

WELLOW PARISH COUNCIL
 MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
 Monday, 1st July 2019 - 7:15pm
 Wellow Village Hall - Wellow Room

Attended by: Cllr Gaye Chesterton-Kay (Chair), Cllr Ed Chesterton-Kay, Cllr Alan Clark, Cllr Christopher Craig, Cllr Mike Jones, Cllr Sue Jones, Cllr Rich Millard, Cllr Charles Payne, Cllr Phil Stehr

In Attendance: Mrs Sharon Whitehouse (Clerk), 4 members of the public

Cc: (for information): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Caroline Nokes MP, Romsey Police, Mike Freeman (Neighbourhood Plan).

34 **Apologies** - Cllr Richard Light, Cllr Nick Adams-King, Cllr Roy Perry

35 **Declarations of Interest** - None

36 **Public Participation** - None

37 **District/County Councillors' Reports** - Cllr Bailey reported that he attended the New Forest Consultative Panel in June. The application for development proposals of the former Fawley power station site has been received. Recent water tests found that the Blackwater is one of the cleanest rivers in the National Park. The Forestry Commission has been re-branded and will in future be known as Forestry England. Work on the car park at the Mill Lane Nature Reserve was due to commence on 1st July; to be followed by fencing the boundaries. TVBC has purchased a property on the corner of Alma Road in Romsey with the hope of alleviating problems caused by traffic entering Waitrose.

38 **To Receive Minutes of the Full Council Meeting held on 3rd June 2019** - draft minutes were distributed to Members at the meeting for information, but formal approval is deferred to the next full Council meeting on 2nd September.

39 **Matters Arising**

Oaklands frontage - the Chair read out the email of 26/6/19 received from the developers and it was noted that they have agreed to tidy up and maintain the site. However, the grass verge at the front of Oaklands, which was previously maintained by the owners of the care home, should be maintained by Hampshire County Council. The Parish Council awaits confirmation from its grounds maintenance contractor that this can be added to the contract at no extra cost.

40 **Policy**

a. **Casual Vacancy Update** - the Clerk advised that since receiving confirmation from Test Valley that the Council could move to co-option, the position had been advertised and 2 applications have been received for the casual vacancy. The Clerk will offer informal interviews to the candidates (to be attended by the SW Chair, Cllr Clark and Cllr Sue Jones) and an item will be carried forward to the September agenda.

b. **To Agree Recommended Amendments to Burial Forms and Burial Ground Regulations**

PROPOSED: For the Parish Council to approve minor amendments to the burial forms and regulations to reflect current working practices and tighten up administrative processes for the management of the burial ground.

RESOLVED: The proposed amendments were approved by the Council by a SW vote of 8:1. Clerk to make minor amendments as agreed and upload new forms to website etc. *Cllr Stehr recommended that legal advice is sought before piecemeal changes are made.*

A more detailed review of the regulations etc. will be carried out in due course.

