

**WELLOW PARISH COUNCIL  
MINUTES OF FULL PARISH COUNCIL MEETING  
Monday, 1<sup>st</sup> February 2016 - 7.15pm  
Wellow Village Hall - Wellow Room**

Attending: Cllr Angela Ratcliffe (AR) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Gaye Chesterton-Kay (GC), Cllr Alan Clark (AC), Cllr Caroline Evans (CE), Cllr Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr John Sampson (JRS), Cllr John Saunders (JS), Cllr Harmeet Singh Brar (HB), Cllr Phil Stehr (PS).

In Attendance: Mrs Lorraine Wheeler (Clerk)(LEW) and 2 members of the public.

Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Romsey Police.

**137 Apologies - None**

**138 Declarations of Interest - None**

**139 Public Participation -** Two members of the public spoke regarding the damage to curb stones, verges and road surface in Slab Lane. The Clerk had spoken to Bournemouth Water who are taking responsibility for the damage to the verges and she and Cllr Sampson had met with Ray Alborough (TVBC) who agreed to a speed survey and suggested asking HCC for a survey on the number of vehicles over 7.5 tonnes. It was thought unlikely to be more than 30 per day, which is needed to impose a weight limit. It was discussed that all of the roads in the Parish are suffering from the number of lorries attending the fruit farm. Following some discussion, Cllr Perry agreed to request some assistance from Highways Engineers and look into white lines to narrow the appearance of Slab Lane as the preferred way forward. **RP**

**140 Borough/County Councillors' reports**

a) HCC Cllr Roy Perry gave a report appended.

b) TVBC Cllr Nick Adams-King reported that the Revised Local Plan had been adopted at Full Council on 27<sup>th</sup> January and that copies will be sent to Parishes in the next few weeks. There is no news regarding the Maurys Mount application being heard at SAP. TVBC OSCOM panel are reviewing the planning committee system. Both Ward Members are seeking to help Wellow Primary School with parking issues, parents are parking in the school access road.

**141 To Receive Minutes of the Full Council Meeting 11<sup>th</sup> January 2016**

**PROPOSED:** Minutes of the Full Council Meeting held on 11<sup>th</sup> January 2016 were formally received.

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

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

**143 Policy**

**a. Councillors Drop In Session 1<sup>st</sup> Saturday of the month**

**10am - 12 noon - next on 6<sup>th</sup> February - Cllr Sampson attending.**

**b. Annual Parish Assembly (APM) - Consider Presentations Including Neighbourhood Plan Update -** It was discussed and agreed the Clerk to ask the Wellow History Society to present, if not available Cllr Clark to ask the Salmon and Trout organisation. Refreshments to be provided by all Members and Lesley Weldon has kindly offered her help. **JRS LEW/AC**

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**144 Community & Environment**

