

WELLOW PARISH COUNCIL  
 MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON  
 Monday 5<sup>th</sup> October 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 Rich Millard (RM), Cllr Charles Payne (CP), Cllr Mike Simpson (part, late arrival) (MS), Cllr Phil Stehr (PS)

In Attendance: Mrs Sharon Whitehouse (Clerk), 2 members of the public

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

- 47            **Apologies** - Cllr Gordon Bailey, Cllr Roy Perry
- 48            **Declarations of Interest** - None
- 49            **Public Participation** - In response to Cllr Adams-King's report a member of the public commented on his frustration at the lack of progress he had made with Test Valley Planning and Enforcement Officers, concerning work that had already started at Blackwater Equestrian, Foxes Lane before planning permission had been obtained.
- 50            **District/County Councillors' Reports** - Cllr Adams-King's report focussed on the latest progress for (contentious) planning applications being processed within Wellow Parish. These included the application for provision of a new indoor equestrian arena by Blackwater Equestrian in Foxes Lane, where there have been recent issues with enforcement and there is a history of retrospective applications. Nick advised that this application will be heard by TVBC Members at Southern Area Planning (SAP) on 27<sup>th</sup> October and he specifically requested that this application be added to the agenda of the Parish Council's next planning meeting. (These have been re-instated with the meeting on 19<sup>th</sup> October being the first Parish Council planning meeting to take place since February 2020 and Covid lockdown).  
**PROPOSAL:** Cllr Stehr proposed that reference 20/00327/FULLS be added to the agenda for the planning meeting being held on 19<sup>th</sup> October 2020.  
**RESOLVED:** Members agreed that the above application should be added to the Planning Meeting agenda for 19<sup>th</sup> October 2020.
- 51            **To Receive Minutes of the Full Council Meeting held on 7<sup>th</sup> September 2020**  
**PROPOSED:** Minutes of the Full Council Meeting held on 7<sup>th</sup> September 2020 were formally received.  
**RESOLVED:** The minutes were approved as a true and accurate record and will be signed by the Chair in due course.
- 52            **Matters Arising** - None
- 53            **Policy**  
 a.            **To Adopt Website Accessibility Statement and Agree Action Plan**  
 The Clerk gave a brief update on the work completed by TLC Online (our website provider) since the last meeting, to bring the website into line with the Accessibility Regulations that came into force on 23/9/2020.  
**PROPOSED:** To approve the Accessibility Statement and agree the action plan (as previously circulated).

**RESOLVED:** Members approved the Accessibility Statement and action plan and noted the ongoing work required to ensure that the Parish Council complies with the regulations. Clerk to arrange upload of approved Accessibility Statement to the website.

b. **To Approve 2021 Calendar of Meetings** - the draft calendar of meetings for 2021 was approved and electronic meeting dates will be scheduled via Outlook.

c. **To Note Dates of Planning Meetings Scheduled for October-December 2020** - Further to the resolution passed at the last meeting (min. ref 38e), it was confirmed that Planning Meetings are scheduled for 19 October, 16 November and 21 December 2020. As previously agreed, these will be held remotely, via Zoom.

#### 54 Community & Environment

- a. **Wellow Common** - Cllr Payne reported that the gate at Plantation Road car park has been repaired and Phil Jeffs charged less than the original estimate.
- b. **Footpaths** - Cllr Payne has completed an inspection of the most frequently used footpaths to ascertain what, if any, work will need doing in the Autumn. They all look fine, apart from FP22 which is closed pending repairs to the boardwalk by HCC.
- c. **Review of Signage on Parish Council Land** - Cllr Light had been unable to progress this due to late receipt of information from the Clerk. Item deferred to next meeting.

*Councillor Simpson joined the meeting at 7:46pm*

- d. **Whinwhistle/A36 Bus Shelter** - Cllr Simpson suggested replacing clear panels with wooden cladding, using the frame and leaving the roof intact. The Clerk will clarify the legal position regarding sponsorship and the possibility of asking a local business to provide materials. Mike agreed to consider further options and item will be carried forward to next agenda for further consideration.

