

WELLOW PARISH COUNCIL
 MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
 Monday 7th September 2020 at 7:15pm

This meeting was held remotely via Zoom

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 Richard Light (RL), Cllr Charles Payne (CP), Cllr Phil Stehr (PS)
 In Attendance: Mrs Sharon Whitehouse (Clerk), one 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).

32 Apologies - Cllr Gordon Bailey, Cllr Roy Perry

a. Welcome new Councillor

The Chair formally welcomed Mike Simpson to the Council as the co-opted Councillor replacing Aly Jones.

33 Declarations of Interest - None

34 Public Participation - None

35 District/County Councillors' Reports - Cllr Adams-King gave a brief insight into his views on the Planning White Paper, providing some background and context. However, Borough Councillors have not been formally briefed yet - this should take place in the next few weeks and Nick should be able to provide more detail at the October meeting. Nick stressed this is the beginning of the process and councils have until 29th October to respond. Nevertheless, there is concern that this is not good news for local democratic planning.

The other consultation on the horizon is the review of local government and the proposal to move to unitary authorities across the country, serving populations of between 350,000 and 650,000.

Reference local planning matters - the Blackwater Equestrian Centre is still being processed, with issues to be resolved; it will be called into Planning for review. The 5 to 7-year project for the south of town centre development in Romsey was approved recently and improvements to public areas will start next year. There are proposals to extend the closure of The Hundred originally due to end later this month. Feedback on the measure has been generally positive, with public support 80/20 in favour of keeping it closed for the time being.

Cllr Perry's written report was received by the Clerk before the meeting and will be forwarded to all Members for information on Tuesday 8th September.

36 To Receive Minutes of the Full Council Meeting held on 6th July 2020

PROPOSED: Minutes of the Full Council Meeting held on 6th July were formally received.

RESOLVED: The minutes were approved as a true and accurate record and will be signed by the Chair in due course.

37 Matters Arising - None

38 Policy

a. Business Continuity - To Consider Proposals for Updating Office Hardware and Software

After problems experienced over lockdown and the effort needed to keep the Parish Office functioning remotely, the Clerk recommended a number of proposals to ensure business continuity in the future, including the purchase of two laptops, switching to Microsoft 365, moving to Microsoft Cloud Share Point

and switching to Microsoft Enterprise Email, to be supported by Absolute Technology.

RESOLVED: Members unanimously agreed to the above proposals, noting one off costs of £2,161.58 (including technical support) and ongoing (net) subscription costs of approximately £500 per annum.

b. Review of Council Members' (Public) Contact Details

Members were asked to review the latest contact details available to residents and confirm any changes to the Office no later than close of play 8th September 2020.

c. To Accept Village Hall and Parish Office Covid-19 Risk Assessments

PROPOSED: That the Parish Council accepts the Village Hall Covid-19 risk assessment and conditions of hire and approves action taken to make the office/work environment Covid-safe for its employees, including the Parish Office risk assessment (*all relevant documents previously circulated 3/9/2020*)

RESOLVED: Agreed by all Members present. Clerk to write to Village Hall Committee to confirm acceptance.

d. Website Accessibility Regulations

The Clerk reminded Members of the background to the regulations and updated them on progress with meeting the requirements. TLC Online, our web providers have advised that all 'quick fixes' will be applied to the website before the 23/9/2020 deadline. The Clerk will draft the accessibility statement and post it on the website before the deadline. The accessibility statement and an action plan will be presented to full Council for approval at the next meeting.

e. To Consider Re-instatement of Planning Meetings

PROPOSED: To reinstate Planning Meetings with effect from October, although these will be held remotely via Zoom.

