

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 2nd November 2015 - 7.15pm
Wellow Village Hall - Wellow Room**

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

In Attendance: Mrs Lorraine Wheeler (Clerk). 6 Members of the Public.

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

89 Apologies - Cllr John Saunders, Cllr Roy Perry

90 Declarations of Interest - Cllr Gaye Chesterton-Kay item 7a

91 Public Participation

a) Presentation by Craig Daters NFNPA re Dog Awareness Days -

Craig Daters gave a very interesting and detailed account of the four awareness days carried out on Canada Common over the course of six months by himself and other NFNPA rangers, the TVBC Neighbourhood Wardens and Rod Mason, TVBC Dog Warden. They spoke to 450 groups of people over the four days, 99% of whom were dog walkers, that being the main usage of the Common. On Saturday 31st October all 150 dog mess flag markers were used, indicating there has been no improvement regardless of their efforts. Sadly as there is no byelaw allowed on heathland areas regarding picking up dog mess, education is the only way forward and most people were very receptive to the information given to them regarding the environmental impact leaving so much dog mess to build up will have on the Common, a Site of Scientific Special Interest (SSSI). In conclusion, Craig advised the Council to take back ownership of the Common by holding events such as fun days, sports days, Summer fetes etc to encourage other users back to the Common. Unfortunately Rod Mason was not able to attend but will come to the December 7th Full Council meeting to report on the Pilot Scheme he has planned.

92 District/County Councillors' reports

Cllr Roy Perry sent a report which is appended.

Cllrs Nick Adams-King and Gordon Bailey - advised that a further TVBC planning training session is being arranged for 23rd November 7pm to 9pm for Council Members. The three large applications in the Parish are likely to be heard together at Southern Area Planning Committee on 14th Dec.

93 To Receive Minutes of the Full Council Meeting of 5th October 2015
PROPOSED: Minutes of the Full Council Meeting held on 5th October 2015 were formally received.

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

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

95 Policy

a. Councillor Vacancies - Introductions by three candidates and voting. Cllr Ratcliffe thanked all three candidates for

their applications and was sorry that there were only two vacancies, as all three were very strong contenders and it would be a very difficult decision. Introductions were made and voting took place. Each Member had two votes. The candidate with least votes was advised they had not been successful and thanked for their interest. Mr Edmund Chesterton-Kay and Mr John Sampson were welcomed to the Council and will take up office, on completion of their Declarations of Acceptance and Pecuniary Interest forms, at the next Full Council meeting on 7th December 2015.

- b. **Councillors Drop In Session Saturdays 10am - 12noon - Update Cllr Brar** - Cllr Brar advised he would be changing the time of the Drop In session to 12noon - 2pm on Saturdays and may consider alternate Saturdays. At recent sessions residents have reported concerns to him about:
- i) the lack of a waste bin near the Primary School in Romsey Rd and more frequent emptying of the bin in the lay-by on the A36. The Clerk will enquire with TVBC. LEW
 - ii) fly tipping in Gurnays Mead - Aster are not removing it. LEW
 - iii) he met with Members of WAG.
 - iv) and spoke with the owner of Oaklands Care Home.
- c. **To Consider Application for Grant Funding for IT Support for Members' use at meetings** - Cllr Brar explained that some Councils are supplying Members with ipads for their use which saves postage, paper and photocopying as they can be used at meetings. After much discussion it was agreed by all Members present for Cllr Brar to purchase a trial ipad. HB to report further. HB
- In addition, Cllr Brar suggested that each Member be supplied with a Council email address for data protection of their personal emails. HB had a quote of £150.00 to set this up however, the Clerk advised that this can be done by our web providers more cheaply, it was thought to be £3.00 per month, to be confirmed. If that is not the case other quotes would be sought. LEW
- RESOLVED:** All Members present agreed and delegated the Clerk to progress.

