

WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING TO BE HELD ON
Monday, 5th October 2015 - 7.15pm
Wellow Village Hall - Wellow Room

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

In Attendance: Mrs Lorraine Wheeler (Clerk), Danielle Young and 2 Members of the public.

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

71 **Apologies** - Cllr Saunders, Cllr Stehr (who left prior to the start of the meeting).

72 **Declarations of Interest** - None

73 **Public Participation**

a) **Presentation by Jo Brooke, Team Leader, RCS, Romsey Community Office, Romsey School re Holiday Play Schemes** -

As Jo Brooke was unable to attend, it was agreed that the Clerk and Chair would meet with her and report to the November meeting.

74 **Police Report** - None. It was agreed to remove this item from the Agenda in future, as the PCSOs are no longer able to attend if they are not on shift and the Hampshire Alert system is now in place to keep the Council informed.

75 **District/County Councillors' reports**

Cllr Bailey apologised that he had little to update the Council having been away on holiday; however, he will be taking over as Chair of Southern Area Planning following some changes within TVBC.

76 **To Receive Minutes of the Full Council Meeting** held on 7th September 2015

PROPOSED: Minutes of the Full Council Meeting held on 7th September were formally received.

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

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

Four residents attended Harmeet's first drop in session.

78 **Policy**

a. **Update re Applications for Councillor Vacancies**

Two applications have been received. It was decided that informal interviews would take place on 19th October and subsequently decisions will be made on who is co-opted at the next Full Council meeting on 2nd November 2016.

All
Members

79 **Community & Environment**

a. **Review of work required under Canada Common Management Plan 2015 - update**

The Clerk advised that she had met with both JDB Contractors and Nightingale Groundcare on the Common to look at removing the gorse, Rhododendron and two pine trees. Quotations are expected for the November meeting.

LEW

b. **Footpath 22 - to consider extending the length of boardwalk installed by Sparsholt College/HCC**

HCC have advised that Romsey Ramblers have voluntarily offered to install a 3m length of boardwalk free of charge, however, the cost of materials would be £400.00. LEW

RESOLVED: All Members present agreed that £400.00 was reasonable and the Clerk to liaise with HCC to proceed.

c. Dog Awareness Day on Canada Common Saturday 31st October - NFNPA Rangers & TVBC Neighbourhood Wardens

All Members present were asked to attend the Awareness Day and a timetable was agreed and will be circulated. All Members

d. Update re Dog Control Order

The Clerk advised that as Dog Control Orders have been repealed, on the spot fines cannot be given. It is possible to charge an owner with an offence and take them to court, which is expensive, however Rod Mason (TVBC Dog Warden) has advised there is a Pilot Scheme to help Parishes with this problem and asked for a representative from the Council if WPC would like to be involved. Cllr Chesterton-Kay agreed to represent the Council. GC

e. St. Margarets Church Request Permission to hold Summer Fayre on Saturday 11th June on the Recreation Ground in Lower Common Road

The Cricket Club have agreed to avoid any fixtures on 11.06.2016 therefore all Members present agreed to St Margarets Church holding a summer fete on the Recreation Ground. The Clerk to advise. LEW

f. MacDonalDs at Ower - Offer of Community Work

Danielle Young attended on behalf of MacDonalDs to offer volunteers and possibly a financial contribution to any projects in the Village. The provision of a garden for the elderly on the Recreation Ground was discussed and Cllr Ratcliffe agreed to provide some quotations. AR

g. Remembrance Day Service Sunday 8th November -

i) refreshments- volunteers required - All Members offered to bring cakes or refreshments to the Village Hall. All Members

ii) sound system

Cllr Brar suggested that a battery could be used for the PA system and offered to look into it and advise. HB

iii) poppy appeal volunteers

Volunteers are required and Cllrs Jones and Evans agreed. MK/CE

iv) research into full names of casualties from the Second World War named on the War Memorial

Members had no ideas where these could be found.

80

Sports & Leisure

a. Access to Public Tennis Court - update

The tennis club have advised the proposal for children to play free in the school holidays will be raised at their next Committee Meeting. On average there are three bookings per week, mostly from retirees.

b. Cricket Club Have Agreed to Forego a Match on Saturday 11th June 2016 in order for the Summer Fayre to take place - as per minute 79e above.

