

WELLOW PARISH COUNCIL  
 MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON  
 Monday, 9<sup>th</sup> April 2018 - 7.30pm  
 Wellow Village Hall - Wellow Room

Attended by: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Alan Clark (AC), Cllr Sue Jones (SJ), Cllr Rich Millard (RM), Cllr John Sampson (JRS), 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.

174 **Apologies** - Cllr Trevor Grant, Cllr Mike Jones, Cllr Philip Stehr, Cllr Roy Perry, Cllr Nick Adams-King, PCSO Claudia Pattison

175 **Declarations of Interest** - None

176 **Public Participation** - None

177 **Police Report** - The Chair read out the report up to 5/4/2018 supplied by PCSO Claudia Pattison, which was duly noted by the Parish Council.

178 **District/County Councillors' reports** - Cllr Bailey advised that we should learn the outcome of the initial consultation on the Community Governance Review shortly.

179 **To Receive Minutes of the Full Council Meeting held on 5<sup>th</sup> March 2018.**  
**PROPOSED:** Minutes of the Full Council Meeting held on 5th March 2018 were formally received.  
**RESOLVED:** The minutes were approved as a true and accurate record and signed by Chair.

180 **Matters Arising** from above at Chair's discretion (if not covered by agenda below).  
 The Clerk advised Members that Mead Supplies has advised of a revision to the original quoted cost for delivery of the newsletter.  
**PROPOSAL:** To consider the revised quote in the sum of £150 for delivery of the Nightingale Times to cover main areas, excluding the outlying parts of the Parish. This provides 93% coverage and averages a cost of 11.5p per item.  
**RESOLVED:** All Members present agreed the revised price of £150. Service delivery will be kept under review. Clerk to confirm with Mead Supplies.

SW

181 **Policy**  
**a. Annual Parish Assembly - Final Arrangements**  
 Contributions for the Annual Report to be drafted and sent to the Clerk by 13th April. Unfortunately, the resident policeman who had offered to give a presentation on speeding has withdrawn due to family commitments. Apart from the usual standard items the only presentation will be from the Neighbourhood Plan.

**b. Switchover of Parish Council email hosting**  
**PROPOSAL:** To consider proposal to switch email hosting over to

Guru as recommended by TLC. This will incur no additional cost but will provide greater storage capacity. This could take up to 2 working days, where all Parish Council logons will be affected, including the office. May 24th and 25th May have been earmarked as the transition days.

**RESOLVED:** It was agreed to instruct TLC to proceed with switching the Parish Council's email hosting over to Guru on 24-25th May.

SW

Before doing this, it is recommended that all emails are backed up.

**PROPOSAL:** To backup all Councillors' emails on the laptop and sync to update before the switchover.

**RESOLVED:** It was agreed by all Members present that Cllr Brar will organise the backup of all Councillors' emails on the office laptop before 24th May.

HB

There will be a requirement to amend settings for email accounts following the switchover. Cllr Brar volunteered to help Councillors with setting up new email accounts once the switchover is complete.

182

### Community & Environment

a. (i) Canada Common re. Management Plan 2017/18 - Cllr Sampson reported that two meetings had been held in the last month, one with Nightingale Ground Care to talk about the next planned works, due to commence in August; and the second with Natural England who, regrettably, couldn't provide definitive advice on the future of the HLS agreement, other than to say they remained 'cautiously optimistic' about the Parish Council receiving some funding beyond 2019/2020.

Cllr Sampson advised that the Forestry Commission has been in touch asking if the Council would consider joint funding a survey and assessment of nightjar in the New Forest.

**PROPOSAL:** To consider the cost of £312.50 plus VAT towards the cost of a nightjar survey for Wellow Common.

**RESOLVED:** It was agreed to go ahead with funding the Nightjar survey at a cost of £312.50 plus VAT. Clerk to arrange.

SW

ii) To Approve Quotation from G Farwell for Clearance of Cattle Grid at Monkey Jump at a cost of £1,156.00 plus VAT

**PROPOSAL:** To approve the quotation from G Farwell for clearance of Monkey Jump cattle grid, at a cost of £1156.00 plus VAT.

