

WELLOW PARISH COUNCIL
 MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON
 Monday, 5th February 2018 - 7.45pm
 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 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)

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

- 140 **Apologies** - Cllr Perry, Cllr Adams-King, PCSO Claudia Pattison
- 141 **Declarations of Interest** - None
- 142 **Public Participation** - None
- 143 **Police Report** - the Chair read out the crime report received from PCSO Pattison, dated 1/2/18 which included 2 reports of theft from vehicles at Scallows Lane and the Monkey Jump car park.
- 144 **District/County Councillors' reports**
 Cllr Bailey had nothing to report. A written report covering January/February had been received from Cllr Perry and circulated to all Members on 24th January for information.
- 145 **To Receive Minutes of the Full Council Meeting held on 8th January 2018**
PROPOSED: Minutes of the Full Council Meeting held on 8th January 2018 were received.
RESOLVED: The minutes were approved as a true and accurate record of the meeting and signed by the Chair.
- 146 **Matters Arising** - None
- 147 **Policy**
- a. **Annual Parish Assembly (25/4/18)** - There will be a presentation on the Neighbourhood Plan, leaving 2 timeslots to fill. The Chair requested that Members come up with ideas about what may be of interest to Parishioners. An email has been sent to the usual village groups to see if they're interested in having a table and/or giving a presentation. Lesley Weldon has already offered to arrange refreshments on the night.
- b. **Long term storage archiving of electronic information** - The Clerk encouraged Members to undertake routine housekeeping of emails, in particular deleting files where the information is stored elsewhere, e.g. agendas and minutes of meetings, documentation copied for information only, and any non-current emails sent to and from the Clerk/office as copies of these are retained for future reference in the clerk's inbox.
PROPOSED: Cllr Sampson proposed that some guidance/procedural notes be drafted, setting down protocols for the storage of electronic information. It was also suggested that costs are sought for extending our e-storage capacity.
RESOLVED: It was agreed that the Clerk would find out costs for extending

the Parish Council's electronic (email) storage capacity as well as drafting some procedural notes for future reference. SW

148 **Community & Environment**

a. **Canada Common re. Management Plan 2017/18** - Cllr Sampson gave a brief verbal update on issues arising at the Common during the last month; these included the replacement of the padlock securing the barrier at the turnaround/Picket Hill car park, report to the Police of trial bikes being ridden across the Common, theft from a vehicle at Monkey Jump. A meeting has been arranged with Natural England on 15th March to discuss the future of the Higher Level Stewardship Agreement. Ground nesting bird signs need to be put out at the beginning of March. EC

PROPOSED: It was proposed that the Council accepts the quote from Nightingale Groundcare for the repair of wooden car park perimeter barriers at Plantation Road and Monkey Jump car parks, at a cost of £140 plus VAT.

RESOLVED: All Members present agreed. Clerk to arrange. SW

b. **Proposed Cycle Route** - Cllr Clark advised Members that he will continue to work with New Forest/National Park colleagues to raise awareness of the potential for a cycle route via Wellow. Discussions are still in the very early stages. Cllr Clark will bring regular updates to the Council on progress.

Closer involvement of the Parish Council, or proposals directly affecting the Common land and Wellow residents will be brought back to the full Council for decision before proceeding.

c. **Burial Ground**

i) **Proposal to fell dead tree** - In response to concerns raised by a resident visiting the burial ground, a quotation has been obtained for the felling of a dead tree. However, a visit to site confirmed that the tree is located outside the boundary of the burial ground on the bank of Hackleys Lane. The Clerk has therefore written to HCC seeking clarification about ownership.

RESOLVED: It was resolved to delay felling, as the risk of the tree falling into the burial ground is judged to be low, until confirmation of ownership is received from HCC.

ii) **Burial fees**

PROPOSED: To consider a price increase in burial fees for 2018/2019

RESOLVED: It was agreed by all Members present to increase burial fees in line with RPI, effective from 1st April 2018. Clerk to update price list, upload to website and advise local undertakers and stonemasons. SW

d. **Buxton Land - Repairs to boundary fencing**

PROPOSED: To consider the quotation obtained for the repair of the post and rail fence around the Buxton Land.

RESOLVED: The quotation in the sum of £1,650 was judged to be too expensive. Cllr Chesterton-Kay will seek alternative quotes to bring to the next meeting. GC

e. **Speeding/Traffic Measures**

i) **PROPOSAL:** To consider a request from Hampshire Police to add speed camera signs along Whinwhistle Road.

