

**WELLOW PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING HELD ON
Monday, 4th March 2019 - 7.15pm
Wellow Village Hall - Wellow Room**

To: 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).
Attending: Mrs Sharon Whitehouse (Clerk), 3 members of the public (who left after item 158)
Cc: (for information only): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Caroline Nokes MP

- 155 Apologies** - Cllr Gordon Bailey, Cllr Roy Perry
- 156 Declarations of Interest** - Cllr Mike Jones, Cllr Richard Light and Cllr John Sampson declared an interest in item 164b Cricket Club Annual Lease Agreement and Rent Review and did not take part in the vote.
- 157 Public Participation** - None
- 158 District/County Councillors' reports** - Cllr Nick Adams-King referred to the recent SAP meeting and commented that there were lessons to be learnt by TVBC, particularly in respect of the presentation of the 18/03139/FULLS Wellow Wood Paddock application. Cllr Adams-King passed on apologies from both himself and Paul Jackson (Head of Planning TVBC) in recognition that the contextual information provided on the night was insufficient for members to make an informed decision, and he accepted that Test Valley's reputation was not helped by matters arising out of that SAP meeting.
Although permission was granted to the Oaklands application, Cllr Adams-King commented that it raised the need for Test Valley Borough Council to consider housing stock in its rural villages. He then reported that a full survey of housing in rural areas is underway which will help to shape the next Local Plan policies.
He also advised that Planning Committees for Test Valley will become smaller after the elections. There will be two committees made up of 13 councillors. In addition, the Planning Control Committee will be abolished. This will allow those councillors not on planning committees to support residents in their applications.
Cllr Adams-King referred to purdah commencing 22nd March 2019. The Chair thanked Cllr Adams-King for all his help and efforts with matters affecting the Parish over the last four years.
- 159 Police Report - New PCSO** - the Clerk reported that a new PCSO has recently been appointed to cover the patch that includes Wellow. PCSO Richard Sanders has promised to pop into the office soon to introduce himself.
- 160 To Receive Minutes of the Full Council Meeting held on 4th February 2019**
PROPOSED: Minutes of the Full Council Meeting held on 4th February 2019 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.
- 161 Matters Arising** - There were no matters arising.
- 162 Policy**
a. **Parish Council Elections** - the Clerk referred to the most recent email received from Test Valley BC dated 8th February 2019 which included links to nomination forms and updated instructions for candidates. Some key dates for the

elections were highlighted including:

22nd March 2019 - Notice of Elections will be published, nominations will commence

3rd April 2019 - Deadline for submission of nomination forms at 4pm

31st May 2019 - Spending returns to be submitted to TVBC, electoral services team.

TVBC cannot accept posted nomination forms, they must be hand delivered to Beech Hurst, Andover by prior appointment. Cllrs Chesterton-Kay volunteered to take completed nomination forms to Andover before the deadline. It was agreed that forms would be completed for 1st April and passed on to the Chair for delivery on 2nd April.

All

- b. **Annual Parish Assembly (24/4/19)** - All Members confirmed that they will be in attendance for the meeting. Doors will open to the public at 6.30pm for informal discussion before the meeting commences at 7.00pm. There will be a short presentation by Wellow First Responders about the use of Public Access Defibrillators (PAD's), in addition to an update by Cllr Grant on the Neighbourhood Plan and the usual presentation of the report by the Chair. The final slot is yet to be decided. Articles for inclusion in the Annual Report are to be submitted to the Clerk by 5th April 2019. Cllr Sampson to provide an update on Footpaths and the Common and Cllr Grant to submit a paragraph or two on the Neighbourhood Plan. The office will liaise with local groups re. display tables and sports clubs for annual reports for inclusion in the reports.

JRS/
TG

The Clerk advised Members that she expects this year's run up to the event to be particularly challenging, due to the timing of Easter and the fact that the Admin Assistant will be on leave the week commencing 15th April. Any requirements for display boards/flip charts etc. need to be arranged well in advance.

