

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 1st October 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 Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr John Sampson (JRS), 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, PCSO Sam Bate

70 Apologies - Cllr Rich Millard, Cllr Gordon Bailey

a. Welcome to new Councillor Richard Light

Cllr Richard Light was welcomed as a full member of the Parish Council and joined the table.

71 Declarations of Interest - None

72 Public Participation - None

73 District/County Councillors' reports

Cllr Perry opened by congratulating the Parish Council on its success at the Village of the Year Competition before presenting his Romsey Rural Division Report previously circulated to all Members by email on 26th September 2018. Due to ongoing financial pressures it is likely that the County Council will have to increase council tax by 5% next year. Cllr Perry advised of a new Parish and Town Council Investment Fund that has been established by HCC in partnership with HALC. £0.5million has been set aside to encourage innovation in local service delivery by enabling local communities to independently take forward service delivery due to one off investment from the fund. Details of the fund are being finalised and more information will follow.

Cllr Adams-King opened by expressing his regret regarding the outcome of the Starlings application but reiterated that he felt some useful mitigation had been achieved. The application for the nursery at Headlands Farm has been withdrawn due to concerns raised by Planning. TVBC has completed the purchase of a 13-hectare site on Mill Lane, Sherfield English with the intention of turning it into a small country park. The consultation on the development of the south of Romsey is underway and there will be a couple of site walks coming up for those interested. Cllr Adams-King again urged Members and all Wellow residents to consider responding to this consultation. The Parish Council was thanked for publicising this via Facebook and its website.

74 To Receive Minutes of the Full Council Meeting held on 3rd September 2018

PROPOSED: Minutes of the Full Council Meeting held on 3rd September 2018 were formally received.

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

75 Matters Arising - the Chair advised Members that there would be an update following Cllr Brar's resignation, to be discussed under the confidential item.

76 Policy

a. To Approve Draft Privacy Policy

PROPOSED: To approve the Privacy policy previously circulated.

RESOLVED: It was resolved to adopt the Privacy policy on an interim basis, with minor changes to be made as raised by Members and noted by the Clerk, on the proviso that the policy will be reviewed in six months' time. All Members present agreed.

b. To Approve Updated Complaints Procedure

PROPOSED: To approve the updated Complaints procedure previously circulated.

RESOLVED: It was agreed by all Members present to adopt the updated Complaints procedure. However, a working group comprising the Chair and Cllr Grant will review this with the Clerk and if required a revised Complaints procedure will be re-submitted to full Council for adoption in three months' time.

c. To Approve 2019 Calendar of Meetings

RESOLVED: It was resolved to approve the 2019 Calendar of Meetings as presented, with the May meeting being switched to the first Tuesday of the month. All Members present agreed.

d. Councillor Vacancy Update

Test Valley has received the required number of supporters to call a by-election, which will take place on 15th November should more than one candidate stand. Polling cards will be issued rather than polling letters, if required. Members were advised that early indications are that costs associated with a by-election could range from anything between £2,000 and £10,000.

e. Review of Councillor Roles and Responsibilities, including Planning Areas and Speeding/Highways Community Funding Initiatives

The Chair asked Members to consider the current roles and responsibilities' paperwork which was distributed prior to the meeting, which highlights where gaps have been created due to the recent resignation. Members to advise the Clerk if they wish to take change or take on new responsibilities. This item to be carried forward to a future meeting.

77

Community & Environment

a. Canada Common re. Management Plan 2018/19

Cllr Sampson reported that works to clear bracken approved at the last meeting has been completed. Furthermore, works outstanding from last winter/spring including the removal of silver birch in areas designated as copses 1 and 2 is also now complete, with chopped wood available if people wish to collect it from the common. Work approved for this year's management plan has commenced, with dates scheduled in mid to late October for completion.

Cllr Grant advised Members of an email received from TVBC requesting the Council's permission for the Wellow Common Car Park to be used as one of the sites for research into the impact of visitors/additional development in the New Forest Area.

PROPOSED: That the Council approves the request for Wellow Common to be used as a site for the research into the impact of visitors to the New Forest.

RESOLVED: It was agreed by all Members present to approve the request. However, it was asked if the Monkey Jump car park could also be included in the survey. Clerk will write to Test Valley advising of approval and raising query re. Monkey Jump.