RESOLVED: All Members present agreed. Clerk to advise Hampshire SW

Police.

ii) **Lodge Vale - installation of cellular blocks to harden verge** - In response to a request from Hampshire Road Traffic Officers an email to HCC Highways was sent seeking permission to complete this work. HCC's reply confirmed that Hampshire Police had been in touch with them separately. Highways have confirmed that they are aware of the requirement, the request has been logged and HCC will sort it out in due course.

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Sports & Leisure

a. **Cricket Pavilion Update** - Cllr E Chesterton-Kay reported that trackway had been re-installed last week in preparation for the commencement of foundation works, which had started today. All being well, Passmores will be instructed to commence with the erection of the new pavilion building w/c 26th February. The Clerk advised Members that she had transferred £15,000 from the deposit account to the current account to help with cash flow as several significant payments to contractors are anticipated during February and early March. A further £15,000 will be transferred to the current account w/c 12th February to ensure sufficient funds are available to make payments.

i) PROPOSED: To ratify the appointment of Bartrak Ltd to undertake groundwork, in accordance with their quotation (negotiated price) dated 3rd January 2018

RESOLVED: The appointment of Bartrak Ltd was approved, based on price, quality and availability to undertake the project within the required timescales. Agreed by all Members present.

b. **Community Garden** - Cllr G Chesterton-Kay reported that the Community Garden is now finished, bar the fitting of plaques to donated benches. Planting was completed on a very wet Saturday, the Chesterton-Kays were ably supported by Cllr Singh Brar and Cllrs Sue and Mike Jones. The Council wishes to extend a big thank you to local resident Sue Read, who provided hot drinks which were much appreciated.

i) **Closing financial position** - the Clerk reported that at the end of the project, there is a balance in hand/underspend of £392.71. Grant funding and donations from residents and local businesses covered £6,760 of the costs, which totalled £9,867.29. The closing financial position of the Community Garden project was noted by all Members present.

c. **Lower Common Road Goalposts** - Cllr S Jones advised that the contractor had been called back to repaint the goalposts which showed signs of rusting shortly after painting, as reported at the last meeting. Cllr Jones will keep this under review.

d. Hatches Farm

i) **New storage facility** - Cllr G Chesterton Kay advised that work on this is now finished, with work on electrics having been completed in January.

ii) **General Update** - Cllr G Chesterton Kay advised she has been in discussions with the football club regarding options for improving drainage of the pitches. Several options have been proposed and the preferred one is spreading approximately 30 tonnes of sand over the affected areas at the same time as verti-draining. As Members were split about what is the most suitable solution, it was

agreed that Cllr Millard will seek alternative views and report back to the next meeting. Cllr G Chesterton-Kay to forward relevant emails onto Cllr Millard for information. Improvements to the car park are also under consideration. Cllr Millard is proceeding with its application. It may be possible to apply to TVBC for a match-funding grant from the Community Asset Fund. RM
GC

Finance

a. To Receive Income and Expenditure Reports for January 2018

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PROPOSED: To accept the income and expenditure reports for January 2018.

RESOLVED: The I & E reports for January 2018 were accepted and agreed by all Members present

b. To Receive Online Payments Schedule Dated 05.02.2018 - schedule was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.

c. To Consider Notes of the Finance Meeting held on 17th January 2018.

Cllr Grant presented the key points raised at the Finance Meeting held on 17th January 2018. The following recommendations require approval at a full Council meeting.

i) Skipton Building Society - Changes to Trustees

PROPOSED: To add the Clerk and Cllr Grant as new Trustees. Lorraine Wheeler and John Saunders to be removed.

RESOLVED: Agreed by all Members present. Clerk to arrange. SW

ii) Banking Mandate - Review of Authorised Signatories

PROPOSED: To update the banking mandate to remove John Saunders and replace with Cllr Grant.

RESOLVED: Agreed by all Members present. Clerk to arrange. SW

d. VAT on Pavilion Project - the Clerk advised Members that written confirmation had been received from HMRC that the Council can recover all VAT paid in connection with the Pavilion project. HMRC suggests that it might be of more benefit to the Council to move to the option to tax. This will be considered by the Finance Working Group before making recommendations to full Council. The Clerk to send a copy of the HMRC letter to Cllr Grant as requested. SW

151 Planning & General Purposes Committee

a. To Receive Minutes of Planning & General Purposes Committee meeting held on 8th January 2018

PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 8th January 2018 were formally received.

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

152 Communication

a. Newsletter Distribution - To consider alternatives to Royal Mail

Cllr E Chesterton-Kay reported that he had been in touch with local estate agents to find out who they use to distribute advertising. He has found out the name of a distributor who can deliver the Parish Newsletter to all households at a much cheaper cost than the latest ones confirmed by Royal Mail.

PROPOSED: To use Mead Supplies for future Parish Newsletter distribution.

