

WELLOW PARISH COUNCIL
MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
Monday, 2nd December 2019 - 7:15pm
Wellow Village Hall - Wellow Room

Attended by: Cllr Alan Clark (AC), Cllr Christopher Craig (CC), Cllr Aly Jones (AJ), Cllr Mike Jones (Vice Chair) (MJ), Cllr Sue Jones (SJ), Cllr Richard Light (RL), Cllr Rich Millard (RM), Cllr Charles Payne (CP), Cllr Phil Stehr (PS)

In Attendance: Mrs Sharon Whitehouse (Clerk), 1 member 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)

- 100 **Apologies** - Cllr Gaye Chesterton-Kay, Cllr Ed Chesterton-Kay, Cllr Roy Perry, Cllr Nick Adams-King, Mike Freeman (Chair of NHP).
- 101 **Declarations of Interest** - None
- 102 **Public Participation** - None
- 103 **District/County Councillors' Reports** - Cllr Bailey advised that TVBC will be writing to HCC and the Government to seek an increase in funding for public transport, specifically buses in rural areas such as Wellow, where many older residents are struggling due to a reduction in the frequency and timing of bus services. Cllr Bailey referred to the bus liaison committee run by HCC and Cllrs Light, Craig and Aly Jones expressed an interest in becoming representatives if such a committee still exists. Cllr Bailey promised to find out more information about this. Cllr Bailey reported that no changes had been made to the Blackwater Ward following the polling district review. GB
- 104 **To Receive Minutes of the Full Council Meeting held on 4th November 2019**
PROPOSED: Minutes of the Full Council Meeting held on 4th November 2019 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Vice Chair, Mike Jones, in the absence of the Chair.
- 105 **Matters Arising** - None
- 106 **Policy**
- a. **Village Design Statement** - Cllr Bailey apologised for the delay in sending a summary of the required changes to the Clerk as agreed at the November meeting and promised to provide the Parish Council with the relevant information before Christmas. GB
- b. **Christmas Office Opening Hours** - Members noted that the Parish Office will be closed from 12 noon on Christmas Eve, re-opening on Monday 6th January at 9am.
- 107 **Community & Environment**
- a. **Canada Common re. Management Plan 2019/2020** - Cllr Payne reported that Nightingale had completed gorse and bracken clearance in area G4 and are working on area G2. Work is scheduled to be completed by the end of the week but is weather dependent. The meeting with Nightingale to scope out future work is to be re-arranged.
- b. **Footpaths**
- i. **To Agree Priority Rights of Way Annual Vegetation Cutting for 2020** -
PROPOSED: Cllr Payne recommended that footpaths 16, 25, 22, 13 and

24 were included in the HCC programme for 2020.

RESOLVED: Agreed by all Members present. Clerk to reply to HCC.

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- ii. **General Update** - Cllr Payne advised that work to erect the barn which caused problems on FP7 last month is complete and the surface of the footpath is back to normal. FP19 was recently inspected and there is no evidence of horse riders using the path, as reported back in the Spring. Helen Barber of Hampshire's Rights of Way team has confirmed there isn't an issue with horse riders using Rights of Way provided the landowner agrees. A resident had reported that FPs 17 and 18 were overgrown and treacherous underfoot. As these are among the most heavily used paths in the Parish, Cllr Payne:

PROPOSED: that the Lengthsman is instructed to clear FP17 and FP18 and remove debris, at a cost of up to £600.

RESOLVED: All Members present agreed. Cllr Payne to instruct the Lengthsman to undertake the work in the New Year.

CP

- c. **Lower Common Road Recreation Ground Programme of Tree Works** - the Clerk reminded the Council of the resolution to undertake tree works as recommended by Cllr E Chesterton-Kay at the meeting held on 18th April 2019 (*min. ref 180d(iii) refers*). Quotes will be obtained for the work to be approved at the next meeting.

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Sports & Leisure

a. LCR Recreation Ground - Cricket Pavilion

- i. **March 2019 Out of Season jobs** - It was agreed by Cllr Light in his capacity as Chair of the Cricket Club that outstanding items would be attended to during the close season. The items listed were deemed not to be the responsibility of the landlord i.e. the Parish Council.
- ii. **Reversion process with TVBC** - It was agreed that Cllr Light will liaise with Cllr E Chesterton-Kay to ensure that all the action points raised by TVBC are addressed and a response is sent back to the TVBC surveyor as soon as possible.
- iii. **Action Taken in Response to Complaint re. Condition of Mobile Screen and Broken Paving Slab** - Cllr Light advised that the mobile screen has been moved out of harm's way and will be disposed of in due course. It is taking longer than hoped to get the broken paving slab replaced unfortunately, but the cricket club is aware that this needs attention.

