

**WELLOW PARISH COUNCIL  
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON  
Monday, 7<sup>th</sup> December 2015 - 7.15pm  
Wellow Village Hall - Wellow Room**

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

**Attending:** Mrs Lorraine Wheeler (Clerk) Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry and 6 Members of the public.

**Cc:** (for information only): Romsey Police.

**105**                   **Apologies** - Cllr Mike Jones

**106**                   **Declarations of Interest** - None

**107**                   **Public Participation**

- a) **Presentation by Rod Mason, Test Valley Borough Council Dog Warden re Pilot Scheme.** Rod Mason gave some background into the work he covers for the whole of the Test Valley area from rehoming stray dogs, general animal welfare, environmental health and noise nuisance issues (barking dogs), safeguarding issues to microchipping, education and dog fouling. He advised setting up a pilot scheme or campaign in the worst areas using flag markers and/or signs to remind dog walkers to pick up. These can be monitored and moved if required. It was agreed that he would initially supply 100 to the Parish Council for volunteers to erect initially around the car park at Plantation Road, Canada Common. **All Members**
- b) A member of the public raised concerns regarding a reporting process for emergency problems such as fallen tree branches, to the Council. The Clerk will investigate. He also thanked Cllr Brar for the Councillor Drop In sessions, but asked whether there would be any feedback, re waste bins by Wellow School. It was also queried whether there was any remaining budget for the Lengthsman to clear footpaths (Whinwhistle Rd) and road signs. All Members present agreed remaining budget could be utilised. **LEW**  
**HB**  
**LEW**

**108**                   **District/County Councillors' reports**

- a) Cllr Roy Perry - advised that the Boundary Commission report into Boundary Reviews is open for consultation until 11<sup>th</sup> January. Broadband is still an issue and he would like to see a meeting of local parishes to discuss. Following a Council Tax Spending Review, there is likely to be a 4% increase in the HCC Council Tax charge. Cllr Perry also expressed his concern regarding the hit and run incident in Tutts Lane.
- b) Cllr Nick Adams-King - advised he will arrange a meeting regarding the Broadband issues and will advise however, it is likely to be held on 13<sup>th</sup> January at Sherfield English Village Hall. The recent planning training with Paul Jackson was useful and informative and a follow up will be arranged in 6 - 9 months. The positive outcome of Southern Area Planning Committee for the application in Maurys Lane was welcomed and a good turnout of support from the Parish was appreciated and should be maintained in January for the Maurys Mount (26 houses) and Romsey Road (115 houses) applications. The Blackwater

Equestrian Centre application will be heard at SAP on 15<sup>th</sup> December. He and Cllr Bailey are working with the Police and TVBC to look into the issues leading to the incident on Tutts Lane. The local plan has been accepted in theory by the Inspector including Parish Boundaries, with a few minor amendments. Housing Land Supply now stands at more than six years across the Borough.

109 To Receive Minutes of the Full Council Meeting of 2<sup>nd</sup> November 2015

**PROPOSED:** Minutes of the Full Council Meeting held on the 2<sup>nd</sup> November 2015 were formally received.

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

110 Matters Arising from above at Chair's discretion (if not covered by agenda below).

i) **Senior Residents Garden** - Macdonald's have supplied a design for the garden and a copy was distributed to all. It was agreed that the pond may present a health and safety hazard and maintenance could be a problem. Cllr Ed Chesterton-Kay offered to redesign the centre feature, along with Cllr John Sampson.

EC/JRS

111 Policy

a. **Welcome to New Councillors** - New Members were welcomed by the Chair.

b. **Update Working Groups** - New Members were allocated working groups and the list will be updated and distributed

LEW

c. **Councillors Drop In Session** - Cllr Brar advised that he has received good feedback from the drop in sessions which have been welcomed. It was discussed and agreed to log visitors and reasons for their visit in future and respond to them with any actions.

HB

#### Community & Environment

a. **Canada Common re Management Plan 2015** - The Clerk advised that the gorse and rhododendron clearing has proceeded well, although one complaint has been received regarding burning. Another 5 days work will see the remainder of the area from the Plantation Road Car Park to the boundary at the Bunny completed. It was discussed and agreed to instruct the contractor to undertake a further five days work.

