

WELLOW PARISH COUNCIL
 MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON
 Monday, 4th December 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 Sue Jones (SJ), Cllr Rich Millard (RM), Cllr John Sampson (JRS), Cllr Phil Stehr (PS), Cllr Harmeet Singh Brar (HB)
 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.

105 **Apologies** - Cllr Mike Jones, Cllr Rich Millard, Cllr Nick Adams-King , PCSO Claudia Pattison

106 **Declarations of Interest** - None

107 **Public Participation** - None

108 **Police Report** - the Chair read out the 31-day crime report dated 1/12/17 received from PCSO Claudia Pattison which included 1 report of a suspicious vehicle in Scallows Lane, 1 public order offence whereby a male had used threatening words towards children in playing fields off Romsey Road, and 1 theft of tools from a vehicle in Ryedown Lane.

109 **District/County Councillors' reports**
 Cllr Bailey had nothing to report.

Cllr Perry reiterated the position facing Hampshire as it prepares its budget for next year, due to ongoing inflationary and demographic pressures, particularly in the care of the elderly where the number of over 85year olds is expected to increase by 20% in the next five years. The contract for replacing Nightingale Lodge in Romsey, with a 54 one and two-bedroom extra care facility is due to be let imminently. Cllr Perry restated Hampshire's position regarding potential significant development in the Waterside area and use of the A36. Contrary to recent comments from Wiltshire about a possible upgrade of the trunk road, HCC has declared its strong support for traffic to be routed along the M3 and A34 corridor.

110 **To Receive Minutes of the Full Council Meeting held on 6th November 2017**
PROPOSED: Minutes of the Full Council Meeting held on 6th November 2017 were received.
RESOLVED: *Cllr John Sampson requested a change to Min. 96b, where works proposed should read for 'clearance work on Footpaths 17 and 18' rather than footpath 22 as recorded. A manual amendment was made to the minutes and following the requested amendment, the minutes were approved as a true and accurate record of the meeting and signed by the Chair.*

111 **Matters Arising** - None

112 **Policy**
 a. **Community Governance Review** - Following discussion, it was agreed that the Clerk will send an email to neighbouring Parish Councils seeking their early views, based on our assumption that nothing fundamental is going to change. SW

Cllr Grant offered to assist the Clerk in drafting the email. Parish Councillors should not make direct contact with neighbouring Parishes at this stage. This item will be carried forward to the next agenda when a decision needs to be reached so that Wellow Parish can formally respond to the consultation. TG

113 Community & Environment

a. Canada Common re. Management Plan 2017/18

Cllr Sampson reported that letters had been sent out about the proposed gorse clearance work, which started on the Common on 4th December. Work to thinning of silver birches is on hold pending the receipt of a felling licence. Cllr Sampson has been in touch with Natural England and the National Trust suggesting that time can be set aside at the February full Council meeting for them to talk about possible joint working - he is waiting to hear back on this proposal.

b. Footpaths

Cllr Sampson requested that approval be given to further minor improvement work on Footpaths 17 and 18 even though this would take us to an overspend against the budget provision for footpaths.

RESOLVED: It was agreed that 6 tonnes of aggregate will be laid on Footpaths 17 and 18 at a cost of £180, plus labour (via the Lengthsman scheme, total cost £430. Cllr Sampson and the Clerk to arrange.

JRS/SW

c. ROW - To Agree Priority Cutting List for 2018

PROPOSED: Cllr Sampson recommended that Spouts Lane to Flowers Lane (FP25) be removed from the Priority Cutting List and replaced with Footpaths 17 and 18.

RESOLVED: It was agreed by all Members present to amend the Rights of Way Priority Cutting List for 2018, removing Footpath 25 to be replaced with Footpaths 17 and 18. Clerk to send reply to HCC.

SW

114 Sport & Leisure

a. Cricket Pavilion

Cllr Chesterton-Kay reported that quotes received for work to the base/slab of the pavilion were under review and the successful contractor will be appointed in the next few days. The cost of the foundation will be around £25k, but this should be contained within the overall budget. The delay caused ensuring that the foundation meets and complies with all the relevant Building Regulations etc., means that once the pavilion is erected, there will be around 6 weeks to complete the internal fit-out and get the building finished, but this is still felt to be achievable.

b. Community Garden

Cllr Chesterton-Kay reported that all the plants and trees for the Community Garden have been purchased and the planting scheme will provide year-round interest. Planting will take place on Saturday 27th January 2018, at 10.00am (weather permitting).

c. Hatches Farm

i) To Ratify Expenditure for New Storage Facility

PROPOSED: Following consideration of quotes received, Cllr Chesterton-Kay recommended acceptance of Quote EST-000600 from L&M Sturdy Garages & Sheds Limited, in the sum of £6,860.00, plus work to provide the base to be undertaken by Ground Force Base Laying Services at a cost of £2,500, excl. VAT.