RESOLVED All Members present agreed to reinstate Planning Meetings from October. These will be held once a month, re-scheduled to mid-monthly dates to avoid conflict with full council meetings. Councillors will not make personal visits to residents, as contact can be by telephone or email. Clerk to agree meeting dates with Chair of Planning.

f. To Consider Cancellation of Remembrance Sunday Parade due to Covid-19 Restrictions

RESOLVED: It was resolved that the Remembrance Sunday Parade will be cancelled this year, due to Covid-19 restrictions. However, members of the Parish Council will lay a wreath at the Cenotaph in remembrance. Members approved a donation of £50 to the Poppy Appeal. Clerk to advise all those who usually take part, including the Vicar, the Poppy Appeal co-ordinator and local groups.

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Community & Environment

a. Wellow Common - Cllr Payne reported that Nightingale Groundcare have recently treated bracken and he will be contacting Will to agree a timetable for the next phase of planned works (previously approved). Clive Dibden completed remedial works to the track at Monkey Jump and advised that new hogging will be required next time.

i. To Consider quotes for replacement barrier at Plantation Car Park - Cllr Payne presented the quotes obtained for barrier repairs at Plantation Car Park and it was

RESOLVED: To accept the quote dated 31/8/2020 from Phil Jeffs in the sum of £325, plus VAT. Cllr Payne to arrange the work with the Contractor.

ii. **To Consider Residents' Car Parking on Wellow Common**

RESOLVED: All Members present agreed that the Council should write to residents who routinely park on Common land/verges outside the boundary of their property, asking them not to do so.

- b. **Footpaths** - Over the summer Cllr Payne has been doing some brush cutting; footpath 17 was cleared with help from Sue and Mike Jones, FP22 is still closed pending the repairs to the boardwalk being undertaken by HCC. Following a complaint received about an unsafe stile on FP17, HCC confirmed that it could be removed on Health & Safety grounds, plus it no longer served any purpose. It was removed by Charles on 2nd September 2020.
- c. **Review of Signage on Parish Council Land** - The Chair advised that Sue and Mike Jones had carried out a survey at Lower Common Road Recreation Ground, Charles has replied on Canada Common, and the Chair/Ed have done the same for Hatches Farm. The Football Club are arranging their own signage on emergency access following a couple of incidents where vehicles have parked inconsiderately. Cllr Light offered to obtain quotes - Clerk to forward on details.
- d. **Allotments - To Consider Requests Received from Residents since last meeting**
The Parish Council had received 7 written requests/expressions of interest for 'allotments in Wellow' since the last meeting. The threshold for compulsory purchase is high apparently and it is unlikely that providing allotments would meet TVBC's criteria. The suggested route is that the Parish Council sets aside funds to purchase land from a willing seller, but then there is the question of whether this is an appropriate use of the precept.
RESOLVED: The Parish Council has neither the land nor the funds available at this time to provide allotments. However, Cllr Light volunteered to speak to local landowners to find out if there any who would be willing to rent plots of land direct to residents for use as allotments.
- e. **Whinwhistle/A36 Bus Shelter - To Consider Quote for Repairs**
Quotes obtained for various options and costs for repairing the bus shelter just beyond the Whinwhistle Road junction along the A36 were discussed. Before accepting one of these options, Cllr Simpson offered to look at the damage and report back at the next meeting.

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Sports & Leisure

- a. **LCR Recreation Ground - Consider Quotes for Repairs to Static Roundabout**
- Cllr Ed Chesterton-Kay presented some costs obtained for replacing the vandalised top of the static roundabout with composite decking. For Health and Safety reasons it is not advisable to leave this unrepaired and the possibility of demolishing the roundabout was considered by the Council.
RESOLVED: It was resolved to replace the top of the static roundabout at a cost of approximately £900 - all Members present agreed. Cllr Ed Chesterton-Kay to arrange for Chris Morgan to undertake the work.
- b. **Hatches Farm Sports Ground**
- i. **Car Park Improvements and General Update** - the Chair reported that the main project is complete, apart from seeding the bank and tree planting. The car park is being well used and can take up to 86 cars, an additional 50 compared to previously. The gate at the bottom of the car park is complete and the Chair has held a Zoom meeting with the school safety officer who is liaising with the school for a letter to go to parents advising that they should only park in one of the designated 29 spaces along Romsey Road or use Hatches Farm car park. The safety officer is also reviewing signage and

considering the installation of flashing bollards to mark the gateway. It has been agreed to keep the situation under review.

