

WELLOW PARISH COUNCIL
 MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
 Monday, 4th February 2019 - 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 Aly Jones (AJ), 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 present
 Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Caroline Nokes MP

- 138 **Apologies - None**
- 139 **Declarations of Interest - None**
- 140 **Public Participation - None**
- 141 **District/County Councillors' reports** - Cllr Perry presented his report, previously circulated to all Members for information. Key points highlighted included the increase in the County's precept of 2.99% and continuing budget pressures brought about by the rise in the living wage, the ageing population and growth in the numbers of children in care. Cllr Perry promised to follow up with Highways concerns raised about the pot holes in Romsey Road.
 Cllr Adams-King reported that Test Valley is freezing its council tax for 2019/2020. The borough has raised over £2million through investment. Up to one hour's free parking is being provided in Lortemore Place while the improvement works are underway in Romsey. This will be available until works are completed, expected to be end of May/beginning of June. There are plans to convert Romsey's parking machines to contactless and the Romsey South of Town Centre consultation is being extended. Test Valley is holding on making the next wave on decisions until after the elections, in the meantime it is planned to carry out viability work. Cllr Bailey had nothing extra to report.
- 142 **To Receive Minutes of the Full Council Meeting held on 7th January 2019**
PROPOSED: Minutes of the Full Council Meeting held on 7th January 2019 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.
- 143 **Matters Arising** - There were no matters arising.
- 144 **Policy**
- a. **Parish Council Elections** - the Clerk referred to the most recent email from Test Valley dated 25th January 2019 which was circulated to all Members by email on 28th January 2019. The key words for Members to note '*it is the Candidate's responsibility to ensure that they complete their nominations correctly*'. This item will be carried forward to the March agenda. SW
 - b. **To Adopt Updated Standing Orders**
PROPOSED: To adopt updated standing orders (previously circulated), revised in line with NALC model standing orders 2018, and reviewed by the Finance and Policy working group at its meeting on 28th January 2019.
RESOLVED: It was resolved to adopt the updated standing orders. All Members present agreed. Clerk to arrange upload to website. SW

- c. **To Adopt Revised Financial Regulations**
PROPOSED: To adopt revised financial regulations (previously circulated), and reviewed by the Finance and Policy working group at its meeting on 28th January 2019.
RESOLVED: It was resolved to adopt the revised financial regulations. All Members present agreed. Clerk to arrange upload to website. SW
- d. **To Receive Annual Risk Assessment**
PROPOSED: To receive and note the Annual Risk Assessment, updated to incorporate additional information as recommended by the internal auditor in his November report.
RESOLVED: The Annual Risk Assessment was received and noted by all Members present. This is a fluid working document and Members agreed that it should be formally reviewed at least twice yearly. Item to be added to the agenda for the Autumn meeting of the Finance and Policy Working Group for next review.
 Cllr Light will work with the Clerk on the separate risk assessment for Business Continuity. RL/SW
- e. **Health & Safety - Fire Risk Assessment** - A written update from Cllr Light had been circulated to all Members via email on 22nd January 2019 and its contents were noted. Cllr Light will liaise with Tim Cater (Wellow Youth Football Club) regarding the outstanding actions/requirements for Hatches Farm and also ensure compliance by the Cricket Club in respect of the Cricket Pavilion. The Clerk will confirm to Cllr Light whether the powder extinguisher in the Hatches Farm pavilion has been changed to CO2 as required by latest legislation. Cllr Light is still following up on the final outstanding certification/paperwork for the pavilion, required by the Building Control Officer and will report back at the next meeting. RL SW RL
- f. **Annual Parish Assembly (24/4/19)** - The Chair sought ideas for presentations to be made at the Annual Parish Assembly. The Neighbourhood Plan and speeding measures are two obvious choices. All Members were asked to give this consideration over the next month and bring any other ideas to the March meeting. All
- g. **Office Cover Arrangements for February** - the Clerk asked Members to note that she is away on leave from 7th February 2019, returning on Thursday 21st February. The admin assistant will be covering the office on Monday, Tuesday and Thursday of weeks commencing 11th and 18th February 2019.