Community & Environment

- a. **Canada Common re. Management Plan 2019/2020** - Cllr Payne reported that major work is in obedience, due to the ground nesting bird season, but he intends to contact Nightingale later in the month to agree the next tranche of previously approved work. He has continued his regular walk around and pulled up ragwort as seen, the main problem area being around Plantation Road Car Park. A meeting has been arranged with Alison Appleby (Bridget Leyden's replacement at Natural England) for 5/9/19.
- i. **PROPOSED:** To Consider Request from HANTSAR to Use Canada Common for Training
RESOLVED: The Council resolved to refuse this request as it contravenes the Higher Level Stewardship Agreement, Part 3. Clerk to send reply. SW
- b. **Footpaths** - Cllr Payne contacted HCC and was advised that the boardwalk on FP22 has been included in the County Council's maintenance programme for repairs to be completed towards the end of the summer/early autumn. The Clerk will contact Helen Barber (HCC) to request that the previous grant application submitted by Cllr Sampson is removed. Cllr Sue Jones agreed to review the bank erosion and flooding problems on FP7 with Cllr Payne. Although in the handover, Cllr Payne was told that the boardwalk on FP16 (Romsey Road to Hackleys Lane) requires attention, he has had problems locating a boardwalk on this footpath. SJ/CP
- c. **Lower Common Road Recreation Ground, Boundary and Tree Issues**
- i. **PROPOSED:** To consider the quote from Nightingale Ground Care for hedge reduction and clearance work
RESOLVED: The quote, in the sum of £480 was approved by the Council, all Members present agreed. Clerk to instruct contractor. SW
- ii. After further discussion about these ongoing boundary issues, it was **RESOLVED:** that the Clerk will seek a quote from Hampshire County Council Legal Services (HALC partner) to assist in the boundary dispute. SW
- iii. Cllr Stehr reiterated a verbal request made to the Clerk on 22/5/19 that the risk register is updated to reflect the situation with the ongoing tree problems affecting 38 Gurnays Mead - *noted by the Clerk for action.* SW
- d. **Lower Common Road Recreation Ground - New Gate Posts and Fencing Update**
 Cllr Millard has chased this up again and been assured by the contractor that the work will be completed mid-July. RM
- e. **Burial Ground**
- i. **PROPOSED:** To consider the request from a resident for a new bench to be sited at the burial ground.
RESOLVED: It was resolved to refuse this request, due to the problems with risk management and ongoing maintenance liabilities of benches at the burial ground.
 Agreed by all Members present. Clerk to send reply. SW
- ii. **PROPOSED:** To decide on action required re. The Wellingtonia in Northern 'A'.
RESOLVED: It was resolved that the Clerk would obtain quotes for this conifer to be felled, the stump ground out and the site backfilled with soil. The Council also agreed this tree will not be replaced. Previous advice obtained when the Council considered re-locating this very fast-growing sequoia means that re-location is not a viable option. SW
- iii. **PROPOSED:** To consider the recommendation for tree works to overgrown trees along the church wall boundary.

RESOLVED: It was agreed by all Members present that quotes be sought for the tree works and presented to a future meeting. Clerk to arrange. SW

- iv. **PROPOSED:** To review Northern B, Plot 3 and agree action to be taken regarding contravention of burial ground regulations.
RESOLVED: It was agreed that the Clerk will write to the family respectfully requesting the removal of the plastic fencing enclosing the plot (regulation 9 refers, requiring ease of access for maintenance purposes). SW
- v. **PROPOSED:** To consider action required on spoil heaps left around the perimeter of the burial ground.
RESOLVED: It was agreed that the Clerk will write to the undertakers, who are responsible for appointing the grave digger, requesting that surplus spoil heaps are removed from site. SW
- vi. To Consider Encroachment of Plots in Garden of Remembrance - this problem was noted by the Council and it was
RESOLVED: that encroachment of plots in the Garden of Remembrance will be considered as part of the ongoing review of the burial ground.
- f. **Buxton Ground - To Consider Proposals for Wildlife Area and Agree Future Action**
 The Chair reported that along with Cllr Payne and Cllr Sue Jones she had met with a resident to consider the 5-year management plan that was produced for this plot of land several years ago. Although it was cleared in 2015, nothing has been done since, with the current Parish Councillors only recently being made aware of the previous action plan.
RESOLVED: It was agreed that a working party, led by Cllr Craig, and made up of Cllr Millard, Cllr Payne and Cllrs Sue and Mike Jones will take a preliminary look at the Buxton Land and present ideas/report progress back to the Council in September. CC/ RM/CP/ SJ/MJ

42

Sports & Leisure

a. ROSPA Reports - LCR Play Area & Hatches Farm Sports Ground Trim Trail

Cllr Sue Jones gave a brief summary of the ROSPA report for the play area in Lower Common Road, Recreation Ground and then ran through the quote provided by Vita Play, identifying the critical work that needs to be addressed to comply with Health and Safety standards.