- ii. **Installation of Floodlighting at the Tennis Courts** - Cllr Millard reported that the floodlighting work is nearing completion, expected to be finished and ready for testing by the end of the week. It hoped to take bookings for the newly re-surfaced courts from Monday 15th September 2020. Cllr Millard, on behalf of the Tennis Club, thanked the Parish Council for their support of the project. It is hoped to hold an official opening in a few weeks.
 - iii. **Use of Petanque Pitch** - Cllr Millard updated the Council. The petanque pitch has been available for use since July and has proved popular. So far 25 people have expressed an interest in playing. It is intended to organise taster sessions over the Autumn, before doing more of a push on the facility next Spring. Anyone interested in pre-booking can contact Cllr Millard who agreed to be the main point of contact for the petanque pitch. Use will be reviewed next April.
 - iv. **Electrical Installation Inspection & Certificate** - Cllr Light reported that the safety work on the football club house/pavilion was completed by Amberley Electrical Ltd on 11/8/2020, as approved at the last meeting. The final cost was £95 over the quoted value, as a cable coming from the junction box in the garage for a redundant floodlight required attention - the additional cost was approved by all Members present. The certificate has been issued with a recommendation to repeat the inspection in three years.
 - v. **To Consider Quote for Cutting Back the Hedge to Improve Sight Lines**
RESOLVED: It was resolved to accept the quote received from our ground maintenance contractor, Nightingale Groundcare, in the sum of £650 plus VAT to complete the work, with the justification that this is a Health and Safety requirement. Cllr E Chesterton-Kay to arrange the work.
 - vi. **Proposals for Additional Works at Hatches Farm Sports Ground to Complete the Car Park Improvements Project**
Cllr E Chesterton-Kay sought approval from Members to proceed with 3 additional items to finally complete the improvements at Hatches Farm Sports Ground. Details as follows:-
 - Lower Tennis Courts - widen pathway to discourage people from cutting across the bank to access the courts and football pitches - cost £906, excluding VAT (as per quote from Clive Dibden, considered to be an additional item to the main contract).
 - To seed bank - cost of £80 excluding VAT, to seed the whole bank around the petanque pitch to pedestrian access (as per quote from Clive Dibden).
 - Bin Storage - Cllr E Chesterton-Kay outlined plans to replace post and fencing and create an enclosed storage area for the bins at a cost of £295, excluding VAT (as per quote from Lee Palmer).**RESOLVED:** Members agreed unanimously to support the proposals to complete the additional works as outlined by Cllr E Chesterton-Kay based on the quotes obtained, all as above. Cllr Chesterton-Kay to arrange works.
- c. **ROSPA Inspections Follow Up/Review**
- i. **LCR Play Area - Consider quotes for remedial works, including repairs to surface shrinkage** - Cllr Sue Jones confirmed that to infill the gap caused by shrinkage was no longer an option for the play area, as it is now beyond the point whereby that is a viable solution. The complete over skim and reposition option (with a 1-year warranty) will cost £7,178 plus

VAT. The preferred solution, presented by Cllrs Sue and Mike Jones, is to agree a complete replacement of the surface of the play area, at a cost of £9,948.20, excluding VAT. This work is guaranteed for five years, although it is expected to last longer based on the lifespan of the original installation. It was emphasised that this is now a health and safety hazard and requires urgent attention.

RESOLVED: Members agreed in principle to proceed with the replacement option, subject to confirmation from the Clerk that there are sufficient CIL funds left to cover the cost. Once confirmation of the financial position is received by Members, Cllrs Mike and Sue Jones have the delegated authority to instruct commencement of the work, based on the quote from VitaPlay dated 4th September 2020.

Cllr Simpson left the meeting at 9.17pm, shortly followed by Cllr Clark, who left the meeting at 9.19pm.

