

WELLOW PARISH COUNCIL
 MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
 Monday, 3rd December 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 Richard Light (RG), Cllr Rich Millard (RC), Cllr John Sampson (JRS), Cllr Phil Stehr (PS).

In Attendance Mrs Sharon Whitehouse (Clerk). There were no members of the public.

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

- 104 **Apologies** - Cllr Phil Stehr, Cllr Trevor Grant, Cllr Nick Adams-King, Cllr Roy Perry
 a. **Welcome new Councillor Aly Jones**
- 105 **Declarations of Interest** - None
- 106 **Public Participation** - None
- 107 **District/County Councillors' reports** - Cllr Bailey gave a brief update on the land recently purchased by TVBC, in Mill Lane, Sherfield English. New fencing will be erected as well as walkways and a boardwalk. There will be a car park at the entrance of the new amenity. Cllr Bailey advised he will be attending the Consultative Panel meeting at Lyndhurst on 6th December.
- 108 **To Receive Minutes of the Full Council Meeting held on 5th November 2018**
PROPOSED: Minutes of the Full Council Meeting held on 5th November 2018 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.
- 109 **Matters Arising** - The Clerk advised that with reference to the recent consultation on 'Sustainability Appraisal Scoping Report for Gypsies, Travellers and Travelling Showpeople', Cllr Adams-King advises that the next stage of the process will be more relevant to the parish council, as it begins to look at need and existing and possible sites. This was noted by all Members present.
- 110 **Policy**
 a. **Christmas Office Opening Hours**
PROPOSED: The Clerk advised Members of the proposal to close the Parish Office from Thursday 20th December and re-open on Tuesday 2nd January 2019.
RESOLVED: Agreed by all Members present
- b. **Review of Roles & Responsibilities incl Planning Areas**
Planning Areas - will be updated to reflect the following amendments as agreed:
- Cllr Rich Millard will help to cover the South-Central area (marked in brown on the map)
 - Cllr Richard Light will help with the South East area (marked in green). It was agreed that Gaye and Ed will support them in the planning process until the new Councillors feel confident in handling applications themselves.
 - Cllr Sampson expressed an interest in supporting planning but wishes to attend training beforehand. Clerk to find out what courses are currently available.

Roles & Responsibilities - The Clerk will update the schedule to reflect the agreed amendments and circulate to all for information, as soon as possible.

SW

c. **Websites & Mobile Applications (Accessibility) Regulations 2018**

Details of the new regulations were presented by the Clerk and noted by the Council. The requirement to meet the accessibility standards do not apply to existing websites until 23rd September 2020. The Council will await a 'model accessibility statement' before taking any further action.

111

Community & Environment

a. **Canada Common**

(i) **Management Plan 2018/2019** - Cllr Sampson reported that around 2 days' work of the current plan has been deferred to the following week due to inclement weather. He then sought approval to extend this year's planned work to include further gorse clearance and birch thinning works around the Monkey Jump end of the Common, at a cost of £3,500.

PROPOSED: To consider the quotation from Nightingale Groundcare dated 29th November 2018, for work in areas adjacent to Monkey Jump Hill.

RESOLVED: It was agreed by all Members present to approve the quote in the sum of £3,500 and instruct Nightingale Groundcare to proceed with the work.

SW/
JRS

(ii) **Potential to extend HLS agreement** - Following receipt of recent emails from Natural England and the opportunity to extend the existing HLS agreement (due to expire in February 2019) by one year initially, it was

PROPOSED: To submit an expression of interest in the extension and other relevant paperwork to Natural England before the deadline of 7th December.

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

SW

(iii) **Request to site memorial bench**

PROPOSED: To consider the request from a resident to site a memorial bench on Wellow Common.

RESOLVED: Following discussion the Council decided to refuse this request. All Members present agreed. The Clerk will write to the resident concerned confirming the outcome.

SW

(iv) **NFNPA Professional Dog Walkers Workshop** - Members were made aware of this event taking place on 4th December, particularly relevant in light of ongoing issues at Wellow Common. Unfortunately, no-one from the Parish Council is available to attend, but feedback will be brought to the next Dogs Forum meeting being held in January. Cllr Aly Jones expressed an interest in attending the next Dog Forum meeting on behalf of the Parish Council - Clerk will forward on relevant details.

SW

(v) **Gate latches at Plantation Road and Maurys Lane** - The Clerk will obtain quotes for replacement/new springs on the pedestrian gates at both entrances to the Common.