- c. **Parish Office Fire Risk Assessment** - Members considered the content of the email dated 21/02/2019 received from the Chair of the Village Hall Committee stating that it was the Council's responsibility to complete a fire risk assessment for the Parish Office.

RESOLVED: It was agreed by all Members present to respond to the Village Hall Committee advising that the Parish Council believes this to be the responsibility of the main occupier of the building (as an entity), regardless of ownership. Clerk to reply.

SW

163

Community & Environment

a. Wellow Common - Management Plan 2018/2019

(i) **General Update** - Cllr Sampson reported that Nightingale Groundcare had started the next approved phase of work, including making good potholes and ditch clearance at the Plantation Road car park and thinning out the copse adjacent to the A36 up to Monkey Jump. Ground nesting bird signs have been put out by Cllr Ed Chesterton-Kay. Contract work has now ceased until beginning of August.

(ii) **Controlled Burning** - following an incident on 22/2/19 when a resident called out the fire brigade in response to controlled burning on the Common, Cllr Sampson advised that he had spoken with Hampshire Fire and Rescue and it has been agreed that in future, the Parish Council would place responsibility on the contractor to notify the Fire Brigade at the beginning of each week when controlled burning on Wellow Common is planned.

- b. **Dogs Forum - Attendance at future meetings** - Cllr Aly Jones volunteered to attend the next meeting, scheduled for 21st June at 1.30pm (pending outcome of elections). Even with the somewhat slow progress of the New Forest

AJ

Professional Dog Walkers' Charter (being supported by TVBC) it is felt by the Clerk that it remains beneficial for the Parish Council to continue to be an active participant of this group.

- c. **Footpaths** - Cllr Sampson reported that he had made site visits with 2 new contractors to review the boardwalk on FP22 and now awaits quotations. Work to clear footpath bridges has been completed. Ria Loveridge of HCC has offered to help complete grant applications but also told Cllr Sampson that it is now up to the Parish Council to establish land ownership of Rights of Way. The Clerk will seek alternative confirmation of this point. Works to clear ditches on Footpaths 17 and 18 is scheduled to be completed by the Lengthsman on 20/3/19. SW
- d. **A36 Roundabout** - The Chair updated Members with progress regarding potential sponsorship of the A36 roundabout.
- e. **Litter Pick - Saturday 23rd March** - has been advertised on noticeboards, the website and Facebook. An email sent out to our register of volunteers has resulted in offers of help from 10 people for the morning session and 8 people in the afternoon that include Gaye, Ed and John (Parish Councillors). Aly Jones and Alan Clark both confirmed that they would attend a session. Other Members offered their apologies. Cllr Nick Adams-King (TVBC) and Caroline Nokes have both indicated that they will participate in one of the sessions. The Parish Council considered the email of 1/3/19 from Beth Larcombe (Head of Wellow School) saying that they would like to participate in the clean-up and possibly do some litter picking near the school on Friday 22nd March.
RESOLVED: It was agreed that the Clerk would reply to the School accepting this offer. The office will liaise with the school regarding equipment etc. SW
- f. **Lower Common Road Tree Issues**
- (i) **Decision required in response to query from resident of 2 Gurnays Mead**
After discussion it was **RESOLVED** that a meeting would be offered with the resident on site to discuss the outcome of the Parish Council's research and set out the way forward. Meeting to be attended by all members of the Working Group comprising Cllr Ed Chesterton-Kay, Cllr Mike Jones and Cllr Sampson, providing a mutually convenient date can be arranged. Clerk will write to the resident to advise of this next step. SW
- (ii) **Proposed Meeting with Aster**
The Clerk confirmed that Debbie James continues to be the person at Aster we need to contact to resolve land ownership queries. Previous correspondence with her has not brought a positive response.
RESOLVED: Cllr Stehr agreed to take this matter up with Aster on behalf of the Parish (particularly in relation to the tree impacting on 38 Gurnays Mead, a property that is owned by Aster). The Clerk will provide copies of all relevant documentation and confirmation of email details etc. to Cllr Stehr. PS
SW
- (iii) **Agree Programme of Tree Works for Trees on Wellow Parish Land**
The Clerk referred to the email of 6/12/18 sent to the Working Group and highlighted the requirement for the Parish Council to agree a programme of tree works for the Recreation Ground.
RESOLVED: It was agreed that Cllr Ed Chesterton-Kay and Cllr Mike Jones will prioritise work and recommend a programme based on the visual tree inspection completed in late August 2018 EC/
MJ