**RESOLVED:** It was agreed to instruct G Farwell to proceed with the work as per the quote. Clerk to arrange.

SW

b. Footpaths - Cllr Sampson advised that work had been completed to Footpath 17 as previously agreed. The Lengthsman had also charged with clearing out drainage areas which had not been specifically requested. Cllr Sampson and the Clerk to follow this up.

JRS/  
SW

c. Burial Ground - To Consider Quotation for Path Removal/Infill

**PROPOSAL:** To consider quote from Bartack for path removal/infill, which proved to be more expensive than the quote previously obtained from Nightingale.

**RESOLVED:** It was agreed to instruct Nightingale Ground Care to proceed with the path infill work at the burial ground as per their quote dated 25th September 2017, in the sum of £2,190 plus VAT. Clerk to arrange.

SW

The Clerk has received an email querying the state and safety of three

wooden benches at the burial ground - email to be forwarded onto Cllr Stehr for review and report at the next meeting.

SW/PS

**d. Buxton Land - To Consider Further Quotation for Repairs to Fencing**

**PROPOSAL:** To consider quotation for repairs to fencing at Buxton Land, in the sum of £1,080.

**RESOLVED:** It was agreed to accept the quote from Lee Palmer in the sum of £1,080 as it is considerably lower than the one previously obtained from an alternative contractor. Cllr E Chesterton-Kay to contact Lee Palmer to arrange the work.

EK

**e. Update on the Lengthsman Scheme** - The Clerk reported that HCC has confirmed that Wellow takes over as Lead Parish for the cluster group effective from April 2018, which has expanded to include Romsey Extra. A purchase order is awaited from HCC to confirm funding. A handover has taken place with the Copythorne Clerk and emails have been sent out to the other cluster group members advising of the switch in arrangements. A new contract will be required to formalise changes.

**f. To Agree Purchase of Commemorative Bench for the Armistice**

In the absence of alternative suggestions which had been sought at previous meetings, it was

**PROPOSED:** That the Council proceeds with the purchase of a WWI commemorative bench, supplied by David Ogilvie Engineering at a total cost of £847 plus VAT, including extras for a plaque and engraving, delivery and 4 leg extensions.

**RESOLVED:** Members voted 5:2 in favour of purchasing bench as proposed. Clerk to arrange purchase once permission has been obtained from Hampshire Highways regarding proposed location. Cllr E Chesterton-Kay to advise Clerk re. proposed siting of new bench.

EC/  
SW

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**Sports & Leisure**

**a. (i) Cricket Pavilion - General Update**

The Chair advised that power has been installed and internal works are ongoing, with the first fix of all trades being complete. It is hoped to have a functioning pavilion in approximately 3 weeks' time.

**ii) Official Opening of Pavilion**

This will take place in June for invited guests - those who have contributed either financially or otherwise. A further update on the opening will be given at the next meeting.

**b. Cricket Club Rent Review**

**RESOLVED:** It was agreed that the annual rent payment due on 1/5/18 be increased by 3%, with utilities being recovered based on actuals as previously. The Clerk to arrange invoicing, due 1<sup>st</sup> May 2018.

SW

**c. Hatches Farm Update**

Cllr Millard reported that investigations into drainage solutions are ongoing and he will bring forward proposals to the Council as soon as he is able to. Car parking continues to be a problem. On Sunday 8th April there were 42 cars in the car park and a further 7-8 in the school layby.

**PROPOSAL:** Cllr G Chesterton-Kay sought agreement to the proposal that in principle, renovations to the car park and drainage work to the pitches be approved, thus allowing further investigation into the possibility of obtaining community funding towards the cost of any

RM

project.

**RESOLVED:** The proposal was seconded by Cllr Brar and the principle outline of the project was agreed by all Members present, on the proviso that more specific proposals are brought back to Full Council for approval at a future meeting.

**d. Wellow YFC Review of 2018/2019 Lease**

**RESOLVED:** It was agreed that the 2018/2019 lease be increased by 3%. Clerk to draft new annual lease for 18/19 season and arranging invoicing.

SW

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**Finance**

**a. To Receive Income and Expenditure Reports for March 2018**

**PROPOSED:** To accept the income and expenditure reports for March 2018

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

**b. To Receive Online Payments Schedule Dated 09/04/2018** - schedule was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.

**c. To Receive Notes of Finance Working Group held on 14<sup>th</sup> March 2018** - the notes were received and noted by all Members present.

