

WELLOW PARISH COUNCIL
 MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
 Monday, 7th January 2019 - 7.15pm
 Wellow Village Hall - Wellow Room

Attending: 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); 1 member of the public
 Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Caroline Nokes MP

- 121 **Apologies** - Cllr Roy Perry
- 122 **Declarations of Interest** - None
- 123 **Public Participation** - Phil Stenner asked what was happening about the fencing around the Buxton Land. Cllr E Chesterton-Kay advised that the contractor has been instructed to proceed with replacing the fencing and it will be completed in due course.
- 124 **District/County Councillors' reports** - Cllr Bailey had nothing to report. Cllr Adams-King advised that there was little to report as the Borough Council was winding down in preparation for the elections in May. The last day for decisions by the current Borough Council will be 20th March. Test Valley's first Neighbourhood Plan has been passed for inspection. Goodworth Clatford's NHP is due for referendum at the end of February.
- 125 **To Receive Minutes of the Full Council Meeting held on 3rd December 2018**
PROPOSED: Minutes of the Full Council Meeting held on 3rd December 2018 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.
- 126 **Matters Arising** - The Chair requested that the Roles and Responsibilities matrix reviewed at the last meeting be amended to add her and Cllr E Chesterton-Kay to Hatches Farm, they are both heavily involved in the proposed works to the car park. Cllr Clark confirmed that he wishes to remain on the working group. Clerk to update. SW
- 127 **Policy**
- a. **Parish Council Elections** - the Clerk ran through the key points of Test Valley's email dated 21st December 2018. The deadline for the submission of nomination forms is 4pm on 3rd April 2019 and forms must be hand-delivered to Beech Hurst, Andover. A briefing session about elections is being held by TVBC on 5th March 2019, confirmation of numbers is required to ensure sufficient seating. Item to be carried forward to the next agenda. SW
 - b. **Councillor Training** - the latest list of HALC courses available to Councillors had been circulated. Attending training is not mandatory but it is strongly encouraged. Cllr Millard and Cllr Sampson have been provisionally booked onto Basic Planning for Local Councils on 23rd May 2019 as requested. There is no availability until September 2019 for the Core Skills course for new Councillors which Cllr Aly Jones asked to attend. This will be provisionally booked as soon as possible. Clerk to arrange. SW

- 128 **Community & Environment**
- a. **Canada Common Management Plan 2018/2019** - Cllr Sampson reported that completion of the latest phase of gorse clearance and silver birch thinning had been postponed until the New Year. Nightingale re-commenced work on site on Monday 7th January to complete the remaining 4-man days of work under the current plan. Further to the previous agreement by the Council to extend the current plan to use up some of the ring-fenced earmarked reserve, a meeting is arranged on 10th January for the working group to pull this together - to be attended by Cllr Sampson, Cllr E Chesterton-Kay, Cllr S Jones and the Clerk.
- b. **Gate Latches at Plantation Road and Maurys Lane** - The handyman had looked at these and advised that the main problem is people not taking care to close them properly. Both gates have a closing mechanism but the latches don't work on a spring. Cllr E Chesterton-Kay agreed to provide details of stronger spring/closing arms that might be suitable. It was re-iterated that the Plantation Road gate is the property of HCC and the Parish Council wouldn't be able to make any adjustments to that without permission. ECK
- c. **Footpaths** - Cllr Sampson reported that the boardwalk on FP22 has been stripped down and cleaned so that the surface can be viewed. It is badly rotted in places although the exact extent of the damaged has yet to be confirmed. Cllr Sampson agreed to obtain quotes once the extent of the work is established. JRS
- Cllr Sampson sought support for the removal of debris and surface cleaning of 3 wooden bridges, allowing initial assessment.
- RESOLVED:** Expenditure of up to £160 was approved for the surface cleaning of bridges along the Hackleys Lane to Cross Farm footpath. Agreed by all Members present. Cllr Sampson to arrange. JRS
- Ria Loveridge has recently been appointed as the Community Engagement Officer covering the South Area Access team (HCC), which covers Wellow. Cllr Sampson is arranging to meet with her to discuss the issues affecting Wellow. JRS
- d. **Agree Priority ROW Cutting List for 2019**
- PROPOSED:** Cllr Sampson recommended that no changes be made to the Priority Cutting List of 5 Rights of Way within Wellow Parish.
- RESOLVED:** All Members present agreed with the recommendation to make no change to the Priority ROW cutting list provided to HCC. This needs to be confirmed to HCC before 1st February 2019. Clerk to arrange. SW
- e. **Speed Control Measures** - the Chair advised that following the last Parish Council meeting, the Community Funded Initiative forms had been completed and were sent to HCC on 10th December 2018. HCC has confirmed that \$106 funds approved for the speed measures has reduced by around £2,000 and now stands at £17,727.30. The Parish Council is pressing HCC Highways Officers for a meeting to finalise the project. We await a response to our email of 19.12.18 requesting that a meeting be held as soon as possible. Any top-up required to fund the work will be sourced from contingencies or CIL money.
- 129 **Sports & Leisure**
- a. **Cricket Pavilion Update** - Cllr Mike Jones reported that heaters had been installed before Christmas and were working well, the settings of the thermostatic controls will be monitored. Electricity readings have been

provided to the Clerk. Gutters and downpipes have been cleaned and gutter guards have been installed.

