

**WELLOW PARISH COUNCIL  
MINUTES OF ANNUAL MEETING AND FULL MEETING OF THE PARISH COUNCIL HELD ON  
Monday, 3rd July 2017 - 7.15pm  
Wellow Village Hall - Wellow Room**

Attending: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Alan Clark (AC), Cllr Trevor Grant (TG), Cllr Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr Rich Millard (RM), Cllr John Sampson (JRS), Cllr Harmeet Singh Brar (HB), Cllr Phil Stehr (PS).

In Attendance: Mrs Sharon Whitehouse (Clerk)

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

- 36 Apologies** - Cllr John Saunders (whose letter of resignation from the Parish Council had been received by the Clerk on the morning of 3rd July); Cllr Roy Perry
- a. Welcome to new Councillor Rich Millard**  
Cllr Rich Millard was welcomed as a full member of the Parish Council and joined the table.
- 37 Declarations of Interest** - None
- 38 Public Participation** - None
- 39 Police Report** - Presented by PCSO Storm Perrott and relating to the previous 30 days. Apart from the incident at Monkey Jump where a resident had been assaulted on her property by an intruder, there had been 2 speeding tickets issued (A36), 1 theft of a vehicle which had been recovered, and 1 attempted theft from a motor vehicle
- 40 District/County Councillors' reports**  
Following approval at Southern Area Planning for the Solar Farm, Cllr Adams-King reported that Test Valley is in discussions with the owners of Woodington Farm concerning options for access. Fishlake Meadows will become a Nature Reserve, further details of who will manage this to follow. In response to press criticism, Cllr Adams-King explained TVBC's decision to increase staff pay by 2.5%, citing the 16/17 underspend of £350k which largely resulted out of not being able to recruit to vacant posts because public sector wages had not kept pace with commercial industry. Regarding the changes to Borough electoral boundaries, the Blackwater Ward will gain two thirds of Timsbury and Michelmersh. Test Valley will be inviting Parish Councils to send a representative to a preliminary meeting on the Local Plan soon. Cllr Bailey had nothing to add.
- 41 To Receive Minutes of the Full Council Meeting held on 5<sup>th</sup> June 2017** - deferred until 4<sup>th</sup> September meeting.
- 42 Matters Arising** - None
- 43 Policy**
- a. Office Admin/Security** - It was requested that all copies of parish office keys held by Councillors other than the Chair be returned to the Clerk immediately. Moving forward, only the Chair, the Clerk and the Admin Assistant will hold a set of keys to the parish office. However, currently keys are also held by Phil Stenner (Chair of the Village Hall Committee) and Karen Steer, the office

cleaner. The Clerk will further investigate the impact on insurance policies etc. before the Parish Council agrees to have the intruder alarm disconnected, as per Phil Stenner's email request of 28<sup>th</sup> June 2017.

SW

**b. Electoral Review of Test Valley Borough Council - Consultation**

**RESOLVED:** It was agreed that the Clerk will respond saying the Parish Council supports the proposed changes to the Blackwater Ward.

SW

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**Community & Environment**

**a. Canada Common re. Management Plan 2017/18** - Cllr Sampson reported that Mr Skinner has delivered letters to all Canada Common residents, with a second batch being distributed in June. The Lengthsman is returning on 6<sup>th</sup> July to continue with hand-pulling of ragwort. A meeting will be arranged with Nightingale Ground Care ASAP to agree the next phase of the Management Plan work, so that it can commence as soon as is reasonably practical after 1<sup>st</sup> September.

SW/JRS

**b. Footpaths**

**i) Cllr Sampson** advised that HCC should have started work on our designated Rights of Way.

**PROPOSED:** Cllr Sampson proposed that the Lengthsman be employed to get the hedgerows and ground cover cut back on Footpaths 17 and 18.

**RESOLVED:** It was agreed that the Lengthsman be instructed to carry out cutting back on Footpaths 17 and 18, up to a maximum cost of £500; to be funded through the Lengthsman scheme.