SW

b. Footpaths

Cllr Sampson reported that the hard cutback of FP22 Foxes Lane to Scallows Lane, approved at the last meeting, has been completed.

c. **Quotes for S106 funds**

The Clerk has responded to an email from HCC regarding the proposed horse rider/walkers recess area at Monkey Jump and agreed to send a copy of that email onto Cllr E Chesterton-Kay for information.

SW

Cllr Sampson reported that he has received one quote for the Church to Foxes Lane footpath in the sum of £2,985 and still awaits a second quote from the Lengthsman following a site visit in August.

d. **A36 Roundabout Sponsorship**

Cllr G Chesterton-Kay advised Members that sponsorship of the A36 roundabout will start after Christmas, with planting schemes that ensure there will be colour all year round.

e. **Hampshire & IOW Village of the Year Competition**

The Chair reported that the Parish Council was delighted with its recent success at the Village of the Year Competition, where the cricket pavilion project was presented with the runners up award in the best Youth Facility category, and won the best Community Leader and best Community Initiative categories along with the augural Steven Lugg trophy and two cheques for £100 for winning these categories. In addition, the Chair and Cllr S Jones were each presented with a bottle of champagne as winners in the 'Inspirational Leaders' category. As the £200 won represents a 'windfall' to the Council, the Chair suggested that ideas are put forward for spending the money. One proposal was to donate the money to local schools for a trophy for achievement in the Parish Council's name. Members were asked to give this some thought and bring ideas to the next meeting.

ALL

f. **Remembrance Sunday 11th November 2018**

(i) **PROPOSAL:** To approve £50 Contribution for Wreath

RESOLVED: It was agreed by all Members present to contribute £50 to the Poppy Appeal for the contribution of a wreath. Clerk to arrange.

SW

(ii) **St Margaret's Church Service** - Cllr Clark and Cllrs Chesterton-Kay confirmed their attendance at the Church Service.

(iii) **Refreshments** - Will be provided by the Parish Council as last year. The Chair will organise purchasing of food and drink. Lesley Weldon has kindly confirmed that she is available to serve teas and coffees and help with refreshments on the day.

GCK

(iv) **Memorial Bench** - Cllr E Chesterton-Kay requested that we find out how much it cost to site the new bench outside the village hall and consider this as an option for the memorial bench. Clerk to find out and forward details onto Cllr E Chesterton-Kay. However, time is now becoming pressing.

SW

(v) **Bugler/Cornet player** - Unfortunately the musician who kindly helped the last couple of years has moved onto University and can not take part in this year's service. Cllr Grant agreed to try and find a replacement.

TG

78

Sports & Leisure

a. **Lower Common Road Recreation Ground**

(i) **Cricket pavilion** - Cllr Jones reported that the path running from the play area to the decking, funded by an ECB grant, is 95% complete. A wash-up meeting has been held and action points arising that need to be addressed include:

Doors to changing rooms, lack of security due to gap - Cllr Jones to

MJ

bring proposals with costs back to the Council for consideration.
 Keeping the building dry over the winter months - Following discussion regarding options for keeping the building free from damp and the possibility of frozen pipes over the winter months, it was agreed that the Clerk would contact the insurers to find out implications, if any, of installing and using heaters over the winter months.

SW

Community Use - a working group to be established to consider future community use of the pavilion building. The Clerk advised Members that we will need to be mindful of the insurance implications when/if the building is used for other purposes.

(ii) **To Seek Councillor Support in Resolving Tree Issues**

Cllr Sampson agreed to lead a working group comprising Cllr E Chesterton-Kay and Cllr M Jones to support the Clerk in attempting to establish the ownership of trees around the perimeter of the Recreation Ground. The Clerk to provide copies of all relevant paperwork to Cllr Sampson ASAP.

JRS/
EC/MJ

SW

b. Hatches Farm

(i) **Update** - Cllr G Chesterton-Kay continues to work on the car park and drainage grant application, working towards the November deadline. Notification has been received from the Tennis Club regarding their submission of the application for installation of floodlights and the notice is included under the Correspondence item.

GCK

(ii) **Trim Trail ROSPA Inspection** - In Cllr Millard's absence the Clerk reported that there are no items for attention raised by the 2018 ROSPA inspection.

