

WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING TO BE HELD ON
Monday, 4th June 2018 - 7.15pm
Wellow Village Hall - Wellow Room

In Attendance: 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 (RC), Cllr John Sampson (JRS), Cllr Harmeet Singh Brar (HB).

Attending: Mrs Sharon Whitehouse (Clerk)

Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Caroline Nokes MP, PCSO Sam Bate

19 **Apologies** - Cllr Stehr, Cllr Adams-King, Cllr Perry

20 **Declarations of Interest** - None

21 **Public Participation** - None

22 **Police Report** - PCSO Sam Bate attended the meeting and introduced himself to Members. He gave a brief update on incidents that had occurred over the last few weeks - in the main these related to theft of tools and gardening equipment from outbuildings, sheds, garages etc. Sam will send details through for inclusion in the next newsletter and the office will post it on the Parish Council website and Facebook.

23 **District/County Councillors' reports** - Councillor Bailey had nothing to report.

24 **To Receive Minutes of the Full Council Meeting held on 9th April 2018.**
PROPOSED: Minutes of the Full Council Meeting held on 9th April were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.

25 **Matters Arising** - Cllr Grant confirmed that his pecuniary interests had not changed. Cllr Brar has completed new forms. The Clerk will advise TVBC SW accordingly.

26 **Policy**

a. **Applications for Councillor Vacancy** - This item to be deferred to the next meeting.

b. **GDPR Update** - The Clerk advised Members that GDPR legislation had become law, effective from 25th May 2018 as planned. Late amendments mean that Parish Councils are exempt from the requirement to appoint a Data Protection Officer. The Clerk will continue to review internal processes and policies to ensure that reference to the Data Protection Act is updated accordingly. The ICO has said they are viewing the legislation as a journey, particularly for smaller organisations. SW

c. **Revised Planning & General Purposes Committee Terms of Reference**
RESOLVED: It was unanimously agreed to adopt the revised Planning & General Purposes Committee Terms of Reference (as previously circulated).

d. **Revised Terms of Reference for Finance and Policy Working Group**
RESOLVED: It was agreed by all Members present to adopt the amended Terms of Reference for the Finance and Policy Working Group (as previously circulated)

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Community & Environment

- a. **Canada Common re. Management Plan 2018/19** - Cllr Sampson advised Members that the second instalment of the 2017 HLS agreement has been received. The meeting with Nightingale has been pushed back to 12th June to agree management plan works for 2018. Follow up is still required on signs for cattle worrying and replacement dog signs, for both ground nesting birds and the smaller ones for fouling. Repeat letters about ragwort are ready to go out to occupiers of Canada Common properties. Cllr Sampson had attended a 'Friends of the Forest' wildflower walk over the weekend and sought the Council's view on taking out a corporate membership for one year, at a cost of £150. It was agreed to defer a decision on this until Cllr Sampson can establish what benefits membership would bring to the Parish Council. JRS
- b. **Footpaths** - Cllr Sampson reported that a meeting will be held with cluster group members of the Lengthsman Scheme in the Parish Office on Thursday 14th June. Cllr Sampson has requested a separate meeting with Helen Barber from HCC Rights of Way. 11 out of 24 footpaths in the Parish have been assessed and a date is to be arranged for review of the remainder. JRS
- c. **Burial Ground**
- i. **Water supply** - Cllr Clark has clarified the issue surrounding the water supply. Vegetation is to be cleared from around the tap so that it is more visible to users of the Parish Burial Ground. A sign will be put up on the notice board advising of its location - Clerk to arrange. SW
 - ii. **Benches** - investigations are ongoing. An article will be included in the Summer newsletter to find out who may have sponsored a bench in the past. TG
 - iii. **Grant of Exclusive Rights Refund** - no progress to report. Clerk to action. SW
- d. **Feedback on Meeting with HCC/TVBC officers and Consider Future Action/Priorities** - the notes from the meeting with HCC/TVBC officers was circulated to all by email on 17th May. The Chair advised that there is some money available for small projects and that she is open to requests/ideas. Members to give this some thought and report back at the next meeting. ALL
- e. **Speeding/Highways Community Funding Initiatives** - No progress to report; the meeting with HCC will be held in June and the item is deferred to the July agenda.

Cllr Brar left the meeting at 8.05pm

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Sports & Leisure

- a. **Cricket Pavilion** - The Chair reported that the pavilion is finished, bar a few snagging items and the official opening took place on Saturday 2nd June. The Clerk emphasised the importance of the Parish Council (i.e. the Clerk) receiving all the relevant paperwork and certification documentation. Cllr E Chesterton agreed to ensure that Richard Light completes the file and hands it over. EC
- The Clerk presented the latest financial statement for the project which shows the scheme as within budget. This will be updated and finalised once all outstanding invoices are received.
- Cllr Grant queried the requirement for an ongoing budget of £5,000 per annum for pavilion maintenance - this will be kept under review

and considered again at the October meeting of the Finance Working Group as part of budget prep.

