

WELLOW PARISH COUNCIL  
 MINUTES OF THE FULL MEETING OF THE PARISH COUNCIL HELD ON  
 Monday, 2<sup>nd</sup> September 2019 - 7:30pm  
 Wellow Village Hall - Wellow Room

Attended by: Cllr Gaye Chesterton-Kay (GC) (Chair), Cllr Ed Chesterton-Kay (EC), Cllr Alan Clark (AC), Cllr Christopher Craig (CC), Cllr Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr Rich Millard (RM), Cllr Charles Payne (CP)  
 In Attendance: Mrs Sharon Whitehouse (Clerk), 5 members of the public, Mike Freeman (Neighbourhood Plan)  
 Cc: (for information): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry, Caroline Nokes MP, Romsey Police

51 **Apologies** - Cllr Richard Light, Cllr Phil Stehr, Cllr Roy Perry

52 **Declarations of Interest** - Cllr Millard declared an interest in item 59f, annual review of tennis club lease, and did not take part in the vote.

53 **Public Participation** - None

54 **District/County Councillors' Reports** - Cllr Bailey reported that the new Local Plan for the New Forest National Park Authority has been approved and is now in operation.  
 Cllr Adams-King advised that concerns have been raised about nitrates entering the Solent by way of new development close to tributaries feeding the Solent. A recent court case concerning the impact of pollutants on environmentally sensitive sites means that any new developments in catchment areas need to be nitrate neutral. Lack of clear guidance from the various parties involved means that planning permission on new residential properties will be placed on hold until clear guidance can be obtained. Realistically this is unlikely to happen before the end of the year.  
 Cllr Adams-King apologised for the interruption in service for the removal of glass recycling. The contractor had terminated the agreement and this has been taken in-house by TVBC. He reported that Market Place in Romsey is complete, with the exception of some tree planting. Free parking in Lortimore Place will end of 16/9/2019 and the next round of consultations for re-vamping the town centre are due shortly.

55 **To Receive Minutes of the Full Council Meetings held on 3<sup>rd</sup> June 2019 and 1<sup>st</sup> July 2019 and Confidential Minute reference 187a (*approval deferred from May 2019 agenda*)**  
**PROPOSED:** Minutes of the Full Council Meetings held on 3<sup>rd</sup> June 2019 and 1<sup>st</sup> July 2019 and Confidential Minute reference 187a were formally received.  
**RESOLVED:** The minutes were approved as a true and accurate record and signed by the Chair.

56 **Matters Arising**

a. To consider the quote from Nightingale Ground Care for ditch clearance at Hatches Farm at a one-off cost of £360, and for this work to be added to the Grounds Maintenance contract as a variation, at an additional cost of £380 or £31.66. per month (for 2 x clearances per year) for the final year of the contract. Min ref 42d(iii) refers.

**RESOLVED:** It was agreed by all Members present to accept the quote for ditch clearance work to be completed as soon as possible, and to add this item to the Grounds Maintenance Contract as a variation for the final year of the contract at an additional cost of £31.66 per month. Clerk to instruct Nightingale.

