

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

Attended by: Cllr Gaye Chesterton-Kay (GC), Cllr Ed Chesterton-Kay (EC), Cllr Alan Clark (AC), Cllr Christopher Craig (CC), Cllr Aly Jones (AJ), Cllr Sue Jones (SJ), Cllr Richard Light (RL), Cllr Rich Millard (RM), Cllr Charles Payne (CP)

In Attendance: Mrs Sharon Whitehouse (Clerk)

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

67 **Apologies** - Cllr Mike Jones, Cllr Nick Adams-King, Cllr Roy Perry
Absent - Cllr Phil Stehr

a. **Welcome new Councillor Aly Jones**

68 **Declarations of Interest** - None

69 **Public Participation** - None

70 **District/County Councillors' Reports** - Cllr Bailey reported that he had attended the National Park Meeting the previous week and all Village Design Statements now need updating for inclusion in the Local Plan. Cllr Bailey agreed to send to the Clerk a list of obvious points for updating in Wellow's Village Design Statement.

71 **To Receive Minutes of the Full Council Meeting held on 2nd September 2019**
PROPOSED: Minutes of the Full Council Meeting held on 2nd September 2019 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.

72 **Matters Arising** - None

73 **Policy**

a. **To Approve 2020 Calendar of Meetings**

RESOLVED: It was resolved to approve the 2020 Calendar of Meetings as presented. Outlook diary dates will be sent out to all.

SW

74 **Community & Environment**

a. **Canada Common re. Management Plan 2019/2020** - Cllr Payne reported that he and Councillor S Jones had met with Alison Appleby and Jennifer Thomas of Natural England on 5th September for an update and review of the Common. Confirmation was given that the HLS agreement will be extended by a further year, ending February 2021. The option of there being one agreement covering the whole of the New Forest is under consideration. Alison Appleby will take the lead on proposals for the possibility of the National Trust managing Wellow Common at some point in the future - they already manage all the surrounding common. Natural England are against the use of a mulcher and Cllr Payne will seek alternative quotes for clearance work to be done by hand. Locations for new signs have been agreed with the handyman and will be installed in due course.

CP

b. **Footpaths** - Cllr Payne advised that the handyman has been instructed to replace the fingerpost sign at the Wellow Drove to Dandy's Ford path (FP10) and the Lengthsman has recently completed some clearance work along this path. A resident is planning some work to his driveway at the Gazing Lane end of FP17

and it was agreed that it would be sensible to close the path for a short time while this is done. Cllr Payne will liaise with the office about public notices. The office has reported the fallen tree (limb) blocking the footpath from Foxes Lane to the Church (FP7) to HCC via the ROW webpage, after reports were received over the weekend from Cllr Perry and various residents.

CP

- c. **Speeding Measures** - The Chair reported that Hampshire County Council have been in touch to confirm the final requirements for the speeding measures (email of 26/9/19 refers). We have pressed for timeframes, but they have only committed to '*as a rough indication from point of order, delivery is usually 2-3 months.*' We remain hopeful that these will be installed before Christmas.

d. **Remembrance Sunday 10th November 2019**

- i. **Confirm arrangements for parade etc.** - Councillors agreed to take on specific tasks for this year's parade. The Clerk will circulate an updated list with names against roles as agreed at the meeting.
- ii. **PROPOSAL:** To approve £50 Contribution for Wreath
RESOVLED: It was agreed by all Members present to contribute £50 to the Poppy Appeal as the contribution for a wreath.
- iii. **Confirmation of Attendance at St Margaret's Church Service** - Cllrs Chesterton-Kay and Cllr Clark confirmed their attendance at the Church Service. Cllrs Sue (and Mike) Jones and Cllr Aly Jones are provisional attendees, to confirm once timings are provided.

SW

MJ/SJ/
AJ

- e. **Save Wellow Plant a Tree** - Cllr Clark reported that the first meeting of the working group has been held and initial ideas have been put forward. These now need to be firmed up and will be brought forward to the next meeting.

- f. **Burial Ground Review** - the Clerk referred to the note circulated to all Councillors in advance and gave a brief update on recent findings. After deliberation Members **RESOLVED:**

- i. To cease the option for ex-Parishioners to be buried in Wellow Parish Burial Ground, except where an Existing Right of Burial (EROB) is already held, with immediate effect. Members voted 7:2 in favour.
- ii. To leave charges for ex-Parishioners set at double. Members voted 8:1 in favour.
- iii. To update Regulations for the purpose of fees as proposed. Agreed by all Members present.
- iv. That all graves (burial and cremation) be double depth as standard from now on. Agreed by all Members present.

75

Sports & Leisure

- a. **LCR Recreation Ground Roundabout** - Cllr Clark hasn't received a formal reply from his contacts about the possibility of using composite plastics for replacing sections of the static roundabout, but on reflection advised that he doesn't now believe this is a feasible option.

b. **Hatches Farm Sports Ground**

- i. **Update** - the Chair reported that external cladding of the sports pavilion is programmed for end October/early November, with the roof work to follow on. The contractors will work together to ensure a timeless transition - although the timescale will be weather dependent.