LEW

**RESOLVED:** To instruct the contractor to undertake a further five days gorse clearance.

b. **Consider New Gate Latch at entrance opposite Maurys Lane** - The Clerk had received a request to change the gate latch to a long reach handle at the entrance to the Common opposite Maurys Lane, as it is proving difficult to open and dangerous for horse riders to dismount here. Members of the Environmental Working Group met on site to assess and agreed that this would be a sensible course of action and Cllr Ed Chesterton Kay offered to install the latches to both gates.

LEW

**RESOLVED:** To purchase and install two long handled gate latches. The Clerk to purchase.

c. **Footpath 22** - update re extending the length of

- boardwalk installed by Romsey Ramblers - Having finally made contact with the Romsey Ramblers to be told that they cannot undertake this task without being instructed and supervised by HCC, the Clerk has discussed the problem with HCC who will come and assess the footpath, length of boardwalk and work to be undertaken along with Members of the Council. Cllr Sampson agreed to attend. JS/LEW
- d. **Burial Ground - Further Letter from A H Cheater re Soil Removal Fee.** The letter had been circulated to all Members and was discussed at length. All Members present agreed that they still strongly object to the wording on the invoice and a further reply will be composed by Cllr Stehr. PS/LEW
- e. **Ditches - Residents Responsibilities** - Cllr Ratcliffe has been unable to contact the resident in Gazing Lane. This continues. AR
- f. **Trees in Lower Common Road/Recreation Ground - Consider Remedial Work and Quotations.** Following a large limb falling into Lower Common Road from one of the two Oaks in the Recreation Ground, the Clerk had both trees inspected by two independent surveyors. Both surveyors advised the tree is not diseased, but suffering some die back as would be expected of a tree that age. It was deemed not necessary to fell either tree but to crown reduce both by up to 4m. Options and quotations were considered and discussed at length. LEW
- RESOLVED:** It was agreed by the majority of Members present not to fell either tree but to have a crown reduction of both by up to 4m and monitor how they respond. In addition, a programme of replanting will be considered as many of the trees in the village are old. The quotation by Climbersway Tree Care was accepted.

113

**Sports & Leisure**

- a. **Tennis Club - Update re Lease/Rent Review** - The Clerk advised that under the terms of the lease the Rent cannot be raised by more than the rate of inflation which would amount to .48p. LEW
- RESOLVED:** It was agreed by all Members present that the rent would be retained at its current level and would be reviewed again next year when an inflationary rise will be levied if inflation permits it is reasonable to do so.
- b. **Public Tennis Court** - Cllr Brar advised that he had met with Dereck Pickering to put forward his idea to allow children to play on the public tennis court free of charge in the school holidays and DP in turn advised that the Tennis Club are committed to encouraging children to play tennis by allowing coaching to take place on the courts free of charge by Wellow Primary School. Both parties look forward to working together to encourage children to play tennis and the WPC await the Tennis Committee's comments following their meeting. HB
- c. **Cricket Pavilion - work required for next season** - No further quotations as yet, defer to January meeting. MJ
- d. **Cricket Club - To Consider the use of S106 Contributions** It was suggested that until the lease has been signed TVBC may not allow S106 funds to be used for new equipment. The terms of the lease will be discussed at the Cricket

- Club AGM on 30/1/16 in time for the February WPC meeting. MJ
- e. **Hatches Farm - Consider installing a Dog Bin and Waste Bin - located near the Primary School** - The Clerk advised that TVBC do not install waste bins on the highway any more but that it was suggested as an alternative to separate bins having a mixed waste wheelie bin installed at a cost to the WPC but which could be emptied on their fortnightly round free of charge. The Clerk to contact HCC to discuss location. Awaiting cost from TVBC. LEW
- f. **Hatches Farm - To Consider New Signs - Quotations**  
**RESOLVED:** The Clerk provided a design and it was agreed by all Members present to purchase the new sign for the Sports Ground entrance gate. Cllr Ed Chesterton offered to redesign and circulate. EC/LEW
- g. **Hatches Farm Sports Pavilions Smoke Alarm Quotations**  
The Clerk advised following the Fire Risk Assessment that a hard wired smoke detection system was required and provided quotations.  
**RESOLVED:** All Members present agreed that the M Lewis Contract tender should be accepted and installed as soon as possible. The Clerk to arrange. LEW
- h. **Letter from agent for Stratland Estates re S106 Contributions relating to Maurys Mount** LEW  
The letter had been circulated by email to all Members and the Clerk had acknowledged receipt of the letter from Mr Paul Airey. All Members present agreed they had no comment to make regarding its content and requested that the Clerk make no further reply to Mr Airey.

