

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 7th March 2016 - 7.15pm
Wellow Village Hall - Wellow Room**

In Attendance: Cllr Angela Ratcliffe (AR) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Gaye Chesterton-Kay (GC), Cllr Alan Clark (AC), Cllr Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr John Sampson (JRS), Cllr John Saunders (JS), Cllr Harmeet Singh Brar (HB).
Attending: Mrs Lorraine Wheeler (Clerk) and two members of the public.
Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Romsey Police.

- 154 **Apologies** - Cllr Caroline Evans, Cllr Phil Stehr, Cllr Roy Perry.
- 155 **Declarations of Interest** - None
- 156 **Public Participation** - Phil Stenner requested information on the Dog Walking code to be placed on the Notice Board at Canada Common and for the Council to consider No Cycling signs. LEW
Tony Fiske queried what mandate the Neighbourhood Plan Working Party had to make decisions about the NHP. The Clerk advised that as they are a Working Party they had no official mandate and any decisions should be referred back to Full Council, whilst they have full backing of the Council to investigate the need for a NHP.
- 157 **District/County Councillors' reports**
Cllr Gordon Bailey advised that there had been no increase again in Council tax by TVBC and HCC, however some Parishes had increased their Precepts, several quite extensively. S106 agreements are being made in respect of payments made in mitigation of the increased footfall new development brings to the New Forest National Park. Currently all funds raised have been given to the National Trust, however he will be fighting for a proportion to be given to WPC for the Common.
- 158 **To Receive Minutes of the Full Council Meeting 1st February 2016**
PROPOSED: Minutes of the Full Council Meeting held on 1st February 2016 were formally received.
RESOLVED: Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 159 **Matters Arising** from above at Chair's discretion (if not covered by agenda below). None.
- 160 **Policy**
a. **Councillors Drop In Session 1st Saturday of the month** -
Cllr Evans had reported that there were no attendees on 5th March. Cllr Sampson agreed to cover 2nd April session. Continuing the sessions will then be reviewed. JS
b. **Annual Parish Assembly** - The Clerk advised that the History Society and NHP Working Party had agreed to give presentations and the History Society and Cricket Club have agreed to hold a display. The Clerk to chase other clubs/groups. LEW
- 161 **Community & Environment**
a. **Canada Common re Management Plan 2015/16** - Cllr Sampson advised that he and SJ/EC will be meeting Natural England on 15th March to discuss the possible use of harder wearing material to JS/

- repair potholes in the Car Park at Plantation Road and resurface Monkeys Jump Access Track. To report on 4th April
- b. Canada Common - re Dog Fouling Signs** - Cllr Clark has put up 20 signs on the Common and two car parks and requested more signs which the Clerk has already chased and is happy to put up 'No Cycling' signs also. The Clerk to investigate with TVBC. SJ/
EC
AC/
LEW
- c. Footpaths - General Update** - Cllr Sampson has walked the remaining footpaths and identified problems that require rectifying by HCC, which the Clerk has reported. He advised that a circular route could be devised around the Parish which he and EC will investigate. JS/
EC
- d. Ditches - Residents Responsibilities** - Cllr Ratcliffe has no further update however as there have been no problems this action is complete.
- e. Clean for the Queen - Saturday 5th March - Litter Pick** - Cllr Sampson advised that there were 8 attendees and many bags of litter filled. EC and GC cleaned many road signs. JS is happy to arrange further litter picking if volunteers are prepared to commit to a date. To be advertised on the website. JS/
LEW
- f. Consider Site for new Flag Pole** - Cllr Singh Brar advised that there had been some misunderstanding with the Village Hall Committee regarding his request to site the Flag Pole at the Village Hall. This will be raised formally by the PC with the Committee. The Clerk to correspond. LEW
- g. Risk Awareness and Response** - Cllr Sampson advised he attended the Resilience Forum on 27th Feb and supplied documents to enable the Council to consider any potential risks in the Parish and adopting a policy to deal with emergency planning. It was agreed that a working party be formed with JS and HB. JS/
HB

