

WELLOW PARISH COUNCIL
 MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
 Monday, 4th November 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 Mike Jones (MJ), Cllr Sue Jones (SJ), Cllr Charles Payne (CP), Cllr Phil Stehr (PS)

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).

84 **Apologies** - Cllr Aly Jones, Cllr Richard Light, Cllr Rich Millard

85 **Declarations of Interest** - None

86 **Public Participation** - None

87 **District/County Councillors' Reports** - Cllr Perry reported that since he had stepped down as Leader of the County Council quite a lot of time has been spent on his role as Chair of South East England Council, where the main task is to remind Central Government that the South of England has its needs. Unfortunately, local government is at the end of very long queue and pressures on local councils continue to rise. HCC will be setting its budget in February and a 2% increase in their precept is anticipated. At the same time the County Council must remove £80million funding from its budget over the next two years. Cllr Perry advised that work has started on Nightingale Lodge in Romsey and flood prevention measures at the Causeway are now nearing completion. Both Mountbatten and Romsey Schools have again performed well in league tables and Wellow School has been awarded £500 by Cllr Perry towards replacement computers.

Cllr Bailey referred to the changes required to update the Village Design Statement and promised to pull together the facts in the next month and send them to the Clerk.

Cllr Adams-King gave an update on nitrate neutrality and advised that it's likely to be Spring 2020 before Test Valley can start to process the 85 planning applications that are currently on hold. This issue has placed pressure on both the Planning Department and Committees and there will likely be the need to review the Scheme of Delegation to allow additional reasons for planning refusals. Due to the election the consultation for the Romsey South of Town Centre is delayed until January 2020. From w/c 11th November tap and pay meters will be installed in TVBC car parks.

88 **To Receive Minutes of the Full Council Meeting held on 7th October 2019**

PROPOSED: Minutes of the Full Council Meeting held on 7th October 2019 were formally received.

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

89 **Matters Arising** - None

90 **Policy**

a. **Update to Village Design Statement** - carried forward to next agenda once comments have been received from Cllr Bailey.

b. **To Note Amendment to January 2020 Meeting Date** - the January meeting date has been changed to Monday 13th January 2020 - noted by all Members present. A revised outlook diary date will be issued by the office.

91

Community & Environment

- a. **Canada Common re. Management Plan 2019/2020** - Cllr Payne reported that two areas of gorse identified on our plan as G2 and G4 will be cut back w/c 11th November - this forms part of the works previously approved by the Council. Charles is meeting with Nightingale Groundcare w/c 25th November to agree how to tackle gorse clearance as Natural England did not approve the use of a mulcher. Natural England have completed an inspection of the Common and the resulting report was very positive. However, a couple of areas of rhododendron were identified as requiring attention - Cllr Payne to follow up. CP
There was an oil spillage incident along the track towards Boundary Farm that has been resolved - remedial works were arranged after taking advice from Natural England. Members were advised of an ongoing exchange with a resident concerning the state of the access track and the responsibility for repairing it - the Clerk is investigating this matter. The new information signs have finally been installed at the three car parks.
- b. **Footpaths** - Cllr Payne has liaised with the resident who is repairing a driveway across FP17. HCC provided clarification about the correct process for closure of a Right of Way and after consideration, the resident has decided to use a banksman to redirect users during the period of works. Following a report about its poor state, Cllr Payne and Cllr S Jones agreed to look at FP7 before deciding what, if any, action the Parish Council can take. The Clerk also asked them to follow up on the issue previously raised by a resident concerning horse riders using FP19, so that the Council can reply to an email received from HCC. CP/SJ
CP/SJ
- c. **Lower Common Road Recreation Ground, Boundary and Tree Issues Update** - the Clerk advised Members that, having taken legal advice from Hampshire Legal Services (HCC), a letter was sent to Aster Communities on 16th October 2019 setting a deadline of 13th November 2019 for response.
- d. **Remembrance Sunday, 10th November 2019, final arrangements** - An updated list was circulated to Members following allocation of tasks at the last meeting, together with a detailed schedule of timings. Cllr Ed Chesterton-Kay agreed to put up road closure signs and Cllr Clark has volunteered to cover the role of parade marshall for this year's remembrance. The Clerk will confirm with individuals the final arrangements impacting on their roles over the course of the next week. EC
AC
SW
- e. **Save Wellow Plant a Tree** - Cllr Clark reported that the Working Group has held a second meeting and further work is needed to formulate an achievable action plan, that complements the range of initiatives and policies coming out at district and county level, as well as other organisations such as the Woodland Trust. The working group will provide its next update at the January meeting.

92

Sports & Leisure

- a. **LCR Recreation Ground - Cricket Pavilion**
- i. **March 2019 Out of Season jobs** - Cllr Mike Jones agreed to review the list with Cllr Light who was not in attendance and promised to update the Council at the next meeting. Item to be carried forward to next agenda. MJ/
RL
 - ii. **Reversion process with TVBC** - Cllr Ed Chesterton-Kay has met with the Test Valley BC Building Surveyor on site and his overall opinion of the project was very favourable. There are a few points to address and Ed will deal with what he is able to, before handing over the remainder to Cllr Light to action. EC/
RL
 - iii. **Action Taken in Response to Complaint re. Condition of Mobile Screen and Broken Paving Slab** - Cllr Mike Jones agreed to find out what is MJ

happening on this. This item deferred to the next agenda.