SW

- 57 **Policy**  
 a. **Councillor Vacancy - Introductions by candidates and voting.**  
 Introductions were made and a public vote took place by a show of hands, in line with the co-option policy. The Chair thanked both candidates for their interest and Aly Jones was welcomed to the Council. Aly will take up office at the next Full Council meeting on 7<sup>th</sup> October, following completion of her Declaration of Acceptance and Pecuniary Interest forms.
- 58 **Community & Environment**  
 a. **Canada Common re. Management Plan 2019/2020** - Cllr Payne reported that the ground nesting bird signs had been removed at the end of July. Ragwort has stopped growing and is under control. Bracken spraying (previously approved) was completed in August and there are 3 more areas to treat. Cllr Payne will check with Natural England at the meeting on 5<sup>th</sup> September, to see if a mulching machine is allowed for site clearance. CP  
 b. **Footpaths** - Cllr Payne has walked most of the footpaths over the summer and feels that no work is required on FP7 (St Margaret's Church to Foxes Lane) at this time. FP8 is very overgrown at the road entrance to the stile and Cllr Payne will get a quote from the lengthsman to address this. The fingerpost sign is missing at the end of the Wellow Drove to Dandy's Ford path. The Clerk will retrieve one of the spare fingerposts from the loft for Cllr Payne to see if this will do. SW/CP  
 c. **Lower Common Road Recreation Ground, Boundary and Tree Issues** - the Clerk confirmed that Hampshire Legal Services have been appointed to provide legal advice in respect of the boundary/tree dispute with Aster. Nightingale Ground Care will be cutting back the overgrowth along the assumed boundary on 12<sup>th</sup> September - delayed due to evidence of nesting birds.  
 d. **Lower Common Road Recreation Ground - New Gate Posts and Fencing** - It was noted by the Council that this work has recently been completed.  
 e. **Burial Ground**  
PROPOSAL: To consider like-for-like quotes obtained for proposed tree works at the burial ground.  
RESOLVED: The quote from Nightingale Ground Care in the sum of £1,035 plus VAT was approved, being the cheapest price. Clerk to instruct contractor. SW  
 f. **Buxton Land** - After consideration of the recommendations proposed by the Working Group, it was decided that no funds should be committed to clearing the Buxton Land at this time. It was agreed that use of this land would be reviewed again in February and in the meantime a working party would be established to clear the corner of the Buxton Land, adjacent to the A36, including the memorial cross.  
 g. **Save Wellow, Plant a Tree/Verges in Wellow** - Cllr Clark will lead a working party to bring back proposals for consideration by full Council concerning tree planting initiatives for Wellow. Working party to consist of Cllr Clark, Cllr Craig, Cllr Payne and Cllrs Mike and Sue Jones.
- 59 **Sports & Leisure**  
 a. **LCR Recreation Ground Play Area Surface Repairs** - The Council was updated on the costs associated with replacement and repair options for the surface of the Play Area.  
RESOLVED: It was agreed by the Council to place these proposals on hold,

given that the repair option would cost £1,652.50 plus VAT and the overskim solution, guaranteed for 5 years will cost £6,887 plus VAT. It was noted that there is no separate budget provision for this work to be completed in 2019/2020. The Clerk advised the Parish Council of the options available to raise funds to allow the completion of this work in future, especially if the overskim solution is the preferred option, including S106 contributions and an increase in the precept.

- b. **LCR Recreation Ground Roundabout** - Cllr Clark is awaiting information and will report at a future meeting. AC
- c. **Cricket Pavilion - Issue of final building control certificate** - It has been confirmed that AEDIS has gone into liquidation and in order to obtain a final building control certificate the Parish Council must instruct TVBC to carry this out.  
**PROPOSAL:** To instruct TVBC for the reversion application to enable the completion of the final building control certificate at a cost of £1,761.06.  
**RESOLVED:** It was agreed by all Members present to instruct TVBC to allow the issue of the final building control certificate for the cricket pavilion as above. Clerk to arrange. SW
- d. **Hatches Farm Sports Ground**
- i. **Funding Bid** - The Chair reported that we are still waiting to hear from Jenny Brain re. TVBC and/or CIL funding for Hatches Farm.
- ii. **Repairs to Club House**  
**PROPOSAL:** To consider quotes and approve appointment of contractor(s) for proposed improvements as per the report and recommendations circulated to all Members by the Chair prior to the meeting (email of 29<sup>th</sup> August 2019 refers).  
**RESOLVED:** It was resolved to
- Appoint CM Carpentry and Joinery for the removal of existing cladding and re-clad as per their quote in the sum of £12,667.00 plus VAT.
  - Appoint Practical Cladding Solutions Ltd for the removal of asbestos roof sheets and replacement with insulated metal profiled sheets as per their quote in the sum of £11,628.00 plus VAT.
- iii. **ROSPA Report - Trim Trail** - Cllr Millard gave a brief update on the findings of the ROSPA report, following the survey carried out in May 2019. There are no significant points for immediate action. The equipment is generally in good condition, however it was noted that there are a few posts where the base has been damaged by trimmers. Cllr Millard will speak to the grounds maintenance contractor. RM
- e. **Defibrillator Availability at Wellow Sporting Venues** - *Item deferred to the next meeting due to Cllr Light's absence.*
- f. **To Review Annual Lease Charge for the Tennis Club**  
**PROPOSAL:** To consider a price increase for the annual lease charge to the tennis club.  
**RESOLVED:** It was agreed by all Members present to increase the annual lease charge for the tennis club by 3%, in respect of the lease rental period 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020 (payment due January 2020). Clerk to issue invoice early December 2019. SW