SW

b. **Footpaths** - Cllr Sampson reported that arrangements have been made to clear the boardwalk on FP22 Foxes Lane to Scallows Lane, before deciding on the extent of future work. **Members ratified the £80 expenditure to do**

this. Anti-slip measures for a 30m run of boardwalk would cost an additional £1,000. Cllr Sampson recommended that the Council focuses on improving the boardwalk on FP22 to establish principles for possible work on other footbridges and boardwalks in the Parish. All work requires the approval of the Hampshire Rights of Way team.

- c. **Quotes for S106 funds** - Cllr E Chesterton-Kay advised that we still await a contact name from HCC for Highways England so that we can progress with plans for the horse holding area along the A36, opposite Maurys Lane. The update on Footpaths is included above at item 111b.

PROPOSED: The Chair proposed that the Footpath projects and horse holding area be funded by CIL monies, as a large part of the S106 contributions held by HCC are now earmarked for Speeding Initiatives.

RESOLVED: It was agreed by all Members present to use CIL funds to cover the cost of the horse holding area and improvements to footpaths as previously identified, unless other grant funding can be obtained.

- d. **Speed Control Measures** - Communication with HCC is ongoing although recent emails received from Strategic Planning suggest that this might not happen as quickly as we would like. As requested in the latest email dated 30th November 2018, the Chair will fill out an application for the Community Funded Initiative to access the external funding collected within the Parish, allowing work on the proposed speed control measures to proceed.

GCK

112

Sports & Leisure

- a. **Lower Common Road Recreation Ground**

- (i) **Cricket pavilion**

PROPOSAL: To install 5No. thermostatically controlled electric heaters, at a cost of £48 per heater, as per the quotation obtained by Cllr E Chesterton-Kay. Confirmation has been received from the insurers that this will not result in any increase to insurance costs, as the measures protect the fabric of the building, helping to prevent damp and burst pipes. Cllr Jones to provide the Clerk with an electricity reading before heaters are switched on.

MJ

RESOLVED: It was agreed by all Members present to proceed with the installation of 5 heaters to the cricket pavilion as above, to be funded by the Parish Council from the pavilion maintenance annual budget. Cllr E Chesterton-Kay to arrange.

ECK

- (ii) **Tree Issues** - Land Registry documents have been obtained for those properties affected by various tree issues around the perimeter of the Recreation Ground. It was

RESOLVED: that the working group would meet on Saturday 22nd December at 10.00am to review the visual tree assessment report and prioritise a program of tree works for the recreation ground. Also, the working group will report back to the next meeting, with recommendations regarding outstanding residents' queries. Clerk to arrange the forwarding on of all relevant paperwork.

JRS/
MJ/
ECK

SW

PROPOSAL: To consider the quote from Nightingale Groundcare in the sum of £260 plus VAT for the felling of the dead pear tree, identified as 1 in the Visual Assessment Report.

RESOLVED: It was agreed by all Members present to accept the quote for £260 to fell the dead pear tree. Clerk to arrange.

SW

b. Hatches Farm

(i) **Update on proposed works** - Cllr Millard advised that plans for improvements to pitch drainage have been placed on hold for the moment. However, quotes have been obtained for the car park improvements. The Chair reported that a grant application for match-funding for the car park project has been submitted (grant bid for £23.5k) to Test Valley Borough Council. Decisions will be available on or around 6th February 2019.

(ii) **Annual review of Tennis Club rent**

RESOLVED: It was resolved that the Tennis Club rent be increased by 3%. All Members present agreed. Clerk to send invoice.

SW

- c. **Health & Safety Update including PAT testing, fire risk assessments and fire equipment servicing** - The Clerk reported that PAT testing was completed on 27th November for both sports pavilions and the Parish Office. The annual fire equipment check has been brought forward for the cricket pavilion to January 2019 so that both pavilion buildings are back in sync. Fire risk assessments are scheduled for 22nd January 2019. Fire Marque will be treating the cricket pavilion as a new survey rather than a review. Clerk will forward details of required documents on to Cllr Light for action/information.

SW/
RL

113

Finance

- a. **To Receive Income and Expenditure Reports for November 2018** - deferred to the next meeting due to IT problems.
- b. **To Receive Online Payments Schedule dated 03/12/2018** - schedule was received and approved by full Council, authorised by Cllr Sampson and Cllr E Chesterton-Kay. Payments to be processed by the Clerk.
- c. **PROPOSED:** To receive the notes of the Policy & Finance Working Group Meeting held on 30th October 2018.
RESOLVED: The notes of the Policy & Finance Working Group Meeting held on 30th October 2018 were accepted and agreed by all Members present.
- d. **Budget Report & Consider Precept 2019/2020** - in Cllr Grant's absence the Clerk presented the report, attached at Appendix 2. Following the meeting of the Finance Working Group held on 30th October 2018 it was **PROPOSED:** That draft estimates be approved and that the precept is increased by 2% (£1,326).
RESOLVED: It was agreed by all Members present that the precept be increased by 2% and set at £67,626 for 2019/2020 and to accept the proposed budget.

