

**WELLOW PARISH COUNCIL
MINUTES OF FULL MEETING OF THE PARISH COUNCIL HELD ON
Monday 1st March 2021 – 7:15pm**

This meeting was held remotely via Zoom

Attended by: Cllr Gaye Chesterton-Kay (GC), Cllr Ed Chesterton-Kay (EC), 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 Phil Stehr (PS)

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

Cc: (for information): Cllr Gordon Bailey, Cllr Nick Adams-King, Cllr Roy Perry

- 128 Apologies** – Cllr Richard Light, Cllr Gordon Bailey, Cllr Roy Perry
- 129 Declarations of Interest** – Cllr Mike Jones declared an interest in item 137d(ii) and did not take part in discussions or the vote.
- 130 Public Participation** – None
- 131 District/County Councillors' Reports** – Cllr Nick Adams-King reported that Test Valley Borough Council has agreed a 1.7% rise in Council tax for 2021/2022. If all goes to plan re. easing of lockdown measures car parking charges in TVBC car parks will be re-introduced on 15/4/2021. The purchase of 4 sites is underway to create credits in relation to nitrate neutrality. Council elections will be going ahead on 6th May 2021.
- 132 To Receive Minutes of the Full Council Meetings held on 1st February 2021**
PROPOSED: Minutes of the Full Council Meeting held on 1st February 2021 were formally received.
RESOLVED: The minutes were approved as a true and accurate record and will be signed by the Chair in due course.
- 133 Matters Arising** – None
- 134 Policy**
- a. **To Consider Outstanding Issue on Asset Register re. Floodlighting**
RESOLVED: It was agreed by all Members present to add the floodlighting to the Parish Council's asset register. The Clerk will write to the tennis club to confirm arrangements for ongoing maintenance etc. **SW**
- b. **Annual Parish Assembly (21/4/21)** - As latest government advice prohibits the holding of a face-to-face public meeting, the Council agreed that this year's Parish Assembly would be held via Zoom, based on a shortened agenda. All Parish Councillors are welcome to contribute to the Annual Report. A first draft template will be circulated to all for information. **SW**
- c. **April – June Planning Meetings**
PROPOSAL: To consider revised dates for planning meetings due to ongoing measures relating to the pandemic.
RESOLVED: It was agreed to amend the original dates for **General Purposes & Planning Committee Meetings for April, May and June as follows:**
From 12th April to 26th April 2021
From 17th May to 24th May 2021
From 7th June to 28th June 2021

To take place online via Zoom (on the assumption that legislation is extended to allow virtual meetings beyond 7th May 2021) and start at 7.15pm

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Community & Environment

- a. **Wellow Common** – Cllr Payne reported that gorse-burning and clearance work is complete.
- i) **Update on Replacement Dragon's Teeth** – Cllr Payne advised that there are 2 separate issues affecting proposals to install dragon's teeth to prevent degradation of the verges, as agreed at the January meeting. The first is the delay in arranging the meeting with Natural England caused by lockdown regulations. Cllr Payne will review the situation with Claire Lambert on 15th March 2021. The second is the location of a medium pressure gas main running along the verge in question and regulations that stipulate no mechanical excavations can take place within 0.5m of the pipe. Hand-digging will have significant cost implications and Cllr Payne's recommendation to the Council was that it abandon the idea of siting dragon's teeth along the stretch between Holly Bank Farm and the car park, previously approved (min. ref 101a(i) refers) on the grounds of cost and safety implications.
- ii) **Reporting on Incidents of Anti-Social Dog Behaviour** – following the request from the Dog Forum (chaired by the NFNPA) that the Parish Council keeps a record of dog incidents occurring on Wellow Common, members were advised that we had received several reports of anti-social dog behaviour in recent weeks. The admin assistant is recording the details, which will be taken back to the Dog Forum.
- iii) **Turning Circle Update** – the Parish Council is aware of the damage caused by contractors to the turning circle and noted the residents' assurances that this will be reinstated at the end of the building work.

Regarding the various ongoing issues at the common, it was

RESOLVED: That the Council keeps a watching brief on activities at the Common as lockdown measures ease and to take action only where it has a statutory duty to so.