**ii) Cutting back of Pyracanthas on the corner of Nightingale Close and Arun Way.**

**RESOLVED:** It was agreed that as this is not on Parish Council land, nor falls under the responsibilities of the Parish Council, the Clerk will contact TVBC to try and establish who is responsible for maintaining the shrubs on this parcel of land, before going back to the resident to advise of the Parish Council's decision.

SW

**c. A27 Shootash Bus Shelter Noticeboard** - the Clerk advised Councillors that the vandalised cover of the notice board has been replaced by Queensbury as previously agreed.

**d. Arrangements for re-letting the Grounds Maintenance Contract**

**PROPOSED:** To re-let the Grounds Maintenance Contract, to include work at the burial ground and bus shelter maintenance currently undertaken by Nightingale Ground Care under separate arrangements, for a 3-year period, with effect from 1<sup>st</sup> November 2017.

**RESOLVED:** It was agreed that the Clerk would proceed with arrangements for re-letting the Grounds Maintenance Contract on the basis outlined in the proposal above. Cllr Rich Millard will assist the Clerk.

SW/RM

**e. Community Speedwatch** - Cllr Singh Brar advised that Michael Lane has promised full funding to purchase equipment, provided the Council can confirm volunteers. Cllr Singh Brar indicated that he already knows of 3 or 4 people who are interested in helping. Cllr Grant reported that Kings Somborne's co-ordinator has offered to help with a pilot as well as providing some helpful tips and traps since the last meeting.

**RESOLVED:** It was resolved that the Parish Council will proceed with the Community Speedwatch Scheme. Cllr Singh Brar to lead on this. Notices appealing for volunteers will be placed on the website, notice boards and social media by the office. If there is a shortfall in the numbers of volunteers (6 are

recommended) after a couple of weeks, then the original appeal will be followed up with a targeted letter drop. The Clerk will advise PCSO Claudia Pattison of the Council's decision, as requested. Cllr Singh Brar to contact PCC Michael Lane SW/HB to obtain written confirmation of funding.

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## Sport & Leisure

### a. Cricket Pavilion

#### i) Update on VAT position

**PROPOSED:** To instruct the Steve Parkinson Partnership to complete a report on VAT implications for the Parish Council at a cost of £500.

**RESOLVED:** It was resolved that the Parish Council will instruct the Steve Parkinson Partnership to advise specifically about Wellow's circumstances, including the impact of the lease agreement with W&PCC, to ensure that the Parish Council maximises its resources and is HMRC compliant. The Clerk to arrange. SW

Cllr Chesterton-Kay confirmed staged payments required by Passmores for cashflow purposes, as follows: - a deposit of £10,700 (25%) will be required ASAP. An interim payment of £17,165 will be due during the work, with a final payment of £15,048 due on completion. These figures exclude a proposed 4% price increase.

#### ii) To approve expenditure of £850.00 for Building Regulation Fees

Further to previous discussions held at Full Council, Cllr Chesterton-Kay confirmed that the cost of professional fees in relation to Building Regulations would be £850.

**RESOLVED:** It was agreed that the Parish Council would instruct AEDIS to provide professional services for Building Regulations, at a cost of £850.

### b. Lower Common Road Recreation Ground

i) **Community Garden funding bid** - Cllr Chesterton-Kay reported that Viridor has awarded the Parish Council a grant of £4,000 towards the cost of the project. With funding from Test Valley, plus what the Parish Council has earmarked, funds of £7.5k are available for hard landscaping. To complete the scheme, 6 benches at a cost of £400 each need to be purchased, to be placed in the Garden at the same time the hard landscaping is completed. The Chair has written to sponsors and secured funding for some of these already, and it is hoped to find sponsorship for the remainder. In the interim, to enable the project to continue on schedule -

**PROPOSED:** It was requested that Council agree to the proposal to fund the benches at a total cost of £2,400, with the proviso that this will be recovered via sponsorship.