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Sports & Leisure

- a. Cricket Club - Lease 2016-** the lease was signed by the Chair, Vice Chair and the Clerk and taken for signing by the Cricket Club Committee. LEW/
MJ
Cllr Jones advised that the remedial works will take place before the start of the season.
A rent review will be placed on the Agenda for 4th April. LEW
- b. Lower Common Road Recreation Ground - Consider costs of installing Senior Residents Garden** - Cllr Ed Chesterton-Kay advised that the cost materials would be approximately £6,500. The Clerk to liaise with MacDonalds. LEW
- c. Hatches Farm - Brown Tourist Sign** - The Clerk advised that TVBC had refused WPCs request for a brown tourist sign. Any signs we wish to install would be subject to planning regulations. The Clerk to investigate. LEW

163

Finance

- a. To Receive Income and Expenditure Report for March 2016**
RESOLVED: That the schedules at Appendix 1 were received and agreed by all Members present.
- b. To Consider Grant Applications** - It was agreed by the majority of Members present that:
Romsey Community Services - A grant of £55.00 be given, £25.00 cost of the Village Hall hire and £30.00 towards materials. LEW

Wellow Help Group - A grant of £500.00 be given as the group has lost its grant from TVBC to cover the Village Hall hire for the Senior Residents Lunch Club.

164

Planning & General Purposes Committee

- a. **To Receive Minutes of Planning & General Purposes Committee meetings held on 1st and 22nd February 2016**

PROPOSED: Minutes 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. **Request to Consider Printing Fliers re Woodington Farm Solar Park - consider quotations and all Members to Deliver.** A quotation of £120.00 was agreed for printing 1500 fliers once it is confirmed that the application will come to Southern Area Planning Committee. Cllr Clarke advised that a resident, Roger Price, is prepared to give us his expertise in designing the flier to full effect. All Members present agreed and the majority agreed to deliver.

AC

- c. **Implementation of a Neighbourhood Plan** - Cllr Sampson gave an update re the second meeting of the NHP working party held on 22nd February. It was agreed that early engagement with parishioners is required to gauge support. A large scale map of the Parish is required for their use. The Clerk to arrange. A request is made to WPC to apply to TVBC and NFNPA for the designation of the neighbourhood area being the whole of the Parish. The next meeting will be held on 14th March at 7.30pm and a NHP workshop at TVBC on 21st March.

LEW

JS

- d. **Application for Designation of Neighbourhood Area - Letters to TVBC & NFNPA.**

PROPOSED: It was proposed to apply to both TVBC and NFNPA for the Designation of the Neighbourhood Area, being the whole of the Parish.

RESOLVED: It was unanimously agreed by all Members present the Clerk to write to both Authorities.

LEW

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Communication

- a. **Installation of New Notice Boards** - The Clerk advised that all of the new headers have now been installed. The additional new board has arrived and a meeting is to be arranged with Head of Wellow School to discuss the position near the school in Romsey Road.
- b. **March Newsletter Report on Delivery - With the exception of Cllr Ratcliffe** all Members had received their Gazette and Newsletter. Cllr Clark commended the quality of the content and that this should be put forward for consideration at the HALC awards.

LEW

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Correspondence

- a. **To Receive list of Correspondence/Consultations Received February 2016**

TVBC - Designation of Neighbourhood Area by West Tytherley & Frenchmoor
Lexis Nexis - New 10th Edition of Charles Arnold Baker £92.00 - All Members present agreed to the purchase.

Noted

LEW

Anne Fisher - Request to place a second bench at the top of the hill at

- Monkey Jump in memory of a resident. It was thought to be unlikely that further benches would be allowed by Natural England. All Members present agreed that this should be raised at the meeting with NE on 15th March. Alternatively installing a bench or planting tree could be possible at the Lower Common Road Recreation Ground. LEW/JS
- Mayor of Test Valley** - A thank you for attending the Andover Young Musician of the Year Noted
- TVBC** - Grounds Maintenance and Waste Bin Contracts - no price increase this year Noted
- Paul Airey** - Maurys Mount Application Withdrawn Noted
- Anonymous Complaint** - re horse mess left on central roads to the village. Noted
- TVBC** - Sparkle Day in Wellow on March 21st Noted
- St Margaret's Church** - Florence Nightingale Commemoration Service Sunday 8th May 10.30am. Cllrs Ratcliffe and Sing Brar to attend. AR/HB
- Mayor of Test Valley** - Celebration of the Queens 90th Birthday at Winchester Cathedral Sunday 24th April 3.30pm. No attendees available. Noted
- TVBC** - Neighbourhood Plan Workshop Monday 21st March 6pm Andover Guildhall. Cllr Sampson to attend. JS
- NFNPA** - Planning Training Events Noted
- CPRE** - AGM 18th March & Brewery Visit 18th May. Cllrs Chesterton-Kay to attend if possible. GC/EC

