

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 10th October 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 Trevor Grant (TG), Cllr Sue Jones (SJ), Cllr John Saunders (JS), Cllr Harmeet Singh Brar (HB)

Attending: Mrs Sharon Whitehouse (Clerk)

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

49 Apologies - Cllr Mike Jones (MJ), Cllr Roy Perry, Cllr John Sampson (JRS), Cllr Gordon Bailey, Cllr Caroline Evans (CE), Cllr Phil Stehr (PS).

50 Declarations of Interest - None

51 Public Participation - None

52 District/County Councillors' reports

Cllr Adams-King reported that proposals to realign boundaries for parliamentary constituencies mean that Wellow will become part of New Forest East. A review of the number of TVBC councillors has resulted in a reduction from 48 to 43. There is an expectation that electoral districts will follow and by summer 2017 new wards and boundaries will be in place. These reviews are based on predicted 2022 electorates.

53 To Receive Minutes of the Full Council Meeting held on 5th September 2016

54 Matters Arising - None

55 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**

c. **To Adopt New Financial Regulations as advised by NALC**

A meeting was arranged for Thursday 10th October at 2pm for the working group to consider a-c above and return with their recommendations at the next Full Council Meeting

SW

d. **To Approve 2017 Calendar of Meetings**

The Wellow Room is not available on 3rd May 2017.

PROPOSED: It was proposed to approve the 2017 Calendar of Meetings, including the revision for the 3rd May Planning Meeting, which will instead be held on 8th May 2017 at 6pm prior to the Full Parish Council Meeting.

RESOLVED: It was agreed by all Members to approve the 2017 Calendar of Meetings, with the revision relating to 3rd May Planning Committee. The Clerk to circulate 2017 Calendar to all Councillors and upload to the Parish Website.

SW

56 Community & Environment

a. **Canada Common re Management Plan**

Cllr Sampson's written update recommended approval of G.

Farwell's quote for ditch clearance between the Bunny and Pickett Hill turning point, to be carried out the same time as resurfacing work at Plantation car park. Dates are still awaited from G Farwell re. re-surfacing the access track at Monkeys Jump and the Plantation Road car park.

PROPOSED: It was proposed to clear the ditch at Plantation Road car park up to a cost of £350 plus VAT.

RESOLVED: Agreed by all Members present. Cllr Sampson to schedule the work. JRS

Ragwort Removal. The Council requested that further quotes be sought in addition to the one already obtained, for annual ragwort removal scheduled to commence in May 2017. SW/JRS

- b. **Footpath 17** - As per Cllr Sampson's written report we are awaiting a date for completion of the work approved for Footpath 17. Regarding future footpath maintenance and anticipated budget pressures on both HCC and the Parish, Councillors discussed the possibility of organising working parties to maintain footpaths wherever possible. Cllr Sampson and Cllr Ed Chesterton-Kay to further consider the feasibility of this idea. EC/JRS

- c. **Oak Tree Lower Common Road Recreation Ground** - Cllr Ed Chesterton-Kay advised Councillors of plans to create a seat from the stump of the large oak. Sponsorship has been obtained to cover the estimated cost of £600.

PROPOSAL: To proceed with carving a bench from the remains of the large oak tree felled in Lower Common Road.

RESOLVED: All Members present agreed. Cllr Ed Chesterton-Kay to schedule the work. EC

- d. **Burial Ground - To Consider Advice re Repair to Cremation Tablet Lifted by Adjacent Tree**

The Council considered the advice received by the Clerk to date from A H Cheater, the Tree Warden and Nightingale Ground Care. There are conflicting views regarding the possible long term impact on the tree if we proceed with the proposal to chop out roots. The Clerk will seek further views. SW

- e. **To Approve a Training Course for the Tree Warden**

PROPOSAL: That the Tree Warden Attend a Training Course at a Cost of £155

RESOLVED: All Members present agreed for the Tree Warden to attend. Clerk to arrange. SW