It was agreed to arrange servicing of Fire Safety Equipment ASAP - Clerk to organise. However, PAT testing needs to be arranged by the Cricket Club if they do not want to wait for the Parish Council's annual inspection due in October.

SW

- b. **Hatches Farm** - Cllr Millard reported that the tennis club is proceeding with its formal application to Test Valley BC. Quotes for drainage for the pitches have been obtained and forwarded onto the Chair for inclusion in grant funding bids. The Chair reported that she is seeking quotes for the car park; the specification has been revised to encompass the tennis club's comments.

29

Finance

- a. **To Receive Income and Expenditure Report for May 2018**
PROPOSED: To accept the income and expenditure reports for May 2018
RESOLVED: The I and E reports were accepted and agreed by all Members present.
- b. **Online Payments Schedule dated 4/6/2018** - schedule was received and approved by full Council and authorised by Cllr Sampson and Cllr Chesterton-Kay.
- c. **Financial Year End Reports for 2017/2018**
PROPOSED: To receive year end reports for 2017/2018
RESOLVED: The year end reports for 2017/2018 were received and accepted by all Members present.
- d. **Notes of the Finance and Policy Working Group Meeting held on 23rd May 2018**
PROPOSED: To receive notes of the Finance and Policy Working Group Meeting held on 23rd May 2018 and ratify the proposed actions
RESOLVED: The following actions were approved by full Council. All Members present agreed
 - o To invest £60,000 with Lloyds Trading Desk for 6 months - Clerk to arrange.
 - o To increase the lease to WYFC for Hatches Farm by £10 as a peppercorn rent for the storage unit
- e. **To Receive the 2017/2018 Internal Audit Report**
The (final) internal audit report for 2017/2018 was formally received by Members and noted.
- f. **Audit Return - Signing of Annual Governance Statement**
RESOLVED: That the Annual Governance Statement is a true and accurate record as audited by the Internal Auditor, was agreed by all Members present and signed by the Chair.
- g. **Audit Return - Signing of Annual Accounts Statement**
RESOLVED: That the Annual Accounts Statement is a true and accurate record as audited by the Internal Auditor, was agreed by all Members present and signed by the Chair.

SW

- 30 **To Receive Minutes of Planning & General Purposes Committee meeting held on 23rd April and 14th May 2018**
PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 23rd April and 14th May 2018 were formally received.
RESOLVED: Approved as a true and accurate record and signed by the Chair. All Members present agreed.
- 31 **Communication**
a. **Newsletter** - Friday 22nd June was confirmed as the deadline for receipt of drafts by Cllr Grant for inclusion in the Summer Edition of the Nightingale Times.
- 32 **Neighbourhood Plan**
a. Cllr Grant reported that the Community Survey is complete. An electronic version via survey monkey will be forwarded to all Parish Councillors in the next couple of weeks for completion and feedback on its content. The survey should be ready for distribution in September. The team intends to seek grant funding available towards the cost of the Neighbourhood Plan.
- 33 **Correspondence**
a. **To Receive List of Correspondence/Consultations Received May 2018**
NFNPA - email of 16.5.18 from the Policy team concerning the submission of the draft Local Plan - noted
TVBC - email of 18.5.18 re. name change for land adj Cross Oaks Cottage -noted
TVBC - invite to 'Drive Electric Event' Friday 29th June - Cllrs Brar and Sampson asked to be booked in - Clerk to arrange
TVBC - email of 25.5.18 re. Local Plan Workshop invite - taking place 11th June - paperwork handed to Cllr Grant
- 34 **Delegates' Reports**
Cllr E Chesterton-Kay - advised Members that the Remembrance Bench has been delivered and is in their garage if people want to have a look.
Cllr Grant - wishes to record thanks to our litter heroes who continue to do a fantastic job around Wellow.
- 35 **Future Meeting Dates**
a. **Date of next meeting**
Monday 9th July 2018 - Planning & General Purposes Committee followed by Full Council Meeting
- b. **Dates of other meetings to be attended by Councillors**
5/6/18 - Southern Area Planning re. Silvertrees - Cllr Brar
7/6/18 - New Forest Consultative Panel
12/6/18 - Wellow Common 2018/19 Management Plan - 11.00am Cllr Sampson, Cllr Jones at Wellow Common
14/6/18 - Lengthsman Scheme Cluster Group Meeting, Parish Office 10.00am - Cllr Sampson
15/6/18 - Southampton University Poverty Study - Cllrs Brar, Sampson and Grant
21/6/18 - Mountbatten Founder's Day Service - Cllrs Chesterton-Kay
24/6/18 - Annual County Service - Cllrs Chesterton-Kay
27/6/18 - Test Valley Passenger Transport Forum - Cllr Brar
29/6/18 -Romsey's 'Drive Electric' Event - Cllr Sampson and Cllr Brar
4/7/18 - New Forest Dog Forum, 2pm NPA Offices Lymington
4/7/18 - Mountbatten Summer Concert, Romsey Abbey - Cllrs Chesterton-Kay

