

## WELLOW PARISH COUNCIL MEETING - MINUTES

09

Wellow Village Hall: Monday, 7<sup>th</sup> July 2014. 7.15pm to 10.15pm.

Wellow Room

Present: Alan Clark (AC), Tish Cochrane (TC), Mike Derrick (MD), Julie Jacobs (JJ), Jamie King (JK) (Vice-Chairman), John Saunders (JS), Phil Stenner (PS).

Attending: Cllr Gordon Bailey, Lesley Weldon (Clerk) (LW) - Minutes.

Apologies: Francis Feeney (FF), Ray Noble (RN) Angela Ratcliffe (AR) (Chairman).

Cc. (for information only): Cllr Tony Gentle, Cllr Roy Perry.

### ITEM

### ACTION

#### **PUBLIC SESSION**

Concern was raised about the overgrown hedges encroaching onto pavements in the Village. PS advised that hedges cannot be cut back excessively in the bird nesting season. WPC agreed that a generic letter concerning overgrown hedges and ditch clearance, which can be used to notify owners/occupiers, be kept on file and put through letter boxes as required.

LW

#### **037 APOLOGIES**

As above

#### **038 DECLARATIONS OF INTEREST**

None.

#### **039 POLICE REPORT**

PCSO Jo Cole reported that:

- (i) There have been break ins for equipment in Wellow - Maurys Lane and Embley Lane. Residents must ensure that their equipment is put away, even when left for a minute during use and that their garages and sheds are secure.
- (ii) There have been incidents of Diesel thefts.
- (iii) Wellow School - a bale of hay was set on fire. Police have increased their patrols around the school
- (iv) Play Area, Lower Common Road recreation ground - Police know who the children are and have put in place behavioural contracts, with conditions of behaviour agreed with them and their parents. Police will visit their homes again, as behaviour is still a problem. Also Neighbourhood Watch groups are requested to keep a 'special eye' on the area. WPC requested to lower the height of the hedge in Lower Common Road. Police will keep a presence in the area. Possible installation of CCTV - see item 045b(ii) below.
- (v) Members of the public encouraged to report any incidents to Police on 101.
- (vi) Chatmohr Estate - Computers and equipment stolen.
- (vii) No dwelling burglaries reported.

#### **040 DISTRICT/COUNTY COUNCILLORS' REPORTS**

Cllr Gordon Bailey reported:

- (i) The TVBC Revised Local Plan will be considered at the Council's Cabinet meeting on 16<sup>th</sup> July 2014 and then at Council meeting on 24<sup>th</sup> July 2014. Subject to the outcome of both meetings, it will then be submitted to the Secretary of State and, if approved, will be in force after Christmas 2014.
- (ii) The Government is changing the way people need to register to vote. From August 2014, individuals will need to register themselves, as opposed to one household member. Letters will be sent out to all people who are currently registered to vote. If a letter has not been received by 15<sup>th</sup> August 2014, people need to contact TVBC. Most people who are currently registered will be transferred to the new register automatically.

Clerk to put details on the WPC website.

LW

Cllr Bailey was asked about planning applications that are taken to Committee. GB explained that he would not take applications that he feels would not get support. He takes 99%. As regards to the Southern Area Planning Meeting Committee Meeting on 24<sup>th</sup> June 2014 and the application made in respect of Lower Shootash Farm (ref: 14/00682/FULLS - Permission). GB advised that he could not argue with what the Planning Officer reported.

#### 041 MINUTES

**RESOLVED:** Minutes of the Full Council meeting held on 2<sup>nd</sup> June 2014 be signed by the Chairman as a correct record.

#### 042 MATTERS ARISING

PS advised that he and the Chairman had inspected the area occupied by travellers in Foxes Lane. Some rubbish had been left behind. Dragons teeth were deemed as inappropriate. As regards Carlos Corner, Clerk to contact HCC to replace current reflectors, which are damaged.

LW

The draft letter to TVBC Head of Planning, Paul Jackson and Head of Planning Policy and Transport, Steve Lees, prepared by the Clerk in respect of the felling of the oak tree in front of Alfalie shops in Lower Common Road (planning ref. 14/00630/TPOS), was presented. Members approved the content. Clerk to send.

LW

#### 043 HIGHWAYS

a) Verges in relation to biodiversity - the information provided was discussed.

**RESOLVED:** to identify areas that can be left and look into more environmentally sustainable management.

JK

b) Report concerning vegetation management - PS advised that he had attended the Paths to Partnership conference on 5<sup>th</sup> June 2014. HCC were looking at ways to better manage pathways at a local level and management responsibilities. WPC felt that HCC funding should be awarded based on a pro rata basis of the number of footpaths per Parish is fair. Clerk to advise HCC.

LW

c) Replacement bus shelter at Shootash Crossroads, A27 - **RESOLVED:** To accept the contribution offered by HCC of £2,200 to replace this bus shelter and accept the quotation from Queensbury of £4,559.64. Clerk to arrange.

