

WELLOW PARISH COUNCIL
 MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
 Monday, 9th July 2018 - 7.15pm
 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 Rich Millard (RC), Cllr Harmeet Singh Brar (HB), Cllr Phil Stehr (PS).

In Attendance: Mrs Sharon Whitehouse (Clerk), one member of the public

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

36 **Apologies** - Cllr Alan Clark, Cllr Mike Jones, Cllr Sue Jones, Cllr John Sampson, Cllr Roy Perry

37 **Declarations of Interest** - None

38 **Public Participation** - None

39 **Police Report** - No police report was received.

40 **District/County Councillors' reports**

Cllr Gordon Bailey advised that at the last New Forest Consultative Panel Meeting he had raised dog walking on the Common, in particular a ban on professional dog walkers. Plans to implement a new by-law are to be taken up by the Forestry Commission.

Cllr Nick Adams-King opened by apologising for his lack of attendance at Wellow Parish meetings recently and then went on to provide information about one of the main calls on his time - the Partnership for Urban South Hants (PUSH) and ongoing discussions about the establishment for a potential green belt extending to cover central Test Valley. Reference was also made to the latest Test Valley Local Plan and the Consultation Period ending 14th September. The Parish Council was encouraged to give serious thought to its response. An item for Wellow's reply will be included on the agenda for the 3rd September meeting. SW

41 **To Receive Minutes of the Full Council Meeting held on 4th June 2018**

PROPOSED: Minutes of the Full Council Meeting held on 4th June 2018 were formally received.

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

42 **Matters Arising** - None

43 **Policy**

a. **To Consider Applications for Councillor Vacancy**

Following the informal interview held by the Chair and Cllr Clark it was

RESOLVED: that Richard Light be invited to join the Parish Council. All Members present agreed.

44 **Community & Environment**

a. **Canada Common re. Management Plan 2018/19**

Following the site meeting on the Common on 11th June, further information is required before the quote received from Nightingale Groundcare can be put to Full Council for consideration. Cllr Sampson and the Clerk are due to have preliminary discussions about this on 12th July.

b. Footpaths

The Clerk gave an update based on a verbal report received from Cllr Sampson. As of w/c 3rd July it did not appear that HCC had cut the ROW priority paths which were scheduled for June on their website. This will be kept under review. Members of the Lengthsman Cluster Group met in the Parish Office on 14th June 2018 to discuss future arrangements and it has been proposed that a 3-year contract is let from 1st April 2019.

c. Burial Ground

The Clerk advised that due to annual leave, little progress has been made on the outstanding issues at the burial ground. This will be prioritised by the Clerk over the next couple of months.

SW

d. Proposals for use of HCC/TVBC funding (ref min. 27d).

Several proposals were put forward by Councillors including the following:

- i) Creation of a holding area for pedestrians/dog walkers/horse riders opposite Maurys Lane - Cllr Ed Chesterton-Kay will work on firming up proposals over the summer. EC
- ii) Footpath 16 - Romsey Road to Hackleys Lane - Construction of a raised gravel path with fixed drainage lines across low land by stream in wood that floods in winter - estimated cost £1,500-£2,000 - Cllr Sampson to investigate further and firm up proposals. JRS
- iii) Footpath 7 - St. Margaret's Church to Foxes Lane - Construction of a raised boardwalk (approx. 20 metres) between the two fishing lakes to bring footpaths above water leakage level from lakes - estimated cost £2,500-£3,500. Cllr Sampson to investigate further and firm up proposals. JRS
- iv) Provide a pedestrian crossing over the A36, near Whinwhistle Road - Cllr Singh Brar agreed to obtain written evidence, e.g. letters, petitions from concerned residents and schools, so that we can take this up with Hampshire County Council and Highways England. HB

e. Speeding/Highways Community Funding Initiatives

Cllr Brar had no progress to report and requested that the item be deferred to the September agenda.

45

Sports & Leisure

a. Lower Common Road Recreation Ground

- (i) **Cricket pavilion** - The Chair commented how lovely it is to see the new facility being used by so many children. So far, it is proving to be very successful. A wash-up meeting is required to ensure that all the loose ends are tied up.
- (ii) **Consider Request from Cricket Club re. concrete base for new shed** - The Chair advised Members that the proposal has yet to be finalised for replacing the groundman's hut. She is working in consultation with the Cricket Club to reach an acceptable solution before bringing it to the Council for final approval. This can be considered at the wash-up meeting.
- (iii) **Fire Safety Equipment** - the Clerk reported that the pavilion fire safety equipment was serviced and replaced where necessary on 19/6/18.
- (iv) **Water Leak** - the Clerk advised Members that the Admin Assistant and Cllr Mike Jones had met with an engineer from Dorset Water on site on 23/6/18 following reports of a problem patch of water on the Recreation Ground. The whole site was inspected and no 'live' water source to the puddle was found. It is definitely not coming

from the cricket pavilion. The advice from the Water engineer was that no further action is needed at this time.

- b. **Hatches Farm** - Cllr Millard advised that the tennis club application is progressing and that the estimated cost of the proposed scheme is approx. £32k. Cllr Gaye Chesterton-Kay reported that the CAF funding bid is complete, but unfortunately was not in time to meet the June deadline. The bid will be ready for the next submission date to Test Valley in November.