60

**Finance**

- a. **To Approve Online Payments Schedule dated 2/9/2019** - schedule was received and approved by full Council, authorised by Cllr Ed Chesterton-Kay and Cllr Millard. Payments to be processed by the Clerk.
- b. **To Receive Income and Expenditure Reports for July and August 2019**  
RESOLVED: The I and E reports were received and accepted by all Members present.
- c. **To Ratify Year 2 of the 3 year agreement with Inspire Insurance at a cost of £2,410.71**  
RESOLVED: It was resolved to continue with Inspire Insurance as the Parish Council's insurers, with this being Year 2 of the three year long term agreement, at a cost of £2,410.71.
- d. **To Consider Quotes for the Replacement of the Printer/Copier/Scanner (MFD) in the Parish Office**  
The Clerk gave a brief update on quotes obtained. However, confirmation that the current lease period does not expire until May 2020, combined with punitive early termination fees means that it was  
RESOLVED: Based on the quotes recently obtained, to continue with the current contract until the expiry date, with the view of sourcing a new machine via the HCC procurement contract, pending confirmation of updated quotes provided nearer the time.
- e. **To Countersign Bank Reconciliations for April to July 2019** - Bank reconciliations for April to July 2019 were checked and countersigned by Cllr Ed Chesterton-Kay.

61

**Planning & General Purposes Committee**

- a. **To Receive Minutes of Planning & General Purposes Committee Meetings held on 1<sup>st</sup> July and 5<sup>th</sup> August 2019**  
PROPOSED: Minutes of Planning & General Purposes Committee Meetings held on 1<sup>st</sup> July and 5<sup>th</sup> August 2019 were formally received.  
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.

62

**Communication**

- a. **Newsletter - Distribution and Autumn/Winter Edition**  
**Distribution** - Following the resignation of the distributor, ideas were sought for alternative options for distributing printed copies of the Nightingale Times to residents. The Clerk advised Members that the parish newsletter was originally intended as an e-newsletter available to residents online and distributed via email on request. Combined print and distribution costs have steadily increased and recent newsletters have cost around £432 per edition (£282 for print costs and £150 per edition for delivery). It was agreed to seek alternative quotes for print costs for 1,000 copies, reduced from the 1,500 currently provided. The suggestion of Councillors delivering batches of hard copies at various key locations around the village was agreed, precise details to be decided at the next meeting.

**Autumn/Winter Edition** - no firm timetable has been agreed as yet, although **ALL**

Cllr Craig requested Members continue to forward any articles on to him for inclusion in the next draft.

- b. **New Notice Board - To Consider Replacement of the Notice Board damaged in Maurys Lane at a cost of £530** - It was agreed that Cllr Mike Jones will review the extent of the damage to the notice board before making a recommendation to the next meeting concerning its replacement.

