

WELLOW PARISH COUNCIL
MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
Monday 2nd November 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 Mike Simpson (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)

62 Apologies – Cllr Rich Millard, Cllr Gordon Bailey, Cllr Roy Perry, Mike Freeman

63 Declarations of Interest - None

64 Public Participation – Comments made on Footpaths 17 and 18 are noted under minute ref 69b.

65 Borough/County Councillors' Reports – Cllr Nick Adams-King commented that his update was mainly about lockdown. TVBC parking charges will be suspended as previously and phased back in after lockdown is lifted as before. The Borough Council is undertaking an audit of community groups who assisted previously, and money will be set aside to support them this time round – applications should be submitted to TVBC. There is also money available for businesses although Test Valley has yet to determine a fair way of distributing business support. Regarding planning applications, Cllr Adams-King advised that Blackwater Equestrian has gone back out for consultation and is now likely to be heard at SAP in November and concerning Four Winds, confirmation had been received from Southern Water that the sewer running under the garden can't have anything built over it within 3 metres. Finally, Hampshire County Council is due to put out a call to landowners for mineral and waste sites, of which Squabb Wood/Roke Manor is currently one. Nick advised that he is aware of proposed sites around the periphery of Wellow, including one for gravel extraction between Old Salisbury Lane and Danes Road in Awbridge.

66 To Receive Minutes of the Full Council Meeting held on 5th October 2020
PROPOSED: Minutes of the Full Council Meeting held on 5th October were formally received. Cllr Payne proposed an amendment to min. ref 54b, where FP25 was incorrectly referenced rather than FP22. A correction will be made to the draft minutes before signature by the Chair and upload to the website.

RESOLVED: The minutes were approved as a true and accurate record (subject to the amendment noted above) and will be signed by the Chair in due course.

67 Matters Arising

PROPOSED: To record an omission in the minutes of the meeting held on 7th September 2020, min ref 40c(i) LCR Play Area – Consider quotes for remedial works, including repairs to surface shrinkage.

RESOLVED: Members noted the difficulty in obtaining competitive quotes for this work as companies will not quote and guarantee remedial repairs to equipment or surfacing installed by another company. This, along with the fact that the surface now requires urgent attention and is a health and safety hazard, led to the Council's resolution to accept the single quote of £9,948.20 obtained from VitaPlay.

68 Policy

- a. **To Review Councillor Roles & Responsibilities/Membership of Groups**
These were reviewed and will be updated to reflect changes as agreed. A draft copy will be circulated to all Councillors for agreement before it is uploaded to the website. Cllr Simpson was encouraged to consider what roles he may wish to take on and asked to advise the Chair/Clerk before the next meeting.
- b. **To Review Terms of Reference for the Planning & General Purposes Committee and Membership**
RESOLVED: It was agreed by all Members present to (re-) adopt the Terms of Reference for the Planning & General Purposes Committee – no changes required. There are no changes to membership of the Planning Committee or the allocated planning areas.

69 Community & Environment

- a. **Wellow Common** - Cllr Payne advised that there is little to report this time round, with the exception that gorse clearance work is due to start w/c 9th November 2020, weather permitting.
- b. **Footpaths** – A query was raised by a member of the public concerning planned maintenance on FP's 17 and 18 along with the view that these paths require a hard cutback. Cllr Payne agreed to look into this.
- c. **To Approve Quote Received for Signage**
PROPOSED: To approve the quote presented by Cllr Light for proposed signage.
RESOLVED: It was agreed by all Members present to proceed with placing an order with Stocksigns Ltd at a cost of £176.33.
- d. **Whinwhistle Bus Shelter Repairs** – Cllr Simpson reported that he has obtained alternative estimates for repairs to the bus shelter.
RESOLVED: In the absence of written quotations, the Council approved expenditure of up to £200 for repairs. Cllr Simpson to arrange the work.

