

WELLOW PARISH COUNCIL
 MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
 Monday, 3rd September 2018 - 7.15pm
 Wellow Village Hall - Wellow Room

Attended by: Cllr Gaye Chesterton-Kay (GC) (Chair), 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 Phil Stehr (PS).

In Attendance: Mrs Sharon Whitehouse (Clerk), 2 members of the public

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

53 **Apologies** - Cllr Ed Chesterton-Kay, Cllr Gordon Bailey, Cllr Roy Perry

- a. **Welcome to new Councillor Richard Light** - item deferred to next meeting.
- b. **Resignation of Councillor** - Members were advised that Harmeet Singh Brar had resigned from the Council.

54 **Declarations of Interest** - None

55 **Public Participation** - Members were advised that a former Chair of the Parish Council, Ray Norris, had sadly passed away in France where he had been living for many years.

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

57 **District/County Councillors' reports**

Cllr Adams-King reminded Members that the Test Valley Local Plan Consultation ends soon and encouraged the Council to submit its response to Test Valley as soon as possible. He also advised of another consultation which has just commenced, whereby the south of Romsey town centre is under review. This consultation is being led by Romsey Future and residents and users of the town are being asked to submit their ideas about what the town may be lacking. Finally, Cllr Adams-King and Cllr Perry have both written to Highways England, in response to an issue raised on social media concerning the possibility of a new pedestrian crossing on the A36 near Whinwhistle Road. Reference was also made regarding the recent accident on the A36 roundabout. It was generally agreed that the posts were insufficient to protect pedestrians and that railings would be better.

58 **To Receive Minutes of the Full Council Meeting held on 9th July 2018**

PROPOSED: Minutes of the Full Council Meeting held on 9th July 2018 were formally received.

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

59 **Matters Arising** - None.

60 **Policy**

- a. **TVBC Local Plan Consultation Response** - Cllr Grant to draft a response and circulate it to all Members for comment, before the Clerk formally replies on behalf of the Council - consultation deadline is 14th September 2018. Cllr Sampson commented that the plan is weak on local transport and integration of transport. Cllr Stehr highlighted the increase in articulated lorries using rural roads, which represents a danger to other users. He requested that the Parish Council includes reference to the point that restrictions should be placed on the size of vehicles using narrow country

roads.

- b. **New Forest District Council (Outside the National Park) Consultation on Planning Documents** - It was agreed that the Clerk will use replies received from Cllrs Grant and Clark to respond before the deadline of 30th September 2018.

61

Community & Environment

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

- i) **To consider quotes from Nightingale Groundcare for 2018/2019 planned Works**

PROPOSED: To ratify agreement by Members to accept the quote in the sum of £1,260 for the treatment of bracken, needing to be undertaken in August to be most effective (as per the email of 2nd August 2018)

RESOLVED: Agreed by all Members present.

- ii) **PROPOSED:** Cllr Sampson recommended that the quote from Nightingale Groundcare in the sum of £9,500 be approved, for completion of planned works in 2018/2019, as per the Management Plan.

RESOLVED: All Members present agreed, considering the following: - the limited timeframe available for completing work at the Common due to avoidance of the ground nesting bird season and inclement weather; the difficulty in obtaining 'like for like' quotes for this type of work; and the delay caused in obtaining further quotes and subsequent approval.

- iii) **Ground Nesting Bird Signs** - Cllr Sampson advised Members that the ground nesting bird signs had been returned to the Parish Office, but unfortunately two of the original four are missing.

PROPOSED: That two replacement and two additional ground nesting bird signs are purchased.

RESOLVED: Agreed by all Members present.

SW

- iv) **Friends of the New Forest Membership** - Cllr Sampson advised that membership had been free for all Parish Councils up until last year. This is an independent body that supports better understanding of the various stakeholders and groups using the New Forest and Cllr Sampson recommended that the Parish Council subscribes to Corporate membership for the next year.

PROPOSED: That the Parish Council subscribes to annual membership to Friends of the New Forest for a year at a cost of £150, to be kept under review.

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

SW

- v) **Re-surfacing track at Canada Common**

Following a request received from a resident by email, Cllr Sampson advised that it was not clear whether re-surfacing the track was the Parish Council's responsibility. The Clerk will research the Council's obligations and report back to Members.

SW

- b. **Footpaths** - Cllr Sampson reported that the Rights of Way Priority cutting had been completed by HCC. Cutback work on Footpaths 16 and 17 continued over the summer undertaken by Cllr Sampson and volunteers. Cllr Sampson is following up an offer made by a resident of some clean surplus gravel for possible use on footpaths.

JRS

(i) **Hard cutback of FP22**

PROPOSED: To approve the hard cutback of FP22, as per Cllr Sampson's email of 22nd August 2018, for a revised quoted cost of £480, to be undertaken by the Lengthsman.