i. **PROPOSAL:** To consider quote from Vita Play for repairs to LCR Play Area

RESOLVED: It was agreed to instruct Vita Play to proceed with remedial works totalling £408.80, as set out in their quote reference 0002125 dated 1st July 2019. Clerk to instruct. SW

The Clerk will seek clarification about the warranty offered to complete over skim of surfaces, as opposed to the infill measure to repair shrinkage (cheaper but short term, likely to last about 18 months before it needs doing again). Item to be re-presented to the Council for decision once this query has been answered. SW

ii. Hatches Farm Sports Ground Trim Trail ROSPA report - *deferred to the next meeting.*

- b. **LCR Recreation Ground Roundabout** - Cllr Sue Jones reported the shrinkage of the wood on the stationary roundabout and advised that this could lead to damage and/or vandalism. The replacement slats fitted a couple of years' ago are not hardwood which is a costly option. Cllr Clark agreed to seek information for replacing the top of the roundabout in composite, in primary colours, as AC

existing.

- c. **Cricket Pavilion Update - AEDIS - Building Control final sign-off** - Cllr Ed Chesterton-Kay had received notification from AEDIS saying that they are unable to complete the final inspection. The Clerk will respond to AEDIS seeking clarification about their reasons for not being able to do this, and requesting a refund. SW
- d. **Hatches Farm Sports Ground**
- i. **Break-in, repairs to fences and padlock** - Cllr Millard brought the Council up to date with recent events at Hatches Farm Sports Ground and the damage caused by the theft of caravans from a neighbouring property. Emergency fencing repairs were carried out to secure the boundary and a replacement lock has been purchased for soldering onto the gate chain - Cllr Millard to arrange. RM
- ii. **Funding Bid** - Cllr Gaye Chesterton-Kay reported that following a short notice request from Test Valley BC the Parish Council had managed to secure more than 400 signatures over the weekend and send them back to TVBC officers before the deadline on 1st July, in support of our funding bid for the car park work at Hatches Farm. This was a great community effort with huge support from the sports clubs in the village. Unfortunately, our application got 'lost' and has been deferred until the July decision day, so we expect to report the outcome at the September meeting.
- iii. **Proposed Repairs to Club House etc.** - The Chair met with Tim Cater of Wellow Youth FC and it was agreed that the Parish Council would attend to the following:
Clearance of vegetation and brambles in the ditches running alongside the 2 pitches - Clerk will ask Nightingale Ground Care to add this to the maintenance contract. SW
Replace manhole cover - follow up action to be clarified.
Repairs to the Club House
PROPOSED: The Chair outlined proposals to re-clad the outside of the building and replace the door on the gents' external toilet at an estimated cost of £12,700 as per an initial quote. **Outline approval was sought to proceed with obtaining comparative quotes for the improvements as described.**
RESOLVED: Members voted 8:1 in favour of the proposal. The risk of the structure being unsound was raised, but it was decided that the potential cost for establishing this in advance of obtaining the quotes, was likely to be disproportionate to the total amount the Council was planning to spend. The Council agreed to proceed on the assumption that the structure is sound and any evidence suggesting otherwise, will be addressed as the project progresses.
- iv. **Floodlighting** - Cllr Millard advised that the tennis club's application is progressing at a frustratingly slow pace and to move forward TVBC is requesting a bat survey and landscape visual impact assessment. The Council noted that the floodlighting is necessary for the sustainability of Wellow Tennis Club and Cllr Millard sought the Council's support in funding the bat survey.
PROPOSED: For Members to consider funding the bat survey for the floodlighting planning application, at a cost of approximately £2,500.
RESOLVED: Considering the tennis club's application for floodlighting forms part of the overall master plan for improvements at Hatches Farm Sports Ground, and that the Council wants to support sport in Wellow, it was resolved to utilise CIL Levy money to fund the bat survey. All Members

present agreed. *Cllr Millard did not take part in the vote.*

v. **Naming of Hatches Farm Sports Ground/Brown Sign**

Further to the correspondence received on 18.05.19 requesting a name change from Hatches Farm residents, the Parish Council will not change the name of the sports ground, but has agreed that, in future, the amenity will be referred to as Hatches Farm Sports Ground. The Football Club and Tennis Club have been asked to change their websites and stationery etc. to reflect this and the Clerk will investigate getting a brown sign installed along Romsey Road, opposite the entrance to the Sports Ground to provide clearer direction for users.