Sports & Leisure

- a. **Cricket Pavilion Update** - Cllr Mike Jones reported that snagging items remain outstanding from the main project, to be addressed by the Parish Council, and

require attention before the start of the new cricket season in May.

RESOLVED: It was agreed that Cllr Sue Jones would compile a snagging list (with costs where applicable) for consideration by the Parish Council.

SJ

Cllr Light confirmed that the outstanding electrical certificates have been sent to the Building Control Officer and we await confirmation that all is in order.

b. Cricket Club - Annual Lease Agreement and Rent Review for 2019

PROPOSED: To consider the annual lease agreement and rent for the cricket club for 2019.

RESOLVED: It was agreed by all Members with a vote to renew the lease agreement on the same basis as 2018 (when the terms were last reviewed in detail). Rent to be increased by 3% in line with those levied on both the tennis and football clubs for 2019. Clerk to issue lease agreement for signature and invoice for 2019 rent.

SW

c. Lower Common Road Recreation Ground

(i) To approve quote for replacement of wooden slats on 2 benches

PROPOSED: To consider quote in the sum of £420 to replace wooden slats on benches at the Recreation Ground.

RESOLVED: It was agreed by all Members present to accept the quote as per above from Philip Jeffs. Clerk to instruct contractor.

SW

(ii) To approve quote for replacement of 3 gate posts and fencing at the Lower Common Road entrance

After discussion it was agreed that comparative quotes for the replacement of the gates, fencing and posts would be obtained for consideration by the Council. Cllr Millard will review these to make recommendations to the next meeting. Clerk to seek quotes. Item to be carried forward to April meeting.

SW

d. Hatches Farm - Cllr Millard had no progress to report. The Chair advised that the grant application was at the scoring stage with Test Valley Borough Council.

e. Defibrillator Availability at Wellow Sporting Venues - Cllr Light reported that work is progressing on seeking lottery/grant funding for defibrillators at Wellow Sports Grounds. The Clerk will pass on details of suppliers and costs provided by Wellow First Responders.

SW

165

Finance

a. To Receive Income and Expenditure Reports for February 2019

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

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

b. To Receive Online Payments Schedule dated 04/03/2019 - schedule was received and approved by full Council, authorised by Cllr Sampson and Cllr E Chesterton-Kay. Payments to be processed by the Clerk.

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c. To Consider Grant Applications

RESOLVED: It was resolved that the following grants be awarded to local organisations under S137, agreed by all Members present:

i) 2nd West Wellow Rainbows - £126.95 towards the cost of a flag/banner

ii) Wellow Lunch Club - £500 towards the ongoing costs of providing additional social activities for its members.

The Clerk to arrange payment to local organisations.

SW

- d. **Burial Ground Fees - Review for 2019/2020** - Cllr Stehr gave a verbal update on the findings of the review of burial ground fees and on recommendation it was
RESOLVED: that fees for 2019/2020 be increased by 3%. Agreed by all Members present. Clerk to advise local undertakers and stonemasons and arrange upload of amended fees to website before 1st April.