LW

#### 044 ENVIRONMENT

a) Wellow Common HLS Management works - **RESOLVED:** To accept quotation from JDB Contractors for gorse cutting of £7,600, being £950 per Hectare for 8 Hectares. Clerk to confirm.

LW

b) TVBC proposal for a WPC pilot concerning responsible dog ownership - **RESOLVED:** Not to proceed with this proposal. Clerk to advise TVBC.

LW

c) Preventative measures concerning vandalism at Lower Common Road recreation ground - **RESOLVED:** Clerk to obtain estimates for CCTV

LW

d) Use of Parish Office by Walk the Wellow Public Path Group - Members felt the Parish Office was inappropriate, but the Nightingale Room in Wellow Village Hall would be better. **RESOLVED:** to enquire about hiring Nightingale Room

PS

#### 045 SPORTS AND LEISURE

a) Replacement Pavilion update - TC advised she is currently awaiting more information from Passmores Pavilions. She is working with Sonia Wilson investigating various funding streams and bid writing. **RESOLVED:** JS and PS to liaise concerning the grant application to Sports England.

TC

JS/PS

As it is unlikely the pavilion will be replaced this year, it was agreed that the current pavilion is in need of some intermediate exterior decoration. Clerk to

check WPC insurance concerning students working. LW

- b) Annual Inspection report for Play Area at Lower Common Road and Trim Trail at Hatches Farm Sport Field - Clerk reported on this report's findings.

**RESOLVED:**

- (i) Play Area - to arrange a site visit with Simon White to address issues. JK  
To contact TVBC to arrange broad leaf spraying in and around area. LW
- (ii) Trim Trail - to request Simon White to replace grip on Balance Beam. JK  
Groundsman to strim grass under apparatus and clean off bird droppings. LW

#### 046 POLICY

- a) Policy Working Group report concerning (i) Standing Orders, (ii) Finance Regulations, (iii) Burial Ground and (iv) Media.

**RESOLVED:** To accept the report as amended. LW

- (i) Standing Orders -  
P.7 v to read: **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting may be discussed and recommendations made at the subsequent meeting.  
P.8 vi to read: may, after it has appointed the members of a standing committee, appoint the chairman of the standing committee.  
Alternatively, the standing committee may appoint its own chairman;  
P.9 k to be considered.  
*Note: Standing Orders adopted 8<sup>th</sup> May 2013 P.10 K. reads: '...the order of business shall be as follows:'*  
P.17 d initial para. to read: Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works for contracts exceeding limits as described in Section 'c' above, shall include, as a minimum, the following steps:  
P.19 22a to read: a legal deed shall not be executed on behalf of the council unless authorised by a resolution.  
Subject to standing order 22(a) above, Chairman or Vice-Chairman and one other councillor may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.  
P.20 23b - Delete
- (ii) Financial Regulations -  
P.12 7.4 - Delete
- (iii) Burial Regulations - adopt, and put on a future agenda for consideration as to the inclusion of Former Residents' entitlement to burial
- (iv) Media Policy Statement - adopt

#### 047 FINANCE

- a) Income and Expenditure report June 2014 - **RESOLVED:** That the schedule (Appendix 1) was received, agreed and endorsed by Members.
- b) Quarterly Expenditure against Budget Report April to June 2014 noted.
- c) Grant Applications received - **RESOLVED:**

- (i) St Margaret's Church 800<sup>th</sup> Anniversary celebrations - to grant £500.00 LW
- (ii) 9<sup>th</sup> Romsey (West Wellow) Scouts renovation project - to grant £500.00 LW

#### 048 PLANNING

- a) **RESOLVED:** Minutes of the meeting held on 2<sup>nd</sup> June 2014 be signed by Chair as a correct record.

**049 CORRESPONDENCE**

List of correspondence/consultations received & noted by members - items of interest available to members as required.

St Margaret's Parish Church Graveyard Maintenance request 5<sup>th</sup> July 2014 - A request was made against agreed budget 2014/2015 for this donation of £300 towards upkeep. **RESOLVED:** to arrange donation payment.

LW

**050 DELEGATES REPORTS**

- a) JJ advised that she attended the Service of Commemoration to mark the Centenary outbreak of WW1 on 22<sup>nd</sup> June 2014 at Winchester Cathedral, with the Chairman. They had an enjoyable day.

**Confidential business - RESOLVED:** to exclude the press and public for item 051 below, on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

- 051 a) Staff Management. **RESOLVED:**
  - (i) Clerk to continue to monitor performance of Grounds Maintenance Operator.