- f. **Flashing Sign/Speed Limit Reducer - Update by Cllr Gaye Chesterton-Kay.** Cllr Chesterton-Kay advised of initial investigations into the purchase of an additional speed limit reducer, the total costs of which seem prohibitive, especially when considering ongoing maintenance of the equipment and infrastructure, insurance etc. It was agreed that Cllr Ed Chesterton-Kay would investigate alternative options and report to a future meeting. EC

- g. **Remembrance Sunday 13th November 2016 - Update the Clerk.**

The Clerk reported that arrangements were underway and contact had been made with all organisations/personnel involved. Cllr Singh Brar has volunteered to take a leading role in co-ordinating this year's event. Clarification was sought regarding the provision of additional wreaths and it was agreed that the Council would make contributions as previously - The Clerk to find out what has happened in past years. Invitations will be SW

issued to Veterans - Cllr Singh Brar to provide names and addresses. The Council also discussed the purchase of a PA system. Councillors were asked to provide food for the reception after the service, coffee and tea will be provided by the Parish Council also. The following Councillors have confirmed their attendance: Cllrs Ed and Gaye Chesterton-Kaye, Cllrs Mike and Sue Jones, Cllr Caroline Evans and Steve Evans. Cllrs Sampson and Saunders will not be attending. Councillors Clark, Grant and Stehr to confirm their attendance to the Clerk ASAP.

HB

PROPOSAL: To Approve £50.00 Contribution for Wreath (laid by WPC)

AC/PS/
TG

RESOLVED: Agreed by all Members present.

PROPOSAL: To Approve the Purchase of a PA System at a Cost of up to £200.

RESOLVED: All Members present agreed. Cllr Singh Brar to arrange.

HS

57

Sports & Leisure

- a. **Cricket Club - update Cllr Jones re further quotes for equipment (\$106 request) - quotes will be ready for the November meeting.**
- b. **Cricket Pavilion - update Cllr Gaye Chesterton-Kay.** The Parish Council expects to hear the outcome of the grant application to TVBC Community Fund in the next couple of weeks. Work on the planning application is ongoing. In order to comply with all the regulations it is now not feasible for the project to commence at the beginning of 2017 and be finished in time for the 2017 season start. The plan is to get all the necessary paperwork etc. together over the next few months, with a view to the work commencing on site as soon as the 2017 cricket season ends.
- c. **Lower Common Road Recreation Ground - Residents Garden Update Cllrs Ed Chesterton-Kay and Singh Brar.** An application for grant funding for this project is being prepared.
- d. **Hatches Farm Boundary Fencing - 2 quotes have been received to date and were discussed by the Council. It was agreed that the Clerk should obtain at least one more quotation for the boundary fencing work.**

MJ

SW

58

Finance

- a. **To Receive Income and Expenditure Report for September 2016**
PROPOSED: To accept the reports at Appendix 1
RESOLVED: The I & E report was accepted and agreed by all Members present.
- b. **To Receive Q2 Budget Comparison Report -** The report presented at the meeting was discussed and it was decided that the layout was not fit for purpose. Cllr Saunders and the Clerk to agree the future format of the quarterly budget comparison report. Q2 budget comparison report to be deferred to the November meeting.
- c. **Payment of Clerk's Salary by BACS in September and Consideration of the Future Use of BACS payments -** The Clerk will investigate the options available to the Parish Council for

SW

moving away from cheques, especially for regular payments and suppliers such as staff wages, utilities, grounds maintenance etc. and report back to a future meeting. SW

PROPOSED: To approve payment of the Clerk's Salary by BACS in September.

RESOLVED: Agreed by all Members present.

- d. **To Approve Additional Bank Signatories** - 2 signatures are required for all payments and currently only 3 Councillors are authorised signatories. This caused a problem in September when only 1 out of the 3 Councillors authorised to sign cheques was available. In addition, the mandate needs updating to reflect changes in Chairman and Clerk. The Clerk to make arrangements. SW

PROPOSED: To add Cllrs Gaye Chesterton-Kay (Chair), Harmeet Singh Brar and Ed Chesterton-Kay (Finance Working Group) and the new Clerk to the bank mandate; and remove the former Chair and Clerk.