96

Community & Environment

- a. **To Consider Quotations for work required under Canada Common Management Plan 2015 - update the Clerk**
The Clerk provided quotations. After lengthy discussion it was agreed to award the contract to Nightingale Groundcare for this Winter. LEW
- RESOLVED:** All Members present agreed to trial one week for gorse/pine/rhododendron removal, it being more environmentally friendly to use less invasive equipment and manual workers.
- b. **Footpath 22 - update re extending the length of boardwalk installed by Romsey Ramblers**
The Clerk advised that she is still trying to make contact with the Romsey Ramblers via HCC Countryside Access Dept. LEW
- c. **Remembrance Day Service Sunday 8th November**
- i) **Reminder re Refreshments** - All to provide. All
 - ii) **To Consider Quotation for Road Closure Signs** - The Clerk supplied a quotation of £36.00 per A2. Members

laminated aluminium sign, of which three would be required for the annual road closure. These would be reusable and stored in the Parish Office.

- RESOLVED:** All Members present agreed to the purchase. LEW
- d. **Sale of Chevron Site - update Cllr Clark** - Cllr Clark advised that Chevron site was up for sale and there were several interested parties, he had no confirmation of a sale. AC
- e. **Burial Ground - Letter from A H Cheater re Soil Removal Fee.** After lengthy discussion all Members present agreed that the letter implies that WPC are making an additional charge, when in fact it has always been required for the soil to be removed and request that the wording be changed. The Clerk to respond to A H Cheater. LEW

97

Sports & Leisure

- a. **Tennis Club - Review Lease.** Although the Clerk had advised them, there was no Member of the Tennis Club Committee present. It was agreed by all Members that as there had been no rise in the rent since inception of the lease in 2010, a 3% rise would be levied in line with other WPC leases. The Clerk to advise and raise an invoice. LEW
- RESOLVED:** All Members present agreed that the rent for 2016/17 would be £1236.00.
- b. **Public Tennis Court - Update the Clerk.** The Tennis Club advised that they have not had a Committee Meeting at which they could discuss the Public Court's use by children in the school holidays free of charge. Continues. LEW
- c. **Cricket Pavilion - work required for next season - Update Cllr Jones** - Cllr Jones advised that there is a damp problem in the changing rooms. If the pavilion is to remain for another season, it will need to be repaired and supplied a quotation. All Members present agreed that two further quotations be sought and considered at the next meeting. The Clerk advised that planning permission for the new pavilion expires on 29th July 2016. Continues. MJ
- d. **Cricket Club - To Consider the use of S106 Contributions for equipment required for next season.** The Clerk advised that there are developer contributions (S106 funds) which can be accessed for new equipment and MJ supplied a wish list. The priority would be for two side screens and new ball stop nets. In the future a boundary rope and score board will be needed. Quotations will be required in order to request funds from TVBC S106. MJ to supply quotations for consideration on 7th December. MJ
- e. **Hatches Farm - Request from Wellow FC to install a Dog Bin near the gate.** All Members agreed that it would not be appropriate as to install a bin here would encourage dog walking on Hatches Farm which is not permitted. It was agreed to enquire whether TVBC would install a dog bin and waste bin near to the Primary School as there are none in Romsey Road. The Clerk to enquire. LEW
- f. **Hatches Farm - To Consider New Signs.** With regard to the above new 'No Dog' signs are required along with signage for Hatches Farm as many cars are missing the entrance and turning around in Hatches Farmhouse. A new 'Please Shut the Gate' sign is also required. The Clerk to LEW

investigate and supply quotations. Continues.

- g. Sports Pavilions Fire Risk Assessments - Update the Clerk.** LEW
The Clerk advised that whilst both of the pavilions passed their assessments and record keeping is good, the smoke alarm in Hatches Farm pavilion is not to the required standard and cannot be heard throughout the building which is dangerous. The Clerk is awaiting a quotation for a hard wired system to LD2 standard. Continues.

98

Finance

- a. To receive Income and Expenditure Report for October 2015**

RESOLVED: That the schedules at Appendix 1 were received and agreed by all Members present.

- b. To Consider Grant Applications - RCS, New Forest Land Advice Service, Wellow School Association, Lunch Club**

RESOLVED: All Members present agreed to support:

The Romsey Community Services holiday play scheme wages of £30.00 plus Village Hall hire fee £25.00.

The NFLAS with £400.00 towards the excellent work being undertaken by the Blackwater Conservation Group.

Funds would be available to support the Lunch Club to be agreed at the next grant allocation, once their application form was received.

All Members present agreed that the art project at Wellow School Association was not eligible for grant funding as it would not be of benefit to the Community.

The Clerk to administrate.