SW

The Council reviewed its earmarked reserves and it was:

PROPOSED: That the EMR for Elections be increased to £7,000 and Hatches Farm Improvements EMR is increased by £5,000 to £45,000.

RESOLVED: It was agreed by all Members present to increase the EMR's for Elections and Hatches Farm as proposed above.

In addition Cllr Sampson proposed that the HLS EMR be reduced and Members agreed with this suggestion. Cllr Sampson will pull together some proposals for further planned work as identified in the Management Plan, with a view to getting the work completed in either this financial year or as early as possible in 2019/2020.

- e. **PROPOSED:** To receive the interim internal audit report (previously circulated) for the period April - September 2018.

RESOLVED: The interim audit report was received by all Members present and the following recommendations were noted:

- *That the Chair of the Finance Working Group should sign and date bank reconciliations quarterly as part of the Council's scrutiny role.*
- *That the Parish Council considers a policy for Business Continuity and/or Disaster Recovery in the event of unexpected or tragic circumstances.*
- *That the annual Financial Risk Assessment be adapted to produce an overall summary Risk Assessment to include areas such as Health & Safety, Transparency Code (Best Practice), General Data Protection Regulation 2018, Councillors' Pecuniary Interest, Play Area Inspections.*

Arising out of the audit, the Clerk highlighted reference to Business Continuity and proposed that the Parish Council move to a cloud solution, rather than continuing to back up on external hard drive and memory sticks. A verbal quote of approximately £20 per month had been received from Absolute Technology to organise this.

PROPOSED: To switch to a cloud solution for storage of data at an estimated cost of £20 per month.

RESOLVED: It was agreed by all Members present to switch to a cloud solution for back up of electronic data, subject to confirmation of actual costs. Clerk to arrange.

SW

114 Planning & General Purposes Committee

- a. To Receive Minutes of Planning & General Purposes Committee meetings held on 5th and 19th November 2018

PROPOSED: Minutes of Planning & General Purposes Committee meetings held on 5th and 19th November 2018 were formally received.

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

115 Communication

- a. **Newsletter Update** - In Cllr Grant's absence the Chair requested that all ideas for the January newsletter be passed on to Trevor as soon as possible. The Chair commented that future newsletters should reflect current work in progress by the Council to keep residents fully informed. This will hopefully alleviate any misconceptions regarding the Parish Council's powers and areas of responsibility.

116 Neighbourhood Plan

- a. The Chair read an update from Cllr Grant on the Neighbourhood Plan. It was reported that over 550 responses to the survey had been received and a planning meeting has taken place to specify in more detail the post-survey phase of work.

117 Correspondence

- a. **To Receive List of Correspondence/Consultations Received November 2018**
NFDC - email of 06.11.2018 re. New Forest District (outside of National Park) notification of submission of local plan
NFNPA - David Stone's email of 13.11.2018 re. Independent review of England's National Park - survey to complete before 18th December 2018. *Cllr Sampson and Cllr Clark to respond on behalf of the Parish Council.*

Fisher German - Map and updated contact information re pipeline
 Fire Marque - Quote for fire risk assessments dated 27th November 2018 and request for supplementary information for cricket pavilion - *copied to Cllr Light for action*
 Romsey Show Secretary - request to consider partnering arrangement for next year's show - *Members rejected the idea*
 Romsey School - Letter of thanks dated 20.11.18 re. music award donated by the Parish Council - Noted
 Poppy Appeal - Confirmation from P Stenner that Remembrance Sunday collection raised £51.01 and Wellow district raised £5,373,20 as at 26.11.18
 NFNPA - email of 2.11.18 re placement of animal silhouettes to reduce animal deaths - *Noted, but felt nowhere in Wellow appropriate to display them*
 TVBC - Email of 16.11.18 enclosing copies of presentations from HALC AGM made by the PCC Michael Lane entitled 'A plan to keep us safer 2016-2021'; and from HCC on the newly launched 'Parish and Town Council Investment Funding'. *Forwarded to all Members for information 21.11.2018*
 Rural Payments Agency - letter of 14th November advising that administration of stewardship agreements passed to the Secretary of State for Environment, Food and Rural Affairs with effect from 1 October 2018 - Noted.
 The Mountbatten School - Letter of thanks for music trophy donated by the Parish Council - Noted
 TVBC - email of 30.11.2018 advising that the final order has been signed off for the Community Governance Review, boundary adjustments will take effect from the May 2019 elections - Noted.