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## Finance

- a. **To receive Income and Expenditure Report for November 2015**  
**RESOLVED:** That the schedules at Appendix 1 were received and agreed by all Members present.
- b. **Reinvest £75,000 with Lloyds** - it was agreed by all Members present to reinvest for six months at .80%. LEW
- c. **Investment with Skipton Building Society** - The Clerk reminded all Members of the Finance working group to complete the application forms to invest in Skipton BS as there is too much money sitting in the TSB. AR/JS/JRS/PS
- d. **Budget Report & Consider Precept 2016/17** - Cllr Saunders provided a report following a meeting of the Finance Working Group, attached at Appendix 2. The recommendation was to increase the precept to £65,000 for FY 2016/17 in order to put funds into the reserves for a Neighbourhood Plan, work to the Hatches Farm Pavilion roof and the new Cricket Pavilion.  
**RESOLVED:** All Members present agreed to accept the proposed budget and increase the Precept to £65,000.00. LEW
- e. **To Consider purchase of additional IT Support for Members and the Office** - Cllr Brar advised a trial ipad could be purchased for £140.00 however there was little support for the scheme and it was deferred.
- f. **To Approve the use of Direct Debit Payments for Staff Pension Contributions and Salary** - The Clerk advised that Pension Contributions will have to be paid by Direct

Debit from the staging date of 1<sup>st</sup> April 2016. Other bills and staff salaries could also be paid by DD.

**RESOLVED:** After some discussion, it was agreed by All Members present to pay only the Pension contributions by DD as there was no other choice.

- 115                    **Planning & General Purposes Committee**
- a. To receive minutes of Planning & General Purposes Committee meetings held on 2<sup>nd</sup> November 2015  
**PROPOSED:** Minutes of the Planning & General Purposes Committee meeting above be formally received.  
**RESOLVED:** Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- b. Presentation re Implementing a Neighbourhood Plan and a Meeting of Interested Parties - 17<sup>th</sup> December at the Scout HQ in Canada Road at 6.45pm - The Clerk advised that the above meeting had been arranged as Graham Smith Planning and Policy Manager TVBC was available to attend. In addition any other planning applications could be considered before the Christmas holidays. Apologies were offered by Cllrs Gaye & Ed Chesterton-Kay, Cllr Evans and Cllr Stehr.
- 116                    **Communication**
- a. Installation of New Notice Boards - The Clerk advised that the new notice boards had been ordered and would be expected for delivery on or around 6<sup>th</sup> January 2016. LEW
- b. Printing and Delivery of the Quarterly Newsletter - The Clerk advised that the December Newsletter has now been delivered within the Romsey and Wellow Gazette. Some Members had not received them, the Clerk will investigate. Articles for the March Newsletter will be required by the end of January to account for lead in times. LEW  
All Members
- 117                    **Correspondence**
- a. To receive list of correspondence/consultations received November 2015
- 1 HALC Affiliation fees - as these include the NALC affiliation fee also it was decided to invite NALC to a WPC meeting as per their offer made at the HALC AGM. LEW
- 2 RBL Poppy Appeal raised £4684.39 in total and £11.23 for refreshments Noted
- 3 TVBC Street Naming - adjacent to Moorland, Canada Rd. Proposed to be The Coach House. No Objection
- 4 NFNPA Updated Management Plan with actions for 2015 - 2020 Noted
- 5 HCC Hampshire Library Service Consultation, deadline 16th January Noted
- 6 LGBC Electoral Review of Hampshire Draft Recommendations Consultation, deadline 11th January Noted
- 7 NFNPA Survey of Village Services, state of the park and local plan review, deadline 21st December Noted
- 8 HCC National Highway and Transport Public Noted

Satisfaction Survey, deadline 18th December

9 Mayor of Test Valley Songs of Praise Sunday 6th December Romsey Abbey 3pm - Cllr Ratcliffe attended **AR**

10 Mountbatten School Carol Service Wednesday 16th December 7.30pm Cllrs Ratcliffe & Brar attending. **AR/HB**

11 HCC Parish Devolution Workshop 1st March 2016 Winchester 2.30pm. Further information to follow. Cllrs Clark and Sampson would like to attend. **AC/JRS**

118

**Delegates Reports**

Cllr Brar - attended the advent service at St Margaret's Church and

Cllrs Ratcliffe and Brar - attended the certificate evening at Mountbatten School, where HB was given a school badge

Cllr Ratcliffe - attended the Jane Scarth service at Romsey Abbey

Cllrs Clark and Ed Chesterton-Kay - attended a meeting with Hive Energy on site at Woodington Farm re the Solar Park.