145

Community & Environment

- a. **Wellow Common**
- (i) **Management Plan 2018/2019** - Cllr Sampson reported that the working group had met twice in the last month to identify the next programme of work which will take us into 2019/2020, as well as to outline further work priorities under consideration for spending down the annual budget and earmarked reserve which stands at around £28k. A copy of the quote and a marked up map was handed out at the meeting.
PROPOSED: For Members to approve the quote from Nightingale Ground Care, dated 1st February 2019 for the next phase of Management Plan clearance works, to commence ASAP and be suspended over the ground nesting bird season i.e. 1st March-31st July inclusive.

JRS

RESOLVED: Agreed by all Members present. Cllr Sampson to contact Nightingale to instruct the next phase of work.

- (ii) **Gate Latches at Canada Common and Maurys Lane** - A further email has been sent to HCC chasing up the issue with the gate latch at Plantation Road/Canada Common. As a site visit revealed that there is nothing wrong with the gate latch at Maurys Lane, Members agreed that signage should be added to the gate reminding users to close it behind them. Clerk to arrange.

SW

- (iii) **Moss Removal - Consider Proposal for Temporary Signage**

Following reports of individuals removing moss from Wellow Common, advice had been sought from Natural England to clarify the law on this. As well as it being forbidden to remove moss from a SSSI under the Wildlife and Countryside Act 1981(amended), it also clearly states under Section 5 (vii) of the Forestry Commission Byelaws of 1982, adopted by the Parish Council and displayed on the notice board at the Common that '*no person shall dig up, or remove any soil, turf, leaf mould, moss.....of any kind*'.

PROPOSAL: To install temporary signs around the perimeter of the area where this has been taking place, advising visitors to the Common that this is in breach of the byelaws.

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

SW

- b. **Footpaths** - Cllr Sampson reported that investigations were ongoing for repairing the boardwalk on FP22. Some rotten boards have been pulled up to prevent accident and Cllr Sampson will liaise with the office to arrange some temporary signage advising residents of the risks. Some more bent nails are needed on the board walk to prevent slippage, as a short term interim measure. Ria Loveridge, the Community Engagement Ranger from HCC has visited the Parish since the last meeting and is checking details of land ownership. Work to clear bridges is ongoing.

JRS

PROPOSED: Cllr Sampson sought approval to spend the remainder of the Lengthsman budget on remedial work to Footpaths 17 and 18, including some ditch clearance.

RESOLVED: Agreed by all Members present.

- c. **Speed Control Measures** - the Chair advised that a meeting had been held in the office earlier that day with Hampshire Highways. Measures have been agreed to include Canada Road and S106 funding is secured. The HCC officer is hopeful that the project can be completed within the budget allocated. However design work will not start before the beginning of April at the earliest. The Chair has requested that design work is completed before the Annual Parish Meeting on 24th April.

- d. **Buxton Land - Repairs to fencing** - Cllr Ed Chesterton-Kay reported that around 38 metres of fencing bordering the land had been replaced. The Chair thought it might be a good idea to canvas residents' views about how this land could be used for the benefit of Parishioners; an item to be included in the next Newsletter.

TG

- e. **Great British Spring Clean 22nd March - 23rd April 2019**

PROPOSED: For the Parish Council to arrange a Litter Pick day to tie in with this nationwide event, already promoted by both Test Valley and New Forest National Park Authority.

RESOLVED: It was agreed by all Members present that the Council would

organise a Litter Pick day in Wellow, to be held on Saturday 23rd March. Cllr Sampson to liaise with the Office to agree preliminary arrangements.

JRS

- f. **Bus Shelter at Lower Common Road** - further to concerns raised by Cllr Stehr at the last meeting, an inspection has been carried out. There is a lean on the bus shelter, but it does not require urgent attention. This was noted by all Members present.

However, it was agreed that the Clerk should seek quotes for the replacement of gate posts at the Lower Common Road pedestrian access to the Recreation Ground along-side the bus shelter, as these are rotten at the base and are a potential security risk.

