

WELLOW PARISH COUNCIL
 MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON
 Monday, 8th January 2018 - 7.15pm
 Wellow Village Hall - Wellow Room

Attending: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Trevor Grant (TG), Cllr Sue Jones (SJ), Cllr Mike Jones (MJ), Cllr Rich Millard (RM), Cllr John Sampson (JRS), Cllr Phil Stehr (PS), Cllr Harmeet Singh Brar (HB)
 In Attendance: Mrs Sharon Whitehouse (Clerk), 1 member of the public
 Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Caroline Nokes MP, Romsey Police.

- 122 **Apologies** - Cllr Alan Clark, PCSO Claudia Pattinson
- 123 **Declarations of Interest** - None
- 124 **Public Participation** - Phil Stenner reported that the boundary fence on the Buxton Field is collapsing and there is an active mole up at the burial ground. SW
- 125 **Police Report** - the Chair read out the crime report received from PCSO Pattinson, dated 3/1/18 which included 2 reports of suspicious vehicles parked in homeowners' driveways without legitimate reason - one in Whinwhistle Road and one in Maury's Lane; and 1 report of a suspected rogue trader calling door-to-door in Gurnay's Mead, claiming to be selling lottery tickets. Crime Prevention Advice included in the report will be posted on the Parish Council's Facebook page and the website SW
- 126 **District/County Councillors' reports**
 Cllr Perry advised that he had recommended approval of the Parish Council's recent grant application for £2,000. HCC will be adding an additional 1% to Council Tax having received approval from Government on 20th December to do so.
 Cllr Adams-King advised that there were still funds available in the Councillors Community Grant fund and invited the Parish Council to apply. Local Plan options and an appraisal document will be sent out to Parish Councils for comment in late Spring. He recommended that the Parish Council completes a light touch traffic light appraisal to the SHELAA data sent out by TVBC - to be undertaken by the NHP team. TG
- 127 **To Receive Minutes of the Full Council Meeting held on 4th December 2017**
PROPOSED: Minutes of the Full Council Meeting held on 4th December 2017 were received.
RESOLVED: The minutes were approved as a true and accurate record of the meeting and signed by the Chair.
- 128 **Matters Arising** - None
- 129 **Policy**
 a. **Community Governance Review** - The Clerk gave a brief update on responses received from neighbouring parishes in reply to the email sent before Christmas. Cllr E Chesterton-Kay presented his findings on the key anomalies highlighted by the Clerk and the following was noted:

i) **Sherfield English Lane (Map 4)** - existing boundary is clearly defined by ditches. Owners are happy with existing arrangements and do not want it changed. **PROPOSAL: To leave boundary as it is - Agreed.**

ii) **Salisbury Road/A27 (Map 9)** - existing boundary goes diagonally through the garden meaning that the garden is part of Wellow Parish, although the house is in an adjoining Parish. **PROPOSAL: To move boundary to stop at the property and follow A27/Salisbury Road to re-join existing boundary further down. This would mean that the property and garden would then be in Awbridge - Agreed.**

iii) **Whinwhistle Road (Map 28)** - existing boundary runs in a straight line from Blackwater Road across Whinwhistle Road, follows the line of the footpath cutting across the A36 along Blackhill Road, meaning that properties either side of the road approaching the Whinwhistle junction are in Copythorne Parish (principal authority New Forest District Council). As this is outside the remit of the consultation no further action can be taken, although the anomaly has been flagged with Copythorne Parish.

iv) **Pickernalls, off Maurys Lane (Map 18)** - The current boundary line passes through the property following a ditch line. The property is part of Plaitford, but the front garden falls in Wellow Parish. **PROPOSAL: To adjust the existing boundary would make the line messy, so the proposal is to leave as is - Agreed.**

Clerk to write to Test Valley advising of the above before the consultation end date of 29th January 2018. Furthermore, it was agreed to emphasise the Parish Council's position regarding Romsey Extra, i.e. Wellow Parish is not interested in amending the existing boundary to take in any of the Romsey Extra Parish currently bordering Wellow. SW

b. GDPR Update - The Clerk advised Members that recent emails received from HALC and the SLCC advises Councils that they await further advice and guidance, as several options are being considered nationally and locally in relation to GDPR. They are unable to be definitive until further advice is received from the ICO and expect to issue further guidance in February and April. This was noted by Members.

c. Social Media Policy

PROPOSED: To adopt the Social Media policy (previously circulated)

RESOLVED: The Social Media policy was approved and adopted; agreed by all Members present. Due to the rapid changes in social media and its use, the review date of this policy was set 12 months i.e. January 2019.