**RESOLVED:** All Members present agreed that the Parish Council would fund an additional £2,400 towards the cost of benches, on the understanding that the cost of these would be recovered via sponsorship.

#### ii) To approve contractor for hard landscaping on Community Garden project

**PROPOSED:** Cllr Chesterton-Kay recommended that Members approve the quotation from L & M Landscaping in the sum of £7,100, as not only was it the lowest price out of the three quotes obtained, but the contractor could also meet the planned timetable.

**RESOLVED:** All Members present agreed that L & M Landscaping be instructed to complete the hard landscaping. Clerk to arrange SW

Cllr Singh Brar wished to record a vote of thanks to Councillors Chesterton-Kay for all their hard work in progressing both the Community Garden and

replacement Pavilion projects.

**iii) Annual ROSPA report on play equipment** - Cllr Sue Jones reported that she had recently inspected the equipment on site, in a walk around with the Admin Assistant, at the same time as reviewing the ROSPA report. There was nothing requiring immediate attention (apart from the No Dogs Sign which has a sharp edge and needs replacing). Although not a priority Health and Safety concern, **RESOLVED:** It was agreed by all Members present that quotes should be sought for the following:

- replacement of the damaged panel on the tower of the MUGA
- shrinkage of rubber surfaces which create a potential trip hazard - find out costs of filling edging gaps with flexible filler
- pivot cover on the seesaw - obtain quote for replacement.

The admin assistant to progress with Cllr Jones.

KM/SJ

Councillor Jones advised that she is keen to establish a maintenance programme for both the play equipment and MUGA/Youth Shelter to address the rather shabby and tired looking appearance of the playground and MUGA.

**iv) To consider a proposal for wild flower planting at the edge of the Gazing Lane boundary** - This request had been raised by a Parishioner. It is not clear who would plant the wild flower garden, only that the Parish contractor would have to be instructed to stop maintaining that specific area to allow the garden to flourish. The boundary is included in the Parish Council's Grounds Maintenance Contract, specifically maintenance of the ditch and hedgerow. Previously there have been problems with rats when these were not regularly maintained.

**RESOLVED:** It was agreed by all Members present that the proposal is not practical. No further action to be taken.

#### c. Hatches Farm

**i) To consider request from tennis club re. access for 'Pay and Play'** - **RESOLVED:** It was agreed by all Members present that the access code to Hatches Farm should not be shared with those outside of the Tennis Club, for reasons of site security. Councillor Rich Millard will advise the tennis club of the decision.

RM

**ii) Annual Lease with Wellow Youth Football Club** - the Clerk advised that the annual lease agreement with Wellow Youth Football Club is due for renewal in July, in advance of the commencement of the 2017/18 season. A price increase of 3% was previously agreed as part of 2017/18 budget preparation and recorded in the November minutes.

**RESOLVED:** It was agreed that the Clerk will issue the 2017/18 lease renewal document for signature by Wellow Youth Football Club as soon as possible.

SW

**iii) Trim Trail Annual ROPSA Inspection** - since Cllr Saunders has resigned, the Clerk sought a volunteer to review this year's annual ROSPA inspection report recently received from PlaySafety. Cllr Rich Millard agreed to assist.

RM

#### Finance

##### a. To receive Income and Expenditure Reports for June 2017

**PROPOSED:** To accept the income and expenditure reports for June 2017

**RESOLVED:** The I & E reports were accepted and agreed by all Members present.

**b. To receive quarterly budget report for period ended 30/6/2017**

**PROPOSED:** To accept the quarterly budget report for the period ended 30/6/17

**RESOLVED:** The quarterly budget reports were accepted and agreed by all Members present.

**c. To receive online payments schedule dated 3/7/2017** - was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.

**47 Planning & General Purposes Committee**

**a. To Receive Minutes of Planning & General Purposes Committee meetings held on 5<sup>th</sup> and 19<sup>th</sup> June 2017**

**PROPOSED:** Minutes of the Planning & General Purposes Committee meetings held on 5<sup>th</sup> June and 19<sup>th</sup> June were formally received.