SW

e. **Defibrillator Availability at Wellow Sporting Venues - *deferred to next agenda***

43

Finance

a. **To Approve Online Payments Schedule dated 1/7/2019** - schedule was received and approved by full Council, authorised by Cllr Ed Chesterton-Kay and Cllr Millard. Payments to be processed by the Clerk.

SW

b. **To Receive Income and Expenditure Reports for June 2019**

PROPOSED: To receive the income and expenditure reports for June 2019.

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

c. **Countersignature of Bank Reconciliations - *item deferred to the next meeting.***

d. **To Consider Grant Application from West Wellow Methodist Church**

RESOLVED: It was resolved that £200 be awarded to Wellow Methodist Church under S137; agreed by all Members present. Clerk to arrange payment.

SW

44

Planning & General Purposes Committee

a. **To Receive Minutes of Planning & General Purposes Committee Meeting held on 3rd June 2019**

PROPOSED: Minutes of Planning & General Purposes Committee Meeting held on 3rd June 2019 were formally received.

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

45

Communication

a. **Newsletter** - the Chair thanked Cllr Craig and Cllr Light for their work on the summer 2019 edition of the Nightingale Times, which is at the printers and should be ready for collection by the distributor on Thursday 4th July, for distribution over the weekends of 6/7th and 13/14th July. Reaction to the new format was positive and the Clerk asked Members pass any further feedback to her.

ALL

46

Neighbourhood Plan

a. **Update** - Mike Freeman (Chair of the Neighbourhood Plan team) reported that Cllr Gaye Chesterton-Kay and Cllr Payne had joined the Steering Group. The team attended the Village fete in June, with a stand to promote the Neighbourhood Plan, providing further evidence of community engagement. Research into the requirements of the housing needs survey is ongoing and support is being provided by Action Hampshire and TVBC. Once the survey is produced it will need approval by Wellow Parish Council before it can be distributed. Work on footpaths and green space designation is also underway. The team has been talking to 3 different consultants experienced in supporting

the development of Neighbourhood Plans and recommendations will be made to the Parish Council for approval once views about consultants are finalised. Cllr Gaye Chesterton-Kay volunteered to help with the locality grant application. The Chair thanked Mike Freeman for taking on the role of Chair of the Neighbourhood Plan.

GCK

b. To Approve New Members of the Steering Group

PROPOSED: To consider the appointment of John Saunbury and Les Rackham to the Steering Group.

RESOLVED: It was agreed by all Members present to support the recommendation that John Saunbury and Les Rackham be appointed to the Steering Group.

Confidential Business - to consider the exclusion of the press and public for the following item (47a) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest

- 47 **Staff Management**
 a. **Performance Management and Review of Clerk's Salary - see Confidential Minute**

- 48 **Correspondence**
 a. **To Receive List of Correspondence/Consultations Received June 2019**
 Rural Payments Agency - Email of 19.6.2019 to confirm that payment for 2018 will be made by the end of July.
 Wiltshire CC - Notice of Consultation for Future Salisbury, open until 9.8.2019.
 HCC - Balancing the Budget Consultation, open until 17.7.2019 - *shared on Facebook for residents to reply.*