#### 55 Sports & Leisure

- a. **LCR Recreation Ground**
  - i. **Static Roundabout Repairs** - No progress since the last meeting, Ed is chasing up the contractor to agree a date for the work to commence.
  - ii. **LCR Play Area Resurfacing** - Cllr Sue Jones advised that the re-surfacing work has been completed by VitaPlay, looks much better and H & S issues relating to the edging have been addressed.
  - iii. **Temporary Security Measures/Replacement Gate**  
Emergency temporary measures were put in place to secure the site after theft of the gates along Lower Common Road. There is likely to be a delay in procuring new gates. Cllr Light offered to chase up Lee Palmer for a price for replacing the gates. Nightingale and Test Valley have both been advised that there is no vehicular access until the new gate is installed. The Clerk will check to see if it is worth claiming against insurance, depending on the excess and cost of repairs and replacement.
- b. **Hatches Farm Sports Ground**
  - i. **General Update** - Cllr Ed Chesterton-Kay reported that most of the planned work has been completed, including the large path

at the bottom of the tennis and another drain off the bank. The hard cut-back of the hedge has resulted in satisfactory sight lines from the main vehicular access, as well as improving vision for crossing the road from the new pedestrian gate at the bottom of the car park near the school. Ed is chasing the contractor about scheduling the bin storage area. The tree planting and seeding of the bank is outstanding - this is weather dependent and planting will be done as soon as there is a dry spell, with the seeding likely to be put on hold until the Spring.

ii. **Floodlighting Installation** - Cllr Millard advised that the floodlights have been in use for a couple of weeks. He reiterated that the tennis club is very appreciative of the Parish Council's support in bringing this project to its conclusion. It was noted that the courts have been re-painted.

56

**Finance**

- a. **To Approve Online Payment Schedule dated 05.10.2020**  
**RESOLVED:** The online payment schedule of 05.10.2020 was received and approved by full Council and will be signed off by Cllr E Chesterton-Kay and Cllr Millard in due course.
- b. **To Ratify Approval of Online Payment Schedule dated 15.09.2020**  
**RESOLVED:** The schedule of 15.09.2020 was ratified by full Council and will be countersigned by Cllr Millard and Cllr E Chesterton-Kay.
- c. **To Receive Income and Expenditure Reports for September 2020**  
**RESOLVED:** The I and E reports for September 2020 were received and accepted by all Members present.
- d. **To Receive Q2 Budget Monitoring Report**  
**RESOLVED:** The Q2 budget monitoring report was received and accepted by all Members present.
- e. **To Note External Audit Conclusion 2019/2020**  
**PROPOSED:** To note the satisfactory conclusion of the External Audit carried out by PKF Littlejohn for 2019/2020 accounts.  
**RESOLVED:** The satisfactory conclusion of the External Audit for 2019/2020 accounts was noted by all Members present. The Chair thanked the Clerk for all her work in ensuring another positive audit outcome.

57

**Communication**

- a. **Newsletter - Autumn/Winter Edition** - As agreed at the last meeting the deadline for receipt of articles for the next edition is 20<sup>th</sup> October 2020, articles to be submitted to Chris and Rich Light. Sue Jones agreed to draft an article about maintenance of hedgerows and boundaries, specifically those impacting on pavements and footpaths. Richard Light would like to include an article from the tennis club if Rich Millard is able to follow this up with the relevant contact at the sports club.

58

**Neighbourhood Plan**

- a. **Update** - the Chair read out the latest update provided by Mike Freeman, which was noted by all Members present.

59

**Correspondence**

- a. A list of correspondence for September 2020 was received by the Council and noted - see separate appendix for details.

**RESOLVED:** Reference items 13 and 14, the latest correspondence received from a repetitive vexatious complainant, it was resolved to start charging for providing copies of documentation in response to this latest (fourth) subject access request. Charges will be in line with those levied by Test Valley Borough Council.

60

#### Delegates' Reports

**Cllr Payne** - attended the HALC AGM and found the update from John Tilbury on the Planning White Paper very helpful, as was John Denham's update on proposals to reorganise local government. Charles attended the NE Quadrant meeting where David Ilsley also updated attendees on the Planning White Paper. For information only, the NFNPA will be posting on their website the vision document for Waterside (covering the area from Totton to Calshot) on 15<sup>th</sup> October.

**Cllr Clark** - also attended the HALC meeting and was dismayed by the update given on the Planning White Paper.

**Cllr S Jones** - attended the HALC meeting, found the content informative but not necessarily positive.

**Cllr M Jones** - as well as attending the HALC meeting, he (and Sue) had also attended the Roke Manor liaison meeting in mid-September. There is concern about the number of lorries passing through the village, particularly Raymond Brown lorries - the company has promised to investigate this to ensure that drivers aren't going off the recommended routes.

**Cllr Craig** - had attended the TVAPTC AGM where they talked about climate change and Covid response. Arrangements for Wellow were among the most successful. Chris has contacted HCC for replacement signs to put out after heavy rainfall to advise of flooding at the ford.

