

WELLOW PARISH COUNCIL
 MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
 Monday 2nd March 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 Christopher Craig (CC), Cllr Richard Light (RL), Cllr Charles Payne (CP), Cllr Phil Stehr (PS)

In Attendance: Mrs Sharon Whitehouse (Clerk), 3 members 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).

- 146 **Apologies** - Cllr Mike Jones, Cllr Sue Jones, Cllr Rich Millard, Cllr Nick Adams-King, Cllr Roy Perry
 The Chair reported that she had received an email earlier in the day from Cllr Aly Jones giving her resignation from the Parish Council.
- 147 **Declarations of Interest** - None
- 148 **Public Participation** - *minute ref. 153b Footpaths includes comments made.*
- 149 **District/County Councillors' Reports** - Cllr Bailey offered Cllr Adams-King's apologies and then updated Members on the Visual Design Statement (*see item 152a for details*).
- 150 **To Receive Minutes of the Full Council Meeting held on 5th February 2020** - hard copies of the draft minutes were handed out to Members for information. Approval of the minutes of 5.2.20 deferred to the April meeting.
- 151 **Matters Arising** - None
- 152 **Policy**
- a. **Village Design Statement** - Cllr Bailey confirmed it would be counter-productive to update the Visual Design Statement, particularly as the Neighbourhood Plan, once it is adopted, will carry far more weight as a statutory document. He recommended that the Neighbourhood Plan Team speaks with Sarah Hughes at TVBC (with whom a meeting is already arranged for Thursday 5th March 2020), to consider what salient points from the VDS might be included in the Neighbourhood Plan.
 - b. **Fire Risk Assessments** - Cllr Light confirmed he had carried out fire risk assessments for Parish Council buildings, as well as completing a review of outstanding actions from the previous year's reports. Cllr Light will obtain a price to get the EICR required for the Hatches Farm club house. Liaison is needed between the Parish Council and the Village Hall Committee to ensure adequate procedures are in place for matters such as fire alarm testing, assembly points, signage etc. Cllr Light will email the Village Hall Committee identifying outstanding action points that need addressing and offered to help the Village Hall Committee with this. (*The Chair of the Village Hall Committee was at the meeting as a member of the public and noted the comments made*). Cllr Light will liaise with the Clerk re. follow-up required with the Football Club. RL
 - c. **Annual Parish Assembly (22/4/20) - Latest arrangements**
 The Chair asked Members to confirm their attendance - Cllr Light has a business meeting in Reading on 22nd April but will arrive as soon as he can. Doors will open at 6.30pm for informal discussions before the meeting commences at 7pm prompt. Articles for inclusion in the Annual Report are to be submitted to the Clerk no later than 3rd April 2020. Cllr Payne was asked to draft paragraphs on Footpaths and CP

Wellow Common. As in previous years, the office will contact local organisations to find out if they wish to have display tables and liaise with Sports Clubs re. annual updates for inclusion in the report. Lesley Weldon has kindly offered to serve refreshments.

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Community & Environment

a. (i) **Canada Common re. Management Plan 2019/2020** - Cllr Payne advised that Nightingale Ground Care started further gorse clearance at Monkey Jump w/c 17th February, but poor weather had interrupted work and it was eventually completed on Thursday 27th and Friday 28th February.

(ii) **Track re-surfacing at Monkey Jump** - Cllr Payne has obtained a quote of £5,492 for works to the Monkey Jump track up to the car park, and the contractor has recommended re-surfacing rather than the temporary measure (moving the existing gravel around to fill in the pot holes) as previously discussed. After much debate about the best way to address the pothole problem at Monkey Jump, it was resolved that:

- The Clerk will seek confirmation from Natural England that use of Ringwood Red is mandatory. SW
- The Clerk will attempt to establish the legal position concerning the Parish Council's responsibility for maintaining tracks across common land. SW
- Cllr Payne will attempt to get a further price for re-surfacing. CP

It is felt that presently the track is passable with care. The Parish Council agreed to defer deciding on this until further quotes have been obtained.

b. **Footpaths** - Two residents in attendance reported that they had removed a couple of fallen trees along FP22 and raised the condition of the boardwalk on the same footpath. Cllr Payne reported that he had spoken with HCC again about the boardwalk and was told that rangers are due to visit Wellow later in March to assess the situation.

c. **Litter Pick - Great British Spring Clean** - As indicated back in January, Cllr Craig is keen to try and arrange regular litter picks in Wellow, having already done this in nearby villages. He has some keen volunteers on hand, and after consulting with the Clerk, Members noted that Cllr Craig has decided to arrange these independently, outside of his role as a Parish Councillor.