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Community & Environment

a. Canada Common re. Management Plan 2017/18 – Cllr Sampson reported that clearance of gorse and rhododendron was complete, although it is hoped to undertake some further gorse clearance before the start of the ground nesting bird season. Cllr Stehr agreed to provide feedback he has received from residents to Cllr Sampson outside of the meeting. PS/JRS

b. Proposed Cycle Route - to agree future action

Due to Cllr Clark's absence, it was agreed to defer this item to the next agenda.

c. Footpaths -Cllr Sampson had nothing to report.

d. Lengthsman Scheme

Informally, Copythorne has asked if Wellow would consider taking on the role of Lead Parish from April 2018. After discussion, Members agreed that Wellow could do this, provided the closing position to the end of 2017/2018 is signed off by all cluster group members and qualified by auditors. Cllr Sampson advised that the Agreement may need to be re-written. The Clerk will keep in touch with Copythorne on this matter. SW

e. Remembrance Sunday 2018

Following proposals received from Cllr Singh Brar that a Committee be formed comprising members of the Parish Council and the British Legion, Phil Stenner wished to clarify the position regarding the British Legion in Wellow. Mr Stenner organises the Poppy Appeal but he is not a member of the Legion. Regrettably the Wellow branch of the Legion was absorbed into Romsey a few years ago. It was at this point that the Parish Council agreed to take on the co-ordination and organisation of the Remembrance Sunday parade etc. This was noted by the Parish Council. It is generally felt that the current format works well and there's no need to change it.

f. Speeding/Traffic Measures

Members agreed that the Parish Council would continue with a two-pronged attack on Speeding - to try and get a Community Speedwatch scheme up and running and to take advantage of HCC's Community Funded Traffic Measures Initiative, if possible.

Cllr Brar reported that he has 6 volunteers interested in helping with the Community Speedwatch scheme. An email has been sent asking them to complete registration details. The Clerk will contact the PCSO to find out what we need to do next. SW

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Sport & Leisure

a. Cricket Pavilion

i) **Update** - Cllr Chesterton-Kay reported that the foundation work has been delayed due to poor weather, however groundworks are due to start on 1st February, with the erection of the building due to commence week beginning 26th February 2018. The latest timetable allows around a 6-week period for fit-out. The next progress meeting with the Cricket Club is to be arranged.

PROPOSED: Cllr Grant proposed that the Lease be reviewed before the new agreement is put in place, due to run from 1st May 2018.

RESOLVED: It was resolved that the Finance Working Group would review the Cricket Club Annual Lease agreement in advance of the new lease period commencing. Recommendations to be presented to full Council.

b. Lower Common Road Recreation Ground

Community Garden - Cllr Chesterton-Kay reported that another bench has been sold and the Parish Council has received the cheque from NISA for their purchase. A cash contribution has been received from a resident towards the cost of planting, which will take place on 27th January at 10.00am as agreed at the last meeting (weather permitting).

c. **Hatches Farm** - Cllr Chesterton-Kay reported that the storage unit was up and secure. An electrician needs to be appointed to install power and lighting. The Parish Council is aware of drainage problems at Hatches Farm and Tim Cater (Wellow Youth Football Club) is consulting experts to seek advice and find out likely costs, to be brought back to the Parish Council.

Cllr Millard reported that the Tennis Club is keen to investigate potential LTA funding and it was agreed that he would arrange an informal meeting between the Tennis Club and the Parish Council to discuss this

RM

Finance

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a. To Receive Income and Expenditure Reports for December 2017

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

RESOLVED: The I & E reports for December 2017 were accepted and agreed by all Members present

b. **To Receive Online Payments Schedule Dated 08.01.2018** - schedule was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.

c. To Receive Q3 Budget Comparison Report

PROPOSED: To accept the Q3 budget comparison report.

RESOLVED: The Q3 budget comparison report was accepted and agreed by all Members present

Cllr Grant advised that he had looked at the reports available from the Finance system and was satisfied that the nominal ledger reports provided sufficient detailed information to address the query raised by Cllr Stehr at the November meeting – he has replied to Cllr Stehr by email.

d. To Approve Attendance at HALC training events

i) **PROPOSED:** To approve attendance at HALC Annual Conference by the Clerk, cost £75

SW

RESOLVED: It was agreed by all Members present that the Clerk attend the HALC Annual Conference at a cost of £75. Clerk to arrange booking.