LEW

99

Planning & General Purposes Committee

- a. To receive minutes of Planning & General Purposes Committee meetings held on 5th & 19th October 2015**

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. To Consider Implementing a Neighbourhood Plan and convening a Meeting of Interested Parties.** LEW

Mrs Fiske spoke in the public section of the meeting and supplied a document to explain. She urged the Parish Council to embark on a Neighbourhood Plan to protect the Parish from inappropriate development. The Clerk advised that there were now 12 residents who had registered their interest in forming a working party.

RESOLVED: All Members present agreed that a meeting be convened and a working party be formed.

100

Communication

- a. To Consider Use of Social Media by the Council - Free Social Media Course 12th January 2016 - Update the Clerk.** LEW

LEW

as above and will advise in due course regarding the use of Twitter for the Council. Continues.

- b. **To Consider Installation of New Notice Boards - further quotations - Update the Clerk.** The Clerk presented several quotations.

RESOLVED: All Members present agreed to combine the two boards in Whinwhistle Road into one board centrally located in Fielders Way, position to be agreed with HCC. This reduces the number of boards required to 6 including the Burial Ground at a cost of £479.00 each including posts, one without posts at £299.00. All Members present agreed to this purchase. LEW

- c. **To Consider Printing and Delivery Costs of the Quarterly Newsletter to all Households in the Parish - further quotation, Update the Clerk -** The Clerk supplied a further quotation for the printing with a slight saving, which added to the cost of insertion into the Romsey & Wellow Gazette would cost £310.00 quarterly. LEW

RESOLVED: All Members present agreed and to begin with the December Newsletter.

101

Correspondence

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

1 Briardene, Maurys Lane Council's views are requested re allowing the property to be inhabited by refugees. This was discussed and all Members present agreed it was inappropriate to comment, however, HMO legislation could apply. LEW

2 RBS Rialtas Finance Software fees rising by 2% to £113.50. Noted

3 HCC Walking Strategy Public Consultation deadline 7th Dec 12 noon. Noted

4 HCC Invitation to Economy, Transport & Environment Event 11th Nov 3.15pm, The Castle, Winchester. The Clerk and Cllr E Chesterton - Kay to attend. LEW/EC

5 Mayor Of Test Valley Invitation to Andover Young Musician of the Year 11th Feb 2016, St Marys Church, Andover 5.45pm. Cllrs Ratcliffe and Brar to attend. AR/HB

6 Mountbatten School Invitation to Autumn Concert 21st Oct, The Lantern Theatre 7.30pm. (AR & HB attended) AR/HB

7 Mountbatten School Invitation to Certificate Presentation Evening 18th Nov, The Library, 6.00pm. Cllrs Ratcliffe and Brar attending. AR/HB

102

Delegates Reports

Cllr Clark - reported his attendance at HALC AGM, encouraged all to attend next year as very worthwhile. WPC should enter into categories for awards next year. Devolution was a big topic with the Leader of HCC Cllr Roy Perry speaking. More responsibilities could be placed locally, more economically.

Cllr Brar - attended the New Forest Quadrant meeting where the Blackwater Conservation Group featured.

Cllrs Brar, Saunders, & Stehr - attended the Finance Training Workshop which they found very useful with budgeting guidance featured.

Confidential Business - the press and public were excluded for the following item (103) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

- 103 **Staff Management**
- a. Clerk to update Members on Clerical Staff
 - i) Update re the Employment of an Assistant Clerk/Admin Assistant
 - ii) Pensions - Auto Enrolment
- 104 **Future Meeting Dates**
- a. **Date of next meeting** - 7th December 2015
 - b. **Dates of other meetings to be attended by Councillors -**
 - HB Weds 4th November Police Commissioner
 - LW/EC 11th November HCC ETE
 - LW/JS 12th November TVAPTC
 - LW/AR/JS/PS/HB 19th November Re Budget FY 2016/17 (Finance Working Group)
 - All Members 23rd November TVBC Planning Training
 - c. **Calendar of Meetings 2016 - Updated**
RESOVED: All Members present agreed to the updated calendar which will now be circulated.

The Meeting Closed at 10.45pm

Time : 11:11

Current Bank A/c

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

<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
Total Receipts				<u>9,224.00</u>

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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