RESOLVED: It was agreed by all Members present to proceed with the purchase of additional storage and base-laying works as per the proposal above.

115 Finance

a. To Receive Income and Expenditure Reports for November 2017

PROPOSED: To accept the income and expenditure reports for November 2017.

RESOLVED: The I & E reports for November were accepted and agreed by all Members present

Cllr Stehr asked if reports specific to current capital schemes could be published. The Clerk confirmed that reports can be extracted from the finance system on request, but there is no statutory requirement for the Parish Council to publish information at this level of detail. Cllr Grant, Chair of the Finance Working Group, agreed to look at this and report back at the next meeting.

TG

b. To Receive Online Payments Schedule Dated 04/12/2017 - schedule was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.

c. Budget Report & Consider Precept 2018/19 - Cllr Grant provided a report following the meeting of the Finance Working Group, attached at Appendix 2.

PROPOSED: That the precept be increased by 2% (£1,300) and that draft estimates be approved.

RESOLVED: It was agreed by all Members present that the precept be increased by 2% and set at £66,300 for 2018/2019 and to accept the proposed budget.

The Council reviewed its earmarked reserves and it was:

PROPOSED: That £20,000 be transferred from the Earmarked Reserve (EMR) for the Burial Ground to Hatches Farm

RESOLVED: It was agreed by all Members present to transfer £20,000 from the Burial Ground to the Hatches Farm EMR.

d. To Receive Interim Internal Audit Report

PROPOSED: To receive the interim internal audit report (previously circulated) for the period April-September 2017, that advised that in the opinion of the auditors, 'the various records in place for the Council provide a good standard of control'.

RESOLVED: The interim audit report was received and noted by all Members present.

e. To Consider CPRE Membership for 2018

PROPOSED: To consider the renewal of CPRE Membership for a further year.

RESOLVED: All Members present agreed that CPRE Membership be renewed for 2018 at a cost of £36.00. Clerk to arrange.

SW

116 Planning & General Purposes Committee

a. To Receive Minutes of Planning & General Purposes Committee meetings held on 6th November 2017

PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 6th November were formally received.

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

117 Communication

a. Newsletter Update - Cllr Grant advised that the December Edition of the Nightingale Times is with the printers and distribution is expected to take place over the weekends of 9th/10th and 16th/17th December. Following some issues raised by Cllr Sampson about coverage, it was agreed to review distribution as estimates place this at around 65% of households across the Parish. Cllr Sampson to confirm prices for Royal Mail delivery and report back at a future meeting.

JRS

Cllr Grant advised Councillors that the deadline for receiving articles for the March Newsletter will be 23/2/2018.

b. Social Media/Website - The Clerk reported that the office staff continues to promote both Facebook and the Website as means of keeping residents informed about what is happening in and around the Parish. During November there had been 145 posts (shares/new posts/pictures) and the number of followers had grown to 385. The Clerk advised that she hopes to set aside some time to review the Website and start to make some minor changes.

SW

118 Neighbourhood Plan

a. Update - Work continues and Cllr Grant advised that the latest steering group meeting had taken place on 20th November. The SHEELA data received from Test Valley has been reviewed and will help to shape the Neighbourhood Plan. David Mallinson has been consulting with various community groups who have been enthusiastic in their ideas for additional facilities. However it was noted that some of the suggestions are not specifically neighbourhood plan relevant and should perhaps be captured on a separate register as community ideas for possible future consideration of the Parish Council.

119 Correspondence/Consultations Received November 2017

NatWest Bank - Letter dated November 2017 advising changes in Terms and Conditions of business accounts

HALC - Email dated 17.11.17 from Amy Taylor referring to consultation on Cybercrime, from the Hampshire Police & Crime Panel, asking from comments by 13th December - Noted, no action to be taken.

CPRE Hampshire - Email of letter dated 29.11.17 from CPRE addressed to Stuart Jarvis (HCC) regarding concerns over possible upgrade of A36 - copy passed to Cllr Clark for info; also cc'd to Cllr Grant and NHP team following the meeting, for info.

Test Valley Borough Council - Letter re. small business rate relief at Parish Office - return date by 25th December - Clerk to action.

SW

120 Delegates' Reports

Cllr Clark - advised that he had attended a Chamber of Commerce meeting on GDPR. He is continuing in talks with New Forest about a cycle route via Wellow.