- 49 **Delegates' Reports**
 Cllr E Chesterton-Kay - had tidied up the entrance to Monkey Jump.
 Cllr Craig - attended councillor training and found it very good.
 Cllr Payne - had also attended new councillor training and the Dog Forum. He updated Members about a new website - Countryside Canines - which shows areas of the forest coloured in red or green to indicate where dogs are welcome, or not. Wellow Common can be added to the website if need be. The Professional Dog Walkers' Charter has been approved and now the group is officially introducing it. The Police are also introducing a new scheme called Dogwatch.
 Cllr M Jones - reported that he, Charles and Sue had reinstated the gully and ditch along Footpath 17, clearing evergreen debris following the HCC Priority Rights of Way cut. Unfortunately, the HCC contract does not specify that the contractor clears the cuttings and this has caused problems along FP17 in the past.
 Cllr G Chesterton-Kay - reported that in addition to tidying up the Oaklands frontage in response to complaints from residents, she had also weeded and tidied the Community Garden at the Recreation Ground.

- 50 **Future Meeting Dates**
 a. **Date of next meetings**
 5/8/19 - Planning & General Purposes Committee, 6.45pm
 2/9/19 - Planning Meeting at 6.45pm, followed by Full Council at 7.15pm

Meeting closed at 10.10pm

Current Bank A/c

List of Payments made between 01/06/2019 and 27/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/06/2019	Lightatouch Int Audit Services	EP06190384	62.08	01.07.2019	Final internal audit 2018/19
04/06/2019	Hants Assoc of Local Councils	EP06190385	108.00	01.07.2019	Planning Training - 23/5/19
04/06/2019	Nightingale Groundcare Ltd	EP06190386	1,233.80	01.07.2019	Grounds Maintenance May 2019
04/06/2019	Playsafety Ltd	EP06190387	214.80	01.07.2019	ROSPA Annual Safety Inspection
04/06/2019	Direct tec UK Ltd	EP06190388	663.64	01.07.2019	Copier charges Jan-Apr 19 etc
04/06/2019	Wellow Village Hall	EP06190389	56.20	01.07.2019	Room Hire
04/06/2019	David Mallinson	EP06190390	134.23	01.07.2019	Reimburse printing expenses
04/06/2019	Protect Security Systems	EP06190391	580.00	01.07.2019	Parish Office CCTV security
04/06/2019	Bournemouth Water	EP06190392	23.93	01.07.2019	LCR Recn Gd Water chgs to 24/5
04/06/2019	Philip Jeffs	EP06190393	420.00	01.07.2019	Refurb 2 benches in Recn Gd
05/06/2019	Grenke Leasing Ltd	DDGRENKE32	83.06	01.07.2019	Finance Lease Phones Jun 19
14/06/2019	Karen Miles	EP06190394	507.97	01.07.2019	Admin Asst - Salary June 2019
14/06/2019	Sharon Whitehouse	EP06190395	864.63	01.07.2019	Clerk Salary & expenses June19
21/06/2019	Atom IP Ltd	DDATOM0619	109.36	01.07.2019	Phone/internet chgs June 19
Total Payments			<u>5,061.70</u>		

Deposit Bank A/c

Receipts received between 01/06/2019 and 27/06/2019

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: 10/06/2019	109.24						
BACS	TSB	109.24			1190	101	109.24	Interest
Total Receipts:		109.24	0.00	0.00			109.24	

Current Bank A/c

Receipts received between 01/06/2019 and 27/06/2019

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>
500297	Banked: 15/06/2019	1,003.00						
500297	Various	1,003.00			1800	801	473.00	2 x burials
					1800	801	192.00	Ashes interment
					1800	801	338.00	1 x G.O.E.R.
BACS	Banked: 17/06/2019	5,500.00						
BACS	Hampshire County Council	5,500.00			1410	301	1,000.00	Lengthsman Scheme -
					9011	901	4,000.00	19/20 HCC Payt for 4 x
					1751	101	500.00	Admin fee for
500298	Banked: 27/06/2019	788.00						
500298	Various	788.00			1800	801	450.00	1 x Burial
					1800	801	338.00	1 x Ashes interment
Total Receipts:		7,291.00	0.00	0.00			7,291.00	