RESOLVED: Agreed by all Members present.

- e. **To Approve Expenditure for New Office Computer**

Cllr Singh Brar presented the quotations obtained for an additional office computer for use by the admin assistant. In addition, there are associated costs including software licensing fees and set up costs. Budget provision of £1,500 for new office IT equipment is included in the 16/17 budget with specific approval noted in the minutes of the meeting held on 7th December 2015 (appendix 10d refers).

PROPOSED: That approval is given for the purchase of a new computer at £329, the software licence at a cost of £169 and set up fees of £185.

RESOLVED: Agreed by all Members present.

- f. **To Consider the Grant Application from Victim Support**

PROPOSAL: To award Victim Support a grant in the sum of £100.

RESOLVED: All members present agreed. Clerk to arrange payment. SW

59 Planning & General Purposes Committee

- a. **To Receive Minutes of Planning & General Purposes Committee Meetings held on 5th and 19th September.**

PROPOSED: Minutes of the Planning & General Purposes Committee Meetings held on 5th and 19th September 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 by Cllrs Sampson and Singh Brar.** In his absence Cllr Sampson's written report was discussed. Reference the request to approve expenditure in relation to the Q & A session planned for the Village Hall on 12th November, it was agreed that Cllr Singh Brar would advise the Working Party that they had to operate within the framework of the Parish Council's Financial Regulations and Standing Orders i.e. approval for expenditure needed to be approved at a full council meeting. Cllr Singh Brar will seek further information about proposed expenditure and approval will be deferred to the HB

next meeting. Cllr Singh Brar advised that the consultation process had returned a conclusive 'YES' response.

- c. **Neighbourhood Plan Committee Terms of Reference** - Cllr Gaye Chesterton-Kay presented the final version of Term of Reference for approval by the Council, including the clause that all persons involved will be required to complete and sign a declaration of interest form. Thanks to Cllr Chesterton-Kay are recorded for her efforts in bringing this to a conclusion.

PROPOSED: It was proposed to adopt the Neighbourhood Plan Committee Terms of Reference.

RESOLUTION: It was agreed by all Members present that the Neighbourhood Plan Committee Terms of Reference be adopted. The Clerk to administrate and upload to the Parish Website.

SW

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Communication

- a. **Review of Newsletter Distribution - Update by the Clerk.**

Delivery of the Newsletter via the Romsey & Wellow Gazette distributors is no longer an option. Angela Lodge made alternative arrangements for the distribution of the September edition and feedback from residents was generally positive. Angela has offered to organise distribution of future editions for the same price as well as distribution via the Gazette. Angela has also agreed to address specific issues raised by the Clerk in relation to delivery of the September Newsletter. This arrangement will be kept under review.

PROPOSAL: To approve the payment to Angela Lodge for September delivery and to agree the proposal that future distribution of the Nightingale News be via Angela Lodge at a cost of £52.50 per edition.

RESOLVED: Agreed by all Members present.

- b. **Production of December Newsletter - Update by the Clerk.** Cllr Evans had kindly produced the September Newsletter in Lesley's absence but this was a one-off arrangement, so the production of future editions was discussed. Thanks are to be recorded to Cllr Trevor Grant who volunteered to produce future Newsletters. Support is required from all Councillors who should send articles or items of interest on to Cllr Grant for possible inclusion in the Newsletter. It was noted that the September edition excluded contact details for Parish Councillors; information that is usually included as standard - to be addressed in future Newsletters

TG

61

Correspondence

- a. **To Receive list of Correspondence/Consultations Received September**

CPRE Hampshire - seeking new members, volunteers and funding

Noted

Caroline Nokes - tree in Recreation Ground affecting resident in Gurnay's Mead. Cllr Singh Brar is following up.