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

**48 Communication**

**a. Newsletter September Edition** - Cllr Grant appealed for topics for articles for the September edition, which will be drafted during August. The Clerk advised that the office had run into some problems when trying to leave extra copies at outlets around the village. NISA had kindly agreed to take them, but Carlo's refused to take the June edition of the Parish Newsletter because their new racking is not suitable for A4 publications. Cllr Singh Brar offered to speak to them. The manager at the Rockingham Arms agreed to take the June edition, but said that she would have to check with the owner re. future publications as she was not aware of the agreement to display them. Again, Cllr Singh Brar who spoke to the owners originally offered to try and broker an agreement with the pub owners.

HB

HB

**b. Social Media/Website** - since the office had taken over responsibility for updating the Facebook page, the number of followers had increased significantly and there has been a lot of positive feedback from the Community.

**PROPOSED:** To ensure that the Parish Council's Social Media presence is both lawful and of a high quality, the Clerk requested exclusive admin rights to Wellow Parish Facebook page.

**RESOLVED:** It was agreed by all Members present that the office should have exclusive admin/editorial rights of the Facebook page. Cllr Singh Brar will liaise with the admin assistant to decide the way forward.

KM/HB

**49 Neighbourhood Plan**

**a. Update** - was provided by Cllr Grant who reported that regrettably Alan Wright had resigned as Independent Chair due to family reasons. In the interim, until a new Chair is appointed, Cllr Grant will be Acting Chair. Kathy has drafted some Terms of Reference for working groups and some useful information from the Parish Plan has been received from Tony Boyle. Meeting dates have been organised for August. Cllr Grant has received information about locality funding bids (31.1.2018 deadline) and the team need to consider representation at the conference on Neighbourhood Plans being run by CPRE Hampshire.

**b. To ratify membership of the Steering Group**

**RESOLVED:** The proposed Steering Committee as set out in Cllr Grant's note circulated via email on 2<sup>nd</sup> July was approved.

- 50 **Correspondence/Consultations Received June 2017**  
**Royal Mail** - Letter dated June 2017 re. changes and conditions to services - Noted.  
**HCC** - Email correspondence dated 12th June 2017 to Wellow resident Mrs Williams following her initial request to the Parish Council for a pavement to be installed on the corner of Buttons Lane and Romsey Road, up to Barnes Close - Noted.  
**Local Council Advisory Service** - Risk Engineering Seminar booklet - reviewed by Cllr Stehr, returned to the Clerk.  
**Various** - emails received from residents regarding allotments - Clerk to reply with standard acknowledgement, advising that this will be considered as part of the Neighbourhood Plan.  
**Patricia Crates** - copy of letter dated 19th June 2017 by Wellow resident sent to Jonathan Bambridge (HCC) regarding grass verges and ditches - for information - Noted.  
**HCC e-update** received 29th June 2017 - circulated to all Councillors 30.6.2017  
**K Steer** - email dated 2nd July requesting a pay increase in respect of cleaning the Parish Office - Clerk to advise of new pay rate as agreed.  
**NFPA** - email of 16 June re. RMS (recreational management services) consultation. No response to be sent from the Parish Council.  
**HCC** - email of 9th June, Hampshire County Council's Transformation to 2019 Programme - circulated to all Councillors for information on 21.6.2017

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Newsletter/Periodicals

CPRE Monthly e-news June 2017 - circulated to all Councillors 30.6.2017.  
 Friends of the New Forest - Forest Matters Spring/Summer 2017 Edition  
 The National Association of Local Councils - Summer 2017 Edition