- ii. **To Approve Quote for Installation of Car Park Barrier** - the quotes obtained were presented by the Chair.

PROPOSAL: To accept the quote from MJ Ellis Manufacturing Ltd which, not the cheapest option, is judged to be of a better quality than the alternative.

RESOLVED: The quote from MJ Ellis Manufacturing Ltd, in the sum of £2,250 (plus VAT) was approved. Agreed by all Members present.

- c. **Defibrillator Availability at Wellow Sporting Venues** - Cllr Light reported that progress with the funding application to the National Lottery for the Cricket Pavillion was very slow, but a provisional 'yes' in principle had been received, depending on the outcome of clarifying two final points. If all goes well, he is hopeful of installation being completed early in the New Year.

Wellow Youth FC has advised that they are progressing with plans for installation of a public access defibrillator at Hatches Farm Sports ground. NISA has agreed to sponsor most, if not all, of the cost of a PAD at Hatches Farm.

- 76 **Finance**
- a. **To Approve Online Payments Schedule dated 7/10/2019** - 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 September 2019**
RESOLVED: The I and E reports were received and accepted by all Members present.
- c. **To Receive Q2 Budget Monitoring Report**
RESOLVED: The Q2 budget monitoring report showing expenditure to 30/9/2019 was received and noted by all Members present. No questions were raised.
- d. **External Audit Conclusion 2018/2019**
PROPOSED: To note the satisfactory conclusion of the External Audit carried out by PKF Littlejohn for 2018/2019 accounts.
RESOLVED: Satisfactory conclusion of the External Audit for 2018/2019 accounts was noted by all Members present.

- 77 **Planning & General Purposes Committee**
- a. **To Received Minutes of Planning & General Purposes Committee Meetings held on 2nd and 16th September 2019**
PROPOSED: Minutes of Planning & General Purposes Committee Meetings held on 2nd and 16th September 2019 were received.
RESOLVED: Approved as a true and accurate record and signed by the Chair.

- 78 **Communication**
- a. **Newsletter - Arrangements for next Newsletter Timetable**
25/10/19 - deadline for receipt of articles by Cllr Craig and Cllr Light.
4/11/19 - draft to be sent to Clerk
6/11/19 - final draft agreed
8/11/19 - to printers
w/c 14/11/19 - distribution
PROPOSED: Several like for like quotes have been obtained for printing 1,000 copies and based on lowest price Cllr Craig recommended that Enpress Ltd. be

used for producing the next newsletter.

RESOLVED: It was agreed by all Members present to approve Enpress Ltd, at a cost of £118, to print the next newsletter.

Distribution

Cllr Craig volunteered to collect newsletters from the printer and co-ordinate distribution, liaising with other Councillors as necessary. It was agreed that drop off points could include the Church, NISA and Nobles, local pubs, the village hall and the Parish Office.

- b. **Replacement Notice Board** - In Mike's absence Cllr Sue Jones reported that the condition of the notice board has been reviewed.

PROPOSED: That there is no need to replace the notice board in Maurys Lane at this time. It is structurally sound although one of the legs is a little buckled. However, it is recommended that sealant is used to waterproof the repairs.

RESOLVED: Agreed by all Members present

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Neighbourhood Plan

- a. **Update** - Mike Freeman, Chair of the Neighbourhood Plan, thanked Cllr Craig who has been working on the NHP Facebook page, now ready for release when appropriate, and for designing the new logo for Wellow Neighbourhood Plan. The grant application has been submitted and having answered queries, the team now awaits the decision. Consultants have been formally appointed and assisting as and when required. A planning meeting for setting out the remainder of the project is arranged for w/c 14th October. Research on the viability of a footpath link between East and West Wellow continues and Cllr Payne agreed to find out further information from HCC re. match funding, specifications etc.

Call for sites/Housing Needs Survey - Material for publicising this has been drafted and arrangements will be made with the Clerk to put the update on the Parish website and Facebook page.

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Staff Management

- a. **Review of Clerk and Admin Assistant's Salary** - see Confidential Minute

81

Correspondence

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

82

Delegates' Reports

Cllr Clark - had attended to TVAPTC meeting with Chris, which was very well presented. An email summarising the issues covered has been circulated by Cllr Clark to all for information.

Cllr Craig - As well the TVAPTC meeting, Chris had also attended the New Forest Planning Event with Sue and Charles, where they learnt more about the new Local Plan for NFNPA.

Cllr Payne - had also attended the NE Quadrant Meeting where Hampshire Alliance and Action Hampshire offered their help in looking for solutions for providing affordable housing.

Cllr S Jones - had attended the Roke Manor Liaison meeting where no concerns were raised. In response to a Facebook post about blocked gutters at the cricket pavilion, Mike checked the situation and it wasn't an issue with blocked guttering causing the problem with overflowing - the gutter guards installed last year were doing their job, the water overflow was literally due to the heavy downpour. However, a bucket of acorns had been recovered!