70 Sports & Leisure

- a. **LCR Recreation Ground**
- i. **Static roundabout repairs** – Cllr Ed Chesterton-Kay advised that he's had difficulty getting hold of Chris Morgan to agree a start date for the work. He agreed to liaise with Cllr Simpson outside of the meeting and provide details of the original quote to see if Mike can get the work done any sooner.
 - ii. **Replacement Gate** – Cllr Light reported that the gate should have been replaced last week and has most recently been advised that it will be replaced this week, but he is still awaiting confirmation of an exact date from the contractor. Cllr Light will liaise with the contractor and Cllr Simpson about more secure fixings for the new gate.
 - iii. **To Consider Costs for Application of Weedkiller to Area Previously Covered by Track**
RESOLVED: The Parish Council agreed to cover the cost of the recommended 3 initial treatments, due in April, June and September 2021 at a total cost of £210, as quoted by Nightingale Groundcare. However, the Council will not pay for repeat treatment. Clerk to instruct contractor.
 - iv. **Potential CIL bid to TVBC** – the Chair provided an update on an opportunity to apply for CIL funding from TVBC, and suggested this might be a way of replacing the groundsman's hut, used by the Cricket Club at the Recreation

Ground. To qualify for the funding, the total project cost must be at least £10,000 in value. Because the cost of the building is £8,800, the Chair suggested that grounds clearance alongside the Gurnays Mead boundary could be added as part of the bid to bring the overall project cost up to the required £10,000 threshold. However, TVBC has also advised that they will only fund the infrastructure element of the project, so the £1,200 for proposed ground clearance would need to be funded from Parish Council CIL money.

PROPOSED: It was proposed that Members agree in principle £1,200 expenditure from CIL funds to clear along the side of the Recreation Ground adjacent to the Gurnays Mead boundary, thus enabling the Chair to proceed with the bid.

RESOLVED: It was agreed that £1,200 be earmarked from CIL funds for ground clearance alongside the Gurnays Mead boundary.

b. Hatches Farm Sports Ground

- i. **General Update** – The Chair reported that the car park renovation is now complete, with the trees having been planted last month. She has spoken with Wellow School concerning traffic, use of the car park and on-road parking during peak times and agreed to continue to monitor the situation. Cllr Ed Chesterton-Kay advised that he has chased the contractor about the bin storage solution, who promised to complete the project this week, weather permitting.

71

Finance

a. To Approve Online Payment Schedule dated 02.11.2020

RESOLVED: The online payment schedule of 02.11.2020 was received and approved by full Council and will be signed off by Cllr E Chesterton-Kay and Cllr Millard in due course. Members noted the payment to Rialtas (RBS) for £30 which was additional to the original list previously circulated to Council.

b. To Ratify Approval of Online Payment Schedule dated 15.10.2020

RESOLVED: The schedule of 15.10.2020 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 October 2020

RESOLVED: The I and E reports for October 2020 were received and accepted by all Members present.

d. To Consider Grant Applications Received

RESOLVED: It was resolved that the following grants be awarded to local organisations under S137, agreed by all Members present:-

- i) Wellow Village Hall – awarded £192
- ii) Victim Support – awarded £200

The Clerk to arrange payment.

e. To Receive Interim Internal Audit Report for the period April to September 2020

RESOLVED: The interim internal audit report was received by all Members present and noted. Clerk to upload report to website.

72

Planning & General Purposes Committee

a. To Receive Minutes of Planning & General Purposes Committee Meeting held on 19th October 2020

PROPOSED: Minutes of the Planning & General Purposes Committee Meeting held on 19th October 2020 were received.

RESOLVED: Approved as a true and accurate record, to be signed by the Chair in due course.

- 73 Communication**
- a. **Newsletter - Autumn/Winter Edition** – Cllr Craig reported that work has started on the latest newsletter, but they are short of articles and would especially like updates from the sports clubs. The Chair offered to liaise with Cllr Millard to see if some progress could be made on this.
- 74 Neighbourhood Plan**
- a. **Update Mike Freeman** – Mike Freeman offered apologies for his non-attendance - there is nothing new to report since the update provided for the last meeting.
- 75 Correspondence**
- a. **Receive List of Correspondence/Consultations Received October 2020**
A list of correspondence for October 2020 was received by the Council and noted – see separate appendix for details.
- 76 Delegates' Reports**
- Cllr E Chesterton-Kay**- advised that he has replaced a dead tree in the Community Garden and following the recent incident involving a fallen tree from the Buxton Land across the A36, recommended that the Council arranges a tree survey and report for the remaining large trees along the A36 Buxton land boundary. Clerk to follow up.
- Cllr Light** – asked what had happened to the padlock and chain from the stolen gates at Lower Common Road. The Clerk will double-check facts with the Admin Assistant to see what her recollections are.
- Cllr G Chesterton-Kay** – the Chair advised Members that she has been approached by the Friends of St Margaret's Church and has agreed to become a Trustee.
- 77 Future Meeting Dates**
- a. **Planning & General Purposes Committee - 16th November 2020**
- b. **Full Council Meeting - 7th December 2020**