Confidential Business - to consider the exclusion of the press and public for the following item (118) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

- 118 **Vexatious Complainant**
 a. Update Since the last meeting - see Confidential Minute Item 118a
- 119 **Delegates' Reports**
 Cllr Clark - had attended the HALC AGM on 10th November 2018 and once again found it very useful. He recommended that other Councillors consider attending in future years.
- 120 **Future Meeting Dates**
 a. **Date of next meeting**
 17/12/18 - Planning & General Purposes Committee, 6.45pm
 7/1/19 - Planning & General Purposes Meeting at 6.45pm followed by full Council at 7.15pm
 b. **Dates of other meetings to be attended by Councillors**
 7/12/18 - Basic Tree Survey & Inspection Course, Hilliers, Romsey, Cllr E Chesterton-Kay and Cllr M Jones
 13/12/18 - Mountbatten Carol Service, Romsey Abbey at 7.30pm, Cllrs M and S Jones

Meeting closed at 10.00pm

Current Bank A/c

Receipts received between 01/11/2018 and 31/12/2018

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>
	Banked: 08/11/2018	15,000.00						
TRANFER	Deposit Bank A/c	15,000.00			201		15,000.00	Top up current a/c
	BACS Banked: 19/11/2018	198.59						
BACS	SEPD PLC	198.59			1751	101	198.59	Misc Income banked
500287	Banked: 22/11/2018	590.00						
500287	Various	590.00			1800	801	262.00	Inscription x 2
					1800	801	328.00	Interment of Ashes
	Banked: 05/12/2018	15,000.00						
TRANSFER	Deposit Bank A/c	15,000.00			201		15,000.00	To top up current a/c
500288	Banked: 11/12/2018	699.00						
500288	Various	699.00			1800	801	699.00	Interment fees - burials x 2
	Total Receipts:	31,487.59	0.00	0.00			31,487.59	

List of Payments made between 01/11/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2018	Current Bank A/c	TRASNFER	15,000.00		Top up current a/c
05/12/2018	Current Bank A/c	TRANSFER	15,000.00		To top up current a/c
Total Payments			<u>30,000.00</u>		

Deposit Bank A/c

Receipts received between 01/11/2018 and 31/12/2018

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: 05/11/2018	5,418.00						
BACS	Test Valley Borough Council	5,418.00			1419	301	5,418.00	CIL Levy -
BACS	Banked: 10/11/2018	38.45						
BACS	TSB	38.45			1190	101	38.45	Interest
BACS	Banked: 10/12/2018	90.97						
BACS	TSB	90.97			1190	101	90.97	Interest
Total Receipts:		5,547.42	0.00	0.00			5,547.42	