- ii. **Hatches Farm Trim Trail Review** - Cllr Millard gave his review of the ROSPA report and concluded that despite its age, the equipment is generally in good condition, rated low risk and he therefore recommended that no further action is required at this time.
- d. **To Review Annual Lease Charge for Tennis Club wef January 2021**
PROPOSED: In line with the decision taken back in April to waive rent for all sports clubs for financial year 2020/2021, it was proposed to follow suit with the lease/rent arrangements as agreed for the football and cricket clubs and hold the price of the annual lease charge for 2021, with the tennis club being asked to make a contribution only if finances allow.
RESOLVED: Agreed by all Members present. *Cllr Millard did not take part in the vote and left the meeting at 9.21pm before the next item was discussed.*

41 Finance

- a. **To Approve Online Payment Schedule dated 07.09.2020**
RESOLVED: Schedules were received and approved by full Council and will be signed off by Cllr E Chesterton-Kay and Cllr Millard in due course. Members were advised by the Clerk of 2 additional payments to SSE extra to the schedule previously circulated.
- b. **To Ratify Approval of Online Payment Schedules dated 15.07.2020 and 05.08.2020**
RESOLVED: The schedules of 15.07.20 and 05.08.2020 were ratified and will be countersigned in due course by Cllr Millard and Cllr E Chesterton-Kay.
- c. **To Receive Income and Expenditure Reports for July and August 2020**
RESOLVED: The I and E reports for July and August 2020 were received and accepted by all Members present.
- d. **To Countersign Bank Reconciliations for the Period April-July 2020** - Bank reconciliations to be checked and countersigned by Cllr E Chesterton-Kay in due course.
- e. **To Ratify Year 3 of the 3-year agreement with Inspire Insurance (now Pen Underwriting Ltd.) at a cost of £2,436.41**
RESOLVED: It was resolved to continue with Inspire Insurance as the Parish Council's insurers, with this being the final year of the long-term agreement, at the quoted cost of £2,436.41. The eventual cost may reduce slightly due to the removal of the tennis club pavilion from the parish council's insured buildings list, following confirmation from the tennis club that they own the building and have their own insurance.

- 42 **Communication**
- a. **Newsletter - Autumn/Winter Edition** - Cllr Craig and Cllr Light set a deadline of 20/10/2020 for receipt of articles for the next edition of the Nightingale Times, aiming for an anticipated online distribution date of end of October 2020.
- 43 **Neighbourhood Plan**
- a. Mike Freeman confirmed that the NHP team has drafted their own letter to Caroline Nokes about the Planning White Paper, specifically with reference to the impact on the Neighbourhood Plan process. The other consultation underway is the TVBC Local Plan and the NHP team has drafted a response and submitted it. They are particularly concerned about the possibility of re-zoning boundaries, which may lead to more pressure on Wellow for development. On the Housing Need Assessment, Mike wished to record thanks for the huge amount of work that Les Rackham has done towards producing this, which is now nearing completion. The SHELAA report has been assessed with a traffic light system being used to rate sites - there are no green sites in Wellow, due to restrictions placed by ecological and SSSI status etc. However, there are 4 amber sites and further discussion is required to consider what may be achievable on these sites. There is a general feeling that the way to achieve the expected numbers of low-cost social housing (potentially 10 dwellings) would be via a Rural Exception Site, similar to Meadow Close and further consideration has to be given to identifying a potential site. 27 policies have been produced and these have been divided amongst the team to add text and evidence to support the policies. A short survey is being produced to try and engage with the business community further as it is felt that there's not sufficient evidence from businesses so far. Finally, Mike reported that they failed to contact the landowner who owns the preferred route for the proposed East/West Wellow footpath despite letters being sent and telephone calls. The Chair expressed the Parish Council's thanks to Mike and the team for all their continued hard work.
- 44 **Correspondence**
- a. A list of correspondence for July and August 2020 was received by full Council and noted - see separate appendix for details.
- 45 **Delegates' Reports**
- Cllr Craig - is organising a community litter pick with Fiona Mobbs on Saturday 12th September, leaving the Village Hall at 10.00am and invited parish councillors to join if they would like. He also requested that the shared Speed Limit Reducer (SLR) is placed at Whinwhistle Road the next time Wellow is due to have it.
- Cllr Light - raised a query about the possibility of providing some containment for grass-cuttings which had been mentioned in the past. There has been an increase in problems with dog poo on the Recreation Ground recently and the Parish Council was asked if it can help to highlight this problem on Facebook. Finally, the Clerk agreed to check the grounds maintenance contract to see if there is specific mention of weed treatment to the cricket outfield. If not, it was agreed to contact Nightingale Groundcare to find out the one-off cost of treating the outfield. It is particularly bad along the stretch where the trackway ran during construction.
- 46 **Future Meeting Dates**
- a. **Full Council Meeting - 5th October 2020, 7.15pm**
 Planning & General Purposes Committee - 19th October 2020, 7.15pm