HSB

TVBC - re Cedardore, Tutts Lane; compliance check completed for height and measurements.

Noted

The Local Government Boundary Commission - Electoral review of Hampshire - Final Recommendations

Noted

HALC - 2017/18 Local Government Finance Settlement

Consultation	Noted
NFNPA - Local Plan Review Draft - responses invited from 3/10 to 28/11/16	Noted
The Mountbatten School - Invitation to Autumn concert on 19/10/16 - Cllrs Gaye Chesterton-Kay and Singh Brar attending	GC/HB
The Mountbatten School - Invitation to Certificate Presentation Evening on 16/11/16 - Cllrs Gaye Chesterton-Kay and Singh Brar attending	GC/HB
Romsey Police - Invite to Neighbourhood Policing Event on 13/10/16 - Cllr Ed Chesterton-Kaye attending	EC

62 Delegates Reports

Cllr Singh Brar – Had attended a seminar on devolution and highlighted the expectation that Parishes will have to take on more.

Cllr Sue Jones – had attended the Roke Manor Liaison Meeting which Nick Adams-King now chairs. Roke Manor has been taken over by Elysien Capital. The Viridor site will be closing next year.

63 Staff Management - see Confidential Minute

Confidential Business - to consider the exclusion of the press and public for the following item (63) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

- a. **To Ratify the Appointment of New Admin Assistant (see Confidential Minute No. 63, item 1)**

64 Future Meeting Dates

- a. **Date of the next meeting** - 7th November 2016

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

22nd October - HALC AGM - AC/JRS

24th October - Neighbourhood Plan Workshop - JRS/HB

24th October - Clerk's Training - 10.00-12.00 - SW

29th October - Test Valley Resilience Forum - JRS

The Meeting Closed at 9.55pm

Deposit Bank A/c

Receipts received between 01/09/2016 and 30/09/2016

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 : 09/09/2016	8.34						
BACS	TSB	8.34			1190	101	8.34	Interest
	Banked on : 12/09/2016	32,500.00						
BACS	Test Valley Borough Council	32,500.00			1176	101	32,500.00	Precept 09/16 2nd Payt
	Total Receipts:	32,508.34	0.00	0.00			32,508.34	

List of Payments made between 01/09/2016 and 30/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/09/2016	BT Payment Services Ltd	004275	300.50	10/10/16	Phone & Broadband
05/09/2016	SSE	004276	166.98	10/10/16	Electricity June - Aug
05/09/2016	Mr Phil Stenner	004277	24.00	10/10/16	Locum Clerk Services
05/09/2016	L Wheeler	004278	817.29	10/10/16	Locum Clerk Services
05/09/2016	Nightingale Groundcare Ltd	004279	2,038.34	10/10/16	Grounds Maintenance - August
05/09/2016	Hampshire County Council	004280	42.07	10/10/16	Stationery
05/09/2016	Infotone Imaging Supplies Ltd	004281	24.14	10/10/16	Ink Cartridges
05/09/2016	Wellow Village Hall	004282	31.05	10/10/16	Room Hire
05/09/2016	K. D. Steer	004283	22.00	10/10/16	Parish Office Cleaning
05/09/2016	Came & Company	004284	2,273.25	10/10/16	Combined Insurance
09/09/2016	TSB	BACS	102.32	10/10/16	Bank Charges
19/09/2016	Sharon Whitehouse	BACS	1,064.79	10/10/16	Salary September 2016
28/09/2016	Warrens Office Limited	004285	100.80	10/10/16	Shredder
28/09/2016	Test Valley Borough Council	004286	240.00	10/10/16	Swing Chain Covers
28/09/2016	A J Lodge	004287	52.50	10/10/16	Delivery of Nightingale News
28/09/2016	TLC Online	004288	99.00	10/10/16	Website & Email July - Sept 16
Total Payments			<u>7,399.03</u>		