- 51 **Delegates' Reports**  
**Cllr Singh Brar** had attended the Code of Conduct Conference last month and found it very helpful. He had attended the Flag Raising in Romsey and the Mountbatten Founders' Service on behalf of the Parish Council. Cllr Singh Brar has been invited to attend a tour and meet directors at CSP. He is following up an enquiry from a resident who approached him at the Summer fete, expressing concern about fire safety in her home. Wellow school has contacted him regarding an event at St John's House towards the end of July which he plans to attend.  
**Cllr Grant** circulated copies of information about the Mens Shed initiative - one has recently been set up in Romsey - as he felt that this was interesting from the point of view of developing services in the community.  
**Cllr Phil Stehr** - with reference to the LCAS document from Zurich Insurance noted under the Correspondence item above, Cllr Stehr stated that he felt there is a case for the Parish Council developing an operational risk register. Cllr Stehr agreed to write up a proposal for consideration at a future meeting.  
**Cllr G Chesterton-Kay** thanked everyone who attended the fete. She advised that she and Ed will be walking the Testway in October in aid of the Mountbatten Music Academy. £100 of the Chairman's allowance will be donated to this cause.  
**Cllr M Jones** - reported that he had received a complaint from a resident at the fete, regarding overgrown hedgerows and verges affecting sight lines from the entrance of Gazing Lane to Slab Lane. Clerk to investigate, although the name of the resident wasn't taken.

PS

SW

- 52      **Future Meeting Dates**
- a. **Date of next meeting**  
17/7/2017 at 6.45pm Planning & General Purposes  
7/8/2017 at 6.45pm Planning & General Purposes
  
  - b. **Dates of other meetings to be attended by Councillors**  
12/7/17 - Test Valley Passenger Transport Forum, Crosfield Hall - Cllr Singh Brar

**Meeting closed at 10.20pm**

Item 63a

Date: 04/09/2017

Wellow Parish Council Current Year

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Time: 12:31

Deposit Bank A/c

List of Payments made between 01/07/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/07/2017	Current Bank A/c	BACS	15,000.00		Top-up current account
<b>Total Payments</b>			<u>15,000.00</u>		

04/09/2017

Wellow Parish Council Current Year

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12:30

Cashbook 2

User: SW

Deposit Bank A/c

Receipts received between 01/07/2017 and 31/08/2017

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>
BACS	Banked: 10/07/2017	3.90						
BACS	TSB		3.90		1190	101	3.90	Interest
BACS	Banked: 09/08/2017	3.20						
BACS	TSB		3.20		1190	101	3.20	Interest payment
<b>Total Receipts:</b>		<b>7.10</b>	<b>0.00</b>	<b>0.00</b>			<b>7.10</b>	

## Current Bank A/c

Receipts received between 01/07/2017 and 31/08/2017

## 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: 13/07/2017	15,000.00						
BACS	Deposit Bank A/c	15,000.00			200		15,000.00	Top-up current account
BACS	Banked: 18/07/2017	864.73						
BACS	HMRC	864.73			105		864.73	VAT Repayt Q1
500258	Banked: 26/07/2017	328.47						
500258	Various	328.47			1800	801	126.00	Memorial - Collins
					1800	801	73.50	Inscription - Russell
					1751	101	128.97	Water refund
500259	Banked: 10/08/2017	1,994.50						
500259	Various	1,994.50			1800	801	126.00	Memorial - Kemish
					1800	801	178.50	Ashes Interment -
					1800	801	630.00	G.O.E.R. - Gritt
					1500	501	1,060.00	Cricket Club Rent 17/18
500260	Banked: 24/08/2017	73.50						
500260	Blackwell and Moody	73.50			1800	801	73.50	Memorial Inscr - Foster
500261	Banked: 31/08/2017	441.00						
500261	Various	441.00			1800	801	126.00	Memorial - Noble
					1800	801	315.00	Ashes scattering - Foster
<b>Total Receipts:</b>		18,702.20	0.00	0.00			18,702.20	