MJ

63 **Neighbourhood Plan** - Mike Freeman (Chair of the Neighbourhood Plan Committee) reported that work continues on footpaths and designated green spaces. A lot of time had been spent in considering consultants to help with the next stage of the Neighbourhood Plan and after a rigorous short-listing and selection process the team recommends the appointment of Bluestone as the main consultant - a decision that is supported by the Parish Council. The Chair again expressed her thanks to Mike from the Council for all his work on the Neighbourhood Plan.

- a. **To Approve the draft Housing Needs Survey**  
**RESOLVED:** The Housing Needs Survey was approved by full Council. Agreed by all Members present.

- b. **To Seek Approval from full Council to use the Locality Grant for the Appointment of Consultants**  
**RESOLVED:** It was agreed by all Members present that the Locality Grant could be used for the appointment of Consultants to assist with the next stage of the Neighbourhood Plan.

64 **Correspondence**

- a. A list of correspondence received in July and August 2019 was received by full Council and noted - see separate appendix for details.

65 **Delegates' Reports**

Cllr E Chesterton-Kay commented on an issue with bins at Hatches Farm - Cllr Millard offered to follow this up.

RM

66 **Future Meeting Dates**

- a. **Date of next meeting**  
 16/9/2019 - Interim Planning Committee at 6.45pm  
 7/10/2019 - Planning & General Purposes Committee at 6.45pm following by full Council meeting at 7.15pm
- b. **Dates of other meetings to be attended by Councillors**  
 4/9/2019 - NFNPA Planning Training, Brockenhurst Village Hall, 2-4.30pm, Cllr Payne, Cllr Craig and Cllr S Jones  
 5/9/2019 - Meeting with Natural England (Alison Appleby), Parish Office, 10am, Cllr Payne and Cllr S Jones  
 21/9/2019 - TVAPTC with TVBC, First Annual Conference, King's Somborne Village Hall, 9.30am, Cllr Clark and Cllr Craig  
 26/9/2019 - NE Quadrant Meeting, Minstead Village Hall, 7pm, Cllr Payne

Meeting closed at 9.50pm

## Current Bank A/c

Receipts received between 01/09/2019 and 30/09/2019

## 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>
500003	Banked: <b>17/09/2019</b>	<b>585.00</b>						
500003	Various	585.00			1800	801	135.00	New memorial - Northern
					1800	801	450.00	Burial - Plot E35
WYFC/19/0	Banked: <b>17/09/2019</b>	<b>35.32</b>						
WYFC/19/0	Wellow Youth Football Club	35.32		1.68	1551	502	33.64	Elec recharges to 22/8/19
WYFC19/00	Banked: <b>19/09/2019</b>	<b>654.00</b>						
WYFC19/00	Wellow Youth Football Club	654.00			1550	502	604.00	Lease - 1st instalment
					1552	502	50.00	Water recharge
<b>Total Receipts:</b>		1,274.32	0.00	1.68			1,272.64	

## Deposit Bank A/c

Receipts received between 01/09/2019 and 30/09/2019

## 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: 10/09/2019		109.60						
BACS TSB		109.60			1190	101	109.60	Interest
BACS Banked: 19/09/2019		33,813.00						
BACS Test Valley Borough Council		33,813.00			1176	101	33,813.00	Precept 19/20 2nd
Total Receipts:		33,922.60	0.00	0.00			33,922.60	

