

WELLOW PARISH COUNCIL  
 MINUTES OF FULL PARISH COUNCIL MEETING HELD ON  
 Monday, 14<sup>th</sup> May 2018 - 6.45pm  
 Wellow Village Hall - Wellow Room

Attended by: 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.

- 1
  - a) **Election of Chair**  
 Cllr Harmeet Singh Brar proposed Cllr Gaye Chesterton-Kay continue as Chair, Cllr Sue Jones seconded, all Members present agreed and it was:  
**RESOLVED:** that Cllr Gaye Chesterton-Kay be Chair of the Council for the forthcoming year.
  - b) **Receive the Chair's Declaration of Acceptance of Office**  
 Cllr Gaye Chesterton-Kay accepted the position of Chair and arrangements will be made for her to sign the Declaration in the presence of the Clerk. SW/GC
  - c) **Election of Vice Chair**  
 Cllr Ed Chesterton-Kay proposed Cllr Mike Jones as Vice Chair, seconded by Cllr Clark, all Members present agreed and it was:  
**RESOLVED:** That Cllr Mike Jones be Vice Chair of the Council for the forthcoming year.
  - d) **Receive Vice Chair's Declaration of Acceptance of Office**  
 Cllr Mike Jones accepted the position of Vice Chair and arrangements will be made for him to sign the Declaration in the presence of the Clerk. SW/MJ
  - e) **Annual Confirmation of Councillor Interests**  
 All Councillors present confirmed that their interests had not changed, except for Cllr Brar who requested new forms to complete. The Clerk will follow up separately with Cllr Grant (who arrived later) before confirming the position with Test Valley. HB  
SW
- 2 **Apologies** - Cllr Roy Perry, Cllr Nick-Adams King, Cllr Trevor Grant (arrived at 7.15pm for item 9e onwards)
- 3 **Declarations of Interest** - None
- 4 **Public Participation** - None
- 5 **Police Report** - No police report was provided. The Council was advised that PCSO Claudia Pattison has moved on and Wellow will be covered by PCSO Sam Bate who has offered to attend the next meeting.
- 6 **District/County Councillors' reports** - Cllr Bailey reported that the next stage of the Community Governance Review is out for consultation (from 4/5/18 to 6/7/18) following the initial recommendations made by Test Valley Borough Council. Proposed changes affecting Wellow Parish are minimal. Further details are available on the TVBC website. PUSH, the regional body encompassing Portsmouth and Southampton, has replied on the new National Planning Policy Framework. TVBC has also responded.
- 7 **To Receive Minutes of the Full Council Meeting held on 9<sup>th</sup> April 2018.**  
**PROPOSED:** Minutes of the Full Council Meeting held on 9<sup>th</sup> April were formally received.

**RESOLVED:** The minutes were approved as a true and accurate record and signed by the Chair.

8 Matters Arising - None

9 Policy

a. **To Agree Councillors' Responsibilities and Appointments to Committees 2018**

Councillors' Responsibilities and Appointments to Committees was reviewed and amendments agreed. Clerk to make revisions and update noticeboards and website.

SW

b. **To Review Terms of Reference for Planning and General Purposes Committees 2018**

This to be reviewed at the Finance and Policy Working Group meeting on 23<sup>rd</sup> May and brought to the June meeting for approval.

c. **To Review Standing Orders, Financial Regulations, Code of Conduct, Policies and Procedures, Asset Register, Insurance Cover.**

The Clerk advised that this has been a standing item in previous years on the AGM agenda. However, reviews of many of these have taken place over the last 12 months. The Parish Council now reviews its governance documentation on a rolling programme and the supporting matrix will be updated by the Clerk and circulated to Councillors for information. Actions/approvals are as follows:

SW

**Standing Orders** - An update has recently been issued by NALC. To be reviewed by the Finance and Policy Working Group and carried forward to a future agenda for approval by Full Council.

**Financial Regulations** - To be reviewed by the Finance and Policy Working Group to reflect changes in processes such as online banking, debit card etc.