EC/RL

- b. **Hatches Farm Sports Ground** - Cllr Millard reported that the application for the tennis court floodlighting is moving on and the landscape assessment seems to indicate that there will be no significant impact. Members were advised that work on cladding the football pavilion has commenced and is ongoing with the roofing contractor due to start on site mid-December, although this is weather dependent. Cllr Light queried compliance with CDM regulations and offered to follow up on Health and Safety issues with the appointed cladding contractor(s). The Clerk will send Cllr Light copies of relevant emails.

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The Clerk advised that due to the anticipated cost it will be necessary to put the next phase of the project i.e. the car improvements out to competitive tender, in accordance with Financial Regulations. A detailed specification will need to be drawn up. Cllrs Light and Millard offered to assist with this. The precise scope of the car park improvements is still to be finalised.

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Finance

- a. **To Approve Online Payments Schedule dated 2/12/2019** - schedule was received and approved by full Council, authorised by Cllr Millard and Cllr Mike

Jones. Payments to be processed by the Clerk.

- b. **To Receive Income and Expenditure Reports for November 2019**
RESOLVED: The I and E reports were received and accepted by all Members present.
- c. **Budget Report and Consider Precept 2020/2021** - the Clerk presented the report, attached at Appendix 1. It was
PROPOSED: That draft estimates be approved and that the precept is increased by 2% (£1,352).
RESOLVED: It was agreed by all Members present that the precept be increased by 2% and set at £68,978 for 2020/2021 and to accept the proposed budget.

The Council reviewed its earmarked reserves and it was:

PROPOSED: To increase the EMR for Elections over the next four years to pay towards the cost of the 2023 elections.

RESOLVED: It was agreed by all Members present to increase the EMR for Elections by £1,500 per annum over the next four years.

- d. **To Receive Interim Internal Audit Report**
PROPOSED: To receive the interim internal audit report (previously circulated) for the period April-September 2019.
RESOLVED: The interim internal audit report was received by all Members present and noted.

110 Planning & General Purposes Committee

- a. **To Receive Minutes of Planning & General Purposes Committee Meetings held on 4th and 18th November 2019**
PROPOSED: Minutes of the Planning & General Purposes Committee Meetings held on 4th and 18th November 2019 were received.
RESOLVED: Approved as a true and accurate and signed by the Chair.

111 Communication

- a. **Newsletter - Autumn/Winter Edition** - Cllr Craig confirmed that the Autumn Edition of the Nightingale Times had been distributed to the agreed locations w/c 4/11/2019. Members asked the Clerk for the number of subscribers included on the email distribution list, estimated at around 20 and what, if any, data intelligence the Council has, to gauge numbers reading the newsletter via the website. The Clerk will find out what data analytics are available to measure the audience reached. Cllr Craig will visit distribution locations just before Christmas to see how many newsletters have been picked up. The Clerk agreed to place a copy of the newsletter on noticeboards advising residents where hard copies are available for collection.

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CC
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112 Neighbourhood Plan Update

- a. Cllr Payne provided an update in Mike Freeman's absence. A new website has been completed for the Neighbourhood plan and is now live with links from the Parish Council website. The Housing Need Survey was distributed to all residents by post in November. The venue and catering have been booked for the Community Event scheduled for 28th March 2020 and the team is now working on displays. Work continues into the feasibility of a footpath link between East and West Wellow and HCC has indicated that it would consider funding on a match-funded basis. In order to further investigate the viability for such a project the NHP team feels there is now a requirement to make an initial approach to landowners.

- 113 **Correspondence**
a. A list of correspondence received in November 2019 was received by full Council and noted - see separate appendix for details.
- 114 **Delegates' Reports**
Cllr Craig - attended the TVAPTC meeting on 7th November, which he had found useful, despite the meeting being poorly attended.
Cllr Clark - advised that the 'Save Wellow, Plant a Tree' working party would be arranging its next meeting shortly and an update will be provided to full Council at the January meeting, when there will be an item on the agenda.
Cllrs Sue and Mike Jones - had attended an open morning at Blackwater when the owners offered a field for parking for users of Hatches Farm Sports Ground when the car parking work is underway.
- 115 **Future Meeting Dates**
a. **Date of next meeting**
 13/1/2020 - 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**
 18/12/19 - Cllrs Mike and Sue Jones, Mountbatten School Carol Service, Romsey Abbey, 7.30pm