RESOLVED: Agreed by all Members present. Cllr Sampson to arrange.

JRS

c. **Quotes for S106 funds (min ref. 44d refers)**

Cllr Sampson reported that he had sought quotes for the Footpath works but is awaiting figures to present to Members.

Cllr E Chesterton-Kay advised that he had been in touch with engineers at HCC who, it is hoped, will provide drawings and some preliminary costings.

Regarding the pedestrian crossing over the A36, near Whinwhistle Road, this matter has now been taken up by TVBC and HCC elected Members with Highways England. (min. ref 61e also refers)

d. **Burial Ground**

(i) **Memorial benches** - the Clerk reported that legal advice had been sought from HCC via HALC and notices have been put up on notice boards, the website and social media seeking relatives of the families of the three condemned benches. One bench has been removed by the family and will be replaced after repair. Item 25 of the Burial Ground Regulations refers. The regulations are displayed on the website and the burial ground notice board. Clerk to provide an update at the next meeting.

SW

(ii) **Grant of Exclusive Rights' Refunds** - Legal advice has been sought on this matter also.

PROPOSED: To add an item to the Burial Ground Regulations re. Grant of Exclusive Rights' refunds, saying that fees are not normally refundable. A request for a refund requires the express permission of the Parish Council and the Council retains the right to make a discretionary decision without prejudice. A written request must be made to the Parish Council by the owner(s) of the Grant explaining the reason why a refund is being sought. Furthermore, it should confirm that the owners of the Grant give up all rights to the plot and agree to sell it back to the Parish Council at the original purchase price.

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

SW

e. **Speeding/Highways Community Funding Initiatives** - Due to the resignation of Harmeet Singh Brar this item was deferred to the next meeting, when a volunteer will be sought to take the lead on road safety issues. It was noted that John Saunbury (from the NHP team) could provide some useful support working alongside the nominated Councillor.

f. **Consider Use of Public Open Space for Organised Activities** - this has arisen following recent requests from both profit and non-profit organisations for permission to use the Recreation Ground and Wellow Common respectively for training purposes - the former for fitness training classes and the latter for emergency search and find training.

RESOLVED: Members agreed that the Clerk should reply to both organisations advising that the matter is under consideration. The Clerk will double check the legal implications with the insurers and Members will consider further whether such use is compatible with village life and the Parish Council's view of what should be permitted on its public open spaces i.e. Wellow Common, Hatches Farm and Lower Common Road Recreation Ground.

SW

g. **Installation of WW1 Memorial Bench** - to be installed 10 days to a fortnight

SW/

before the Centenary Remembrance Sunday event. Clerk/Chair to arrange. GCK

h. **A36 Roundabout** - The Chair advised Members that sponsorship has been agreed with a local business who are working on a design plan with Hilliers. The company has agreed to a long-term sponsorship and will install and maintain the planting scheme once approval from Highways England has been obtained. Chair to keep the Members updated.

i. **Hampshire & IOW Village of the Year Competition** - the Chair advised that Wellow is one of eight finalists in this year's competition. The outcome will be announced at an event being held in Liss on 25th September between 4-8pm. There is a limit on numbers attending of 12 per Parish. The Chair urged Members to show their support if possible- confirmation of attendance to be sent to the Clerk ASAP so the Council can send a formal response to HALC re. numbers. ALL/SW

62

Sports & Leisure

a. Lower Common Road Recreation Ground

(i) **Cricket pavilion** - Cllr M Jones reported that a washup meeting has been held and the following items still need to be addressed:

- o Finish path from Gurnays Mead entrance to complete accessible access to pavilion building
- o The building is missing some important signage
- o Gaps down the sides of the wooden doors are a security risk and require some metal strips to stop access.

(ii) **Visual tree inspection report** - Members noted that the Visual Tree Inspection Report was updated at the end of August 2018 and now needs to be considered in tandem with the range of queries raised by residents over the summer, concerning the ownership and condition of trees on the Recreation Ground perimeter. The Clerk will attempt to establish ownership of the trees along the Gurnays Mead and Slab Lane boundaries, even though this has proven difficult in the past. Aster has never responded to correspondence sent on this matter. Clerk to provide an update at a future meeting. SW SW

(iii) **Play Area ROSPA Inspection** - Cllr S Jones reported that the two minor items raised on the report were removal of chain guards on the basket and one side of the rocker seat is slightly bent. Both are classified as low risk and considered impractical to action at this time. However, as previously recorded (min. ref 51) the items will be kept under review as part of routine monitoring.

b. Hatches Farm

- (i) With another Autumn approached Cllr Millard reported that he was mindful of making progress on the outline car park plan. A high-level estimate has been received for improvements to the football pitches and work to obtain detailed quotes is underway.
- (ii) **Trim Trail ROSPA Inspection** - item deferred to next meeting

63

Finance

a. To Receive Income and Expenditure Reports for July and August 2018

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

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

present.