61

#### Future Meeting Dates

- a. **Planning & General Purposes Committee - 19<sup>th</sup> October 2020 at 7.15pm**  
**Full Council Meeting - 2<sup>nd</sup> November 2020 at 7.15pm**  
**Planning & General Purposes Committee - 16<sup>th</sup> November 2020 at 7.15pm**

Meeting closed at 8.30pm

Date: 28/10/2020

## Wellow Parish Council Current Year

Page 1

Time: 12:52

## Current Bank A/c

## List of Payments made between 01/10/2020 and 28/10/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/10/2020	Grenke Leasing Ltd	DDGRENKE48	83.06	02.11.2020	Finance lease for phones Oct20
06/10/2020	Nightingale Groundcare Ltd	EP1020630	780.00	02.11.2020	Hard cut-back of hedge
06/10/2020	Nightingale Groundcare Ltd	EP1020631	1,233.80	02.11.2020	Grounds Maintenance Sept 2020
06/10/2020	Nightingale Groundcare Ltd	EP1020632	0.00		Hatches Fm routine ditch
06/10/2020	Nightingale Groundcare Ltd	EP1020632	228.00	02.11.2020	HF routine ditch cut-back
06/10/2020	Vita Play Ltd	EP1020633	11,937.84	02.11.2020	Safety surfacing remedial work
06/10/2020	PKF Littlejohn LLP	EP1020634	480.00	02.11.2020	Ext audit fees for 19/20
06/10/2020	Hampshire County Council	EP1020635	2.78	02.11.2020	Stationery - diary/calendars
06/10/2020	Phillip Jeffs	EP1020636	280.00	02.11.2020	Repl gate at Plantation Rd
06/10/2020	Information Commissioner	DEBCARD69	40.00	02.11.2020	ICO Data Protection fee 20/21
07/10/2020	Tesco	DEBCARD70	57.90	02.11.2020	Thank you gifts for NHP
07/10/2020	Marks & Spencer	DEBCARD71	5.00	02.11.2020	Thank-you gift for NHP team
10/10/2020	Zhu Hai Han (via Amazon)	DEBCARD72	24.49	02.11.2020	Printer cartridges
13/10/2020	Deposit Bank A/c	TRANSF	20,000.00		Part of precept to dep a/c
15/10/2020	Sharon Whitehouse	EP1020637	1,333.89	02.11.2020	Clerk's salary October 2020
15/10/2020	Karen Miles	EP1020638	0.00		Admin Asst's
15/10/2020	Karen Miles	EP1020638	570.34	02.11.2020	Admin Asst salary October 2020
15/10/2020	H M Revenue and Customs	EP1020639	883.96	02.11.2020	PAYE for Q2
15/10/2020	Royal British Legion Poppy App	EP1020641	50.00	02.11.2020	Contribution for wreath
20/10/2020	Luminance Pro Lighting Systems	EP1020640	24,157.68	02.11.2020	Floodlighting - Interim a/c 2
21/10/2020	Zoom Video Communications	DEBCARD73	14.39	02.11.2020	Zoom for 19.10.20 - 18.11.2020
21/10/2020	NEST	DDNESTOCT	106.52	02.11.2020	Pension costs Oct 2020
22/10/2020	Atom IP Ltd	DDATOM1020	106.54	02.11.2020	Phone/internet charges Oct 20
<b>Total Payments</b>			<b>62,376.19</b>		

28/10/2020

## Wellow Parish Council Current Year

Page 1

12:55

## Cashbook 1

User: SW

## Current Bank A/c

## Receipts received between 01/10/2020 and 28/10/2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Banked: 12/10/2020	34,489.00						
BACS	Test Valley Borough Council	34,489.00			1176	101	34,489.00	20/21 Precept 2nd
FPBFees	Banked: 14/10/2020	638.00						
FPBFees	A H Cheater Ltd	638.00			1800	801	638.00	Burial fees
	Banked: 15/10/2020	10,000.00						
TRANSF	Deposit Bank A/c	10,000.00				201	10,000.00	To top up curr a/c
FP-WTC	Banked: 15/10/2020	8,605.00						
FP-WTC	Wellow Tennis Club	8,605.00			1421	301	8,605.00	Final contrib
BACS	Banked: 22/10/2020	12,490.18						
BACS	HMRC	12,490.18				105	12,490.18	VAT refund for Q2 20/21
<b>Total Receipts:</b>		<b>66,222.18</b>	<b>0.00</b>	<b>0.00</b>			<b>66,222.18</b>	