SW

**Code of Conduct** - Last reviewed 9/6/17; approved.

**Policies and Procedures** - Rolling programme to be kept under review by Finance and Policy Working Group.

**Asset Register** - Updated March 2018, under review by Finance and Policy Working Group.

**Insurance Cover** - Due for renewal September 2018. Under review by the Finance and Policy Working Group.

d. **Review Membership to Other Bodies:**

i) HALC/NALC - Agreed

ii) Purchase of Local Council Review - Agreed

iii) SLCC - Agreed

iv) Purchase of Clerks & Councils Review - Approval deferred; Cllr Clark recommended that Cllr Grant's view be sought.

v) CPRE - Agreed

vi) Local Council Advisory Service (LCAS) - Agreed

vii) Hampshire Playing Fields Association - Members agreed not to renew this subscription in 2018. It was cancelled in 2017.

e. **GDPR Update** - The Clerk advised Members of the recent advice received from HALC, which confirms that, even at this late stage, it is unclear to what extent the legislation will impact on public authorities. Item to be carried forward to the next agenda.

SW

f. **Councillor Vacancy** - The Chair reported that an application has been received for the vacancy which has been open since Cllr Saunders'

resignation. In line with the co-option policy, it was agreed that the Chair will arrange an informal interview with the applicant - to be attended by the Chair, Cllr Clark and Cllr Millard.

GK

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Community & Environment

a. **Canada Common re. Management Plan 2018/19** - Cllr Sampson reported that the cattle grid at Monkey Jump has been cleared. Potential problems with the drainage pipe need to be investigated further. A meeting with Nightingale Ground Care is scheduled for 21<sup>st</sup> May 2018 to discuss the next phases of planned work. The work to the area around the bins at the Plantation Road car park is now complete and will hopefully address the previous problems with flooding. One of the dog signs put out at the Picket Hill turning circle has disappeared and a replacement is required. Craig Daters, the dog ranger at NFNPA has contacted the Parish Council concerning harassment of cattle during the calving season by dogs at Wellow Common, particularly in the Monkey Jump area. The Parish Council has been asked if it can display signs asking dog owners to keep dogs under control during the calving season. Cllr Sampson had attended the Verderers AGM at Lyndhurst in April and found out that the money currently paid to the Verderers from the HLS Stewardship funding was directly linked to that scheme.

i) **To Consider Funding Other Birds Surveys Planned for 2019**

**PROPOSAL:** To consider contributing to Natural England surveys for Dartford Warbler, Woodlark and breeding waders being organised by the Forestry Commission (as per email dated 26/4/18).

**RESOLVED:** It was agreed to advise the Forestry Commission that the Parish Council wishes for Wellow Common to be included in the tender documentation for 2019 surveys, but will not sign up until firm costs are provided. Clerk to reply to Forestry Commission.

SW

b) **Footpaths** - Cllr Mike Jones suggested that the footpath audit started by Cllr Sampson and Cllrs Sue and Mike Jones last summer should be finalised and the findings presented to a full Council meeting for information.

JRS/MJ  
/SJ

c) **Burial Ground**

i) **Review of benches** - Cllr Stehr circulated a report on the benches at the burial ground. It was agreed that those referenced B, E and F need urgent attention, however decisions need to be reached regarding ownership and maintenance liability for donated benches. The Clerk will try and find out details of the owners/donors for all 9 benches currently located in the Parish burial ground and what, if any agreement was in place when the benches were originally positioned.  
- Item to be carried forward to the next agenda.

SW

ii) **Water supply** - The water supply to the tap located at the far right end of the burial ground has been switched off. It is believed that the supply came from a private well owned by a neighbouring property which has recently had contractors in to complete building work. Cllr Clark volunteered to speak with the neighbours to find out what the position is.

AC

iii) **Grant of Exclusive Rights' Refund** - There is no policy or guideline in place to allow a refund and doing so would set a precedent. The Council will seek legal advice on this matter and instructed the Clerk

to follow up with Test Valley legal team and HALC.