SW

146

Sports & Leisure

- a. **Lower Common Road Tree Issues** - the Clerk reported that little progress has been made on this item since the last meeting. Further investigation with the Land Registry proved fruitless as was Cllr Sampson's correspondence with Test Valley.

RESOLVED: It was agreed that the next step is to contact Aster to try and arrange a meeting with their representatives on site. Clerk to follow up. Item to be carried forward to next agenda.

SW

- b. **Hatches Farm Update** - Cllr Millard reported that the Tennis Club had withdrawn its application for floodlighting, but was continuing discussions with Test Valley Borough Council. The Chair advised that she expects to hear the outcome of the Parish Council's bid to secure funding from TVBC for improvement works to the car park, later in the week.

- c. **Defibrillator Availability at Wellow Sporting Venues** - Cllr Light advised that he has carried out preliminary investigations regarding prices, options and potential funding. He agreed to proceed with lottery applications to see if funding can be secured for the installation of defibrillators at Hatches Farm and the cricket pavilion, Lower Common Road.

RL

147

Finance

- a. **To Receive Income and Expenditure Reports for January 2019**

PROPOSED: To accept the income and expenditure reports for January 2019.

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

- b. **To Receive Online Payments Schedule dated 04/02/2019** - schedule was received and approved by full Council, authorised by Cllr Sampson and Cllr E Chesterton-Kay. Payments to be processed by the Clerk.

SW

- c. **Clerk's Attendance at HALC 2019 Annual Conference**

PROPOSED: To approve the Clerk's attendance at the HALC 2019 Annual Conference, at a cost of £75

RESOLVED: The Clerk's attendance at the HALC 2019 Annual Conference was approved. Agreed by all Members present.

- d. **Burial Ground Fees - Review for 2019/2020** - item deferred to the next agenda. Cllr Clark and Cllr Stehr to bring recommendations to March meeting.

PS/
AC

Cllr Light left the meeting at 9.10pm

- 148 **Planning & General Purposes Committee**
- a. **To Receive Minutes of Planning & General Purposes Committee meeting held on 7th January 2019.**
PROPOSED: Minutes of Planning & General Purposes Committee meeting held on 7th January 2019 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.
- 149 **Communication**
- a. **Newsletter Update** - Cllr Grant reported that the latest edition of the Nightingale Times had been distributed. Feedback received by Members has been positive. We are looking to distribute the next Newsletter at the beginning of April. Ideas for content and/or articles to be submitted to Cllr Grant no later than 5th March 2019.
- 150 **Neighbourhood Plan**
- a. Cllr Grant reported that a meeting had been held with local businesses after an invite had been sent out to around 120 businesses based in the Parish. Regrettably, only ten people attended the meeting and three apologies were received, but it was felt that the exercise was a good example of positive engagement with the community. The draft executive summary document highlighting key points coming out of the survey analysis had been circulated to Members before the meeting via email. Cllr Grant requested that comments to be addressed to him in the next 24 hours, before the final version would be agreed.
RESOLVED: Members approved the proposal that distribution of hard copies to households should be via the Newsletter distributor. Clerk to liaise with Cllr Grant to arrange.
 Members of the NHP team had met with TVBC.
PROPOSAL: It is strongly recommended that a housing needs analysis is carried out in support of the Neighbourhood Plan.
RESOLVED: Members agreed in principle with the recommendation that a housing needs analysis be carried out in support of the Neighbourhood Plan. Similarly, Cllr Grant advised that consultants are likely to be needed to help undertake environmental assessments and habitat analysis. Further information will be provided for consideration at future meetings.
- 151 **Correspondence**
- a. **To Receive List of Correspondence/Consultations Received January 2019**
Skipton Building Society - letter of 25.1.19 confirming that our funds will be re-invested.
Resident - email of 8.1.19 congratulating PC for maintenance of footpaths around the Parish - Noted
HCC - email attaching Cllr Perry's parish report for January - circulated to all on 17.1.19
TVBC - Confirmation of final cost of by-election - £5,634.51 - Noted
NFNPA - email of 29.1.19 re. sustainable tourism in the New Forest and the success of the New Forest Tour in 2018 - Noted
- Confidential Business - to consider the exclusion of the press and public for the following item (152a) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.*
- 152 **Vexatious Complainant**
- a. **Update since the last meeting** - see Confidential Minute Item 152a

153 Delegates' Reports

Cllr Clark - advised that he was attending a CPRE planning event at St Marybourne on 8th February and a keynote talk and debate on 'Rewilding the New Forest' in Lyndhurst, on 21st February.