Meeting closed at 9.05pm

Current Bank A/c

Receipts received between 01/06/2018 and 30/06/2018

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>
500281	Banked: 07/06/2018	1,223.00						
500281	Various	1,223.00			1800	801	131.00	Burial fees - memorial
					1500	501	1,092.00	W&PCC 2018 rent
Total Receipts:		1,223.00	0.00	0.00			1,223.00	

Deposit Bank A/c

Receipts received between 01/06/2018 and 30/06/2018

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: 10/06/2018	4.40						
BACS	TSB	4.40			1190	101	4.40	Interest
Total Receipts:		4.40	0.00	0.00			4.40	

List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/06/2018	DWD Enviroclean Ind Serv Ltd	004447	222.00	09.07.2018	Timber for stud work
04/06/2018	Mr Neil Vince	004405	112.49	09.07.2018	Cubicle fittings & lock
04/06/2018	Dansach Electrical Supplies	004449	2,572.74	09.07.2018	Electrical Materials
04/06/2018	Mr Neil Vince	004450	187.30	09.07.2018	Materials - Various
05/06/2018	Hampshire County Council	EP06180209	286.80	09.07.2018	Play Area - new signs
05/06/2018	Lightatouch Int Audit Services	EP06180210	60.00	09.07.2018	Final year end visit 2017/18
05/06/2018	Cllr Ed Chesterton-Kay	EP06180211	143.33	09.07.2018	Materials - Various
05/06/2018	Mr M Jones	EP06180212	702.68	09.07.2018	Decorating materials
05/06/2018	Nightingale Groundcare Ltd	EP06180213	1,233.80	09.07.2018	Grounds Maint May 2018
05/06/2018	Queensbury Shelters Ltd	EP06180214	280.39	09.07.18	Replace glazing Whinwhistle Rd
05/06/2018	Gaye Chesterton-Kay	EP06180215	29.44	09.07.2017	Collection donations etc.
05/06/2018	Philip Jeffs	EP06180216	20.00	09.07.2018	Remove old/fit new signs
05/06/2018	TLC Online	EP06180217	105.00	09.07.18	Website/email Maint Apr-Jun 18
05/06/2018	G Farwell Ltd	EP06180218	1,387.20	09.07.2018	Clear cattle grid Monkeys Jump
05/06/2018	Upright Fencing	EP06180219	2,075.00	09.07.2018	Supply & install decking
05/06/2018	RJ Light Services Ltd	EP06180220	810.00	09.07.2018	Supply/fit floor wet rooms
05/06/2018	David Ogilvie Engineering Ltd	EP06180221	1,016.40	09.07.2018	WW1 Memorial Bench
05/06/2018	Bournemouth Water	EP06180222	18.69	09.07.2018	Water chgs 9/11/17 to 9/5/18
05/06/2018	Crusader Carpets Ltd	EP06180223	1,299.00	09.07.2018	Supply/fit carpets and matting
05/06/2018	Grenke Leasing Ltd	DDGRENKE20	83.06	09.07.2018	Finance Lease Phones Jun 18
12/06/2018	Justin Kerr	004451	577.20	09.07.2018	Electrics - extra downlights
13/06/2018	Justin Kerr	004452	2,427.26	09.07.2018	Electrical Services - 2nd fix
14/06/2018	Sharon Whitehouse	EP06180224	1,104.99	09.07.2018	Clerk's salary June 2018
14/06/2018	Karen Miles	EP06180225	445.31	09.07.2018	Admin Asst Wages June 2018
14/06/2018	Hants Assoc of Local Councils	EP06180226	18.00	09.07.2018	NHP Seminar - Cllr Grant
14/06/2018	Playsafety Ltd	EP06180227	205.80	09.07.2018	ROSPA Annual Inspection
14/06/2018	Business Stream Scottish Water	EP06180228	49.38	09.07.2018	Waste Services to 9/5/2018
14/06/2018	Sue Jones	EP06180229	62.93	09.07.2018	Misc sundry items for Pavilion
14/06/2018	Cllr Ed Chesterton-Kay	EP06180230	172.14	09.07.2018	Signage & fittings
27/06/2018	Atom IP Ltd	DDATOM0618	106.54	09.07.2018	Phone/internet charges Jun 18
Total Payments			17,814.87		