Cllr Sampson - had joined Cllr Clark in cycling some of the proposed cycle route.

Cllr Grant - had attended the Wellow School's Christmas market which was reasonably well-attended.

Cllr S Jones - commented that it was nice to see the newly refurbished roundabout back in-situ.

121

Future Meeting Dates**a. Date of Next Meeting**

08.01.2018 at 6.45pm Planning & General Purposes followed by Full Council at 7.15pm

b. Dates of Other Meetings to be Attended by Councillors

07.12.2017 - Wellow Primary Carol Service - Cllr Chesterton-Kay and Cllr Singh Brar

19.12.2017 - Mountbatten School Carol Service - Cllrs Chesterton-Kay

The Clerk reminded Councillors that the Parish Office will be closed for the Christmas Break from 1pm on 21st December, re-opening on Tuesday 2nd January 2018 at 9am.

Meeting closed at 9.38pm

Deposit Bank A/c

Receipts received between 01/11/2017 and 30/11/2017

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: 09/11/2017	4.00						
	BACS TSB	4.00			1190	101	4.00	Interest
	Total Receipts:	4.00	0.00	0.00			4.00	

Current Bank A/c

Receipts received between 01/11/2017 and 30/11/2017

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>
500265	Banked: 08/11/2017	126.00						
500265	Resident	126.00			1800	801	126.00	Burial fees - memorial
500266	Banked: 15/11/2017	231.00						
500266	A H Cheater Ltd	231.00			1800	801	231.00	Burial fees - interment
Total Receipts:		357.00	0.00	0.00			357.00	

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2017	NEST	DDNESTOCT	51.43	04.12.2017	Pension payt Oct 2017
06/11/2017	Wellow Village Hall	004421	97.50	04.12.2017	Various
06/11/2017	Royal British Legion	004422	50.00	04.12.2017	Contrib for wreath
06/11/2017	K. D. Steer	004423	55.80	04.12.2017	Office cleaning Sept & Oct
07/11/2017	Soc of Local Council Clerks	EP11170077	82.80	04.12.2017	Regional Training Seminar
07/11/2017	AEDIS Regulatory Serv Ltd	EP11170078	600.00	04.12.2017	Bldg Regs Insp Fee
07/11/2017	Absolute Technology UK Ltd	EP11170079	282.06	04.12.2017	IT Support
07/11/2017	Storage on Site Ltd	EP11170080	47.76	04.12.2017	Container hire to 16/11/17
07/11/2017	SSE	EP11170082	323.62	04.12.2017	Elec use to 18/9/2017
07/11/2017	Lightatouch Int Audit Services	EP11170083	362.50	04.12.2017	Int Audit Apr-Sept 17
07/11/2017	Kevin Bennett	EP11170084	240.00	04.12.2017	Bus shelter clng Jul/Oct
07/11/2017	Direct tec UK Ltd	EP11170085	241.55	04.12.2017	Printing Jul-Oct 2017
07/11/2017	Storage on Site Ltd	EP1117	84.00	04.12.2017	Relocation of container 19/10
07/11/2017	Nightingale Groundcare Ltd	EP11170087	1,227.89	04.12.2017	Grounds Maint Oct 2017
07/11/2017	Harmeet Singh Brar	EP11170089	108.00	04.12.2017	Reimburse courier costs
07/11/2017	Gaye Chesterton-Kay	EP11170090	34.25	04.12.2017	Reimburse expenses
07/11/2017	Cllr Ed Chesterton-Kay	EP11170092	168.90	04.12.2017	Reimburse expenses
07/11/2017	Atom IP Ltd	EP11170093	186.14	04.12.2017	Telephone & internet services
08/11/2017	Shield Environmental Services	EP11170081	1,194.00	04.12.2017	Asbestos Removal
08/11/2017	Verderers of the New Forest	EP11170088	2,493.12	04.12.2017	HLS Contrib to Grazing Sch
08/11/2017	Live Trakway	EP11170091	3,411.36	04.12.2017	Track installation & hire
16/11/2017	Chamberlain Associates	EP11170094	500.00	04.12.2017	Structural Engineering Fees
16/11/2017	Clive Jones	EP11170095	912.00	04.12.2017	Annual hedge cutting
16/11/2017	Karen Miles	EP11170096	398.77	04.12.2017	Admin Asst wages November 2017
16/11/2017	Sharon Whitehouse	EP11170097	1,045.17	04.12.2017	Clerk's wages November 2017
27/11/2017	NEST	DDNESTNOV	58.45	04.12.2017	Pension payt Nov 2017
Total Payments			14,257.07		