**d. To Approve the Appointment of Internal Auditor for 2018/2019**

**RESOLVED:** It was agreed by all Members present to appoint Lightatouch as Internal Auditor for Wellow Parish Council for 2018/2019 at a cost of £745.

**e. To Receive Interim Internal Audit Report from Lightatouch** - the interim internal audit report for 2017/2018 was formally received and accepted by the Parish Council.

185

**Planning & General Purposes Committee**

**a. To Receive Minutes of Planning & General Purposes Committee meeting held on 5<sup>th</sup> March 2018**

**PROPOSED:** Minutes of the Planning & General Purposes Committee meetings held on 5<sup>th</sup> March 2018 were formally received.

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

**b. Feedback from Parish Councils Funding Session of 22/3/2018**

The Parish Councils Funding Sessions held on 22nd March were attended by Cllrs Chesterton-Kay and Cllrs Jones; Cllr Clark and Cllr Brar were unable to attend. Those who went found the session very helpful and informative. The Chair has provided feedback in response to TVBC's follow up request and this will be forwarded on by the Clerk.

**c. To Consider Projects to be Funded from S106 and CIL Money**

The Chair advised that money available via the Community Infrastructure Levy (CIL) would be paid into the Parish Council's bank account automatically, unlike S106 funds which are subject to a rigorous application process. Considering that CIL money can be reclaimed by TVBC if not spent after 5 years, the Chair sought ideas for using the

£8,000 CIL funding promised shortly. The following uses were agreed:

- Reinstatement of ground at Lower Common Road Recreation Ground following the pavilion project
- Provision of disabled access to the Cricket Pavilion

- 186 **Neighbourhood Plan**
- a. **Update** - Cllr Sampson advised that the survey is almost ready for distribution. It will require approval by the Full Council before distribution - will be added to a future agenda.
- b. **To Approve Expenditure of £408 for Purchase of 'Survey Monkey' Licence, requested by the Neighbourhood Plan team** - as per the project brief forwarded to all Councillors by email on 4th April 2018.  
**RESOLVED:** It was agreed by all Members present to purchase a 'Survey Monkey' licence in the sum of £408 plus VAT. Clerk to liaise with Neighbourhood Plan team and arrange. SW
- c. **To Approve the Purchase of a Parish Mapping Software Package for the Neighbourhood Plan team at a cost of £240 including VAT** - as per the project brief previously circulated to all Councillors by email on 4th April 2018.  
**RESOLVED:** It was agreed by all Members present of purchase the Parish Mapping Software Package at a cost of £240 including VAT. Clerk to liaise with Neighbourhood Plan team and arrange purchase. SW
- 187 **Correspondence**
- TVBC - Letter dated 5/3/18 re. TPO for land at verge adjacent to Peartree Close, West Wellow - not granted
- TVBC - Letter dated 6/3/18 re.Re-adoption of Part II Local Government (Miscellaneous Provisions) Act 1976; no action required from Parish Council.
- TVBC - email of 7/3/18 - minutes of the TVAPTC Meeting held on 22<sup>nd</sup> Feb - forwarded to all Councillors previously
- Lesley Weldon - letter of thanks on behalf of Wellow Lunch Club for grant contribution from WPC, dated 10/3/18 - Noted
- Simon Says - letter of thanks dated 26/3/18, for grant contribution - Noted.
- TVBC Planning Dept - Email dated 27.3.18 re. Neighbourhood Plan application for designation of a Neighbourhood area by Awbridge Parish Council - Noted
- 188 **Delegates' Reports**
- Cllr E Chesterton-Kay - has obtained quotes for replacement signs at Playground; will liaise with Cllr S Jones and the Clerk before an order is placed.
- Cllr S Jones - Has attended the Roke Manor Liaison meeting; will update Councillors at the next meeting.
- 189 *Confidential Business - to consider the exclusion of the press and public for the following item 189(a) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.*
- Staff Management**
- a. **To consider payment to the Clerk for additional hours worked during 2017/2018** - see Confidential Minute Item 189(a)

