

WELLOW PARISH COUNCIL
 MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
 Wednesday 5th February 2020 - 7:15pm
 Wellow Village Hall - Wellow Room

Attended by: Cllr Gaye Chesterton-Kay (GC), Cllr Ed Chesterton-Kay (EC), Cllr Alan Clark (AC),
 Cllr Sue Jones (SJ), Cllr Charles Payne (CP)

In Attendance: Mrs Sharon Whitehouse (Clerk), Mrs Karen Miles

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

132 **Apologies** - Cllr Chris Craig, Cllr Aly Jones, Cllr Mike Jones, Cllr Phil Stehr, Cllr Richard Light, Cllr Rich Millard, Cllr Phil Stehr, Cllr Roy Perry

133 **Declarations of Interest** - None

134 **Public Participation** - None

135 **District/County Councillors' Reports**

Cllr Bailey expressed his sincere apologies for the slow progress on the Visual Design Statement (item 138a refers). He will liaise with the Clerk and hopes to get this information to the Parish Council by the end of February. Cllr Adams-King thanked those who attended the Romsey Future Stakeholder event and advised that TVBC would be reviewing the Vision Statement at the beginning of 2021. Cllr Adams-King will be attending a meeting being held on 10th February about nitrate neutrality, as the Borough's Planning team slowly inches towards a solution.

Cllr Clark gave a verbal update on item 139d (in line with the email circulated to Members on 1/2/20) and left the meeting at 7.30pm

136 **To Receive Minutes of the Full Council Meeting held on 13th January 2020**
PROPOSED: Minutes of the Full Council Meeting held on 13th January 2020 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and signed by the Chair.

137 **Matters Arising** - None

138 **Policy**

- a. **Village Design Statement** - deferred to March meeting, awaiting information from Cllr Bailey.
- b. **Fire Risk Assessments** - Cllr Richard Light has agreed to carry out Fire Risk Assessments for Parish Council buildings i.e. Hatches Farm Sports pavilion, the cricket pavilion and the Parish Office on Tuesday 11th February. The Council's insurance policy has been checked and adequate cover is in place. RL
- c. **To Review Financial Regulations and Standing Orders**
PROPOSED: To review and approve (amended) Financial Regulations and review and re-adopt Standing Orders.
RESOLVED: It was agreed by all Members present to approve the updated Financial Regulations as presented by the Clerk and re-adopt the Standing Orders (no changes required). Updated documents to be uploaded to the website. SW
- d. **To Receive Annual Risk Assessment**
PROPOSED: To receive and note the Annual Risk Assessment, as updated on 3rd February 2020.

RESOLVED: All Members present received and accepted the Annual Risk Assessment (as at 3rd February 2020). This will be re-presented to full Council in September 2020, in line with Members' previous decision of 4/2/19 (min. ref 144d SW refers), to keep this fluid working document under review.

- e. **To Agree Response to the NALC Consultation of Strengthening Police Powers to Tackle Unauthorised Encampment**
RESOLVED: After discussion a vote was taken, and it was agreed 3:1 against the Parish Council making a formal response to this consultation.
- f. **Office Opening Hours during February 2020** - The office will be closed on Thursday 13th February and Thursday 20th February due to the Clerk being on holiday. The Admin Assistant is unable to offer cover due to other commitments.

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Community & Environment

- a. **Canada Common re. Management Plan 2019/2020** - Cllr Payne advised that gorse clearance works had started week commencing 3rd February for 5 days and then will continue week commencing 17th February, weather permitting. This will involve some controlled burning.
 - i. **PROPOSED: To Consider Ditch Clearance Work at Monkey Jump**
RESOLVED: It was agreed by all members to keep this issue under review. Cllr Payne reported that the cattle grid had been cleared out and confirmed that the surplus water should discharge into the ditch to the top left-hand corner of grid (viewing it from the A36 side). It now flows but was quite silted with lots of leaves and debris. It was Cllr Payne's view that the drainage ditch is not too bad at this time but recommended that Council should keep the matter under review.
 - ii. **To Consider Re-surfacing works at Monkey Jump** - A quote has been obtained, but at least one more quote, would be preferred. Cllr Payne agreed to source another quote for consideration at a future meeting. The Parish Council is trying to establish land ownership in connection with the pothole reported by a resident, via a phone call to the Parish Office. We await the return of deed paperwork from Land Registry.
- b. **Footpaths** - Cllr Payne reported that the Lengthsman had cleared overgrown vegetation along FP17 and FP18 in January. A resident had expressed the view that the surface towards one end of the path was sticky, but the Parish Council decided that limited resources were better spent on other measures at this time. The Parish Office has received an enquiry on FP25 from HCC. Cllr Payne has chased HCC again about the state of the boardwalk on FP22 and awaits a response.
- c. **Litter Pick/Great British Spring Clean** - Item deferred to next agenda.
- d. **Save Wellow Plant a Tree** - Cllr Clark advised that he has sent an email to all Parish Councillors, including those not on the working group to provide an update on progress.