- a. **Canada Common re Management Plan 2015/16 - Update the Clerk/Cllr Sampson and Consider Quotation Previously Supplied.** Cllr Sampson advised that the gorse removal was complete, however the Rhododendron remains as it requires the roots digging out and a new permit is necessary from Natural England. The Plantation Road car park has many potholes and a more permanent solution is required, to be discussed with Natural England. The Monkey Jump access track is in need of resurfacing, the ditch and cattle grid cleaning out, as previously discussed and quotations supplied. **JRS**
- PROPOSED:** It was proposed that the quotation by Farwells for £2628.00 plus VAT was accepted and the work scheduled for the Spring, in the meantime it would be discussed with Natural England whether harder wearing material such as scalpins could be used. **LEW**
- RESOLVED:** All Members present agreed to accept Farwells quotation and the Clerk to schedule the works and contact Natural England. **LEW**
- b. **Canada Common - Discuss Bylaws/PSPO re Dog Fouling.** The Clerk advised that the first tranche of signs had arrived from TVBC and Cllr Clark offered to put these on the car park barrier fences in Plantation Road. The Clerk had attended the New Forest Dog Forum in Lymington and advised that the NFNPA are working hard on a scheme to engage with commercial dog walkers regarding setting up an accreditation scheme. The information provided by the HALC helpdesk regarding PSPOs is not correct and this does not yet cover the Common. Rod Mason (TVBC Dog Warden) is working towards getting the Common added to this pilot scheme.
- c. **Footpaths - General Update - Cllr Sampson.** Cllr Sampson advised that he had walked some but not all of the footpaths and will report on the remainder at 7<sup>th</sup> March meeting. The cutting list as advised by Phil Stenner was submitted to HCC. ROW 22 suffers from a lot of run off soil from adjacent property, although HCC have agreed to extend the boardwalk by 12m in 2016/17 FY. **JRS**
- d. **Ditches - Residents Responsibilities - Update Cllr Ratcliffe.** Cllr Ratcliffe had made contact with the resident re the ditch on ROW 17 and he is checking his deeds and will update. **AR**
- e. **Clean for the Queen - Saturday 5<sup>th</sup> March - Litter Pick, meet 10am at the Parish Office.** Cllr Sampson has agreed to run this event. The supply of equipment and collection of litter will be arranged by TVBC. He intends to concentrate litter picking on Whinwhistle Road and Lower Common Road and cleaning road signs/name plates. **JRS**
- f. **Bus Shelter A36/Whinwhistle Road - Consider Quotations for Replacement Panel - Glass or Perspex.** The Clerk provided quotations for replacing the broken glass panel in the Bus Shelter and there was some discussion re glass versus Perspex. **JRS**
- PROPOSED:** It was proposed to replace the glass with Perspex going forward, which although more expensive initially, should be vandal proof. **LEW**
- RESOLVED:** All Members present agreed to accept the quotation by Queensbury Shelters for £241.50 plus VAT. The Clerk to arrange.

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**Sports & Leisure**

- a. **Cricket Club - To Consider the terms of the Lease 2016 Update/Quotations Cllr Jones.** Cllr Jones supplied Cricket Club accounts and advised that the committee approved the changes to the lease at the AGM on 30/01/16. Cllr Jones will supply the new session timetable to be included in the lease. Cllr Jones as treasurer of the Committee will be solely responsible for overseeing the bar and the accounts. **MJ**
- RESOLVED:** The changes to the lease were agreed by the majority of Members present and the Clerk to supply new lease to CC for signing.

Repairs to the changing rooms were discussed and quotations supplied. Cllr Gaye Chesterton-Kay advised that her contact can supply used carpet tiles that have been removed from sites free of charge. Room dimensions are required. LEW

GC/MJ

**RESOLVED:** It was agreed by all Members present to accept the quotation provided by RDF Building at a cost of £740.00 plus VAT to repairs to the changing rooms. Cllr Jones to progress.

- b. **Lower Common Road Recreation Ground - Consider design of Senior Residents Garden by Cllrs Ed Chesterton-Kay and Sampson.** Cllr Ed Chesterton-Kay supplied a design and will provide some costings to the Clerk for forwarding to MacDonalds to consider, having offered both financial and volunteer assistance with the project. Both he and Cllr Sampson requested the garden be more centrally located near to the bank in preference to the far corner so that users could watch the cricket and the play area. MJ  
EC/JRS
- c. **Hatches Farm - Signage - Update the Clerk.** The Clerk advised that the new sports ground sign has now been installed on the entrance gate. Cllr Stehr pointed out that the sign cannot be seen once the gate is opened and would look at alternative locations and report. The application for a brown tourist/directional sign has been submitted to TVBC and the outcome is awaited. LEW/  
PS