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Delegates Reports

- Cllr Sampson** - reported that Mr Daly was not happy with Bournemouth Water's repairs to the verges in Slab Lane even though they had been signed off by HCC and WPC. All Members present agreed it was a good idea to request the continuation of the granite kerbstones the length of Slab Lane. The Clerk to request. LEW
- Cllr Sing Brar** - reported that a Neighbourhood Plan has just been adopted for the area of Bassett in Southampton following three years' work.
- Cllr Ed Chesterton-Kay** - reported that he and Cllrs Sampson and Saunders and the Clerk had attended the Devolution Workshop at HCC. There were informative presentations from Cornwall and Swindon Councils already subject to devolution.
- Cllr Saunders** - reported that the TVAPTC meeting highlighted the Code of Conduct which the Clerk has circulated and more information about Neighbourhood Planning.

Confidential Business - to consider the exclusion of the press and public for the following item (168) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

168

Staff Management

- a. Clerk to update Members on Clerical Staff
 - i) Update re the Employment of an Admin Assistant - interviews held
 - ii) Clerk's Annual Review to be Re-scheduled

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Future Meeting Dates

- a. Date of next meeting - 4th April 2016
- b. Dates of other meetings to be attended by Councillors -
 - SJ - Roke Manor 8/3/16
 - JRS - NHP Workshop 21/3/16
 - AC - SAPC 15/3/16
 - LW - HALC Conference 9/3/16

The Meeting Closed at 9.45pm

Current Bank A/c

Payments made between 01/03/2016 and 31/03/2016

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/03/2016	Test Valley Borough Council	004180	1,792.74		298.79	4565	502	660.60	Hatches Farm Car Park
						4565	502	416.68	Grounds Maintenance Hatches
						4530	501	416.67	Grounds Maintenance Lower Com
01/03/2016	MLG Magazines Ltd	004181	54.00		9.00	4305	301	45.00	March Newsletter Delivery
01/03/2016	Mr M Jones	004182	15.87		2.64	4511	501	13.23	Cricckt Pavilion Smoke Alarm
01/03/2016	Mr E Chesterton-Kay	004183	8.00			4750	702	8.00	Replace Clips Canada Com Sign
01/03/2016	Test Valley Borough Council	004184	283.33			4158	101	283.33	1/3rd cost of SLR Management
01/03/2016	Whitehill Direct Ltd	004185	574.80		95.80	4615	601	479.00	Notice Board - Adj Well School
01/03/2016	Wellow Village Hall	004186	17.25			4145	101	17.25	1st Neighbourhood Plan Meeting
01/03/2016	Wellow Village Hall	004187	224.25			4145	101	224.25	Full Council Meetings & Plan
01/03/2016	M. Lewis Contract Ltd	004188	338.40		56.40	4561	502	282.00	New Smoke Alarms Hatches Fm
01/03/2016	Mr J Saunders	004190	60.45			4147	101	60.45	Mileage to Swindon Training
01/03/2016	BT Payment Services Ltd	004191	302.25		50.37	4126	101	251.88	Feb - April 2016 Phone & Broad
01/03/2016	SSE	004192	55.86		2.66	4562	502	53.20	Electricity Hatches Farm
01/03/2016	BML Print	4189	280.00			4305	301	280.00	March Newsletter Printing
03/03/2016	Nightingale Groundcare Ltd	004193	1,255.01		209.17	4625	601	365.84	Grounds Maint Highway Sites
						4530	501	215.00	Grounds Maint Lower Common Rd
						4565	502	215.00	Grounds Maint Hatches Farm
						4650	602	100.00	Bus Shelters
						4750	702	75.00	Reinstate Green Signs
						4625	601	75.00	Reinstate verges with top soil
03/03/2016	RBS Software Solutions	004194	270.00		45.00	4118	301	100.00	Software Training Clerk
						4146	101	125.00	Software Training 2 x Cllr
07/03/2016	Test Valley Borough Council	004195	137.94			4513	501	137.94	Pavilion Business Rates 16.17
15/03/2016	L Wheeler	004196	1,231.80		5.95	4100	102	1,164.66	March Salary
Subtotal Carried Forward:			6,901.95	0.00	775.78			6,064.98	