SW

ii) **PROPOSAL:** To approve attendance of 'Overview of Changes to Data Protection Legislation' (GDPR) by Cllr Singh Brar at a cost of £40.

RESOLVED: It was agreed by all Members present that Cllr Singh Brar attend the GDPR course at a cost of £40.

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Planning & General Purposes Committee

a. To Receive Minutes of Planning & General Purposes Committee meeting held on 4th December 2017.

PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 4th December 2017 were formally received.

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

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Communication

a. **Newsletter Update** - Cllr Grant reported that the December edition of the Nightingale Times was distributed before Christmas as planned. The deadline for receipt of articles by the Editor for the March edition is 23/2/2018.

AJL Marketing has given notice that the December edition is the last one that the current distributor can deliver, so alternatives must be considered. Following discussion at the previous meeting, Cllr Sampson confirmed prices for Royal Mail delivery for items up to 100g, including the one-off £500 minimum charge as £1,164 per year compared to the £240 currently paid. Although this represents a big increase in cost, Members feel that Parish-wide delivery of the Newsletter is a priority and the best way of achieving this is by Royal Mail.

PROPOSED: To use the Royal Mail for future delivery of the Parish Newsletter at a cost of approximately £1,200 per annum.

RESOLVED: It was agreed by all Members present to proceed with arrangements for the Royal Mail to deliver future editions of the Parish Newsletter, based on the quotes provided by Cllr Sampson. Clerk to arrange. SW

135 Neighbourhood Plan

a. **Update** – The Development Working Group is up and running. The committee is working in pairs to review other Neighbourhood Plans and associated reports, to look for pointers and good practice that will help with Wellow's plan. Feedback has been received from Test Valley Borough Council on the Community Engagement Strategy and it is hoped to get this signed off at the next meeting. Graham Smith (TVBC) has responded on comments sent on the SHELAA document.

136 Correspondence/Consultations Received December 2017

TVBC Amy Watt - email of 6.12.17 re. CIL 'funding surgeries' to be arranged in February and March. Details of dates and venues to follow - Circulated to all on 6.1.2.17

Victim Support - letter dated 7.12.17 - thank you for grant payment

HALC Amy Taylor - email dated 12.12.17 re. proposals from Esso regarding a Southampton to London Pipeline - noted.

New Milton Town Council - email of 20.12.17; no referendum principles for English parishes for next three years - forwarded to all Councillors for information 4.1.18

Sparse Nicola Busuttil - email of 22.12.17 re. survey about 'Growing a Rural Community'. No action.

TVBC - letter dated 22.12.17 enclosing Council Tax precept requirement form, to be returned by 2nd February - Clerk to action.

Skipton Building Society - letter dated 27.12.17 advising 1-year fixed rate bond due to mature - to be considered by Finance Working Group 17th January.

TVBC - Tim Goodridge - email dated 2.1.18 - update to SHELAA information - Clerk to forward to Cllr Grant

Resident Letter - dated 3.1.18 enclosing cheque for bench in Community Garden - Clerk to acknowledge

Village Hall Committee - email of 6.1.18 advising of price increase of room hire - Noted

Invitations

Hampshire & IOW Wildlife Trust - Awareness raising event on 1/3/18 to help landowners stop the spread of invasive non-native plants in New Forest Area - Cllr Sampson to attend.

NFALC - email dated 4.1.18 - invite to next meeting of NFALC to be held on 18th January - noted.

137 Delegates' Reports

Cllr S Jones - noted that the steel bin has been removed from the Recreation Ground. The Clerk confirmed that the new one will be installed soon. Goalposts recently painted by VitaPlay are rusty - follow up action required by the Office. Gaps in paintwork on the fixed roundabout were reported - the Clerk has mentioned this to our handyman and he will carry out remedial work in-situ once the weather improves. SW

Cllr G Chesterton-Kay - wanted to spread the word that there is still money available in the Parish Council's budget for awarding grants. Forms etc. are available on the Parish Council's website. Applications and all relevant paperwork will need to be submitted to the Clerk by 15th February, for consideration at the full Council meeting on 5th March. Cllr Chesterton-Kay wished Cllr Sampson good luck and every success in his forthcoming climb of Mount Kilimanjaro.