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

**Wednesday 25<sup>th</sup> April**, 6.30pm for 7.00pm start, Annual Parish Meeting

**Monday 14<sup>th</sup> May**, 6.00pm Planning & General Purposes followed by Full Council at 6.45pm

**b. Dates of Other Meetings to be Attended by Councillors**

19/4/18 - NFALC, Lyndhurst Council Chamber

25/4/18 - New Forest HLS AGM - Cllr Sampson attending

**Meeting closed at 9.20pm**

## Deposit Bank A/c

Receipts received between 01/03/2018 and 31/03/2018

## 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: <b>09/03/2018</b>	<b>2.56</b>						
	BACS TSB	2.56			1190	101	2.56	Interest
	BACS Banked: <b>09/03/2018</b>	<b>2.56</b>						
	BACS TSB	2.56			1190	101	2.56	Interest
	BACS Banked: <b>09/03/2018</b>	<b>-2.56</b>						
	BACS TSB	-2.56			1190	101	-2.56	Reversal of duplicate
	<b>Total Receipts:</b>	2.56	0.00	0.00			2.56	

## Current Bank A/c

Receipts received between 01/03/2018 and 31/03/2018

## 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>
500274	Banked: 05/03/2018	283.50						
500274	Various	283.50			1800	801	73.50	Memorial Inscription
					1800	801	210.00	Interment - burial
500275	Banked: 08/03/2018	126.00						
500275	Head & Wheble	126.00			1800	801	126.00	Burial fees - headstone
Total Receipts:		409.50	0.00	0.00			409.50	



## List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/03/2018	Grenke Leasing Ltd	DDGRENKE17	83.06	09.04.2018	Finance Lease Phones Mar 18
07/03/2018	Wellow Village Hall	EP03180151	483.84	09.04.2018	Various - see detail
07/03/2018	Copythorne Parish Council	EP03180152	540.00	09.04.2018	Excess payt re. Lengthsman Sch
07/03/2018	Storage on Site Ltd	EP03180153	47.76	09.04.2018	Container hire to 8/3/18
07/03/2018	Hampshire County Council	EP03180154	76.21	09.04.2018	Stationery
07/03/2018	Nightingale Groundcare Ltd	EP03180155	1,233.80	09.04.2018	Grounds Maintenance Feb 18
07/03/2018	K. D. Steer	EP03180156	24.80	09.04.2018	Parish Office Cleaning Feb 18
07/03/2018	Mint Gardens Ltd	EP03180159	144.00	09.04.2018	Bus Shelter Maint Feb 18
07/03/2018	TLC Online	EP03180160	105.00	09.04.2018	Website maint/Email Jan-Mar 18
07/03/2018	Selco Ltd	004430	1,339.98	09.04.2018	Materials for plaster works
07/03/2018	Hants Assoc of Local Councils	EP03180157	48.00	09.04.2018	GDPR/Data Protection Course
08/03/2018	Bartack Ltd	EP03180161	29,220.00	09.04.2018	Ground works/Foundations
12/03/2018	Wellow School	004431	1,000.00	09.04.2018	Re. Grant application
12/03/2018	Wellow Care Group Lunch Club	004432	500.00	09.04.18	Re. Grant Application
12/03/2018	Simon Says	00433	150.00	09.04.2018	Re. Grant application
14/03/2018	Dansach Electrical Supplies	004434	2,164.47	09.04.2018	Elec materials for pavilion
20/03/2018	Karen Miles	EP03180162	388.78	09.04.2018	Admin Asst Salary March 18
20/03/2018	Sharon Whitehouse	EP03180163	1,040.42	09.04.2018	Clerk Salary March 18
20/03/2018	Nightingale Groundcare Ltd	EP03180164	649.80	09.04.2018	Smaller silver birch clearance
20/03/2018	SSE	EP03180165	35.37	09.04.2018	Hatches Fm elec supply to 23/2
20/03/2018	Storage on Site Ltd	EP03180166	47.76	09.04.2018	Container hire to 5/4/18
20/03/2018	Trevor Grant	EP03180167	30.00	09.04.2018	Neighbourhood Plan Conference
20/03/2018	Southern Electric	DEBITCARD4	751.25	09.04.2018	Electricity reconnection
23/03/2018	NEST	DDNEST MAR	51.43	09.04.2018	Pension payt Mar 18
29/03/2018	Justin Kerr	004435	2,800.00	09.04.2018	Electrical services
29/03/2018	SPR Plumbing & Heating Ltd.	004436	2,300.00	09.04.2018	Plumbing services
Total Payments			45,255.73		