RESOLVED: It was agreed by all Members present to use Mead Supplies for distribution of the next Parish Newsletter, keeping the situation under review. Clerk to arrange. Deliveries in the Wellow area take place between 15th and 20th of each month, so lead-in times will need to be longer than at present. The Clerk suggested renaming editions to Spring, Summer etc., rather than tying to a specific month. SW

b. Reporting an Issue

The Clerk reported that a 'Who to Contact' item had been added to the front page of the website and Facebook in the last month, with links to relevant webpages for reporting various common issues. Many of the enquiries that come into the Parish Office are in relation to issues that the Parish Council does not manage or control. It is easier for all concerned if these issues are reported to the right organisation/person first time, rather than being reported via a third party i.e. the Parish office.

c. Updating Noticeboards

The Clerk advised Members that Noticeboards are now being updated once a month, in line with the timing of Parish meetings (always the Wednesday preceding the Monday meeting). A notice has been placed on boards advising residents and village groups of the process. All events are added to the Facebook page as a matter of course.

153 Neighbourhood Plan

a. Update - Cllr Grant reported that a sub-set of the neighbourhood plan team has split into a number of groups to review the SHELAA data from Test Valley. Output from this review will be fed back to TVBC. The team now has a mapping expert on board and there are plans to follow up on a Public Service Mapping Agreement with the Ordnance Survey, which is free of charge. Preparations are underway for a vision and objectives workshop. A draft survey is also being prepared by a sub-team led by David Mallinson. 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 some initial comments made by the NDP team on the draft SHELAA document.

b. Date for joint WPC/NDP Meeting - This was confirmed as 22nd February at 7.30pm. Kathy Taylor to book hall. Clerk will send out confirmation to Members. SW

154 Correspondence/Consultations Received January 2018

Meterod - email dated 16.1.18, introduction as specialist drain services
 TVBC - email dated 16.1.18 re. The Great British Spring Clean 2-4 March - Clerk to forward to JRS. SW
 CLM Land & Rural Property Management - letter dated 22.1.18 re. Countryside Stewardship Scheme - Noted
 TVBC - Notice of temporary road closure, Maurys Lane 5.2. to 5.3.18
 TVBC - Notification of grant award £1,000 for Hatches Farm - Clerk to complete enclosed form and return to confirm acceptance. SW
 Wellow Village Hall - Agenda for AGM to be held 7th February 2018
 NFNPA - Local Plan Consultation 17.1.17 - 28.2.18 - No response

Invitations

TVBC - Invite to Test Valley Resilient Forum on Sat 17th March 2018

155 Delegates' Reports

Cllr Grant queried the status of the Parish Council's relationship with Hampshire Collegiate School (HCS) and suggested that we should try again to build bridges with the organisation.

Cllr Singh Brar requested that interim Planning Meetings be re-introduced, due to pressures caused in considering a high volume of planning applications in the time currently available (maximum 30 minutes before the full Council meeting is scheduled to start). It was agreed to keep the situation under review and possibly revise the pre-published meeting times when the agendas are sent out, if felt necessary.

Cllr G Chesterton-Kay had attended a Resilience workshop and felt that it would be useful for the Parish Council to start compiling a list for use by emergency services, in case of an emergency/event whereby it could be critical for vulnerable residents to receive help first. **Cllr Grant** will include an article in a future Newsletter highlighting this service to residents. **TG**

Cllr E Chesterton-Kay, who had also attended the Resilience course, took this a step further and suggested that it would be helpful if the Parish Council could provide main points of contact, details on services, setting up an emergency centre etc. in case of a major incident. This issue will be kept under consideration until such time that sufficient resources are available to progress the matter.

156 Future Meeting Dates

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

b. Dates of Other Meetings to be Attended by Councillors

07.02.18 - NE Quadrant Meeting, Cllr Clark

21.02.18 - Changes to GDPR Legislation (HALC Training, Eastleigh) - Cllr Singh Brar

22.02.18 - NFNPA, 10am Lymington

01.03.18 - HIOW Wildlife Trust, Spread of Non-Invasive Plants - Cllr Sampson

Meeting closed at 9.30pm

Deposit Bank A/c

Receipts received between 01/01/2018 and 31/01/2018

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: 04/01/2018	63.99						
	BACS Test Valley Borough Council	63.99			4565	502	63.99	Refund for Gang Mow
	BACS Banked: 09/01/2018	3.75						
	BACS TSB	3.75			1190	101	3.75	Interest
Total Receipts:		67.74	0.00	0.00			67.74	