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## Finance

- a. **To Receive Income and Expenditure Report for January 2016**  
**RESOLVED:** That the schedules at Appendix 1 were received and agreed by all Members present.
- b. **Investment with Skipton Building Society - Update.** The Clerk advised that the fixed term investment has now been completed and is reflected in the report above. Action Completed
- c. **Financial Risk Assessment.** Copies supplied to all. The Clerk advised this was undertaken last Tuesday by herself and the Internal Auditor. Actions were discussed and agreed by all Members to be taken forward and completed this year with the exception of the intruder alarm. LEW
- d. **Appointment of Internal Auditor.**  
**RESOLVED:** It was agreed by all Members present to retain the services of Paul Reynolds for the purposes of the Internal Audit. LEW
- e. **Appointment of External Auditor and to Consider Opting Out.** The Clerk explained the new system of a sector led body (consisting of NALC, SLCC) appointing external auditors for the next five years. Should we decide to opt out, WPC would have to go through an open and accountable tender process to procure an external auditor.  
**RESOLVED:** It was agreed by all Members present to remain opted into the service by the sector led body to appoint an External Auditor. LEW
- f. **To Agree Clerk's Attendance at HALC Annual Conference.** All Members declined to attend.  
**RESOLVED:** All Members present agreed that the Clerk should attend at a cost of £60.00 plus VAT. LEW
- g. **To Agree Accounts Software Training for Clerk & Councillors in Swindon on 24<sup>th</sup> February.** The Clerk requested training in the accounts software, particularly with the year end looming. This fee will cover up to four attendees and will be solely for WPC. Cllrs Saunders and Sampson expressed an interest in attending also.  
**RESOLVED:** All Members present agreed that the Clerk, and JS and JRS to attend at a cost of £225.00 plus VAT. LEW/JS/  
JRS
- h. **To Agree New Bank & Building Society Signatories and Mandates.** It was agreed to add further signatories to the bank and building society mandates. LEW

**PROPOSED:** Signatories will be: TSB: AR/JS/MJ/JRS/PS Skipton B/S: LEW/JS/JRS/PS

**RESOLVED:** All Members present agreed and mandates will be supplied by the Clerk and updated.

148 **Planning & General Purposes Committee**

- a. **To Receive Minutes of Planning & General Purposes Committee meetings held on 11<sup>th</sup> January 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. **Implementation of a Neighbourhood Plan (NHP) - Update Cllr Sampson re first meeting 25<sup>th</sup> January.** Cllr Sampson reported a good attendance at the kick off meeting with 23 attendees and a strong interest in taking the NHP forward to mandate all parishioners in the form of a questionnaire. The cost of this will be required to be covered by WPC. The APM will be helpful as a majority return and a positive response will be required in order to progress. The next meeting has been arranged for 22<sup>nd</sup> February.

149 **Communication**

- a. **Installation of New Notice Boards - Update the Clerk.**

The Clerk advised that the new notice boards would be installed on Wednesday/Thursday this week. Cllr Jones offered help in updating the boards with Community Notices, as some Parishioners are worried they cannot access the lockable boards. This will be highlighted in the March newsletter.

- b. **To Consider Installing a New Notice Board outside Wellow Primary School and Donating the Hatches Farm Notice Board to Sports Clubs.** The Clerk suggested that the Hatches Farm notice board is in the wrong position and that another board to match those currently being installed could be placed near to the Primary School along with the Dog/Litter Bin agreed in January. This will be more accessible to parents and dog walkers and passersby than the Hatches Farm board.

**RESOLVED:** It was agreed by the majority of Members present at a cost of £479.00 plus VAT. And to donate the existing board to the sports club upon installation. The Clerk to progress.

- c. **Social Media/Twitter - Update the Clerk re Training Course.** The Clerk advised that the course was useful and she could see the advantages in that the Council could make use of social media to advertise its work and achievements and those of other Village Groups along with events, including photographs. This would have to be monitored daily and would be time consuming. It was agreed to revisit the possibility when there is either more time or staff to assist. LEW

150 **Correspondence**

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

**A H Cheater** - Reply letter emailed to all 28.01.16. All Members present agreed to let the matter rest. LEW

**Ruth & Paul Varney** - Letter of thanks for work put into defending the Gladman Application. Noted

**Resident Gurnays Mead** - egg throwing and door knocking ASB. The Clerk has contacted Aster Communities who were not aware of the issue. Noted