Cllr Light will be on site at 9.30am on 22nd January 2019 for the fire risk assessment. Relevant paperwork has been forwarded to Cllr Light regarding the outstanding documentation required by the assessor in order to complete the inspection. Cllr Light agreed to work towards providing all outstanding documentation, including the paperwork required by the Building Control Officer to sign off the building project. The Clerk requested that copies of all relevant documentation is forwarded to the Parish Office for safe storage and future reference. Cllr Light to arrange.

Cllr Light also agreed to cover the Fire Risk Assessment at Hatches Farm which would follow on after the Cricket Pavilion Visit on 22nd January.

b. Tree Issues - Recreation Ground, Lower Common Road - Cllr Ed Chesterton-Kay and Cllr Mike Jones carried out a site inspection on 22nd December as agreed. Following discussions with Test Valley Borough Council the following next steps were agreed by Members, it was RESOLVED that: -

- i. That Cllr E Chesterton-Kay and Cllr Sampson would make an appointment to visit Test Valley Offices to view the mapping system to seek further clarification regarding ownership of trees on the Gurnays Mead boundary
- ii. The Clerk will find out more about the boundary dispute procedure offered by the Land Registry
- iii. An action plan will be produced in relation to those trees clearly owned by the Parish Council, based on the Visual Tree Inspection carried out in August, as per the email of 6.12.18 (sent by the Clerk.)

c. Hatches Farm - Cllr Millard reported that the Tennis Club's application for flood-lighting was objected to by the Landscape Officer, with one of the options for addressing this being that a Visual Impact Assessment is undertaken. Alternative options are being investigated given that this would cost the Tennis Club £2,000. The Parish Council agreed in principle to consider a proposal from the Tennis Club for the work to be approved under permitted development. The proposal should include a justifiable argument for supporting the project. Cllr Millard will feed back comments to the Tennis Club.

d. Defibrillator Availability at Wellow Sporting Venues - Cllr Stehr raised this as a point for action on the back of discussions about the Health & Safety Fire Risk Assessments.

PROPOSED: That the possibility of getting defibrillators installed at both Lower Common Road and Hatches Farm be investigated.

RESOLVED: It was agreed that Cllr Light and Cllr Millard would carry out preliminary investigation and discussions with the sports clubs to find out the best way to achieve this - both to report back at the next meeting.

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Finance

a. To Receive Income and Expenditure Reports for November and December 2018

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

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

- b. To Receive Online Payments Schedule dated 07/01/2019 - 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. To Receive Quarterly Budget Monitoring Report for the period ended 31st December 2018
RESOLVED: The quarterly budget report was received and noted by all Members present.
- d. Quarterly Review of Bank Reconciliations
 This item has been added to the agenda to comply with the recent Interim Audit report recommendation for the Council to meet its scrutiny role.
RESOLVED: That Cllr Grant (as Chair of the Finance Working Group) inspect and countersign bank reconciliations up to end November. TG
- e. To Consider Re-Investment in the Skipton on Maturity of the 1-year fixed bond
PROPOSAL: To re-invest £50,000 in a 1-year fixed bond with the Skipton.
RESOLVED: That the original capital sum of £50,000 be re-invested in a 1-year fixed bond as detailed in the letter from the Skipton dated 27th December 2018. Agreed by all Members present. Clerk to arrange. SW
- 131 Planning & General Purposes Committee
 a. To Receive Minutes of Planning & General Purposes Committee meetings held on 3rd and 17th December 2018
PROPOSED: Minutes of Planning & General Purposes Committee meetings held on 3rd and 17th December 2018 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.
- 132 Communication
 a. Newsletter Update - Cllr Grant is working towards a deadline of 17th January for the next edition of the Nightingale Times. It is hoped to arrange delivery at the end of January, but this will be dependent on turnaround times of the printer.
- 133 Neighbourhood Plan
 a. Update - A draft paper has been circulated to Parish Councillors presenting the findings arising out of the Neighbourhood Plan survey and Cllr Grant sought views for the best way to feed back the findings to residents. It was agreed that a summary of findings will be compiled for upload to the website and publicised via social media. For those residents not using social media an Executive Summary will be printed and made available to parishioners.
 The Chair wished to record thanks to Cllr Grant and members of the NHP team, namely Mike Freeman, Les Rackham and Kathy Taylor who had put so much work into the survey and its analysis.
- 134 Correspondence
 a. To Receive List of Correspondence/Consultations Received December 2018
 Fiona Mobbs - Thank you note for flowers received - Noted
 TVBC - Council Tax Precept Requirement for 2019/2020 - Clerk to action
 HALC - Email of 17.12.18 re. Hampshire Countryside Access Forum - Cllr Clark expressed an interest in attending - Clerk to follow up
 TVBC - Email of 14.12.18 re. updated Developer Contribution data - Clerk to circulate to all
 Rural Payments Agency - Update on scheme administration - Noted

NFNPA - Email of 4.1.19 re. Changes to NFNPA consultations on Planning Applications - was agreed that Members required one set of papers to be printed off by the office once NFNPA cease sending paper copies.