Current Bank A/c

Receipts received between 01/01/2018 and 31/01/2018

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>
500268	Banked: 04/01/2018	1,229.50						
500268	Various	1,229.50			1800	801	829.50	Burial fees
					1416	301	400.00	Resident contrib for bench
500269	Banked: 15/01/2018	1,422.00						
500269	Various	1,422.00			1800	801	210.00	Burial fees - interment
					1553	502	1,212.00	Tennis club lease 17/18
BACS	Banked: 17/01/2018	675.00						
BACS	Skipton Building Society	675.00			1190	101	675.00	Interest on Fixed Bond
BACS	Banked: 24/01/2018	3,574.65						
BACS	HMRC	3,574.65			105		3,574.65	VAT Repayment Q3
500270	Banked: 25/01/2018	715.00						
500270	Various	715.00			1800	801	315.00	Burial fees - GOER
					1416	301	400.00	Bench donation -
	Banked: 29/01/2018	25,000.00						
500271	Fixed Deposit A/c	25,000.00			202		25,000.00	From Skipton 1 yr fixed
500272	Banked: 31/01/2018	400.00						
500272	Blackwater Equestrian Centre	400.00			1416	301	400.00	Donation for bench
WYFCFP	Banked: 31/01/2018	612.50						
WYFCFP	Wellow Youth Football Club	612.50			1550	502	562.50	Hatches Fm Lease
					1552	502	50.00	Contrib to water chgs
WYFCFP	Banked: 31/01/2018	69.78						
WYFCFP	Wellow Youth Football Club	69.78		4.37	1551	502	65.41	Hatches Fm Elec
Total Receipts:		33,698.43	0.00	4.37			33,694.06	

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2018	Grenke Leasing Ltd	DDGRENKE15	83.06	05.02.2018	Finance Lease Phones
08/01/2018	K. D. Steer	004428	24.80	05.02.2018	Office cleaning Dec 2017
09/01/2018	Nightingale Groundcare Ltd	EP01180122	8,550.00	05.02.2018	Gorse clearance etc. - common
09/01/2018	Nightingale Groundcare Ltd	EP01180122	1,233.80	05.02.2018	Grounds Maintenance Dec 17
09/01/2018	Gaye Chesterton-Kay	EP01180123	4.39	05.02.2018	Reimburse expenses incurred
09/01/2018	Eling Studios (2016) Ltd	EP01180124	48.00	05.02.2018	Map of WPC boundaries
09/01/2018	AEC Protection	EP01180125	229.14	05.02.2018	Supply/fit new door lock
09/01/2018	AEC Protection	EP01180125	197.88	05.02.2018	Supply/fit key cabinet etc.
09/01/2018	Whitehill Direct Ltd	EP01180126	430.80	05.02.2018	40ltr Litre Bin
09/01/2018	Live Trakway	EP01180127	386.40	05.02.2018	Trackway 1-7 December
09/01/2018	Storage on Site Ltd	EP01180128	47.76	05.02.2018	Storage on Site Ltd
09/01/2018	A J Lodge	EP01180129	120.00	05.02.2018	Newsletter delivery Sept & Dec
09/01/2018	ABC Fire Protection	EP01180130	160.21	05.02.2018	Fire extinguisher annual chk
09/01/2018	ABC Fire Protection	EP0118130	139.78	05.02.2018	Annual fire equip maint
10/01/2018	Ground Force Base Laying Servi	EP01180131	3,000.00	05.02.2018	Concrete base
15/01/2018	Various	500269	1,422.00	05.02.2018	Burial Fees/Tennis lease
15/01/2018	Various	500269	-1,422.00	05.02.2018	Reversal of incorrect posting
16/01/2018	Sharon Whitehouse	EP01180132	1,047.17	05.02.2018	Clerk's wages January 2018
16/01/2018	Karen Miles	EP01180133	388.78	05.02.2018	Admin Asst Wages Jan 18
16/01/2018	L&M Sturdy Garages & Sheds Ltd	EP01180134	5,488.00	05.02.2018	New shed - final payt
16/01/2018	PEAC (UK) LTD	EP01180135	104.40	05.02.2018	Copier rental Feb-May 18
16/01/2018	H M Revenue and Customs	EP01180136	483.25	05.02.2018	PAYE Tax and NI Q3
21/01/2018	Choice Plants	DEBITCARD2	72.00	05.02.2018	Bark for Comm Garden
25/01/2018	Karen Miles	EP01180137	34.94	05.02.2018	New Letter Box - Parish Office
30/01/2018	Brunel Engraving Company	DEBITCARD3	82.38	05.02.2018	Plaques for benches
31/01/2018	Various	CN500272	-20.00	05.02.2018	Sale of surplus bags of bark
Total Payments			22,336.94		