<b>Resident Slab Lane</b> - damage to verges, speed and weight limits. The Clerk and JRS met with Ray Alborough. As discussed above with RP (Bournemouth Water taking responsibility for damage - emailed to all 20.01.16)	<b>Noted RP</b>
<b>NFNPA - Red Skye Cycle Tours Spring 2016</b> - emailed to all 27.01.16	<b>Noted</b>
<b>Fisher German</b> - Advise Pipeline and Safety Awareness Inspections taking place	<b>Noted JRS</b>
<b>TVBC</b> - Naming for postal address of the Cricket Pavilion. All Members present agreed 'The Pavilion'.	<b>LEW</b>
<b>TVBC</b> - Sustainability Appraisal Scoping Report for Gypsies, Travellers and Travelling Showpeople (consider scope of the exercise) 19/02/16	<b>GB/PS</b>
<b>CPRE</b> - Landscape Watch event - Weds 10th Feb Winchester 2-4pm	
<b>Kings Somborne</b> Gladman Appeal Fundraiser - Sat 6th Feb Epworth Hall 10am - 12	<b>Noted</b>
<b>Test Valley Passenger Transport Forum</b> -Thursday 12th May Beech Hurst Andover 10am - 12 noon	<b>Noted</b>
<b>H&amp;IOW Devolution Workshop</b> 1st March 1.45pm - 5pm HCC Winchester	<b>JRS EC/JS/ JRS</b>

**151 Delegates Reports**

**Cllr Sampson** - attended the meeting re broadband at Sherfield English and reported that many residents remain unhappy with their broadband speeds as they rely on copper cable.

**152 Staff Management - See Confidential Minute**

*Confidential Business - to consider the exclusion of the press and public for the following item (15) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.*

**a. Clerk to update Members on Clerical Staff**

- i) Update re the Employment of an Admin Assistant - applications received**
- ii) Clerk's Annual Review Scheduled for Tuesday 16<sup>th</sup> February**

**153 Future Meeting Dates**

- a. Date of next meeting**
  - 22<sup>nd</sup> February Planning & General Purposes Committee
  - 7<sup>th</sup> March Planning & General Purposes and Full Council
- b. Dates of other meetings to be attended by Councillors**
  - 11<sup>th</sup> February - TVAPTC, JS
  - 22<sup>nd</sup> February - Neighbourhood Plan, JRS/PS
  - 24<sup>th</sup> February - Accounts Training, JS/JRS & The Clerk
  - 27<sup>th</sup> February - Resilience Forum, JRS
  - 1<sup>st</sup> March - HCC Devolution, EC/JS/JRS & The Clerk

**The Meeting Closed at 10.20pm**

## Current Bank A/c

Receipts received between 01/02/2016 and 29/02/2016

		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 : <b>02/02/2016</b>	<b>10,000.00</b>						
XFERR	Deposit Bank A/c	10,000.00			200		10,000.00	From Deposit A/c
	Banked on : <b>19/02/2016</b>	<b>8,904.00</b>						
BACS	Rural Payments Agency	8,904.00			1700	702	8,904.00	HLS - Wellow Common
	Banked on : <b>19/02/2016</b>	<b>200.00</b>						
500228	A H Cheater Ltd	200.00			1800	801	200.00	Burial - Adams
	Banked on : <b>26/02/2016</b>	<b>1,417.00</b>						
BACS	HMRC	1,417.00			105		1,417.00	VAT Refund
	<b>Total Receipts:</b>	20,521.00	0.00	0.00			20,521.00	

## List of Payments made between 01/02/2016 and 29/02/2016

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2016	Wellow Village Hall	004174	118.76	07.03.2016	Office Electricity
01/02/2016	K. D. Steer	004175	27.50	07.03.2016	Office cleaning
01/02/2016	Direct tec UK Ltd	004176	77.11	07.03.2016	Photocopies Oct 15 - Jan 16
02/02/2016	Fixed Deposit A/c	004165&69	75,000.00		Skipton 12 month fixed rate
02/02/2016	Skipton Building Society	004165&69	-75,000.00	07.03.2016	Contra
15/02/2016	L Wheeler	004177	1,203.02	07.03.16	Salary & Expenses Feb 2016
15/02/2016	Nightingale Groundcare Ltd	004178	720.00	07.03.2016	Installation of notice boards
15/02/2016	Lesley Weldon	004179	113.75	07.03.2016	Locum Services 8/12 - 12/2

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Total Payments	<u>2,260.14</u>
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