**052 DATES OF FUTURE MEETINGS**

- a) Planning & General Purposes Committee - Monday 4<sup>th</sup> August 2014. 6.45pm
- b) Planning & General Purposes Committee and Full Council meeting - Monday, 1<sup>st</sup> September 2014. 6.45pm and 7.15pm respectively

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*Public participation at this meeting: three members of the Public attended.*

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## Current Bank A/c

Payments made between 03/06/2014 and 04/07/2014

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
09/06/2014	Southern Electric	3864	102.46		4.87	4510	501	97.59	Elec 26.02.2014 to 30.05.2014
09/06/2014	Southern Water	3865	32.65			4512	501	32.65	Water 13.11.2013 to 19.05.2014
09/06/2014	Sembcorp Bournemouth Water	3866	73.62			4563	502	73.62	Water 14.11.2013 to 23.05.2014
12/06/2014	Lesley Weldon	3867	1,185.55			4102	102	56.55	Clerk Travel Jun 2014
						4100	102	1,129.00	Clerk Salary Jun 2014
12/06/2014	Lesley Weldon	3867A	148.71		15.98	4125	101	52.83	Clerk Exp June 2014 Postage
						4132	101	15.79	Clerk Exp June 2014 Padlocks
						4134	101	55.78	Clerk Exp June 2014 Print Cart
						4520	501	8.33	Clerk Exp June 2014 Weedol
16/06/2014	Southern Electric	3868	35.05		1.66	4562	502	33.39	Pav Elec 26.02 to 30.05 2014
17/06/2014	Jeffrey Benham	3869	20.00		3.33	4215	201	16.67	Petrol w/e 07.06.2014
30/06/2014	Jeffrey Benham	3870	469.66			4108	102	42.25	Travel June 2014
						4106	102	427.41	Salary June 2014
30/06/2014	Jeffrey Benham	3870A	40.00		6.67	4215	201	33.33	Groundsman Exp - Petrol Jun 14
03/07/2014	Hants Assoc of Local Councils	3871	108.00		18.00	4146	101	90.00	Planning Trg 22.05.2014
03/07/2014	N W Adams	3872	264.60		44.10	4154	101	220.50	Annual Safety Insp & Risk Ass
03/07/2014	Hatches Farm	3873	190.00			4205	201	190.00	Equip Storage July - Sept 2014
03/07/2014	Karen Steer	3874	27.50			4122	101	27.50	Office Cleaning June 2014
03/07/2014	Romwy Power Gdn Machinery	3875	24.00		4.00	4200	201	20.00	Repair to Rotary Mower
03/07/2014	Mr L Dunn (LDE ELEC)	3876	100.00			4511	501	100.00	CClub Lights installation
03/07/2014	Mr L Dunn (LDE ELEC)	3876A	15.60			4133	101	15.60	Parish Office PAT Testing June
03/07/2014	H M Revenue and Customs	3877	1,131.41			4101	102	808.17	Clerk Q1 Apr - June 2014
						4107	102	323.24	Groundsman Q1 Apr - June 2014
03/07/2014	Fire Marque	3878	120.00		20.00	4159	101	50.00	Annual Fire Risk Ass Cricket P
						4159	101	50.00	Annual Fire Risk Ass Hatches P
03/07/2014	TLC Online	3879	90.00			4305	301	90.00	Web Site Mtce May-July 2014
03/07/2014	Nightingale Groundcare Ltd	3880	232.22		38.70	4803	801	193.52	Burial Grnd Mtce June 2014
<b>Sub Total Carried Forward</b>			4,411.03	0.00	157.31			4,253.72	

Date: 04/07/2014

Wellow Parish Council 2014/2015

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Cash Book No : 1

User : LAW

Current Bank A/c

Payments made between 03/06/2014 and 04/07/2014

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
03/07/2014	New Forest Garden Machinery	3881	318.77		53.13	4210	201	265.64	Stihl Strimmer S/N 299275059
04/07/2014	E.A.Hatch Pottery Farm	3882	60.00			4530	501	60.00	Ditching the Gazings
04/07/2014	Country Consumables	3883	72.00		12.00	4305	301	60.00	Country Consumables
04/07/2014	R.C.Biddlecombe	3884	183.42			4511	501	183.42	Replace Cricket Pav Door
04/07/2014	R.C.Biddlecombe	3884A	106.00			4530	501	106.00	Repair roundabout LCR Rec
04/07/2014	Direct tec UK Ltd	3885	59.89		9.98	4134	101	49.91	Photocopier Mar - June 2014
<b>Total Payments :</b>			5,211.11	0.00	232.42			4,978.69	

Date: 04/07/2014

Wellow Parish Council 2014/2015

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Time: 10:51

Cash Book No : 1

User : LAW

Current Bank A/c

Receipts received between 03/06/2014 and 04/07/2014

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>
	Banked on : <b>02/07/2014</b>	<b>644.32</b>						
500092	Wellow & Plaitford Cricket Clb	14.21			1506	501	14.21	Semcorp B'Mth Water
500092	Wellow & Plaitford Cricket Clb	102.46		4.87	1501	501	97.59	Elec Feb - May 2014
500092	Wellow & Plaitford Cricket Clb	32.65			1506	501	32.65	Southern Water Nov -
500092	M E Coombes	495.00			1800	801	495.00	Grant Excl ROB N.25
	<b>Total Receipts :</b>	<b>644.32</b>	<b>0.00</b>	<b>4.87</b>			<b>639.45</b>	