List of Payments made between 01/11/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2018	Royal British Legion	004456	50.00	03.12.2018	Wreath Contribution
06/11/2018	Grenke Leasing Ltd	DDGRENKE25	83.06	03.12.2018	Finance Lease Phones Nov 18
08/11/2018	Wellow Village Hall	EP11180280	372.01	03.12.2018	Various
08/11/2018	PEAC (UK) LTD	EP11180281	104.40	03.12.2018	Lease payt 18/11/18 - 17/02/19
08/11/2018	Clive Jones	EP11180282	930.00	03.12.2018	Annual hedge cutting
08/11/2018	Mead Supplies	EP11180283	140.00	03.12.2018	Distribution Autumn Edition
08/11/2018	Nightingale Groundcare Ltd	EP11180284	1,233.80	03.12.2018	Contract Gds Maint October 18
08/11/2018	Dale Valley Training	EP11180285	372.00	03.12.2018	Tree Survey & Insp Course
08/11/2018	Direct tec UK Ltd	EP11180286	72.00	03.12.2018	Remote support to set up scans
08/11/2018	Test Valley Borough Council	EP11180287	1,991.98	03.12.2018	Gang mowing Apr-Sept 18
08/11/2018	Nightingale Groundcare Ltd	EP11180288	4,200.00	03.12.2018	Nightingale Groundcare Ltd
08/11/2018	Direct tec UK Ltd	EP11180289	341.30	03.12.2018	Print costs Jul-Oct 2018
08/11/2018	Nightingale Groundcare Ltd	EP11180290	3,000.00	03.12.2018	Clr gorse/birch Monkey Jump
08/11/2018	Gaye Chesterton-Kay	EP11180291	10.00	03.12.2018	Remembrance Sunday collection
08/11/2018	Mr J Kennedy	004457	-240.00	03.12.2018	Refund Grant of Excl Rights
08/11/2018	Mr J Kennedy	004457X	480.00	03.12.2018	Adj to correct refund of GOER
08/11/2018	The Glass Lady	DEBCARD16	160.00	03.12.2018	Trophy for School Presentation
09/11/2018	Amazon	DEBCARD17	169.28	03.12.2018	Repl portable PA system
13/11/2018	TESCO	DEBCARD18	58.49	03.12.2018	Refreshments for Rem Sunday
13/11/2018	TESCO	DEBCARD19	100.00	03.12.2018	Refreshments for Rem Sunday
16/11/2018	Philip Jeffs	EP11180292	117.60	03.12.2018	Installation of centenary benc
16/11/2018	Wellow Village Hall	EP11180293	79.93	03.12.2018	Room hire
16/11/2018	Karen Miles	EP11180294	494.29	03.12.2018	Admin Asst Salary & Exp Nov 18
16/11/2018	Sharon Whitehouse	EP11180295	1,054.55	03.12.2018	Clerk's salary & expenses Nov
21/11/2018	Atom IP Ltd	DDATOM1118	106.54	03.12.2018	Phone/internet chgs Nov 18
27/11/2018	Land Registry	DEBCARD20	3.00	03.12.2018	Land Registry Search
28/11/2018	Land Registry	DEBCARD21	15.00	07.01.2019	Land Registry Document Search
03/12/2018	CPRE	004459	36.00	07.01.2019	CPRE Annual Membership
05/12/2018	Mint Gardens Ltd	EP12180296	144.00	07.01.2019	Bus Shelter Maint
05/12/2018	Mint Gardens Ltd	EP12180297	48.00	07.01.2019	Netley Marsh - Inv 1111
05/12/2018	Hampshire County Council	EO12180298	62.60	07.01.2019	Stationery
05/12/2018	Lightatouch Int Audit Services	EP12180299	372.50	07.01.2019	Internal Audit Interim Report
05/12/2018	TLC Online	EP12180300	90.00	07.01.2019	Website Maint Oct-Dec
05/12/2018	Nightingale Groundcare Ltd	EP1218301	330.00	07.01.2019	Arun Way vegetation reduction
05/12/2018	Nightingale Groundcare Ltd	EP12180302	1,233.80	07.01.2018	Gds Maint Contract - Nov 18
05/12/2018	Nightingale Groundcare Ltd	EP12180303	3,000.00	07.01.2019	Gorse cutting at Monkey Jump
05/12/2018	Philip Jeffs	EP12180304	110.40	07.01.2019	General repairs
05/12/2018	SSE	EP12180305	35.73	07.01.2019	Elec usage to 22 Nov 18
05/12/2018	Kingfisher Ecology Ltd	EP12180306	300.00	07.01.2019	Visual Tree Assess & Report
05/12/2018	Mr M Jones	EP12180307	80.00	07.01.2019	Gutter guard expenses
05/12/2018	Grenke Leasing Ltd	DDGRENKE26	83.06	07.01.2019	Finance Lease Phones Dec 18
10/12/2018	Soc of Local Council Clerks	DEBCARD22	156.00	07.01.2018	SLCC Annual Subscription
10/12/2018	TLC (Southampton) Ltd	DEBCARD23	222.00	07.01.2019	5 oil filled heaters
17/12/2018	M. Lewis Contract Ltd	EP12180308	97.02	07.01.2019	PAT Testing
17/12/2018	Wellow Village Hall	EP12180309	23.73	07.01.2019	Room hire
17/12/2018	Eling Studios (2016) Ltd	EP12180310	177.60	07.01.2019	4 ground nesting bird signs
17/12/2018	Karen Miles	EP12180311	494.29	07.01.2019	Admin Asst December salary etc

List of Payments made between 01/11/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/12/2018	Sharon Whitehouse	EP12180312	1,115.21	07.01.2019	Clerk December salary & exps
18/12/2018	NEST	DDNESTNOV	83.46	07.01.2019	Pension payment November 18
18/12/2018	NEST	DDNESTDEC	103.37	07.01.2019	Pension payment December 18
18/12/2018	Land Registry	DEBCARD24	15.00	07.01.2019	Land Registry Search LCR
19/12/2018	Atom IP Ltd	ATOM1218	106.54	07.01.2019	Phone & internet chgs Dec 18
19/12/2018	Judy Webb Florists	DEBCARD25	70.00	07.01.2019	Flowers for litter pickers
21/12/2018	G&Z Trading Ltd	DEBCARD26	17.90	07.01.2019	Printer cartridges
Total Payments			<u>24,107.44</u>		