RESOLVED: The Parish Council agreed that this year it would not organise a litter pick as part of the Great British Spring Clean.

d. **Save Wellow, Plant a Tree** - Cllr Clark reported that meetings had been held with Wellow Golf Club, CPV and Embley School. CPV have sent an application into the Woodland Trust. Woodington Farm and Headlands Fishery have also expressed an interest in the scheme.

e. **Land Ownership Tree Dispute - Gurnays Mead** - The Clerk reported that after chasing, TVBC's response to our letter of 9.12.19 received on 20.02.20 is not particularly helpful. The Clerk had contacted HCC's legal team to seek their view, which seems at odds with TVBC's interpretation of the law. The Clerk has forwarded relevant information onto Cllr Adams-King, whose involvement has led to a promised reply to the matters raised from senior officers at Test Valley BC.

f. **Update on Speeding Measures** - the Chair reported that HCC has completed the works as originally agreed (bar the re-positioning of the Canada sign). Following comments received from residents, HCC has kindly agreed to install additional signage at the Maurys Lane junction with the A36.

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Sports & Leisure

a. LCR Recreation Ground

- i. **Reversion process with TVBC** - Cllr Light has written to the TVBC surveyor addressing the outstanding points not covered off by Cllr E Chesterton-Kay. Unfortunately, Aedis did not advise us at the time that we needed to obtain a near/build over licence from Southern Water and it is not possible to obtain this retrospectively. Cllr Light awaits clarification about the certificate for the installation for the fan. It is not feasible to apply a non-slip surface to the decking before later in the Spring when the weather improves.
- ii. **Planned Tree Works** - Cllr E Chesterton-Kay reported that the order has been placed and the work will commence when conditions improve.

- b. **Hatches Farm Sports Ground General Update** - The Chair reported that she and Ed had met with 7 contractors at Hatches Farm following the published invite for Expressions of Interest. She circulated an analysis summarising details of the quotes received and presented her findings.

i. **To Approve Contractor for Car Park Improvement Works**

PROPOSED: The Chair recommended that the Parish Council accept in principle, the quote received from Clive Dibden Plant & Agri Ltd, based on price. He also has a good knowledge of the site having laid the original car park back in the 1970s.

RESOLVED: Members agreed (in principle) to appoint Clive Dibden Plant & Agri Ltd to undertake the car park improvements at Hatches Farm sports ground, subject to confirmation that he can meet specified terms and conditions. The Clerk will issue the preliminary appointment letter.

SW

In addition to the priced work, Members noted that the Chair would like to grass seed the banks and replace the old fruit trees with 4 well-established fruit trees, at an estimated additional cost of £3,000.

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Finance

- a. **To Approve Online Payments Schedule dated 02.03.2020** - schedule was received and approved by full Council, authorised by Cllr Ed Chesterton-Kay (in attendance); to be counter-signed by Cllr Millard. Payments to be processed by the Clerk.
- b. **To Receive Income and Expenditure Reports for February 2020**
RESOLVED: The I and E reports were received and accepted by all Members present.
- c. **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. Youth in Romsey - awarded £300
 - ii. Wellow Lunch Club - £500 awarded
 The Clerk to arrange payment.
- d. **Burial Ground Fees - Review for 2020/2021**
RESOLVED: It was agreed by all Members present that burial fees be increased by 3% with effect from 1st April 2020.

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Planning & General Purposes Committee

- a. **To Receive Minutes of Planning & General Purposes Committee Meeting held on 5th February 2020**

PROPOSED: Minutes of the Planning & General Purposes Committee Meeting held on 5th February 2020 were received.

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

- 157 **Communication**
- a. **Newsletter**
- i. **Timetable for Spring Edition** - Cllr Light confirmed that the deadline for receipt of articles for the Spring edition is 15.4.20. Distribution is planned by the end of April. ALL
- ii. **Distribution Update/Review** - Proposed distribution routes have been drawn up by the Office covering the more densely populated areas of the Parish and these were allocated to Councillors. A separate note will be issued to all summarising the outcome of these discussions. The distribution lists cover 1,097 households, so it was agreed that 1,200 copies of the Spring edition of the Nightingale Times would be printed - Cllr Craig to arrange. CC
- 158 **Neighbourhood Plan**
- a. **Update from Mike Freeman** - The results of the Housing Need Survey have been received, but they are in very general terms at this stage. A meeting is set up for 5/3/20 with TVBC and Action Hampshire to discuss this further. Work is ongoing on policies and a first draft to match objectives has been produced by the team and passed on to the Consultants for their input. This is an iterative process and Mike stressed that it would take some time to refine documents before finalising them. Mike Freeman is working with Sarah Hughes at TVBC to find out what information they can share with residents at the community event, following the recent call for SHELAA sites. The letter has been sent to the landowner in connection with the proposed East to West Wellow footpath. Around 50% of the £9,000 grant has been spent, but a further bill is expected from Bluestone before the end of March.
- b. **Drop in Community Event Saturday 28th March** - preparations are going well. Presentation material is close to being finalised.
- c. **Insurance for Bouncy Castle**
RESOLVED: Members approved insurance costs estimated at £50 for the hire of the bouncy castle (the Clerk had confirmed that this is not covered by the Parish Council's insurance).
Mike Freeman highlighted the requirement/recommendation to have first aiders available when the bouncy castle is in use - Cllr Light, Cllr Craig and Cllr G Chesterton-Kay all confirmed that they are first aiders.
- 159 **Correspondence**
- a. A list of correspondence received in February 2020 was received by full Council and noted - see separate appendix for details.
- 160 **Delegates' Reports**
- Cllr E Chesterton-Kay - has put out the ground nesting bird signs at Wellow Common.
- Cllr Light - mentioned queries raised by residents asking why there aren't white line markings all along Ryedown Lane from Wellow Golf Club. Clerk will seek answer from HCC. SW
- Cllr Stehr - requested an update about the A36 roundabout, which the Chair provided. He also requested that the Council seek further information about the scope of re-surfacing work along Romsey Road, so that Members might be more pro-active in responding to enquiries. Regarding plans for Oaklands Care Home which Cllr Stehr also SW

asked about, the Chair advised that the Parish Council has not received any information about this since the last planning application.