Meeting closed at 8.47pm

Current Bank A/c

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2020	Sharp Business Systems UK plc	EP1120640	142.93	07.12.2020	MFD rental and copy chgs
03/11/2020	Lightatouch Int Audit Services	EP1120641	392.50	07.12.2020	Internal interim audit to Sept
03/11/2020	Test Valley Borough Council	EP1120642	1,725.41	07.12.2020	Grounds Maint Apr-Sept 20
03/11/2020	Clive Jones	EP1120643	948.00	07.12.2020	Annual hedge cutting
03/11/2020	Nightingale Groundcare Ltd	EP1120644	1,233.80	07.12.2020	Grounds Maintenance October 20
03/11/2020	Clive Dibden Plant & Agri Ltd.	EP1120645	1,087.20	07.12.2020	New pathway works
03/11/2020	Clr Charles Payne	EP1120646	6.00	07.12.2020	Land registry search fees
03/11/2020	Mint Gardens Ltd	EP1120647	876.00	07.12.2020	CPC Inv No. 1413
03/11/2020	Mint Gardens Ltd	EP1120648	66.00	07.12.2020	CPC Inv No. 1412
03/11/2020	RBS Software Solutions	EP1120649	30.00	07.12.2020	Transfer software to PC laptop
04/11/2020	Wellow Village Hall	EP1120654	192.00	07.12.2020	Grant payment re defib battery
04/11/2020	Victim Support	EP11120655	200.00	07.12.2020	Grant payment - Victim Support
04/11/2020	Grenke Leasing Ltd	DDGRENKE49	83.06	07.12.2020	Finance lease for phones Nov20
06/11/2020	Judy Webb Florists	DEBCARD74	120.00	07.12.2020	Thank-you gifts from Chair
16/11/2020	Hants Assoc of Local Councils	EP1120650	48.00	07.12.2020	Mini HALC Conf 4/11 - C Payne
16/11/2020	Mint Gardens Ltd	EP1120651	60.00	07.12.2020	NMPC Inv No. 1420
16/11/2020	Karen Miles	EP1120652	557.92	07.12.2020	Admin Asst - salary & exp Nov
16/11/2020	Sharon Whitehouse	EP1120653	1,281.52	07.12.2020	Clerk's salary & expenses Nov
19/11/2020	NEST	DDNESTNOV	106.52	07.12.2020	Pension costs Nov 2020
19/11/2020	Stocksigns Ltd	DEBCARD75	176.33	07.12.2020	Various signs incl delivery
23/11/2020	Atom IP Ltd	DDATOM1120	106.54	07.12.2020	Phone/internet chgs Nov 20
Total Payments			9,439.73		

Current Bank A/c

Receipts received between 01/11/2020 and 30/11/2020

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>
500017	Banked: 04/11/2020	131.00						
500017	Resident	131.00			1800	801	131.00	Burial fees - memorial
FP-Bfees	Banked: 04/11/2020	8.00						
FP-Bfees	Resident	8.00			1800	801	8.00	o/s bal on memorial fee
FP/WYFC	Banked: 09/11/2020	50.00						
FP/WYFC	Wellow Youth Football Club	50.00			1552	502	50.00	Contrib to water supplies
FP-BFees	Banked: 27/11/2020	232.00						
FP-BFees	A H Cheater Ltd	232.00			1800	801	232.00	Burial fees - plot E14
Total Receipts:		421.00	0.00	0.00			421.00	

Deposit Bank A/c

Receipts received between 01/11/2020 and 30/11/2020

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: 02/11/2020	2,186.97						
BACS	Test Valley Borough Council	2,186.97			1419	301	2,186.97	CIL - 18/01437/FULLS
					331		2,186.97	CIL - 18/01437/FULLS
					6001	301	-2,186.97	CIL - 18/01437/FULLS
BACS	Banked: 10/11/2020	33.89						
BACS	TSB	33.89			1190	101	33.89	Interest
Total Receipts:		2,220.86	0.00	0.00			2,220.86	