81

Finance

a. To receive Income and Expenditure Report for September 2015

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

b. To Consider Printing and Delivery Costs of Newsletter to all Households in the Parish

Members thought another quotation would be useful and LEW

BML in Greatbridge Industrial Estate was suggested.

c. **To Consider Grant Applications - RCS**

Deferred until November as per minutes 73a above.

82

Highways

a. **Update re Highways Impact Assessment Study for 115 Houses on Land at Bridge Farm, Romsey Road**

All Members present agreed that in light of HCC Highways objections to the application, this study was not required at present. The WPC letter will now be sent to TVBC. LEW

83

Planning & General Purposes Committee

a. **To receive minutes of Planning & General Purposes Committee meetings held on 7th September 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. **Update re Appointment of Substitute Members to Planning Committee**

Advice from HALC stipulates that substitute members may be appointed to the Committee; however they will have the right to vote in the place of the member they are substituting. The substituted member may not vote on the same application.

RESOLVED: It was resolved to appoint Cllrs Jones, Chesterton-Kay and Evans to be substitute members.

84

Communication

a. **To Consider Use of Social Media by the Council - update**

TLC are not able to attend the meeting, however they have advised that the Twitter feed can be set up to have no followers, therefore no one will be able to post comments on the Council account unless retweeting which often results in not enough characters, although this remains a risk. It will essentially be a news feed which can be linked automatically to updates on the website and therefore acts as a signpost to the website. All Members present agreed it was worth a trial period. The Clerk will oversee and monitor with help from HB. LEW/HB

b. **To Consider Installation of New Notice Boards**

The Clerk provided a quotation to replace 8 notice boards in the Parish in the same materials and from the same company as that at the Village Hall. It was decided another quotation would be useful to compare although all agreed the new Notice Board at the Village Hall is a good quality. The Clerk queried whether to remove both boards from Whinwhistle Road and place one centrally at Fielders Way. The Clerk to query with HCC.

85

Correspondence

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

1. Wellow YFC Lease signed and 1st payment received **Noted**

2. Pensions Regulator Reminder re auto enrolment by 1st December 2015. Staging Date 1st April 2016 **LEW/JS**

3. Wellow Brownies Request to use the Common for an off road cycling badge. All Members present agreed this could not take place because of the Forestry Commission No Cycling bylaw on the Common but suggested Hatches Farm could be used. The Clerk to advise. LEW
4. A resident raised safety concerns re speed of traffic in Whinwhistle Road with Cllr Roy Perry & asked re setting up the Community Speedwatch Scheme. All Members present were unanimously against the scheme in addition, it is extremely difficult to find volunteers. LEW
5. TVBC Responsible Dog Ownership Project information. Cllr Chesterton-Kay took this information. GC
6. NFNPA Local Plan Review - deadline 23/10/2015. Cllrs Clark and Brar agreed to look at this. HB/AC
7. Village Hall & Twinning Barn Dance - 14/11/2015 7.30pm tickets £12.50 Noted
8. HALC AGM - still places available. 10/10/2015 Sparsholt College. Cllr Clark attending. Noted/AC
9. Test Valley Community Services AGM Friday 6th November 9.30am at Longstock Village Hall Noted

86

Delegates Reports

Cllrs Mike & Sue Jones reported that they had attended the RBMR liaison meeting at Roke Manor. RBMR are doing all they can to minimise impact on the environment and make the site attractive by planting native species. There will be an open day in Spring for all to attend. The site is subject to strict environmental inspections and restrictions.

Cllr Ratcliffe reported a request to clean out the ditch adjacent to footpath 18. It was felt that this was residents' responsibility as riparian landowners and Cllr Ratcliffe will speak to one of the residents and report.

AR

Confidential Business - to consider the exclusion of the press and public for the following item (87) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

87

Staff Management

- a. Clerk to update Members on Clerical Staff
 - i) Update re the Employment of an Assistant Clerk

88

Future Meeting Dates

- a. **Date of next meeting**
 - 19th October Planning & General Purposes Committee
 - 19th October New Councillor Interviews
 - 2nd November 2015 Full Council
- b. **Dates of other meetings to be attended by Councillors**
 - 7th October NFNPA - HB & AC
 - 10th October HALC AGM - AC
 - 15th October NFNPA - HB
 - 21st October HALC Pension Workshop - JS & LEW