(iii) **Complaint re. Toilet Facilities** - After discussion it was:
RESOLVED: that the Clerk will write to Wellow Youth FC advising that it is the Council's view that maintenance of the external toilet facilities of the club house is the responsibility of the leaseholder.

SW

79

Finance

a. To Receive Income and Expenditure Reports for September 2018

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

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

b. To Receive Online Payments Schedule dated 01/10/2018 - schedule was received and approved by full Council, except for the invoice received from Nightingale Groundcare in the sum of £4,200. Cllr Sampson to validate the work on site before the payment is processed. All other items were authorised by Cllr E Chesterton-Kay and Cllr Sampson. Payments to be processed by the Clerk.

SW

c. External Audit Conclusion 2017/2018

PROPOSED: To note the satisfactory conclusion of the External Audit for 2017/2018 accounts.

RESOLVED: Satisfactory conclusion of the External Audit of the 2017/2018 accounts was noted by all Members present.

d. **Quotation for 3-year Insurance Renewal**

PROPOSAL: To approve the quotation received from Came and Company, recommending insurance renewal with Inspire at a Cost of £2,341.95 per annum.

RESOLVED: It was resolved to approve Inspire as the Parish Council's insurers, based on lowest cost and recommendation. It was also agreed to enter into a 3-year agreement (LTA), achieving a 5% reduction in year 1 costs. Agreed by all Members present.

e. **To Review Banking Mandate**

RESOLVED: It was resolved that the banking mandate be updated to reflect the recent resignation. It was agreed that the number of remaining signatories should be enough to operate with. If experience proves otherwise, then this will be re-considered. All Members present agreed. Clerk to arrange. SW

80 **Planning & General Purposes Committee**

a. **To Receive Minutes of Planning & General Purposes Committee meetings held on 3rd and 17th September 2018**

PROPOSED: Minutes of Planning & General Purposes Committee meetings held on 3rd and 17th September 2018 were received.

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

81 **Communication**

a. **Newsletter - Timetable for Autumn Edition** - Cllr Grant advised that he plans to send the final draft to the Clerk on Friday 5th October, so any last-minute items for inclusion need to be sent to him ASAP. Distribution is planned for late October.

b. **Councillor emails** - the Clerk reported that most Councillors are now up and running with Council emails, since the server switchover implemented in August. As far as the Clerk is aware, only Cllr Stehr remains to be set up. The office will send him new advice/instructions provided by TLC. KM

82 **Neighbourhood Plan**

a. **Update** - Cllr Grant gave a summary of progress to date and appealed for volunteers to help with distribution of the surveys. A crib sheet with bullet points or a script will be provided for those delivering the surveys to ensure that a consistent message is given out.

b. **Final Draft of Community Survey and Covering Letter**

PROPOSED: To ratify the final draft of the Community Survey and Covering Letter as previously circulated to all Members under cover of the email dated 27th September 2018.

RESOLVED: It was agreed by all Members present to approve the final draft of the Community Survey and Covering Letter for distribution to residents.

c. **Printing Costs - Neighbourhood Plan Surveys and Letter**

PROPOSAL: To approve the quote supplied by The Studio Romsey, based on lowest cost. For 2,000 surveys (24-page document) print costs quoted as £858 plus VAT, rising to £1,147 for 3,000 surveys, final number to be determined. In addition, to print the 3-page letter, up to a maximum spend of £200.

RESOLVED: It was agreed by all Members present to accept the quotes TG from The Studio Romsey and Cllr Grant to instruct them to proceed with printing Neighbourhood Plan Surveys and letters. Delegated authority is

given to Cllr Grant and the Neighbourhood Plan Team to agree the final number of copies required.