## List of Payments made between 01/09/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2019	Direct Signs (UK) Ltd	EP09190425	47.28	07.10.2019	No cycling/BBQ/camping signs
03/09/2019	Came & Company	EP09190426	2,410.71	07.10.2019	Annual Insurance incl IPT
03/09/2019	SSE	EP09190428	35.32	07.10.2019	Elec to 23/8/19
03/09/2019	Vita Play Ltd	EP09190429	490.56	07.10.2019	Remedial wks as per ROSPA
03/09/2019	Mint Gardens Ltd	EP09190430	144.00	07.10.2019	Bus Shelter clng
03/09/2019	Mint Gardens Ltd	EP09190431	216.00	07.10.2019	Clr tree debris - A36
03/09/2019	Mint Gardens Ltd	EP09190432	72.00	07.10.2019	Romsey Road - Clr signs
03/09/2019	Nightingale Groundcare Ltd	EP09190427	1,233.80	07.10.2019	Grounds Maint Contract - Aug
04/09/2019	Grenke Leasing Ltd	DDGRENKE35	83.06	07.10.2019	Finance Lease Phones Sept 19
12/09/2019	Test Valley Borough Council	DEBCARD38	1,761.06	07.10.2019	Bldg Control Fees - Pavilion
17/09/2019	Absolute Technology UK Ltd	EP09190433	112.50	07.10.2019	Visit Cllr Millard email probs
17/09/2019	Upright Fencing	EP09190434	1,160.00	07.10.2019	Replace LCR Fencing & Gate
17/09/2019	Karen Miles	EP09190435	512.25	07.10.2019	Salary & Exp Sept 2019
17/09/2019	Sharon Whitehouse	EP09190436	1,234.76	07.10.2019	Clerks Salary & Exp Set 2019
17/09/2019	Ecology by Design	EP09190437	2,520.00	07.10.2019	Bat Survey WTC
19/09/2019	NEST	DDNESTSEP	99.86	07.10.2019	Pension payment Sept 19
23/09/2019	Mint Gardens Ltd	EP09190438	60.00	07.11.2019	NM inv 1243 - weed spraying
23/09/2019	Atom IP Ltd	DDATOM0919	106.54	07.10.2019	Phone/Internet chgs Sept 19
Total Payments			<u>12,299.70</u>		



## Appendix to Minutes of Full Parish Meeting 02.09.2019

### Correspondence List

#### Item 64a

1	Amy Taylor @ HALC	Email dated 03.07.2019 accepting entries for Council of the Year award 2019 - <i>Noted</i>
2	Michael Peace - A H Cheater	Letter dated 11.07.2019 regarding amended processes etc. for the burial ground - Noted by PC. <i>Clerk responded by email and specific points will be addressed in due course.</i>
3	Crispin Truman - CPRE	Letter outlining CPRE's role in promoting rural life
4	Jennifer Sutton @ National Trust	Email of 17.07.2019 introducing herself as the new community ranger for the NT in the New Forest.
5	Rural Payments Agency	Email received 31.07.2019 to advise that claims submitted in 2019 will be paid between December 2019 & June 2020
6	Karen Eastley @ TVBC	Email dated 31.07.2019 advising that TVBC will be carrying out surveys at Plantation Road Car Park on 2 <sup>nd</sup> and 3 <sup>rd</sup> August
7	Amy Taylor @ HALC	Email dated 30.07.2019 re NALC Surveys for Clerks and Councillors researching experiences on May 2019 elections.
8	Roy Perry HCC	Email dated 07.08.2019 with the schedule for Operation Resilience - (2 locations for Wellow - Mill Lane & A27 Salisbury Road).
9	Test Valley BC - Owen Carine	Email of 14.08.2019 - Section 106 Update - August 2019
10	Resident	Email of 14.08.2019 covering a range of topics for note by the Parish Council - <i>Response sent by the Chair on 19.08.2019.</i>
11	Resident	Email of 16.08.2019 asking if an article can be included in the Parish Newsletter about her daughter who competes in Taekwondo, seeking sponsorship - <i>Clerk to draft reply denying request.</i>
12	NFNPA - Suzi Shilling	Email of 19.08.2019 re. New Forest Walking Festival which runs 12.10.19 to 03.11.2019 - Content for newsletter? - <i>Noted by Cllr Craig</i>
13	Romsey Festival 2020 Committee	Letter requesting that WPC considers making a grant of at least £250 - pdf sent to councillors 29.08.2019 - <i>PC voted unanimously to deny this request.</i>
14	Simon Nightingale	Email dated 20.08.2019 making us aware that there will be an on-going cost for batteries for the SLR. TVBC previously absorbed this cost.