Cllr Craig - had attended a Rural Communities Energy Fund event at Lyndhurst Community Centre, which he found interesting.

Cllr G Chesterton-Kay - reminded Members that Wellow Youth FC are one of the charities in the Waitrose Community vote for March. The Village Hall Committee has agreed that the Parish Council can use the Embley Room free of charge, to set up the Community Fiction Library. An appeal has gone out for books and Cllr Adams-King has promised a grant to fund bookshelves.

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Future Meeting Dates

a. **Date of next meeting**

Monday 6th April 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**

05.03.2020 - NFNPA Consultative Panel Meeting, 7.30pm at Lyndhurst - Cllr Payne

Meeting closed at 9.30pm

Current Bank A/c

List of Payments made between 01/02/2020 and 27/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/02/2020	Grenke Leasing Ltd	DDGRENKE40	83.06	02.03.2020	Finance lease phones Feb 20
06/02/2020	Direct tec UK Ltd	EP0220510	420.00	02.03.2030	Copier collection
06/02/2020	Nightingale Groundcare Ltd	EP02200511	1,233.80	02.03.2020	Grounds Maint Contract Jan 20
06/02/2020	ABC Fire & Safety	EP0220512	159.14	02.03.2020	Cricket Pav service fire equip
06/02/2020	ABC Fire & Safety	EP02200513	14.91	02.03.2020	Parish Office fire equip serv
06/02/2020	ABC Fire & Safety	EP0220514	64.10	02.03.2020	Hatches Fm service fire equip
06/02/2020	The Bloggs Ltd	EP02200515	720.00	03.02.2020	Clr cattle grid - Monkey Jump
06/02/2020	Forestry England	EP0220516	80.00	03.02.2020	Contrib to Woodlark Survey
06/02/2020	PEAC (UK) LTD	EP0220517	104.40	03.02.2020	Copier rental 18/2-17/5/2020
06/02/2020	Mike Freeman	EP0220518	44.10	03.02.2020	Mileage to Chieveley 3/12/19
06/02/2020	Nightingale Groundcare Ltd	EP0220519	312.00	03.02.2020	Cut up/remove fallen limb
06/02/2020	Direct tec UK Ltd	EP0220520	401.66	02.03.2020	Print charges Oct-Jan 20
06/02/2020	Absolute Technology UK Ltd	EP0220521	127.80	02.03.2020	Software update on Clerk's PC
06/02/2020	Wellow Village Hall	EP0220522	14.60	02.03.2020	NHP mtg room hire 20.01.2020
06/02/2020	K. D. Steer	EP0220523	24.80	02.03.2020	Parish Office cleaning Jan 20
06/02/2020	Mint Gardens Ltd	EP0220524	48.00	02.03.2020	Slab Lane remove broken trunk
06/02/2020	Mint Gardens Ltd	EP0220525	672.00	02.03.2020	Cut back FP17 & 18
06/02/2020	Mint Gardens Ltd	EP0220526	108.00	02.03.2020	Cattle grid emerg wk re. pigs
06/02/2020	Cllr Ed Chesterton-Kay	EP0220527	27.72	02.03.2020	Photos for Reversion process
06/02/2020	Bluestone Planning	EP0220528	3,175.96	02.03.2020	XConsultancy - Inv No. 729
06/02/2020	Hampshire County Council	EP0220529	480.00	02.03.2020	Legal Advice re. trees
14/02/2020	Sharon Whitehouse	EP0220530	1,222.44	02.03.2020	Clerk's Salary & exp - Feb 20
14/02/2020	Karen Miles	EP0220531	528.49	02.03.2020	Admin Asst salary Feb 20
21/02/2020	Atom IP Ltd	DDATOM0220	106.54	02.03.2020	Phone/internet chgs Feb 20
27/02/2020	NEST	DDNESTFEB	100.99	02.03.2020	Pension payment Feb 20

Total Payments	10,274.51
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13:40

Current Bank A/c

Cash Received between 01/02/2020 and 27/02/2020

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
26/02/2020	Various	500010	Burial fees	1,352.00
			Total Receipts	<u>1,352.00</u>

Deposit Bank A/c

Receipts received between 01/02/2020 and 27/02/2020

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: 10/02/2020	106.81						
BACS	TSB	106.81			1190	101	106.81	Interest
Total Receipts:		106.81	0.00	0.00			106.81	