83

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

4/11/19 - Planning & General Purposes Committee at 6.45pm followed by full Council meeting at 7.15pm

b. Dates of other meetings to be attended by Councillors

22/10/19 - Mountbatten Autumn Concert, 7pm at Mountbatten School - Cllrs Chesterton-Kay

Meeting closed at 9.40pm

Current Bank A/c

List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	Mint Gardens Ltd	EP10190439	1,284.00	04.11.2019	Bramshaw Inv no. 1244
03/10/2019	Grenke Leasing Ltd	DDGRENKE36	83.06	04.11.2019	Finance Lease Phones Oct 19
04/10/2019	M & S/Clintons	DEBCARD40	44.50	04.11.2019	Chair's Allow - thank you gift
09/10/2019	Mint Gardens Ltd	EP1019440	180.00	04.11.2019	Copythorne Inv No. 1251
09/10/2019	Mint Gardens Ltd	EP1019441	528.00	04.11.2019	Copythorne Inv No. 1252
09/10/2019	Nightingale Groundcare Ltd	EP1019442	576.00	04.11.2019	Gurnays Mead hedge reduction
09/10/2019	Nightingale Groundcare Ltd	EP1019443	1,233.80	04.11.2019	Grounds Maintenance Sept 2019
09/10/2019	Nightingale Groundcare Ltd	EP1019444	432.00	04.11.2019	Hatches Fm vegetation cutback
09/10/2019	PKF Littlejohn LLP	EP1019445	480.00	04.11.2019	18/19 AGAR External Audit Fee
09/10/2019	Wellow Village Hall	EP1019446	14.60	04.11.2019	NHP Meeting 19/8/19
09/10/2019	TLC Online	EP1019447	90.00	04.11.2019	Website Maint July-Sept
09/10/2019	Hampshire County Council	EP1019448	3.28	04.11.2019	A4 diary/year at view calendar
09/10/2019	Verderers of the New Forest	EP1019449	2,493.12	04.11.2019	2019HLS Contrib to Grazing Sch
09/10/2019	Mint Gardens Ltd	EP1019450	240.00	04.11.2019	Improve sight lines A36; FP10
09/10/2019	Cllr Charles Payne	EP1019451	18.00	04.11.2019	Reimburse land registry fees
09/10/2019	Stamps Direct Ltd	EP1019452	64.20	04.11.2019	Company seal & wafers
09/10/2019	Information Commissioner	DEBCARD39	40.00	04.11.2019	ICO Data Protection Fee 2019
15/10/2019	Nightingale Groundcare Ltd	EP1019453	1,242.00	04.11.2019	Burial Ground Tree Works
15/10/2019	Test Valley Borough Council	EP1019454	45.90	04.11.2019	Fly tip removal Monkey Jump
15/10/2019	Karen Miles	EP1019455	651.55	04.11.2019	Admin Asst Salary Oct 19
15/10/2019	Sharon Whitehouse	EP1019456	2,111.04	04.11.2019	Clerk's Oct Salary & Expenses
15/10/2019	PEAC (UK) LTD	EP1019457	104.40	04.11.2019	Copier Lease Rental to 17/2/20
15/10/2019	H M Revenue and Customs	EP1019458	546.30	04.11.2019	19/20 Q2 PAYE tax and NI
22/10/2019	Atom IP Ltd	DDATOM1019	106.54	04.11.2019	Phone/internet chgs Oct 19
25/10/2019	NEST	DDNESTOCT	196.16	04.11.2019	Pension payment October 19

Total Payments	12,808.45
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Current Bank A/c

Receipts received between 01/10/2019 and 31/10/2019

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>
500004	Banked: 02/10/2019	135.00						
500004	Resident	135.00			1800	801	135.00	Burial fees - Memorial
FPEALES	Banked: 11/10/2019	676.00						
FPEALES	Resident	676.00			1800	801	676.00	Burial Fees Ashes
	Banked: 15/10/2019	15,000.00						
TRANSFER	Deposit Bank A/c	15,000.00			201		15,000.00	To top-up curr a/c
BACS	Banked: 16/10/2019	9,000.00						
BACS	Groundwork UK	9,000.00			1420	301	9,000.00	Locality Grant for NHP
BACS	Banked: 25/10/2019	1,739.56						
BACS	HMRC	1,739.56			105		1,739.56	19/20 Q2 VAT repayt
500005	Banked: 29/10/2019	676.00						
500005	Residents	676.00			1800	801	676.00	Burial Fees - GOER
Total Receipts:		27,226.56	0.00	0.00			27,226.56	

Deposit Bank A/c

Receipts received between 01/10/2019 and 31/10/2019

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: 10/10/2019	122.06						
BACS	TSB	122.06			1190	101	122.06	Interest
Total Receipts:		122.06	0.00	0.00			122.06	