Michael Lane, PCC - Email of 17.12.18 re. Police Budget Consultation Survey - Noted

Confidential Business - to consider the exclusion of the press and public for the following item (135a) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

135 Vexatious Complainant

- a. **Update Since the Last Meeting - see Confidential Minute Item 135a**

136 Delegates' Reports

Cllr E Chesterton-Kay - queried the timeframe for the removal of wreaths from the Cenotaph and wondered if the British Legion has any recommendations. The Clerk advised that this had been investigated in the past and we could find no evidence that the British Legion has any hard and fast timescales for removing wreaths etc. placed in remembrance.

Cllr Grant - advised of his intention to apply for the Locality Grant available for the Neighbourhood Plan. Also, he is meeting with residents who have expressed an interest in a Wellow Men's Shed.

Cllr Clark - reported that he believed that HCC may be taking action against developers for damage to verges in Maurys Lane.

137 Future Meeting Dates

- a. **Date of next meeting**
4/2/2017 - Planning & General Purposes Committee 6.45pm followed by full Council at 7.15pm
- b. **Dates of other meetings to be attended by Councillors**
15/1/19 - NFNPA, Lymington Town Hall, 9.30am
17/1/19 - NFALC, Lyndhurst
22/1/19 - Fire Risk Assessments, Cricket Pavilion at 9.30am, Cllr Light
23/1/19 - New Forest NE Quadrant, Netley Marsh, 7.30pm

Meeting closed at 9.40pm

Current Bank A/c

List of Payments made between 01/01/2019 and 30/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/01/2019	Nightingale Groundcare Ltd	EP01190314	3,000.00	04.02.2019	Clr birch etc. Monkey Jump
10/01/2019	Mint Gardens Ltd	EP01190315	888.00	04.02.2019	Inv No. 1132 Netley Marsh
10/01/2019	Business Stream Scottish Water	EP01190316	42.04	04.02.2019	Water waste chgs to 29Nov18
10/01/2019	Nightingale Groundcare Ltd	EP01190317	1,233.80	04.02.2019	Grounds Maint Contract Dec 18
10/01/2019	Nightingale Groundcare Ltd	EP01190318	312.00	04.02.2019	LCR Recn Gd remove dead tree
15/01/2019	Land Registry	DEBCARD28	15.00	04.02.2019	Land Registry Document Search
16/01/2019	Sharon Whitehouse	EP01190319	1,147.71	04.02.2019	Clerk January salary
16/01/2019	Karen Miles	EP01190320	487.08	04.02.2019	Admin Asst January Salary
16/01/2019	H M Revenue and Customs	EP01190321	606.48	04.02.2019	PAYE Tax and NI costs Q3
16/01/2019	Philip Jeffs	EP01190322	80.00	04.02.2018	Clr debris from boardwalk FP22
17/01/2019	Ticketsource Ltd	DEBCARD27	5.00	04.02.2019	A Clark talk & debate 21.02
21/01/2019	Atom IP Ltd	DDATOM0119	106.54	04.02.2019	Phone/internet chgs Jan 19
21/01/2019	NEST	DDNESTJAN	83.46	04.02.2019	Pension payment January 19
Total Payments			8,007.11		

Current Bank A/c

Receipts received between 01/01/2019 and 31/01/2019

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>
500289	Banked: 17/01/2019	131.00						
500289	Blackwell and Moody	131.00			1800	801	131.00	Memorial inscription
	BACS Banked: 17/01/2019	506.16						
	BACS Skipton Building Society	506.16			1190	101	506.16	Interest from Skipton 1yr
	Banked: 21/01/2019	15,000.00						
TRANSFER	Deposit Bank A/c	15,000.00			201		15,000.00	Top-up current account
	BACS Banked: 24/01/2019	3,754.00						
	BACS HMRC	3,754.00			105		3,754.00	VAT repayment Q3
500290	Banked: 29/01/2019	1,652.50						
500290	Various	1,652.50			1800	801	328.00	Burial fees - ashes
					1800	801	76.50	Burial fees - Memorial
					1553	502	1,248.00	Tennis Club Lease 18/19
Total Receipts:		21,043.66	0.00	0.00			21,043.66	

Deposit Bank A/c

Receipts received between 01/01/2019 and 30/01/2019

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: 10/01/2019	83.51						
BACS	TSB	83.51			1190	101	83.51	Interest
Total Receipts:		83.51	0.00	0.00			83.51	