SW

166 **Planning & General Purposes Committee**

- a. **To Receive Minutes of Planning & General Purposes Committee meeting held on 4th February 2019.**
PROPOSED: Minutes of the Planning & General Purposes Committee meeting held on 4th February 2019 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.

167 **Communication**

- a. **Newsletter Update and Timetable for Spring Edition** - The timetable for the Spring edition of the Nightingale Times requires any articles to be submitted to Cllr Grant by Monday 11th March, for the final draft to be submitted to the Clerk by Thursday 21st March 2019. Distribution is anticipated over the weekends of 6-7th and/or 13-14th April 2019.
- b. **Wellow Group Facebook Group** - Members were advised that the office has agreed to take on the moderator role from Cllr Adams-King for the Wellow Group Facebook account over the period of the elections. Parameters will be agreed in advance of the Admin Assistant taking on this role, which will be undertaken largely in her own time, supported by the Clerk.

TG

168 **Neighbourhood Plan**

- a. **Update** - Cllr Grant advised that more developers were showing an interest, observing the progress of the plan and asking for a conversation, with Cllr Grant as the Chair of the NHP group being the primary contact. This was noted by the Parish Council and Cllr Grant confirmed that appropriate records were being kept ensuring that all enquiries are treated in a fair and equitable manner, with the team following an established even-handed process.
- b. **Survey analysis leaflet - gratuity payment** - As part of his update Cllr Grant confirmed that the executive summary leaflet has been distributed to households. He wished to thank both the office staff and Wildcat Creative for their assistance in producing such a professional-looking document.
PROPOSED: To approve a token thank-you gift in lieu of payment to Wildcat Creative in recognition of their help in producing both the NHP poster and executive summary leaflet.
RESOLVED: It was resolved that up to £100 could be spent on a 'thank-you gift/vouchers' for Wildcat Creative in thanks for their work on the Neighbourhood Plan to date. Clerk to arrange.

SW

169 **Correspondence**

- a. **To Receive List of Correspondence/Consultations Received February 2019**
 NFNPA - email of 8.2.19, change of date of next Dog Forum meeting to 21.6.19
 TVBC - letter of 26.2.19 re. SLR, requests confirmation that TVBC carry out SLR operation for the period 1.4.19-31.7.19. *Clerk to follow up with lead parish.*
 NFNPA - email advising that TPO's within the National Park boundary will now be dealt with by NFDC - *Noted.*

HCC - email dated 14.2.19 advising of Cllr Perry's intention to stand down as Leader of Hampshire County Council in May 2019 - *Noted*.
HALC - material received in preparation for Parish and Town Council elections
HCC - email of 26.2.19 re. HCC Broadband Programme - *Noted*
Highways England - Letter of 26.2.19 re. M27/Romsey Road bridge - Installation date changed - *Noted*
HCC - email of 25.2.19 re. Hampshire Highways Spring Parishes Workshop Agenda, for 13th March 2019

Confidential Business - to consider the exclusion of the press and public for the following item (170a) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

170 Vexatious Complainant

a. Update Since the Last Meeting - see Confidential Minute Item 170a

171 Delegates' Reports

Cllr Clark - reported that he had attended the CPRE planning event with Cllr Sue Jones at St Marybourne, which they both found very informative. Also, Cllr Clark had attended the 'Rewilding the New Forest' talk and debate put on by Friends of the New Forest.

Cllr G Chesterton-Kay - advised that a young resident had written into the Parish Office commenting on several issues arising out of the last Newsletter. In response, the Chair had held a meeting with the resident concerned and talked through the Parish Council's position on fly-tipping, dog fouling and speeding. The resident is clearly passionate about environmental issues and the Chair suggested that if the resident pulls together an action plan for dealing with specific matters, the Chair could put this forward for consideration by the Parish Council.