CP

SW

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Sports & Leisure

- a. **LCR Recreation Ground - Cricket Pavilion**
 - i. **Reversion process with TVBC** - Cllr Chesterton-Kay met with the TVBC surveyor who raised 10 points for clarification. Cllr Chesterton-Kay responded by letter, dated 5.2.20 addressing the points for which he held information. There are 4 items left outstanding for clarification for Cllr Richard Light to action.

ii. **To Consider Quotes for Planned Tree Works**

Quotes had been obtained from 3 contractors to complete tree works as recommended in the tree survey completed at the end of August 2018.

PROPOSED: To consider quotes from Arbor Call, Nightingale Groundcare and Acorn Tree Services.

RESOLVED: It was recommended that Acorn Tree Specialists be appointed to carry out tree works in accordance with their quote in the sum of £680.00 plus VAT. Agreed by all Members present. Clerk to place order. SW

The Chair also advised that she had met with the resident of 2a Gurnays Mead and agreed (without prejudice) that the Parish Council has no objection, in principle, to felling the tree impacting on their fence. However, this is on the understanding that ownership of trees along the boundary line between the Recreation Ground and Gurnays Mead has not been finally determined, and therefore the line of any fence should remain in accordance with details held by Land Registry; there should be no land encroachment.

- b. **Hatches Farm Sports Ground Update** - the Chair reported that scaffolding will go up on 6th February and the roofing contractor is due to start on site on 12th February, weather permitting. The roof will be dark green. The guttering to be installed once the roof is finished. Expressions of Interest for the car park improvements have been advertised on Contract Finder and in the local press in accordance with Financial Regulations. There has been a lot of interest and Cllrs Chesterton-Kay have already met with contractors who are keen to quote for the job. Several appointments have been arranged over the next couple of weeks with interested contractors. It is understood that the car park improvement works do not require full planning permission and can be completed under Permitted Development - Cllr Adams-King to check this for the Parish Council.

141 **Finance**

- a. **To Approve Online Payments Schedule dated 05.02.2020** - schedule was received and approved by full Council, authorised by Cllr Ed Chesterton-Kay and Cllr Sue Jones. Payments to be processed by the Clerk. It was agreed by all Members present to bear the full cost of removing the tree limb from the burial ground, even though this fell from the tree on the church side of the wall. Clerk to write to the Church advising of this. SW

- b. **To Receive Income and Expenditure Reports for January 2020**
RESOLVED: The I and E reports were received and accepted by all Members present. SW

142 **Planning & General Purposes Committee**

- a. **To Receive Minutes of Planning & General Purposes Committee Meetings held on 13th January 2020**

PROPOSED: Minutes of Planning & General Purposes Committee Meeting held on 13th January 2020 were received.

RESOLVED: Approved as a true and accurate record and signed by the Chair.

143 **Correspondence**

- a. A list of correspondence received in January 2020 was received by full Council and noted - see separate appendix for details.

144 **Delegates' Reports**

Cllr E Chesterton-Kay - advised that the new Hatches Farm Sports Ground sign is obscured by hedge foliage. He offered to speak to the residents to ask them to trim their hedge back.

Cllr Payne - reported that he had attended the Hants 2050 Vision and found it disappointing. The focus was climate change. He had also attended the New Forest Dogs Forum meeting and advised that they were trialling poo bag dispensers near to bins. The Parish Council will watch with interest to see how this trial progresses.

Cllr S Jones - reported that she had received a complaint from a resident concerning the hedge (sight lines) coming out of the horse holding area.

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

Monday 2nd March 2020 - Planning & General Purposes Committee at 6.45pm followed by full Council meeting

b. Dates of other meetings to be attended by Councillors

10.02.2020 - Developing Action Plans in the Rural Area - Sherfield English Village Hall