- 83 **Correspondence**
- a. **To Receive List of Correspondence/Consultations Received September 2018**
 - Lloyds Bank - received 24.9.18 re. Change of General Terms of Business
 - TVBC - email dated 28.9.18 re. Community Governance Review, Second Consultation Summary of Final Recommendations
 - HALC - email announcing Hampshire & IOW Village of the Year Winners
 - Tennis Club - Notice of application for planning permission at Hatches Farm (received 27.9.18)
 - HCC - Letter dated 26.9.18 from Highways re. Licence fee increases, effective from 9.10.18
 - HCC - email of 26.9.18 re. Hampshire County Permit Scheme (HCPS) consultation responses, will be effective from 1.4.19
 - HALC - invite to CPRE Hampshire Affordable Housing Conference 6.11.18 - Cllr Grant to attend
 - HALC - invite to HALC AGM on 10.11.18 - Cllr Clark to attend
- 84 *Confidential Business - to consider the exclusion of the press and public for the following items 84(a) and 84(b) 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 proposed increase in Admin Assistant's hours to 12 per week - see Confidential Minute Item 84(a)
 - b. To update all Councillors on matters arising since Cllr Brar's resignation - see Confidential Minute Item 84 (b)
- 85 **Delegates' Reports**
- Cllr Clark - had attended the NE Quadrant meeting to keep abreast of developments of proposals concerning cycle routes.
- Cllr Sampson - has recently completed the Wiggle ride through the Forest with his son and raised £495 for Multiple Sclerosis.
- Cllr S Jones - had attended the Roke Manor Liaison meeting and would provide an update at the next meeting.
- 86 **Future Meeting Dates**
- a. **Date of next meeting** - 5/11/18 - Planning & General Purposes Meeting at 6.45pm followed by full Council at 7.15pm
 - b. **Dates of other meetings to be attended by Councillors**
 - 11/10/18 - NFNPA Lymington Town Hall, 10.00am
 - 23/10/18 - Finance Meeting 9.15am Parish Office (re-arranged)
 - 03/11/18 - Test Valley Community Resilience, Kings Somborne

Meeting closed at 10.25pm

Current Bank A/c

Receipts received between 01/09/2018 and 27/09/2018

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>
500284	Banked: 13/09/2018	590.50						
500284	Various	590.50			1800	801	76.50	Memorial 2nd inscription
					1800	801	186.00	Ashes interment
					1800	801	328.00	Grant of Excl Rights
	Banked: 17/09/2018	15,000.00						
Transfer	Deposit Bank A/c	15,000.00			201		15,000.00	To top up current account
500285	Banked: 27/09/2018	386.00						
500285	Various	386.00			1800	801	186.00	Ashes interment
					1751	101	200.00	HALC awards x2
Total Receipts:		15,976.50	0.00	0.00			15,976.50	