List of Payments made between 01/07/2017 and 31/08/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/07/2017	K. D. Steer	004409	55.00	04.09.2017	Office Cleaning Mar, May & Jun
03/07/2017	Wellow Village Hall	004410	389.64	04.09.2017	Wellow Village Hall
05/07/2017	Nightingale Groundcare Ltd	EP07170032	86.40	04.09.2017	Grounds Maintenance
05/07/2017	Hants Assoc of Local Councils	EP07170033	72.00	04.09.2017	Code of Conduct Conf
05/07/2017	BML Print	EP07170034	283.00	04.09.2017	June Newsletter - printing
05/07/2017	Queensbury Shelters Ltd	EP07170035	210.96	04.09.2017	Shootash notice board
05/07/2017	Bournemouth Water	EP07170037	23.69	04.09.2017	Water Chgs to 25 May 2017
05/07/2017	Nightingale Groundcare Ltd	EP07170038	1,227.89	04.09.2017	Grounds Maint - June 2017
05/07/2017	SSE	EP07170036	15.21	04.09.2017	Elec chgs to 12/6/17
05/07/2017	Grenke Leasing Ltd	DDGRENKE9	83.06	04.09.2017	Finance Lease Phones
06/07/2017	Kevin Bennett	004411	680.00	04.09.2017	Various maintenance work
12/07/2017	L & M Landscapes	004412	3,100.00	04.09.2017	Comm Garden Hard Landscaping
12/07/2017	Passmores	004413	10,700.00	04.09.2017	Pavilion bldg 1st payt on a/c
13/07/2017	H M Revenue and Customs	EP07170041	497.25	04.09.2017	Q1 PAYE Tax and NI
13/07/2017	AEDIS Regulatory Serv Ltd	EP07170042	420.00	04.09.2017	AEDIS Regulatory Serv Ltd
17/07/2017	Sharon Whitehouse	EP07170039	1,059.00	04.09.2017	Clerk's wages July 2017
17/07/2017	Karen Miles	EP07170040	384.50	04.09.2017	Admin Asst Wages July 2017
18/07/2017	NEST	DDNESTJUL	21.04	04.09.2017	Pension Payment - July 17
26/07/2017	TLC Online	EP07170043	121.50	04.09.2017	Website Maint etc Apr-Jun 17
03/08/2017	Grenke Leasing Ltd	DDGRENKE10	83.06	04.09.2017	Finance Lease Phones
07/08/2017	K. D. Steer	004414	31.00	04.09.2017	Parish Office Cleaning July 17
08/08/2017	A J Lodge	EP08170044	120.00	04.09.2017	Newsletter Delivery Mar & Jun
08/08/2017	PEAC (UK) LTD	EP08170045	104.40	04.09.2017	Copier rental Aug-Nov 17
08/08/2017	Absolute Technology UK Ltd	EO08170046	45.00	04.09.2017	IT support
08/08/2017	Gaye Chesterton-Kay	EP08170047	48.50	04.09.2017	Expenses re. CC presentation
08/08/2017	Nightingale Groundcare Ltd	EP08170048	1,227.89	04.09.2017	Grounds Maintenance July 17
08/08/2017	Direct tec UK Ltd	EP08170050	376.71	04.09.2017	Copy charges Apr-Jul 17
08/08/2017	Sharon Whitehouse	EP08170051	1,067.48	04.09.2017	Clerk's salary August 2017
08/08/2017	Hampshire County Council	EP08170049	105.80	04.09.2017	Stationery
16/08/2017	Karen Miles	EO08170052	397.34	04.09.2017	Admin Asst Salary Aug 2017
16/08/2017	Storage on Site Ltd	EP08170053	215.76	04.09.2017	Storage Container for Pavilion
18/08/2017	NEST	DDNESTAUG	21.04	04.09.2017	Pension Payt Aug 2017
22/08/2017	Wellow Scout Group	EP08170054	11.00	04.07.2017	Hall hire for Plng Mtg 21.08
22/08/2017	NALC	EP08170055	17.00	04.09.2017	LCR Subscription

Total Payments 23,302.12