- 11 **Sports & Leisure**  
**a. Cricket Pavilion**  
 i) **Update** - Cllr G Chesterton-Kay reported that painting and internal work is progressing well and it is anticipated that the main building will be completed in a couple of weeks' time.  
 ii) **Official Opening** -This is planned for 2<sup>nd</sup> June 2018 at 11.00am. Local press will be advised. Invites are extended to all Parish Councillors. Invitations will be sent to HCC and TVBC, as well all Cricket Club members and others who donated by way of funding and/or time.
- b. Hatches Farm Update** - The Chair reported that a survey and specification is underway for drainage of the pitches. A car park scheme has been agreed in principle to allow quotes to be obtained for funding bids.
- 12 **Finance**  
**a. To Receive Income and Expenditure Report for April 2018**  
PROPOSED: To accept the income and expenditure reports for April 2018  
RESOLVED: The I and E reports were accepted and agreed by all Members present.
- b. To receive online payments schedule dated 14/5/2018** - schedule was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.
- 13 **Planning & General Purposes Committee**  
**a. To Receive Minutes of Planning & General Purposes Committee meeting held on 9<sup>th</sup> and 23<sup>rd</sup> April 2018**  
PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 9<sup>th</sup> and 23<sup>rd</sup> April 2018 were formally received.  
RESOLVED: Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 14 **Communication**  
**a. Newsletter - Agree timetable/content for Summer Edition** - due to the short timescale to meet the June delivery timetable it was agreed to delay production of the Summer Edition and aim for delivery in July. Cllr Grant urged Members to let him have articles/ideas for inclusion in the next edition as soon as possible.
- 15 **Neighbourhood Plan**  
**a.** Cllr Grant gave a brief update. Good progress has been made on the survey and the aim is to have this ready for approval at the June meeting. The team is ensuring that it applies due process in its consideration of SHELAA sites which is ongoing. There is a meeting with Test Valley on 6<sup>th</sup> June to discuss the (new) National Planning Policy Framework. Access to new mapping tools has provided the team with the ability to produce some excellent maps in support of the Neighbourhood Plan.
- 16
- 17 **Correspondence**  
**a. To Receive List of Correspondence/Consultations Received April 2018**  
 TVBC - email dated 16.4.18 re. bidding for CIL funds - Noted  
 Office of National Statistics -Questionnaire for Annual Survey of Hours and Earnings - Clerk to complete and return by 18<sup>th</sup> May

ALL

**Natural England** - Letter dated 30.04.2018 reminding of deadline for completion of Environmental Stewardship Annual Claim Form. Clerk to action.

**L & M Sturdy Garages** - Guarantee for concrete garage at Hatches Farm

**TVBC** - email of 26.04.2018 enclosing the presentation given at the Test Valley Community Resilience event held in March.

**Verderers** - Email of 30.04.2018 enclosing a letter sent to all Commoners concerning damage caused by cattle.

**TVBC** - re. Community Governance Review, 2<sup>nd</sup> round of consultation, deadline for response 6<sup>th</sup> July 2018.

#### **Delegates' Reports**

**Cllr Singh Brar** - has held meetings with Highways Officers and there is a further follow up meeting in June. He is also arranging a meeting with Michael Lane.

**Cllr G Chesterton-Kay** - has been approached by Cliff Canning, the Headteacher at HCS and invited to visit the school on 23<sup>rd</sup> May 2018.

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#### **Future Meeting Dates**

##### **a. Date of Next Meeting**

Monday 4<sup>th</sup> June 2018 - Planning & General Purposes Committee 6.45pm, followed by Full Council Meeting at 7.15pm

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

15/05/18 - 9.30am NFNPA Planning Committee, Lymington

15/05/18 - 10.00am WPC meeting with HCC/TVBC re. strategic objectives, Parish Office