Item 71c

28/10/2020

Wellow Parish Council Current Year

Page 1

12:55

Cashbook 2

User: SW

Deposit Bank A/c

Receipts received between 01/10/2020 and 28/10/2020

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: 10/10/2020	28.60						
BACS	TSB	28.60			1190	101	28.60	Interest
	Banked: 13/10/2020	20,000.00						
TRANSF	Current Bank A/c	20,000.00			200		20,000.00	Part of precept to dep a/c
<b>Total Receipts:</b>		20,028.60	0.00	0.00			20,028.60	

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# LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.  
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

27 October, 2020

Clerk to the Council  
Wellow Parish Council  
Parish Office,  
Village Hall,  
Buttons Lane,  
West Wellow,  
Hampshire.  
SO51 6BR

## Interim Internal Audit Report

### Wellow Parish Council – April – September 2020

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work to be carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2020-21 Annual Governance and Accountability Annual Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).

### Background

Wellow Parish Council had income and expenditure in 2019/2020 of between £50,000 and £100,000 and is subject to review by the External Auditor, PKF Littlejohn. The Council had a clean annual report from the external auditor for 2019-20.

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on RBS Alpha Software

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*October 27, 2020*

*Page 2*

The Council Offices remain closed to the public due to the continuation of the Covid 19 pandemic but an audit visit was agreed with the Clerk to be carried out on Wednesday 21 October 2020 at the Council Offices observing the social distancing guidelines set out by the Government.

The Clerk provided back-up information from RBS Alpha software for the period April 2020 to September 2020 to support the current governance and financial management position of the Council.

Additional information has also been provided by the Clerk on actions taken by Council to assess the risks during the continuing Covid 19 pandemic.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulations 2015 from the Council's website.

### **Internal audit checks**

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures, and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at this review.

During this review we checked a sample of records and tested the following:

- Minutes of Council and Committee Meetings
- Policies and Procedures
- Bank and cash
- Investments
- Budgetary Management
- Insurance Arrangements
- Income and expenditure
- VAT claims
- Covid 19 arrangements
- Financial Risk Assessment
- Transparency of the Council website

### **Findings**

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

### **Good practice**

- The Council continues to maintain its books and records on RBS Alpha Software.
- Staff remain aware of the requirements of GDPR
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- All income records are appropriate and recorded correctly.
- All expenditure items could be traced and are recorded correctly in the financial ledger.
- All records continue to be up to date and easy to follow.
- Insurance arrangements are appropriate for the size of the Parish Council.
- The Council take an active scrutiny role.
- The budgeting process is detailed and monitored throughout the year.
- Bank reconciliations are carried out promptly each month and were accurate.
- VAT claims continue to be submitted to HMRC on a regular basis.



October 27, 2020

Page 3

- The Council remains compliant with the requirements of the Transparency Code Regulations 2015
- The Council have considered and Minuted the risks associated with Covid 19.

### **Recommendations**

- No formal recommendations have been made from this interim internal audit visit.

### **Other matters to be brought to the Council's attention**

- We are pleased to report that the Council has completed a Covid 19 risk assessment and measures have been put in place to ensure the Parish Office is Covid secure.
- We note that the financial risk assessment documentation should be updated on the Council website to incorporate Covid 19 requirements and ensure it is relevant for 2020/2021.
- It is suggested that the financial risk assessment should also show any potential risks that face the Council during the continuing pandemic when budget setting for 2021/2022.
- We are pleased to report that the Council have maintained its legal obligation to ensure that all Minutes of Meetings are signed or initialled where a wet signature is required to be completed on Minutes.
- The information supplied in the letter to Town and Parish Councils from the Chairman of JPAG (sent to the Clerk by email and discussed at the audit visit) relating to the Website Accessibility Regulations 2018 has been considered to ensure that Parish Council can comply with the regulations. *(Audit Note: It is noted that the Accessibility Statement records that scanned pdf documents do not comply with the Accessibility Regulations but these documents can be provided in an alternative format or on alternative media, on request).*

### **Conclusion**

Based on the tests we have carried out at this interim internal audit review, in our view, the internal control procedures in operation are appropriate to meet the needs of Wellow Parish Council.

### **Next visit**

The next internal audit visit has been arranged for **Wednesday 12 May 2021**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- 2021/2022 budget requirements
- Financial Risk Assessment
- Payroll Information.
- Transparency Regulations 2015
- End of Year Procedures

### **Next Steps**

*October 27, 2020*

*Page 4*

This report should be noted and circulated with the agenda for the next meeting of the Parish Council.

Tim Light FMAAT

Internal auditor