Cllr Grant - reported he had been contacted by another person interested in the Men's Shed.

154 Future Meeting Dates**a. Date of next meeting**

4/3/2019 - Planning & General Purposes Committee 6.45pm followed by full Council at 7.15pm

b. Dates of other meetings to be attended by Councillors

8/2/2019 - CPRE Planning Event at St Marybourne - Cllr Clark, Cllr S Jones

21/2/2019 - Friends of the New Forest - 'Rewilding the New Forest' talk and debate, Lyndhurst, 7.30pm - Cllr Clark

Meeting Closed at 9.40pm

Current Bank A/c

List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2019	Grenke Leasing Ltd	DDGRENKE28	83.06	04.03.2019	Finance Lease Phones Feb 19
06/02/2019	Wellow Village Hall	EP02190323	197.88	04.03.2019	Room hire & electricity chgs
06/02/2019	K. D. Steer	EP02190324	74.40	04.03.2019	Office clng Oct-Dec incl
06/02/2019	PEAC (UK) LTD	EP02190325	104.40	04.03.2019	Copier lease rental 18/2-17/5
06/02/2019	Nightingale Groundcare Ltd	EP02190326	1,233.80	04.03.2019	Gds Maint Contract - Jan 2019
06/02/2019	Nightingale Groundcare Ltd	EP02190327	2,400.00	04.03.2019	Tree thinning/gorse clearance
06/02/2019	David Mallinson	EP02190328	74.98		Print expenses for NHP
06/02/2019	Direct tec UK Ltd	EP02190329	385.14	04.03.2019	Print chgs to 31.1.19
06/02/2019	BML Print	EP02190330	295.00	04.03.2019	Print Newsletter 1,500 copies
06/02/2019	ABC Fire Protection	EP02190331	257.16	04.03.2019	Service Fire Equipment
06/02/2019	Mead Supplies	EP02190332	150.00	04.03.2019	Newsletter distrib Winter 18
06/02/2019	Upright Fencing	EP02190333	1,080.00	04.03.2019	Buxton Land - replace fencing
06/02/2019	Bournemouth Water	EP02190334	57.14	04.03.2019	LCR Recn Gd water chgs to 1/12
06/02/2019	Forestry Commission	EP02190335	375.00	04.03.2019	Contrib to Nightjar Survey
14/02/2019	Bluetree Design & Print Ltd	DEBCARD29	67.99	04.03.2019	Print A5 flyers NHP exec summ
15/02/2019	Karen Miles	EP02190336	485.73	04.03.2019	Admin Asst Salary Feb 19
15/02/2019	Sharon Whitehouse	EP02190337	1,066.00	04.03.2019	Clerk Salary Feb 19
21/02/2019	NEST	DDNESTFEB	83.46	04.03.2019	Pension payt Feb 19
22/02/2019	Atom IP Ltd	DDATOM0219	106.54	04.03.2019	Phone/internet chgs Feb 19
Total Payments			8,577.68		

11:09

Current Bank A/c

Cash Received between 01/02/2019 and 28/02/2019

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
04/02/2019	Wellow & Plaitford Cricket Clb	500291	Water chgs/PAT testing	146.41
05/02/2019	Wellow Youth Football Club	BACS	Electricity chgs to 22.11.18	115.15
08/02/2019	Wellow Youth Football Club	BACS	18/9 Lease 2nd instalment etc.	664.75
			Total Receipts	<u>926.31</u>

11:21

Deposit Bank A/c

Cash Received between 01/02/2019 and 28/02/2019

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
28/02/2019	Current Bank A/c	Error corr	Feb interest inc coded to curr	75.40
			Total Receipts	<u>75.40</u>