Current Bank A/c

Payments made between 01/03/2016 and 31/03/2016

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4102	102	31.45	Mileage & Parking
						4135	101	29.74	Stationary
15/03/2016	H M Revenue and Customs	004197	781.19			4101	102	781.19	Tax & NI Q4
15/03/2016	Wellow Help Group	004198	500.00			4300	301	500.00	Grant Funding
15/03/2016	Romsey Community Services	004199	30.00			4300	301	30.00	Grant Funding
15/03/2016	Queensbury Shelters Ltd	004200	289.80		48.30	4650	602	241.50	Bus shelter Poly Panel
15/03/2016	SSE	004201	141.99		6.76	4510	501	135.23	Electric Dec - Feb 16
15/03/2016	NALC	004202	17.00			4148	101	17.00	LCR Magazine Annual Sub
15/03/2016	Hants Assoc of Local Councils	004203	72.00		12.00	4118	301	60.00	HALC Conference 09.03.16
15/03/2016	P. Reynolds	004204	240.00			4142	101	240.00	Audit Services and Fin R A
24/03/2016	PCC E with W Wellow	004205	24.00			4147	101	24.00	Service Florence Nightingale
24/03/2016	L Wheeler	004206	155.56		25.93	4147	101	129.63	Advert for Clark Vacancy
24/03/2016	K. D. Steer	004207	22.00			4122	101	22.00	Parish Office Cleaning
31/03/2016	Nightingale Groundcare Ltd	004208	1,307.23		217.87	4625	601	365.84	Licensed Sites Maintenance
						4530	501	215.00	Lower Common Rd Maintenance
						4565	502	215.00	Hatches Farm Maintenance
						4650	602	100.00	Bus Shelters Maintenance
						4803	801	193.52	Burial Ground Maintenance
31/03/2016	Wellow Village Hall	004209	138.44			4121	101	138.44	Electricity Parish Office
31/03/2016	K. D. Steer	004210	22.00			4122	101	22.00	Parish Office Cleaning
Total Payments:			10,643.16	0.00	1,086.64			9,556.52	

Current Bank A/c

Receipts received between 01/03/2016 and 31/03/2016

		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 : 01/03/2016	55.86						
BACS	Wellow Youth Football Club	55.86		2.66	1551	502	53.20	Electricity
	Banked on : 09/03/2016	3.16						
BACS	TSB	3.16			1190	101	3.16	Gross Interest
	Banked on : 09/03/2016	-3.16						
BACS	TSB	-3.16			1190	101	-3.16	Contra
	Banked on : 10/03/2016	257.94						
500229	Various	257.94			1505	501	137.94	LCR Bus Rates
					1800	801	120.00	Wildman Ashes
	Banked on : 24/03/2016	1,711.99						
500230	Various	1,711.99		6.76	1501	501	135.23	Cricket Club Elec 01.12 -
					1800	801	270.00	Worman Ashes &
					1800	801	400.00	Hatch Burial
					1800	801	900.00	Donnarumma - GOR
	Banked on : 31/03/2016	527.26						
500231	Various	527.26			1800	801	440.00	Jones - Burial
					1170	101	87.26	SSE Wayleaves
	Banked on : 31/03/2016	300.00						
500232	Donnrumma	300.00			1800	801	300.00	Burial - GoR (Beverley)
	Total Receipts:	2,853.05	0.00	9.42			2,843.63	