21/05/18 - 10.00am Plantation Road Car Park re. Common Management Plan

23/05/18 - 9.00am Finance Working Group, Parish Office

23/05/18 - 7.00pm NE Quadrant Meeting

24/05/18 - 7.30pm TVAPTC, King's Somborne

27/05/18 - 5.30pm TVBC Civic Event, Houghton Lodge - Cllrs Chesterton-Kay

02/06/18 - 11.00am Cricket Pavilion Opening

03/06/18 - Friends of the Forest Walk - Cllr Sampson

Meeting closed at 8.55pm

## Current Bank A/c

## List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/05/2018	Grenke Leasing Ltd	DDGRENKE19	83.06	04.06.2018	Finance Lease Phones May 18
14/05/2018	Mr Neil Vince	004445	1,660.02	04.06.2018	Fitting kitchen etc.
15/05/2018	NEST	DDNESTMAY	51.43	04.06.2018	Pension payment May 2018
16/05/2018	Wellow Village Hall	EP05180189	73.02	04.06.2018	Room hire
16/05/2018	Storage on Site Ltd	EP05180190	47.76	04.06.2018	Container hire to 3/5/18
16/05/2018	Cllr Ed Chesterton-Kay	EP05180191	28.70	04.06.2018	Building/decorating supplies
16/05/2018	PEAC (UK) LTD	EP05180192	152.40	04.06.2018	Copier lease rental etc.
16/05/2018	Test Valley Borough Council	EP05180193	295.34	04.06.2018	SLR maintenance 18/19
16/05/2018	Live Trakway	EP05180194	1,324.80	04.06.2018	Trakway up to 27/3/18
16/05/2018	David Mallinson	EP05180195	186.42	04.06.2018	Ink cartridges and paper
16/05/2018	Hampshire County Council	EP05180196	57.62	04.06.2018	Stationery
16/05/2018	Absolute Technology UK Ltd	EP05180197	69.12	04.06.2018	Antivirus Annual Protection
16/05/2018	Nightingale Groundcare Ltd	EP05180198	922.80	06.04.2018	Plantation Car Park
16/05/2018	Nightingale Groundcare Ltd	EP05180199	2,628.00	04.06.2018	Removal of pathway
16/05/2018	Sue Jones	EP05180200	306.23	04.06.2018	Pavilion paint
16/05/2018	Nightingale Groundcare Ltd	EP05180201	1,233.80	04.06.2018	Gds Maint Contract April 2018
16/05/2018	Direct tec UK Ltd	EP05180202	488.75	04.06.2018	Printing chgs Jan-Apr etc.
16/05/2018	RBS Software Solutions	EP05180203	142.80	04.06.2018	Rialtas Support & Maintenance
16/05/2018	K. D. Steer	EP05180204	31.00	04.06.2018	Office Cleaning April 2018
16/05/2018	Sharon Whitehouse	EP05180205	1,061.77	04.06.2018	Clerk's salary May 2018
16/05/2018	Karen Miles	EP05180206	393.51	04.06.2018	Admin Asst Salary May 18
16/05/2018	Getmapping Plc	EP05180207	240.00	04.06.2018	Getmapping Plc
16/05/2018	Cllr Ed Chesterton-Kay	EP05180208	92.58	04.06.2018	Misc exp incl keys, signage
21/05/2018	Robert Pybus Agricultural Cont	004446	653.40	04.06.2018	Supply & deliver 63ton topsoil
22/05/2018	Atom IP Ltd	DDATOM0518	106.54	04.06.2018	Phone/internet charges May 18
23/05/2018	Morrisons	DEBITCARD8	88.56	04.06.2018	Official opening expenses
24/05/2018	John Lewis	DEBITCARD9	100.00	04.06.2018	Gift Vouchers
24/05/2018	Tesco	DEBCARD10	117.45	04.06.2018	Food etc. for opening ceremony
<b>Total Payments</b>			<b>12,636.88</b>		

## Current Bank A/c

Receipts received between 01/05/2018 and 31/05/2018

## 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: 02/05/2018	5,500.00						
BACS	Hampshire County Council	5,500.00			9011	901	5,500.00	Lengthsman Sch Cluster
BACS	Banked: 11/05/2018	13,356.00						
BACS	Rural Payments Agency	13,356.00			1700	702	13,356.00	HLS Agreement 2017
500280	Banked: 16/05/2018	382.50						
500280	A H Cheater Ltd	382.50			1800	801	382.50	Burial fees
BACS	Banked: 29/05/2018	4,452.00						
BACS	Rural Payments Agency	4,452.00			1700	702	4,452.00	2nd instalment of 2017
Total Receipts:		23,690.50	0.00	0.00			23,690.50	

## Deposit Bank A/c

Receipts received between 01/05/2018 and 31/05/2018

## 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: 09/05/2018	3,255.42						
BACS	Copythorne Parish Council	3,255.42			9011	901	3,255.42	Lengthsman b/f balances
BACS	Banked: 10/05/2018	3.56						
BACS	TSB	3.56			1190	101	3.56	Interest
Total Receipts:		3,258.98	0.00	0.00			3,258.98	