andover. Fancy dress optional. **No Attendees**

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Delegates Reports

Cllr Saunders attended the TVAPTC meeting on 3rd September with the Clerk. Many more attendees and an interesting presentation on affordable housing with many members from TVBC for questions.

Confidential Business - the press and public were excluded for the following item (51) 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 - See Confidential Minute

- a. Clerk to update Members on Clerical Staff
 - i) Agree Terms of Payment for Locum Clerk Services - LW
 - ii) Consider the Employment of an Assistant Clerk - JS
 - iii) Storage of ride on mower - AR
 - iv) Sale of Grounds Maintenance Equipment - AR

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Future Meeting Dates

- a. **Date of next meeting** Planning & General Purposes Committee and Full Council Meeting on 5th October
- b. **Dates of other meetings to be attended by Councillors** Planning Training 15th September at 6.15pm in Crosfield Hall
- c. **Calendar of Meetings for 2016** at Appendix 6, accepted by all Members present.

The Meeting Closed at 10.20pm

List of Payments made between 01/07/2015 and 31/08/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2015	Nightingale Groundcare Ltd	004071	1,306.22	07/09/2015	Grounds Maintenance
06/07/2015	Hants Assoc of Local Councils	004072	402.00	07/09/2015	New Cllr Training
06/07/2015	TLC Online	004073	90.00	07/09/2015	Web site maintenance
06/07/2015	K. D. Steer	004074	22.00	07/09/2015	Parish Office Cleaning
13/07/2015	Wellow Short Mat Bowls Club	004075	300.00	07/09/2015	Grant
13/07/2015	Mayor of Test Valley Charity	004076	36.00	07/09/2015	Cllrs Jones & Jones 2 tickets
13/07/2015	CIT Vendor Finance (UK) Ltd	004077	104.40	07/09/2015	Photocopier Rental
13/07/2015	A.C.G. Building Contrs Ltd	004078	150.00	07/09/2015	Tree Surveys
13/07/2015	A.C.G. Building Contrs Ltd	004078	-150.00	07/09/2015	Tree Surveys
13/07/2015	M Bartolini (Aber-Eco Consult)	004078	150.00	07/09/2015	Tree Surveys
13/07/2015	Down To Earth Garden Machinery	004079	205.41	07/09/2015	Repairs to Ride On Mower
15/07/2015	Lesley Weldon	004080	143.80	07/09/2015	Final Salary & Expenses 06.15
15/07/2015	L Wheeler	004081	1,197.53	07/09/2015	Salary & Expenses July 2015
22/07/2015	Fixed Deposit A/c	Lloyds	80,000.00		Transfer for 6 weeks @ .5%
23/07/2015	Zurich Management Services Ltd	004082	114.00	07/09/2015	Annual Membership LCAS
23/07/2015	BDO LLP	004083	360.00	07/09/2015	Annual Audit Fee
23/07/2015	R.C.Biddlecombe	004084	152.30	07/09/2015	Repairs to Burial Ground shed
30/07/2015	Godwin Fencing Specialists Ltd	004085	738.00	07/09/2015	New gates to burial ground
30/07/2015	Wellow Village Hall	004086	13.80	07/09/2015	Room Hire
30/07/2015	Leanne's Garden Services	004087	65.00	07/09/2015	Ragwort removal Canada Common
03/08/2015	Wellow Village Hall	004088	21.42	07/09/2015	Electricity usage
03/08/2015	K. D. Steer	004089	22.00	07/09/2015	Parish Office Cleaning July 15
03/08/2015	Nightingale Groundcare Ltd	004090	1,307.23	07/09/2015	Grounds Maintenance July 2015
17/08/2015	L Wheeler	004091	1,164.86	07.09.2015	Salary August
19/08/2015	L Wheeler	004092	29.72	07.09.2015	Expenses August 2015
19/08/2015	Test Valley Borough Council	004093	1,758.29	07.09.2015	Grounds Maintenance 04-07.2015
25/08/2015	R.C.Biddlecombe	004094	36.87	07.09.2015	Repairs to Bus Shelter LCRd
Total Payments			89,740.85		

Time : 12:22

Current Bank A/c

Cash Received between 01/07/2015 and 31/08/2015

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
22/07/2015	Fixed Deposit A/c	Lloyds	Transfer from Fixed Deposit	80,000.00
22/07/2015	HMRC	BACS	VAT Refund	871.33
22/07/2015	Lloyds Bank	BACS	Interest	277.70
10/07/2015	Various	500217	Various	183.52
22/07/2015	Various	500218	Various	846.61
06/08/2015	Various	500219	Burials & Training	780.02
18/08/2015	Various	500220	Various	1,220.00
Total Receipts				<u>84,179.18</u>