Confidential Business - to consider the exclusion of the press and public for the following item (138) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

138 Staff Management

- a. Clerk's Annual Review (see Confidential Minute No. 138)

139 Future Meeting Dates

- a. **Date of Next Meeting** -5th February 2018 at 6.45pm Planning & General Purposes followed by Full Council at 7.15pm

Dates of Other Meetings to be Attended by Councillors

17.1.2018 - Finance Working Group, 8.30am at the Parish Office

18.1.2018 - Neighbourhood Plan Steering Committee, 7.30pm, Wellow Room, Village Hall

18.1.2018 - NFALC, Lyndhurst, 7.30pm

24.1.2018 - New Forest Dog Forum, Lyndhurst, 2pm - Cllr G Chesterton-Kay

27.1.2018 - Community Garden tree planting, 10.00am (weather permitting)

Meeting closed at 9.25pm

Current Bank A/c

Receipts received between 01/12/2017 and 31/12/2017

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>
500267	Banked: 07/12/2017	586.00						
500267	Various	586.00			1416	301	60.00	Contrib for trees - resident
					1800	801	126.00	Burial fees - memorial
					1416	301	400.00	NISA contrib - for bench
Total Receipts:		586.00	0.00	0.00			586.00	

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2017	Victim Support	004424	150.00	08.01.2018	Grant payt - Victim Support
04/12/2017	Hampshire County Council	004425	0.72	08.01.2018	Stationery
04/12/2017	K. D. Steer	004426	24.80	08.01.2018	Office cleaning November 2017
04/12/2017	Test Valley Borough Council	004427	2,473.93	08.01.2018	Grounds Maint Gang Mow
06/12/2017	Bournemouth Water	EP12170100	39.85	08.01.2018	Hatches Fm Water chgs
06/12/2017	L&M Sturdy Garages & Sheds Ltd	EP12170098	1,372.00	08.01.2018	Hatches Farm storage facility
06/12/2017	Clr Ed Chesterton-Kay	EP12170099	559.64	08.01.2018	Various - see details
06/12/2017	Lesley Weldon	EP12170101	26.35	08.01.2018	Remem Sunday Refreshments
06/12/2017	Storage on Site Ltd	EP12170102	47.76	08.01.2018	Hire container 17-11 to 14-12
06/12/2017	Vita Play Ltd	EP12170103	861.57	08.01.2018	Various repairs/maint
06/12/2017	Vita Play Ltd	EP12170104	588.24	08.01.2018	Repairs to seesaw
06/12/2017	Soc of Local Council Clerks	EP12170105	147.00	08.01.2018	Soc of Local Council Clerks
06/12/2017	David Mallinson	EP12170106	284.12	08.01.2018	Reimburse expenses NHP
06/12/2017	Nightingale Groundcare Ltd	EP12170107	1,233.80	08.01.2017	Gds Maint Contract - Nov
06/12/2017	Nightingale Groundcare Ltd	EP12170108	516.00	08.01.2018	Burial ground tree works
06/12/2017	M. Lewis Contract Ltd	EP12170109	90.00	08.01.2017	PAT Testing 2017
06/12/2017	Live Trakway	EP12170110	1,700.16	08.01.2018	Trakway hire Nov 2017
06/12/2017	Philip Jeffs	EP12170111	843.00	08.01.2018	Various repairs as quoted
06/12/2017	SSE	EP12170112	27.44	08.01.2018	Elec chgs to 29 Nov 17
07/12/2017	Judy Webb Florists	DEBITCARD	60.00	08.01.2018	Thank you flowers
18/12/2017	Sharon Whitehouse	EP12170113	1,040.22	08.01.2018	Clerk's wages December 2017
18/12/2017	Karen Miles	EP12170114	389.68	08.01.2018	Admin Asst Wages Nov 17
18/12/2017	CPRE	EP12170115	36.00	08.01.2018	Annual membership 2018
18/12/2017	Nightingale Groundcare Ltd	EP12170116	414.00	08.01.2018	Rhododendron clearance
18/12/2017	Business Stream Scottish Water	EP12170017	209.91	08.01.2018	Waste water chgs LCR
18/12/2017	Bournemouth Water	EP12170118	95.84	08.01.2018	Water supply May-Nov LCR
18/12/2017	TLC Online	EP12170119	105.00	08.01.2018	Website Maint Oct-Dec incl
18/12/2017	BML Print	EP12170120	261.00	08.01.2018	December Newsletter
18/12/2017	Arbor Call Ltd	EP12170121	228.00	08.01.2018	Tree Survey & Report
21/12/2017	NEST	DDNESTDEC	51.43	08.01.2018	Pension payt Dec 2017
Total Payments			<u>13,877.46</u>		