- b. **Hatches Farm Sports Ground** - the Chair reported that she has received confirmation of £23,500 grant funding from TVBC towards the planned work at Hatches Farm. This is dependent on answering some further questions which the Chair will action. The overhead barrier has been installed and the cladding of the club house building is due to start shortly. With confirmation of the Test Valley BC funding, the Chair sought authority to start investigating costs for improvements to the car park and the possible installation of a petanque pitch. **GC**
- PROPOSAL:** To agree in principle that the Parish Council continues the program to upgrade Hatches Farm Sports Ground, including improvements to the car park, to match fund floodlighting and the possible provision of a petanque pitch, all dependent on budget and costs; and to agree that the Chair proceeds with investigating costs etc. for proposed improvements. **GC**
- RESOLVED:** It was agreed by all Members present that the Council continues its program of work at Hatches Farm as detailed above, and that the Chair proceeds with progressing the project. *All final decisions regarding appointment of contractors and expenditure to come back to full Council for approval.*

93

Finance

- a. **To Approve Online Payments Schedule dated 4/11/2019** - schedule was received and approved by full Council, authorised by Cllr Ed Chesterton-Kay and Cllr Mike Jones. Payments to be processed by the Clerk. **SW**
- b. **To Receive Income and Expenditure Reports for October 2019**
RESOLVED: The I and E reports were received and accepted by all Members present.
- c. **PROPOSAL:** To Approve Virement from Burial Ground to Hatches Farm Earmarked Reserves
RESOLVED: It was agreed by all Members present to transfer the £25,000 in the burial ground earmarked reserve to the Hatches Farm earmarked reserve to help fund the proposed improvement works, as detailed above (*item 92b refers*).
- d. **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. St Margaret's Church (PCC) - £300 contribution towards Florence Nightingale memorial bench marking the bicentenary of her birth.
 - ii. Wellow Rainbow Tots - £300 towards the cost of a new shed for storing play equipment.
 - iii. Victim Support - £200 towards the cost of ongoing service provision.
 - iv. Wellow School - £200 towards upgrade of ICT provision across the school. The Clerk to arrange payment to local organisations. **SW**

94

Planning & General Purposes Committee

- a. **To Receive Minutes of Planning & General Purposes Committee Meetings held on 7th October 2019**
- b. **PROPOSED:** Minutes of Planning & General Purposes Committee Meeting held on 7th October 2019 were received.
RESOLVED: Approved as a true and accurate record and signed by the Chair.

- 95 **Communication**
- a. **Newsletter - Autumn/Winter Edition** - Cllr Craig reported that he had completed the draft of the Autumn newsletter and passed it onto the Clerk for comments as per the agreed timetable. However, the Chair has requested that space be held for including a late article and so the draft isn't yet finalised. Cllr Craig will forward this onto the Clerk as soon as he can. CC
- 96 **Neighbourhood Plan**
- a. **Update from Mike Freeman (Chair of NHP)** - Mike reported that the Housing Need Survey will be sent out on 21st November. To publicise this there is an article in the forthcoming Nightingale Times and an update will be placed on notice boards around the Parish, as well as on the website. Plans to update the Neighbourhood Plan page on the website are underway and the Clerk will contact TLC Online to ensure that they can meet requirements of the NHP team. The Neighbourhood Plan vision and objectives have been reviewed and updated by the Consultants and these have been considered by the team and challenged where appropriate. The next big task is to start formulating policies. A date of 28th March 2020 has been set for a community event and it is expected that a lot of work and planning will need to go into this to ensure it meets its purpose and proves a worthwhile exercise. Finally, Mike confirmed that the Council was successful in its application for the Locality Grant and has received the £9,000 funding applied for. SW
- 97 **Correspondence**
- a. A list of correspondence received in October 2019 was received by full Council and noted - see separate appendix for details.
- 98 **Delegates' Reports**
- Cllr S Jones - reported that along with Cllrs Chesterton-Kay and Cllr Mike Jones she had spent some time tidying up at Canada Corner and the site of the first motor traffic accident in the Village. Bulbs have been planted which will hopefully enhance the site come the Spring.
- Cllr G Chesterton-Kay - has a meeting arranged with Highways England on 12/11/19 as part of the ongoing proposals to improve the roundabout on the A36.
- 99 **Future Meeting Dates**
- a. **Date of next meeting**
 18/11/19 - Interim Planning & General Purposes Committee 6.45pm
 2/12/2019 - 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**
 6/11/19 - Village Hall Committee Meeting, Cllr G Chesterton-Kay
 7/11/19 - TVAPTC, King's Somborne at 7pm, Cllr Craig
 9/11/19 - HALC AGM, Winchester 9am-1pm, Cllrs Chesterton-Kay, Cllr Clark
 10/11/19 - Remembrance Sunday Parade, 12-1.15pm
 13/11/19 - Mountbatten School Certificate Presentation Evening at 6pm, Cllr G Chesterton-Kay, Cllr S Jones

Meeting closed at 9.30pm

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		

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	