172 Future Meeting Dates

a. Date of next meeting

1/4/19 - Planning & General Purposes Committee 6.45pm, followed by Full Council at 7.15pm

b. Dates of other meetings to be attended by Councillors

7/3/19 - New Forest Consultative Panel, Lyndhurst

13/3/19 - Hampshire Highways Spring Parishes Workshop

Meeting closed at 10.07pm

Current Bank A/c

Receipts received between 01/03/2019 and 28/03/2019

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>
500292	Banked: 11/03/2019	459.00						
500292	Various	459.00			1800	801	328.00	Interment of ashes
					1800	801	131.00	Memorial
	BACS Banked: 27/03/2019	36.14						
	BACS Wellow Youth Football Club	36.14		1.72	1551	502	34.42	Electricity chgs to
500293	Banked: 28/03/2019	553.14						
500293	Various	553.14			1800	801	361.00	Ashes interment x2
					1800	801	135.00	Memorial tablet
					1506	501	57.14	W&PCC water recharges
Total Receipts:		1,048.28	0.00	1.72			1,046.56	

Deposit Bank A/c

Receipts received between 01/03/2019 and 28/03/2019

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: 10/03/2019	64.10						
BACS	TSB	64.10			1190	101	64.10	Interest Mar 19
Total Receipts:		64.10	0.00	0.00			64.10	

List of Payments made between 01/03/2019 and 28/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/03/2019	Grenke Leasing Ltd	DDGRENKE29	83.06	01.04.2019	Finance Lease Phones Feb 19
07/03/2019	Test Valley Borough Council	EP03190338	5,634.51	01.04.2019	By-Election Costs 15/11/2018
07/03/2019	Nightingale Groundcare Ltd	EP03190339	1,050.00	01.04.2019	Pot hole repairs/ditch digging
07/03/2019	Wellow Village Hall	EP03190340	240.90	04.01.2019	Room hire for 2019 meetings
07/03/2019	Wellow Village Hall	EP03190341	32.85	01.04.2019	Room hire 21/1 and 29/1/19
07/03/2019	Philip Jeffs	EP03190342	240.00	01.04.2019	Debris clearance from bridges
07/03/2019	Mead Supplies	EP03190343	150.00	01.04.2019	Distribution of Exec Summary
07/03/2019	Fire Marque	EP03190346	240.00	01.04.2019	Fire risk assessments
07/03/2019	SSE	EP03190344	36.14	01.04.2019	Elec chgs up to 25.02.2019
07/03/2019	Nightingale Groundcare Ltd	EP03190345	1,233.80	01.04.2019	Bus shelters Maint Feb 19
13/03/2019	2nd West Wellow Brownies	004461	126.95	01.04.2019	2nd West Wellow Brownies
13/03/2019	Wellow Lunch Club	004460	500.00	01.04.2019	Wellow Lunch Club
18/03/2019	Bournemouth Water	EP03190347	41.17	01.04.2019	Water chgs to 30 November 2018
18/03/2019	Absolute Technology UK Ltd	EP03190348	795.00	01.04.2019	IT Support - Various
18/03/2019	Lightatouch Int Audit Services	EP03190349	310.42	01.04.2019	Audit for Oct 18-Feb 19
18/03/2019	Mint Gardens Ltd	EP03190350	909.60	01.04.2019	Copythorne - Inv No. 1158
18/03/2019	Karen Miles	EP03190351	490.01	01.04.2019	Admin Asst Salary March 19
18/03/2019	Sharon Whitehouse	EP03190352	1,141.16	01.04.2019	Clerk Salary March 19
18/03/2019	Nightingale Groundcare Ltd	EP03190353	3,600.00	01.04.2019	Birch/rhododendron clearance
18/03/2019	TLC Online	EP03190354	98.50	01.04.2019	Website Maint etc.
22/03/2019	Atom IP Ltd	DDATOM0319	106.72	01.04.2019	Phone/internet chgs Mar 19
28/03/2019	NEST	DDNESTMAR	90.44	01.04.2019	Pension payt March 19
Total Payments			17,151.23		