46

Finance

a. **To Receive Income and Expenditure Report for June 2018**

PROPOSED: To accept the income and expenditure reports for June 2018

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

b. **To Receive Quarterly Budget Report for period ended 30/06/2018**

PROPOSED: To accept the quarterly budget reports for Q1

RESOLVED: The Q1 budget reports were accepted and noted by all Members present.

c. **To Receive Online Payments Schedule dated 09/07/2018** - schedule was received and approved by full Council and authorised by Cllr Grant and Cllr Chesterton-Kay.

d. **To consider Grant Application**

PROPOSAL: To consider the grant application submitted by Wellow Community First Responders

RESOLVED:- It was resolved that a grant of £500 be awarded under S137, towards the cost of a public access defibrillator in Wellow. Clerk to arrange payment.

SW

Cllr Stehr left the meeting.

47

Planning & General Purposes Committee

PROPOSED: Minutes of the Planning & General Purposes Committee meetings held on 4th and 25th June 2018 were formally received.

RESOLVED: Approved as a true and accurate record and signed by the Chair.

48

Communication

a. **Newsletter**

Councillor Grant reported that the Summer edition of the Nightingale Times was issued at the end of June/beginning of July and early signs are that distribution is markedly improved compared to last time.

b. **Council Emails - transfer to new server**

The Clerk advised Members that it is still intended to transfer council emails to a new server to provide greater storage capacity, it was just unfortunate that TLC couldn't meet the originally agreed date due to other work pressures. Members confirmed that they are happy to proceed on the same principles agreed previously. The Clerk will contact TLC Online and request that this is actioned ASAP.

SW

Cllr Singh Brar left the meeting at 8.25pm

c. **Pamphlet Holders**

Cllr Chesterton-Kay advised Members of plans to install pamphlet holders for

residents to pick up copies of the Parish Council Newsletter at the Village Hall (external) and inside the Church.

49 **Neighbourhood Plan**

- a. Cllr Grant provided a general update. A £1,500 grant from Test Valley has been applied for and approved. Cllr Grant advised Members of consultancy costs that he will be using in the Locality Funding Bid also being submitted - these are £375 per day all inclusive, and £60 per hour plus expenses.
- b. **Community Survey - Councillors' feedback** - Cllr Grant reported all but 3 recipients had responded. There is some good data to analyse and the survey is being reviewed. Distribution and collection of the final survey is being considered and Cllr Grant is also taking on board comments from consultants about collection. The sign-off version will be presented to full Council for approval at the 3rd September meeting.

TG

50 **Correspondence**

a. **List of Correspondence Received June 2018**

HALC - AMY Taylor email of 8.6.18 - guidance note on providing financial assistance to the Church

TVBC - Letter dated 7.6.18 re. Tree Preservation Order for land at Starlings, Whinwhistle Road - Noted

TVBC - Letter of 5.7.18 re. Independent Remuneration Panel - Allowances for Parish Council Members

HCC **Strategic Planning** - Email of 4.7.18 re. Roke Manor Quarry application for extraction of sand and gravel and restoration to agricultural land, views required by 20th July - forwarded to Cllrs Mike and Sue Jones for comment.

TVBC - email of 3.7.18 re. press release from HARAHA to mark Rural Housing week - handed to Cllr Grant for information.

TVBC - Email of 21.6.18 from Owen Carine re. updated guidance on S06 developer contributions - forwarded to all for information

Consultations

HCC - email of 20.6.18 re. introduction of permit scheme for road and street works - closing date 31.7.18.

HCC **Community Transport** - email of 12.6.18 re. street-lighting, supported passenger transport services and the concessionary travel scheme - closing date midnight 5.8.18.

NFNPA - Nigel Matthews email of 25.6.18 re. management of recreation in the New Forest - closing date 12.8.18 - *forwarded to Cllrs Grant and Millard as requested.*

NFNPA **Local Plan 2016-2036** - email dated 29.6.18. Consultation period ends midnight 12.8.18.

51 **Delegates' Reports**

Cllr Gaye Chesterton-Kay - reported that she and Ed had been busy attending events over the last month including the Mountbatten Summer Concert, the Test Valley Civic Service and a prize giving ceremony at HCS.

Cllr Grant - reported that along with Cllr Singh Brar and Cllr Sampson he had attended the Rural Poverty event at Southampton University. He spoke to someone who had done the research in Wellow and was interested to find out that transport is an issue of concern for some residents.

Cllr Sue Jones - provided a written report, read by the Clerk. The May 2018 ROSPA report for the Recreation Ground raised 2 minor points, both classified as low risk and considered impractical to action at this time. In both instances, the items will be kept under review as part of the routine monitoring. Sue also queried the condition

of the wooden roundabout, especially the black metal rails which are badly peeled. The contractor has been contacted to complete remedial works.

52

Future Meeting Dates

- a. **Date of next meeting - 6/8/18 Planning & General Purposes Meeting at 6.45pm (if required)**

- b. **Dates of other meetings to be attended by Councillors**
12/7/18 - NFNPA 10.30am, Lymington Town Hall
19/7/18 - NFALC Meeting, Lyndhurst

The meeting closed at 8.55pm

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	

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	

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		