Meeting closed at 8.47pm

Current Bank A/c

List of Payments made between 01/11/2019 and 28/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2019	Royal British Legion	004462	50.00	02.12.2019	Contrib for wreath
05/11/2019	Nightingale Groundcare Ltd	EP1119459	1,233.80	02.12.2019	Grounds Maintenance - October
05/11/2019	Nightingale Groundcare Ltd	EP1119460	180.00	02.12.2019	Remedial work to clr oil spill
05/11/2019	Test Valley Borough Council	EP1119461	1,694.90	02.12.2019	Grounds Maint Apr-Sept 2019
05/11/2019	RBS Software Solutions	EP1119462	70.80	02.12.2019	Making Tax Digital Annual Fee
05/11/2019	Wellow Village Hall	EP1119463	50.00	02.12.2019	Ground Rent 19/20
05/11/2019	Wellow Village Hall	EP1119464	40.87	02.12.2019	Office Electricity to 30/9/19
05/11/2019	Wellow Village Hall	EP1119465	14.60	02.012.2019	Room Hire NHP Mtg 16.09.2019
05/11/2019	K. D. Steer	EP1119466	161.20	02.12.2019	Office cleaning Apr-Sep incl
05/11/2019	Clive Jones	EP1119467	948.00	02.12.2019	Annual Hedge Cutting
05/11/2019	Direct tec UK Ltd	EP1119468	243.99	02.12.2019	Print charges Jul-Oct 2019
05/11/2019	Philip Jeffs	EP1119469	121.00	02.12.2019	Install posts and fix signs
05/11/2019	Mike Freeman	EP1119470	45.10	02.12.2019	Mileage expenses to Chieveley
05/11/2019	Grenke Leasing Ltd	DDGRENKE37	83.06	02.12.2019	Finance Lease Phones Nov 19
05/11/2019	Timpson Ltd.	DEBCARD41	6.75	02.12.2019	Key for Hatches Fm barrier
05/11/2019	Tesco	DEBCARD42	4.00	02.12.2019	2 Tablecloths for Rem. Sunday
05/11/2019	St Margaret's Church PCC	004463	300.00	02.12.2019	Grant for memorial bench
05/11/2019	Wellow Rainbow Tots	004464	300.00	02.12.2019	Rainbow Tots grant (shed)
05/11/2019	Victim Support	004465	200.00	02.12.2019	Victim Support - grant
05/11/2019	Wellow School	004466	200.00	02.12.2019	Wellow School Grant - ICT
05/11/2019	Tesco	DEBCARD43	171.75	02.12.2019	Remem Sunday Refreshments
12/11/2019	Hampshire County Council	004468	436.73	02.12.2019	Bal for Hatches Fm Brown Sign
15/11/2019	Wellow Village Hall	EP1119471	14.60	02.12.2019	Room hire NHP mtg 21/10/19
15/11/2019	Cllr Ed Chesterton-Kay	EP1119472	10.00	02.12.2019	2 keys for Hatches Fm barrier
15/11/2019	Sue Jones	EP1119473	12.00	02.12.2019	Bulbs for Canada Corner
15/11/2019	Gaye Chesterton-Kay	EP1119474	10.00	02.12.2019	Remem Sunday - Church donation
15/11/2019	Karen Miles	EP1119475	535.02	02.12.2019	Admin Asst Salary Nov 19
15/11/2019	Sharon Whitehouse	EP1119476	1,265.94	02.12.2019	Clerk Salary Nov 19
18/11/2019	NEST	DDNESTNOV	100.99	02.12.2019	Pension payment Nov 19
22/11/2019	Atom IP Ltd	DDATOM1119	106.54	02.12.2019	Phone/internet chgs Nov 19
Total Payments			8,611.64		

Current Bank A/c

Receipts received between 01/11/2019 and 28/11/2019

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>
500006	Banked: 21/11/2019	676.00						
500006	Resident	676.00			1800	801	676.00	Burial Fees
Total Receipts:		676.00	0.00	0.00			676.00	

Deposit Bank A/c

Receipts received between 01/11/2019 and 28/11/2019

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: 10/11/2019		127.99						
BACS TSB		127.99			1190	101	127.99	Interest
BACS Banked: 21/11/2019		5,418.00						
BACS Test Valley Borough Council		5,418.00			1419	301	5,418.00	CIL Nov 19
Total Receipts:		5,545.99	0.00	0.00			5,545.99	