Meeting closed at 9.45pm

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Date: 30/09/2020

Wellow Parish Council Current Year

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Time: 17:56

Current Bank A/c

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2020	Grenke Leasing Ltd	DDGRENKE47	83.06	05.10.2020	Finance lease phones Sept 20
08/09/2020	Gaye Chesterton-Kay	EP0920629	7.59	05.10.2020	Postage/envelope for CIL bid
08/09/2020	Clive Dibden Plant & Agri Ltd.	EP0920623	1,257.60	05.10.2020	Track imp - Monkey Jump
08/09/2020	Arthur J Gallagher	EP0920624	2,486.41	05.10.2020	Council insurance
08/09/2020	Amberley Electrical Ltd	EP0920625	1,912.80	05.10.2020	HF Electrical Works for Cert
08/09/2020	Nightingale Groundcare Ltd	EP0920626	1,233.80	05.10.2020	Grounds Maint Contract Aug 20
08/09/2020	Bluestone Planning	EP0920627	1,644.30	05.10.2020	NHP advice Apr-Jun 2020
08/09/2020	SSE	EP0920628	26.98	05.10.2020	HF Elec chgs 1st Aug 2020
08/09/2020	SSE	EP0920622	29.40	05.10.2020	HF Elec chgs to 24.8.20
15/09/2020	Karen Miles	EP0920630	632.19	05.10.2020	Admin Asst salary Sept 20
15/09/2020	Sharon Whitehouse	EP0920631	1,413.72	05.10.2020	Clerk's salary & exp Sept 20
22/09/2020	Zoom Video Communications	DEBCARD68	14.39	05.10.2020	Zoom for 19/9 - 18/10/2020
22/09/2020	Atom IP Ltd	DDATOM0920	106.54	05.10.2020	Phone/internet chgs for Sept20
29/09/2020	Arthur J Gallagher	EP0920624X	-37.18	05.10.2020	Credit against 2020 insurance
30/09/2020	NEST	DDNESTSEP	120.77	05.10.2020	Pension costs Sept 2020
Total Payments			<u>10,932.37</u>		

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30/09/2020

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Current Bank A/c

Cash Received between 01/09/2020 and 30/09/2020

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
16/09/2020	BT Openreach	500016	Wayleaves	371.61
08/09/2020	Deposit Bank A/c	TRANSFER	To top up curr a/c	10,000.00
14/09/2020	Test Valley Borough Council	BACS	Grant - HF Car Park Imps	23,500.00
14/09/2020	Wellow Youth Football Club	FP-WYFC	Elec recharges to 24.08.20	56.38
Total Receipts				<u>33,927.99</u>

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30/09/2020
18:03

Wellow Parish Council Current Year

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Cashbook 2

User: SW

Deposit Bank A/c

Receipts received between 01/09/2020 and 30/09/2020

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: 10/09/2020	33.49						
BACS	TSB	33.49			1190	101	33.49	Interest
Total Receipts:		33.49	0.00	0.00			33.49	