- b. **Footpaths** – Cllr Payne reported that the Lengthsman has completed the annual cut-back of FP18 as instructed. With reference to FP22 and the temporary closure by HCC for boardwalk repairs, the landowner is saying that the ground is still too wet to do anything. The Parish Council awaits revised dates from HCC for the boardwalk repairs to commence.
- c. **Whinwhistle Bus Shelter Repairs** – Cllr Simpson presented the latest quote obtained from GW Shelter Solutions for replacement panels and rubber at a cost of £148.77 (excl VAT).
RESOLVED: It was agreed by all Members present to approve costs of £148.77 for supply and delivery of materials for repairs to the Whinwhistle bus shelter. Cllr Simpson agreed to arrange delivery to his home address and will complete repairs in due course.
- d. **Buxton Land – Tree Inspection and Report** – Cllr Ed Chesterton-Kay presented details of recommended tree works at the Buxton Land and
PROPOSED: that the Council approves the quote received from Acorn Tree Specialist Ltd. in the sum of £560
RESOLVED: Agreed by all Members present.

MS

- e. **Burial Ground – To Consider Proposal to put up a Notice re. Regulations**
PROPOSED: Cllr Ed Chesterton-Kay recommended that a new sign is put up at the burial ground, summarising the position on unofficial memorials and highlighting the burial ground regulations (which are displayed in full on the notice board).
RESOLVED: Agreed by all Members present. The office will work on a draft notice with Cllr Ed Chesterton-Kay.

EC/
SW

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Sports & Leisurea. **LCR Recreation Ground**

- i) **Update for Repairs to Static Roundabout** – Cllr Mike Jones presented 2 further quotes he had obtained for replacing the wooden top with composite decking board. After consideration it was
RESOLVED: That the Council accepts the quote from JS Maintenance for labour only at a cost of £380.00, plus coach bolts. It was agreed that materials will be sourced separately, these are estimated to cost around £435, giving a total anticipated cost of £815, including VAT.
 Cllr Jones agreed to progress this project.

MJ

- ii) **Update on Broken Paving Slabs** – Cllr Light was not in attendance to bring the Council up-to-date on this, but it is believed that these haven't yet been replaced by the cricket club. Item to be carried forward to next agenda.
 The Clerk queried progress on the requirement of the building control officer for anti-slip paint to be applied to the decking. Item will be included on next agenda.

- b. **Hatches Farm – Repairs to Potholes in Car Park** – Cllr Ed Chesterton-Kay has spoken with Clive Dibden, the contractor, who will be returning in the Spring following a period to allow the new surface to settle, to finish the final top coat.

- c. **Installation of Smart Meters** – the Clerk reported that appointments have been made for smart meters to be installed at both sports pavilions on the afternoon of Saturday 6th March 2021. Cllr Light will be provided with keys and accompany the contractor on site, as previously agreed.

RL

- d. **Hatches Farm – Proposed Works to Petanque Area** – Cllr Millard reported that when Covid regulations allow, the petanque pitch has proven very popular and he sought approval from the Parish Council for further enhancements to the facility.
PROPOSED: Cllr Millard proposed that 2 benches are provided for seating, that a knee rail is erected around 3 sides of the terrain and that the terrain is widened by approximately 1.5 metres – all to cost approximately £1,200.
RESOLVED: The improvements as outlined above, were agreed in principle by all Members present. Cllr Millard volunteered to firm up costs and project-manage the improvements to the petanque area.

RM

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Financea. **To Approve Online Payments Schedule dated 01.03.2021**

- RESOLVED:** Schedule was received and approved by full Council and will be signed off by Cllr E Chesterton-Kay and Cllr Millard in due course. The Clerk advised of an additional payment to be made to HCC for £3.53 which was approved.

- b. **To Ratify Approval of Online Payment Schedule dated 15.02.2021**
RESOLVED: The schedule was ratified by full Council and will be signed off by Cllr E Chesterton-Kay and Cllr Millard in due course.
- c. **To Receive Income and Expenditure Reports for February 2021**
RESOLVED: The I and E reports for February 2021 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 £200**
 ii) **Wellow & Plaitford Cricket Club – awarded £200**
 iii) **Wellow School Association – awarded £200**
 Clerk to arrange payment.
PROPOSED: Furthermore, it was proposed by Cllr E Chesterton-Kay and seconded by Cllr Stehr, that the underspend on the grant budget be transferred to the elections earmarked reserve towards the cost of the unbudgeted by-election taking place on 6th May 2021.
RESOLVED: Agreed by all Members present.
- e. **To Consider Annual Review of Burial Ground Fees, effective from 1st April 2021**
RESOLVED: Members agreed to increase burial fees by 2%, to take effect from 1st April 2021.

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Planning & General Purposes Committee

- a. **To Receive Minutes of Planning & General Purposes Committee Meeting held on 22nd February 2021**
PROPOSED: Minutes of the Planning & General Purposes Committee Meeting held on 22nd February 2021 were received.
RESOLVED: Approved as a true and accurate record, to be signed by the Chair in due course.