- b. **To Receive Online Payments Schedule dated 03/09/2018** - schedule was received and approved by full Council and authorised by Cllr Grant and Cllr Sampson.

64 **Planning & General Purposes Committee**

PROPOSED: Minutes of Planning & General Purposes Committee meetings held on 9th July, 23rd July and 20th August 2018 were formally received.

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

65 **Communication**

- a. **Newsletter** - Timetable for Autumn edition to be set by the Clerk and approved by Cllr Grant before circulating to all Members for information/action **SW/TG**

- b. **Social Media/Website Update** -the Clerk advised Members about the increased use of Facebook and the Website to keep residents informed. Social media is also being used by residents to report concerns to the Parish Council and over the summer issues such as the use of rat poison near Gazings Lane, and wasp nests, dog mess and broken glass in the Recreation Ground, were brought to our attention.

- c. **Council Emails** - were transferred to the new server between 9th and 13th August. Unfortunately, after the switchover it became apparent that the office PC's operating system (Windows 7) was not compatible with the newer email protocols and the office was left without email. The options for resolving this problem were discussed with the Chair and it was agreed to purchase a new PC for the office ASAP, together with updated software at a quoted price of £600.

PROPOSED: Members to ratify the decision to purchase a new office PC with up to date software, based on urgent operational need and cost effectiveness.

RESOLVED: All Members present agreed.

66 **Neighbourhood Plan**

- a. Cllr Grant advised that an action plan has been produced to focus activity over the coming months, a copy was distributed to Members for information. It is intended to distribute the survey during October and carry out analysis work Nov/Dec.
- b. **Community Survey** - will be ready for review by the Parish Council shortly. Cllr Grant will circulate to all w/c 3rd September. Volunteers will be sought to help with delivery. The survey will be accompanied by a covering letter on WPC letterhead will be signed by the Chair and Cllr Grant.

67 **Correspondence**

- a. **To Receive List of Correspondence Received July and August 2018**

Wellow First Responders -Email of 18.07.18 thanking the Parish Council for the grant - Noted

HCC Highways Dept - Email of 1.8.18 re. National Highways and Transport Public Satisfaction Survey - closing date 28.9.18 - Chair to complete

Nigel Matthews NFNPA - Email of 16.7.18 re. NF Dog Forum, Minutes of the last meeting

TVBC - Email of 30.7.18 re. a video entitled 'Why does the local plan matter?' - circulated to all for information 30.7.18

NFNPA - Email of 25.7.18 re. New Forest Walking Festival - Noted

GCK

TVBC Legal - Letter of 17.7.18 advising that TPO for Land at River View, Crawley Hill is not confirmed.

Novaplanning - Email of 10.8.18 re. SHEELA additional site submission - Cllr TG Grant to acknowledge.

CPRE Hampshire - Invite to Rural Affordable Housing Conference 6/11/18 - forwarded to Cllr Grant

TVAPTC - Invite to next meeting on 27/9/18 - Noted.

68 Delegates' Reports

Cllr Grant - reported that he will be meeting with Awbridge and Sherfield English PC's re. the Neighbourhood Plan to identify common interests applying to all 3 Parishes.

69 Future Meeting Dates

a. **Date of next meeting** - 1/10/18 - Planning & General Purposes Meeting at 6.45pm followed by full Council at 7.15pm

b. **Dates of other meetings to be attended by Councillors**

13/9/18 - NE Quadrant Meeting - Cllr Clark

25/9/18 - Village of the Year Final - Liss, attendance tbc

Meeting closed at 9.42pm

Deposit Bank A/c

Receipts received between 01/07/2018 and 30/08/2018

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: 10/07/2018	4.26						
	BACS TSB	4.26			1190	101	4.26	Interest
	BACS Banked: 30/07/2018	1,500.00						
	BACS Test Valley Borough Council	1,500.00			1420	301	1,500.00	Community Planning Grant
	BACS Banked: 10/08/2018	4.42						
	BACS TSB	4.42			1190	101	4.42	Interest
	Total Receipts:	1,508.68	0.00	0.00			1,508.68	

Current Bank A/c

Receipts received between 01/07/2018 and 30/08/2018

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>
500282	Banked: 16/07/2018	262.50						
500282	Various	262.50			1800	801	76.50	Memorial Inscription
					1800	801	186.00	Ashes interment
500283	Banked: 14/08/2018	579.00						
500283	Various	579.00			1800	801	371.50	Ashes Interment
					1800	801	131.00	Memorial
					1800	801	76.50	Memorial Inscription
Total Receipts:		841.50	0.00	0.00			841.50	