27.02.2020 - TVAPTC - Kings Somborne Village Hall

Meeting closed at 8.53pm

Current Bank A/c

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2020	Grenke Leasing Ltd	DDGRENKE	83.06	05.02.2020	Finance lease phone Jan 20
14/01/2020	Bournemouth Water	EP0120493	41.21	05.02.2020	Water chgs to 30 Nov 2019
14/01/2020	K. D. Steer	EP0120494	74.40	05.02.2020	Office cleaning Oct-Dec 2019
14/01/2020	Nightingale Groundcare Ltd	EP0120495	6,000.00	05.02.2020	Birch & gorse clearance etc G2
14/01/2020	Nightingale Groundcare Ltd	EP0120496	1,233.80	05.02.2020	Gds Maint Contract - Dec 19
14/01/2020	Wellow Village Hall	EP0120497	14.60	05.02.2020	NHP mtg room hire 16/12/19
14/01/2020	SSE	EP0120498	354.87	05.02.2020	Elec chgs 2 Jun - 24 Aug 19
14/01/2020	SSE	EP0120499	413.57	05.02.2020	Elec chgs 25 Feb - 1 Jun 2019
14/01/2020	SSE	EP0120500	363.32	05.02.2020	Elec chgs 1 Dec 18 - 24 Feb 19
14/01/2020	SSE	EP0120501	400.50	05.02.2020	Elec chgs 24 Aug-30 Nov 19
14/01/2020	SSE	EP0120502	308.79	05.02.2020	Elec chgs 2 Jun - 23 Aug 2018
14/01/2020	Karen Miles	EP0120503	528.49	05.02.2020	Admin Asst Salary Jan 2020
14/01/2020	Sharon Whitehouse	EP0210504	1,289.06	05.02.2020	Clerk's Salary January 2020
14/01/2020	Cllr Ed Chesterton-Kay	EP0120505	9.60	05.02.2020	Reimburse Expenses
14/01/2020	H M Revenue and Customs	EP0120507	1,323.33	05.02.2020	19/20 Q3 PAYE tax and NI
14/01/2020	Wellow Village Hall	EP0120508	244.20	05.02.2020	Office Elec Chgs to 31/12/19
14/01/2020	Atom IP Ltd	DDATOM0120	106.54	05.02.2020	Phones/internet chgs Jan 20
14/01/2020	CM Carpentry & Joinery	EP0120509	15,020.40	05.02.2020	Ext Cladding to Club House
14/01/2020	M. Lewis Contract Ltd	EP0120506	97.02	05.02.2020	PAT Testing
21/01/2020	NEST	DDNESTJAN	107.99	05.02.2020	Pension payt for Jan 2020
29/01/2020	Newsquest (London) Ltd	DEBCARD46	99.50	05.02.2020	Advert for Hatches Farm Improv
Total Payments			28,114.25		

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/01/2020	Current Bank A/c	TRNSF	15,000.00		To top up curr a/c
Total Payments			<u>15,000.00</u>		

Deposit Bank A/c

Receipts received between 01/01/2020 and 31/01/2020

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: 10/01/2020	117.96						
BACS	TSB	117.96			1190	101	117.96	Interest
Total Receipts:		117.96	0.00	0.00			117.96	

Current Bank A/c

Receipts received between 01/01/2020 and 31/01/2020

		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>
FPAHCheat	Banked: 02/01/2020	563.00						
FPAHCheat	A H Cheater Ltd	563.00			1800	801	563.00	Burial Fees -
500008	Banked: 08/01/2020	1,285.00						
500008	Wellow Tennis Club	1,285.00			1553	502	1,285.00	Annual lease payment
	Banked: 14/01/2020	15,000.00						
TRNSF	Deposit Bank A/c	15,000.00			201		15,000.00	To top up curr a/c
WYFC/19/0	Banked: 20/01/2020	35.73						
WYFC/19/0	Wellow Youth Football Club	35.73		1.70	1551	502	34.03	Elec Recharges to
	BACS Banked: 22/01/2020	3,551.91						
	BACS HMRC	3,551.91			105		3,551.91	Q3 VAT repayt
500009	Banked: 23/01/2020	1,352.00						
500009	Resident	1,352.00			1800	801	1,352.00	Burial ground fees
	BACS Banked: 24/01/2020	636.99						
	BACS Skipton Building Society	636.99			1190	101	636.99	Interest maturity of 1yr
W&PCC/20/	Banked: 24/01/2020	1,591.05						
W&PCC/20/	Wellow & Plaitford Cricket Clb	1,591.05			1501	501	1,591.05	Electricity Recharges
W&PCC/20/	Banked: 24/01/2020	47.52						
W&PCC/20/	Wellow & Plaitford Cricket Clb	47.52		7.92	1501	501	39.60	Recharges for PAT testing
WYFC2001	Banked: 30/01/2020	660.60						
WYFC2001	Wellow Youth Football Club	660.60			1550	502	604.00	Annual Lease payt - 2nd
					1552	502	50.00	Contrib to water supplies
					1551	502	6.60	PAT Testing
Total Receipts:		24,723.80	0.00	9.62			24,714.18	