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Communication

- a. **Newsletter - Spring Edition** – the Clerk reminded Councillors that any articles for inclusion in the Spring Newsletter should be sent to Cllr Light no later than 5th March 2021.

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Correspondence

- a. A list of correspondence for February 2021 was received by full Council and noted – see separate appendix for details.

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Delegates' Reports

Cllr Payne – had attended a seminar run on affordable housing, which has links to the Neighbourhood Plan, which he found very informative. Charles would be happy to share slides and links to the presentation if people are interested.

Cllr E Chesterton-Kay – advised that he had continued to chase Lee Palmer to erect the missing post at Hatches Farm, which has now been done. Ed will put up the sign later in the week.

Cllr S Jones – had attended the Roke Manor Liaison Meeting via Zoom and the planning application was raised.

Cllr G Chesterton-Kay – reported that she still awaits the outcome of the grant application submitted to TVBC for £8,800 towards the cost of a new Groundsman's hut at Lower Common Road Recreation Ground some months ago – she has been

advised that the decision will be made in June. Gaye had also attended the seminar on affordable housing.

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a. Future Meeting Dates

Planning & General Purposes Committee – 22nd March 2021

Full Council Meeting – 12th April 2021

b. Other Meetings to be Attended by Parish Councillors

4th March 2021 – NFNPA Consultative Panel Meeting, Cllr Payne attending

18th March 2021 – TVAPTC, Cllr Craig attending

Meeting closed at 9.00pm

Current Bank A/c

List of Payments made between 01/02/2021 and 25/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2021	Bluestone Planning	EP0221685	1,115.10	01.03.2021	NHP Consultancy (Nov-Dec)
03/02/2021	Nightingale Groundcare Ltd	EP0221686	1,233.80	01.03.2021	Grounds Maintenance for Jan 21
03/02/2021	Wellow Village Hall	EP0221687	50.00	01.03.2021	Ground Rent 2020/2021
03/02/2021	Wellow Village Hall	EP0221688	209.83	01.03.2021	Office elec chgs to 31.12.20
03/02/2021	Mint Gardens Ltd	EP0221689	372.00	01.03.2021	CPC - Inv No. 1441
03/02/2021	Sharp Business Systems UK plc	EP0221690	135.31	01.03.2021	Rental/copier chgs
03/02/2021	Grenke Leasing Ltd	DDGRENKE52	83.06	01.03.2021	Finance lease for phones Feb21
03/02/2021	EDF Energy	EP0221691	19.22	01.03.2021	Elec chgs 17.12.20 - 08.02.21
05/02/2021	Zoom Video Communications	DEBCARD81X	-2.40	01.03.2021	Credit re. VAT on Jan invoice
15/02/2021	EDF Energy	EP0221692	23.93	03.01.2021	Elec chgs 08.12.20 - 15.02.21
15/02/2021	TLC Online	EP0221693	90.00	01.03.2021	Website Maint Oct-Dec 20
15/02/2021	Karen Miles	EP0221694	553.86	01.03.2021	Admin Assistant salary Feb 21
15/02/2021	Sharon Whitehouse	EP0221695	1,278.36	01.03.2021	Clerk's salary & exp Feb 21
15/02/2021	Hants Assoc of Local Councils	EP0221696	54.00	01.03.2021	Planning Course for CP
15/02/2021	Charles Payne	EP0221697	18.00	01.03.2021	Reimburse expenses
18/02/2021	NEST	DDNESTFEB	106.52	01.03.2021	Pension costs for Feb 21
22/02/2021	Atom IP Ltd	DDATOM0221	106.54	01.03.2021	Phone/internet chgs Feb 21
23/02/2021	Zoom Video Communications	DEBCARD82	11.99	01.03.2021	Zoom Video Communications
Total Payments			<u>5,459.12</u>		

11:02

Current Bank A/c

Cash Received between 01/02/2021 and 25/02/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
15/02/2021	A H Cheater Ltd	FP-BFees	Burial Fees	232.00
10/02/2021	Copythorne Parish Council	FP-CPC	re. overspend on Lengthsman	314.00
03/02/2021	Wellow & Plaitford Cricket Clb	W&PCC-FP	Elec recharges May-Aug 20	44.43
21/02/2021	Wellow & Plaitford Cricket Clb	W&PCC-FP	Elec recharges 8 Dec-28 Jan 21	23.93
			Total Receipts	<u>614.36</u>

11:03

Deposit Bank A/c

Cash Received between 01/02/2021 and 25/02/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
10/02/2021	TSB	BACS	Interest	30.49
			Total Receipts	<u>30.49</u>