Cllr Ed Chesterton-Kay - would like to be involved with a tree planting scheme in the Village, along with Cllr John Sampson.

**Confidential Business - to consider the exclusion of the press and public for the following item (119) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.**

119

**Staff Management - See confidential minute.**

a. Clerk to update Members on Clerical Staff

i) Update re the Employment of an Admin Assistant

ii) Pensions - Auto Enrolment Update

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**Future Meeting Dates**

a. Date of next meeting -

11<sup>th</sup> January, Full Council Meeting & Planning & General Purposes Committee Meeting

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

17<sup>th</sup> December, Neighbourhood Planning Presentation & Planning & General Purposes Committee Meeting at the Scout HQ, Canada Road.

**The Meeting Closed at 10.05 pm**

Time : 11:11

## Current Bank A/c

## Cash Received between 01/11/2015 and 30/11/2015

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<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
06/11/2015	A H Cheater Ltd	500224	Hughes Burial	200.00
20/11/2015	Jeffery	500225	Memorial Fee	120.00
06/11/2015	Rural Payments Agency	BACS	HLS Payment 1st	8,904.00
<b>Total Receipts</b>				<b><u>9,224.00</u></b>

## List of Payments made between 01/11/2015 and 30/11/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2015	Royal British Legion	004121	50.00	07.12.15	Donation - Poppy Wreath
02/11/2015	Clive Jones	004122	894.00	07.12.15	Annual Hedge Trimming
02/11/2015	Direct tec UK Ltd	004123	232.16	07.12.15	Photocopies July - Oct 15
02/11/2015	St Marys Church	004124	20.00	07.12.15	Tickets Andover Young Musician
02/11/2015	Nightingale Groundcare Ltd	004125	1,307.23	07.12.15	Grounds Maintenance Oct 2015
10/11/2015	New Forest National Park Auth	004126	400.00	07.12.15	Grant to NFLAS
10/11/2015	Romsey Community Services	004127	30.00	07.12.15	Grant re Play Scheme
10/11/2015	K. D. Steer	004128	22.00	07.12.15	Replacement Cheque
10/11/2015	K. D. Steer	004074A	-22.00	07.12.15	Contra Lost Cheque
10/11/2015	P R Vane	004129	48.00	07.12.15	Fit new tap Hatches Farm WC
10/11/2015	R.C.Biddlecombe	004130	20.00	07.12.15	Clean & Remove Graffiti LCRd
10/11/2015	Eling Studios LLP	004131	129.60	07.12.15	3 x A2 Road Closure Signs
13/11/2015	L Wheeler	004132	1,171.04	07.12.15	Salary & Expenses Nov 2015
25/11/2015	K. D. Steer	004133	22.00	07.12.15	Parish Office Cleaning October
25/11/2015	M Bartolini (Abor-Eco Consult)	004134	40.00	07.12.15	Tree Survey Lower Common Road
25/11/2015	Direct tec UK Ltd	004123A	-232.16	07.12.15	Contra - Cheque Cancelled
25/11/2015	Direct tec UK Ltd	004135	142.16	07.12.15	Photocopying July - Oct 2015
25/11/2015	Soc of Local Council Clerks	004136	167.00	07.12.15	Annual Membership 2016
26/11/2015	BT Payment Services Ltd	004137	302.26	07.12.15	Phone & Broadband Aug - Nov 15
26/11/2015	Sembcorp Bournemouth Water	004138	177.51	07.12.15	Water May - Nov 2015
30/11/2015	Nightingale Groundcare Ltd	004139	1,191.12	07.12.15	Grounds Maintenance Nov 15
30/11/2015	Jackson Plumbing	004140	110.00	07.12.15	Repairs to Burial Ground Tap
30/11/2015	K. D. Steer	004141	27.50	07.12.15	Parish Office Cleaning Nov 15
30/11/2015	Wellow Scout Group	004142	35.00	07.12.15	Room Hire 17th Dec Scout HQ
30/11/2015	BML Print	004143	258.00	07.12.15	Newsletter Printing Dec 15

Total Payments	6,542.42
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