List of Payments made between 01/07/2018 and 30/08/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2018	Grenke Leasing Ltd	DDGRENKE21	83.06	03.09.2018	Finance Lease Phones Jul 18
06/07/2018	E K Engraving Ltd.	004453	102.00	03.09.2018	Engraving chain of office
10/07/2018	BML Print	EP07180231	289.00	03.09.2018	Print Summer Newsletter
10/07/2018	Gaye Chesterton-Kay	EP07180232	30.00	03.09.2018	Contributions to collections
10/07/2018	Nightingale Groundcare Ltd	EP07180233	1,233.80	03.09.2018	Grounds Maintenance June 18
10/07/2018	Cedar Pest Control	EP07180234	100.00	03.09.2018	Treatment for control of moles
10/07/2018	Bournemouth Water	EP07180235	43.12	03.09.2018	Water charges Nov-May 18
10/07/2018	NALC	EP07180236	17.00	03.09.2018	LCR Subscription 18/19
10/07/2018	ABC Fire Protection	EP07180237	478.68	03.09.2018	LCR Pavilion fire equip servic
12/07/2018	UK Point of Sale Group Ltd	DEBCARD14	121.69	03.09.2018	Wall mounted leaflet holders
16/07/2018	Sharon Whitehouse	EP07180238	1,080.26	03.09.2018	Clerk's salary July 2018
16/07/2018	Karen Miles	EP07180239	414.22	03.09.2018	Admin Asst Salary July 18
16/07/2018	K. D. Steer	EP07180240	37.20	03.09.2018	Office cleaning May/June 18
16/07/2018	H M Revenue and Customs	EP07180241	725.73	03.09.2018	Q1 PAYE tax and NI
16/07/2018	NEST	DDNESTJUL	106.99	03.09.2018	Pension payts for June & July
16/07/2018	Shopfitting Warehouse	DEBCARD12	19.44	03.09.2018	Outdoor leaflet holder box
18/07/2018	Atom IP Ltd	DDATOM0718	106.54	03.09.2018	Phone/internet chgs Jul 18
19/07/2018	South Central Ambulance Charit	004454	500.00	03.09.2018	Wellow Comm First Responders
23/07/2018	Parcel Force Worldwide	DEBCARD13	5.50	03.09.2018	Alt delivery address for order
03/08/2018	Grenke Leasing Ltd	DDGRENKE22	83.06	03.09.2018	Finance Lease Phones Aug 18
08/08/2018	Nightingale Groundcare Ltd	EP08180242	1,233.80	03.09.2018	Grounds Maint Contract July 18
08/08/2018	Nightingale Groundcare Ltd	EP08180243	168.00	03.09.2018	LCR Gurnays Mead boundary
08/08/2018	Hampshire County Council	EP08180244	35.14	03.09.2018	Copier paper
08/08/2018	PEAC (UK) LTD	EP08180245	104.40	03.09.2018	Copier rental 18/8 - 17/11/18
08/08/2018	Mead Supplies	EP08180246	150.00	03.09.2018	Summer Newsletter Delivery
08/08/2018	Mint Gardens Ltd	EP08180247	240.00	03.09.2018	Ragwort Removal Canada Common
08/08/2018	Mint Gardens Ltd	EP08180248	792.00	03.09.2018	1055 Footpath clearance - NMPC
08/08/2018	Direct tec UK Ltd	EP08180249	425.98	03.09.2018	Copier print charges Apr-Jul
08/08/2018	Wellow Village Hall	EP08180250	415.86	03.09.2018	Various
08/08/2018	SSE	EP08180251	26.81	03.09.2018	Hatches Fm Elec Chgs
15/08/2018	Sharon Whitehouse	EP08180252	1,072.11	03.09.2018	Clerk's salary August 18
15/08/2018	Karen Miles	EP08180253	410.40	03.09.2018	Admin Asst salary Aug 18
20/08/2018	NEST	DDNESTAUG	52.47	03.09.2018	Pension payment August 18
21/08/2018	Atom IP Ltd	DDATOM0818	106.54	03.09.2018	Phone/internet chgs Aug 18
Total Payments			10,810.80		

List of Payments made between 01/09/2018 and 27/09/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/09/2018	SSE	EP09180254	33.00	01.10.2018	Elec chgs 1 Jun-31 Jul 18
05/09/2018	Mint Gardens Ltd	EP09180255	504.00	01.10.2018	Copythorne - Inv No 1064
05/09/2018	Philip Jeffs	EP09180256	119.60	01.10.2018	Various maintenance jobs
05/09/2018	Nightingale Groundcare Ltd	EP09180257	1,233.80	01.10.2018	Grounds Maintenance Aug 18
05/09/2018	Nightingale Groundcare Ltd	EP09180258	1,512.00	01.10.2018	Treatment of bracken
05/09/2018	SSE	EP09180259	19.61	01.10.2018	Elec chgs 28 Jul - 23 Aug
05/09/2018	Grenke Leasing Ltd	DDGRENKE23	83.06	01.10.2018	Finance Lease Phones Sept 18
13/09/2018	Friends of the New Forest Asso	004455	150.00	01.10.2018	Annual subscription
17/09/2018	Sharon Whitehouse	EP09180260	1,093.00	01.10.2018	Clerk's salary & exp Sept 18
17/09/2018	Karen Miles	EP09180261	409.05	01.10.2018	Admin Asst's salary Sept 18
17/09/2018	Absolute Technology UK Ltd	EP09180262	854.99	01.10.2018	Supply & install new PC etc.
17/09/2018	PKF Littlejohn LLP	EP09180263	360.00	01.10.2018	External audit fees 2017/18
20/09/2018	Atom IP Ltd	DDATOM0918	110.14	01.10.2018	Atom IP Ltd

Total Payments 6,482.25

Deposit Bank A/c

Receipts received between 01/09/2018 and 27/09/2018

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: 10/09/2018	7.05						
BACS	TSB		7.05		1190	101	7.05	Interest
BACS	Banked: 17/09/2018	33,150.00						
BACS	Test Valley Borough Council	33,150.00			1176	101	33,150.00	Precept 2nd instalment
Total Receipts:		33,157.05	0.00	0.00			33,157.05	