The Meeting Closed at 9.15pm

Current Bank A/c

Payments made between 01/09/2015 and 30/09/2015

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2015	SSE	004095	191.89		9.14	1501	501	132.90	Cricket Pavilion Electricity
						1551	502	49.85	Hatches Farm Pavilion Electric
01/09/2015	BT Payment Services Ltd	004096	300.61		50.10	4126	101	250.51	Phone & Broadband
01/09/2015	Nightingale Groundcare Ltd	004097	1,307.23		217.87	4625	601	365.84	Licensed Sites
						4565	502	215.00	Hatches Farm
						4530	501	215.00	Lower Common Rd Rec
						4803	801	193.52	Burial Grounds
						4650	602	100.00	Bus Shelter
03/09/2015	K. D. Steer	004098	27.50			4122	101	27.50	Parish Office Cleaning
04/09/2015	Direct tec UK Ltd	004099	232.45		38.74	4134	101	193.71	Colour Copies - Newsletter
04/09/2015	M. Lewis Contract Ltd	004100	104.64		17.44	4154	101	87.20	PAT Testing Aug 2015
04/09/2015	Leanne's Garden Services	004101	60.00			4753	702	60.00	Ragwort Removal Monkey's Jump
10/09/2015	Fixed Deposit A/c	XFERR	75,000.00				200	75,000.00	Fixed Term to 10.12.2015 @ .52
14/09/2015	Southern Water	004102	80.74			1506	501	80.74	Waste water Lower Common Rd
14/09/2015	Hampshire County Council	004103	7.27		1.21	4135	101	6.06	Laminating Pouches
15/09/2015	Came & Company	004104	2,168.90			4140	101	2,168.90	Insurance Renewal Premium
15/09/2015	L Wheeler	004105	1,186.50		1.33	4100	102	1,164.86	Salary Sept 2015
						4102	102	13.65	Mileage Sept 2015
						4511	501	6.66	Expenses PAT Test
15/09/2015	H M Revenue and Customs	004106	780.99			4101	102	780.99	Tax & NI
15/09/2015	PCC E with W Wellow	004107	300.00			4300	301	300.00	Grant Re Graveyard Maintenance
18/09/2015	R.C.Biddlecombe	004108	75.48			4650	602	75.48	Bus Shelter repairs
30/09/2015	Clearwater Ltd	004109	228.00		38.00	4565	502	190.00	Hatches Farm Drain Clearance
30/09/2015	Information Commissioner	004110	35.00			4148	101	35.00	Data Protection Registration
30/09/2015	Nightingale Groundcare Ltd	004111	1,451.23		241.87	4803	801	120.00	Tree Trimming Burial Ground
						4625	601	365.84	Grounds Maint - Licensed Sites
						4565	502	215.00	Grounds Maint - Hatches Fm
						4530	501	215.00	Grounds Maint - LCR Rec
						4560	502	100.00	Bus Shelter Maintenance
						4803	801	193.52	Grounds Maint -
Subtotal Carried Forward:			83,538.43	0.00	615.70			82,922.73	

Current Bank A/c

Payments made between 01/09/2015 and 30/09/2015

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>
30/09/2015	K. D. Steer	004112	22.00			4122	101	22.00	Burial Ground Parish Office Cleaning
30/09/2015	Wellow Village Hall	004113	25.52			4121	101	25.52	Electricity charge
Total Payments:			83,585.95	0.00	615.70			82,970.25	

Current Bank A/c

Receipts received between 01/09/2015 and 30/09/2015

		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 : 03/09/2015	77.15						
500221	Romsey Extra PC	77.15			4146	101	77.15	New Councillor Training
	Banked on : 07/09/2015	1,177.29						
BACS	Various	1,177.29			4200	201	1,177.29	Sale of Grounds Maint
	Banked on : 07/09/2015	10,000.00						
XFERR	Deposit Bank A/c	10,000.00			200		10,000.00	From Deposit to Current
	Banked on : 09/09/2015	80,000.00						
XFERR	Fixed Deposit A/c	80,000.00			200		80,000.00	Fixed Deposit Matures
	Banked on : 09/09/2015	49.10						
BACS	TSB	49.10			1190	101	49.10	Interest
	Banked on : 10/09/2015	486.62						
500222	Various	486.62			4200	201	486.62	Sale of Grounds Maint
	Total Receipts:	91,790.16	0.00	0.00			91,790.16	