

	<p>f) HATs had completed their fund raising for Christmas Lights. Members were reminded “Switch On” would take place 22 November.</p> <p>g) He reminded Members that the PC had been invited to Remembrance Day Service at St Mark’s Church 10am on 10 November.</p>	
19/204	<p>Matters Arising from Previous Meeting Cllr Brooks asked if the PC’s insurance would cover the proposed new Chairman’s Chain of Office. The Clerk was asked to check. Cllr Brooks reported that BCP would be unable to assist with obtaining a “brown sign for Greystones. The footfall would not be high enough.</p>	Clerk
a)	<p>19/040b Neighbourhood Plan Cllr Brooks reported that the Sub Committee had met twice. Funding would be available to cover costs up to £9,000. A web site was being set up, he reminded Members about the Workshop on 13 December 2.30 to 5.30 in St Mark’s Church Hall, a number of local businesses had shown an interest. A residents’ survey would be produced and vetted by BCP. BCP have a duty to cooperate with local councils.</p>	NB
b)	<p>19/176b Service Level Agreement The Clerk reported that she had received the final copies for acceptance and signing by the Chairman & Clerk. Proposed: Cllr Butcher, Seconded: Cllr McNeil that the SLA be accepted and signed. Vote: Unanimous</p>	Clerk
c)	<p>191/ 76c Meeting with Local Historian The Chairman reported that he had no report back from the historian to date. Interesting papers had been found at CBC showing that Highcliff Parish Council had first been formed in 1894.</p>	
d)	<p>19/176g Highcliffe Food and Arts Festival Cllr Butcher took no part in discussion or vote. The Council resolved to support the 2020 Food Festival with a grant of up to £5000 to assist it to get to a break-even position. The Grant will be payable once other sources of funding are in place. Although it is not able to commit future funds, the Council agreed that the Festival is of significant importance to Highcliffe & Walkford and it would therefore hope this support can be offered in the long term as well. Proposed: Cllr Smith, Seconded: Cllr Martin Vote: Unanimous The Clerk was asked to inform the Festival of the decision.</p>	Clerk

<p>e)</p>	<p>19/176h Lakewood Project A report was tabled and the following recommendation agreed:</p> <ol style="list-style-type: none"> 1. Subject to agreeing its cost and design and subject to confirmation that planning permission is not needed, The Council agrees to provide the signage on the Lakewood. 2. The Council agrees to support the Friends' application should they decide to seek approval for a 'Brown' sign on the nearby main road. 3. The Council encourages BCP to continue to provide assistance to the Friends on their 'Task' days incorporating this, as appropriate, into the SLA. 4. Subject to the outcome of discussions between the Council, Friends & the BCP Tree Officer, the Parish Council agrees to make an application for cutting back overhanging branches at the Lake and felling the dangerous conifer. 5. The Council agrees to provide a grant of £150 to purchase Lakewood plants to be planted by the Friends. <p>Proposed: Cllr Smith, Seconded: Cllr McNeil Vote: Unanimous</p> <p>The Clerk was asked to inform the Friends of the decision.</p>	<p>Clerk</p>
<p>f)</p>	<p>19/181 Highcliffe in Bloom A report was tabled and the following recommendations agreed:</p> <ol style="list-style-type: none"> 1. That the Council agrees to pay the entry fee for "Bloom" next year at an estimated cost of £150 2. That the Council actively supports Bloom by providing: 2no. metre square self- watering Amberol planters for outside the shops in Walkford and 2no. for Saulfland Place shopping area each bearing 2no.Highcliffe and Walkford in Bloom Logos and 2no. Parish Crests at an estimated cost of £1479 ex VAT 3. That the Council considers: funding the provision of 5000 leaflets advertising the Bloom and its requirement for sponsors and additional volunteers. It will also include a competition entry form for the best front garden, window box display, floral display by a business, public house, cafe, etc. Leaflets to be made widely available. Estimated cost of £225 <p>Proposed: Cllr Smith, Seconded: Cllr Butcher Vote: Unanimous</p>	

g)	<p>19/183 Office Accommodation – Agreement with HRA A report was tabled and the following recommendations made:</p> <ol style="list-style-type: none"> 1. To further improve the premises HRA is intending to seek lottery grant funding and, as a result, it is felt the some of the improvements required by the Council may not be achieved by March 2020. In the circumstances it seems reasonable to relax this date and reconsider it after the lottery funding application is decided. 2. However, improved lighting in the office is important and will not be delayed beyond March 2020. 3. As the HRA has agreed to provide the Parish Council with a telephone line, the Council is recommended to provide its own associated internet connection. 4. The design of Signage at the front of the building will be agreed with HRA but will be paid for by the Parish Council. 5. HRA have requested that the terms of the Agreement should be reviewed again in 4 years. <p>After some discussion it was agreed that the Clerk would determine costs of furniture and equipment required and would write formally to HRA with the agreement as now passed by the Council. Proposed: Cllr Martin, Seconded: Cllr Butcher Vote: Unanimous</p>	Clerk
h)	<p>19/189 Council Web Site The Clerk reported that she had been informed by the supplier that the base of the website had been built but he would need information to put on and a copy of the logo. She had passed on some information but would require specific details from Members. Following some discussion regarding ongoing support the Clerk was asked to speak to the contractor to determine exactly when the site would be up and running and what if any ongoing support they would be likely to give. The Chairman will consult with other Parish Councillors to finalise the new Logo design.</p>	Clerk Clerk BH
19/205	<p>Finance, Balances & Payment of Accounts Copy of Financial Statement attached. Approved invoices for payment and account reconciliation. Proposed: Cllr Martin, Seconded: Cllr Smith Vote: Unanimous</p>	

19/206	<p>Planning Report Cllr McNeil tabled a chart showing planning applications since the last meeting, excluding tree applications.</p> <p>8/19/1280 4 Larkspur Close: Objection: Extension would cause loss of privacy for neighbours.</p> <p>8/19/1255 26 & 28 Wharnclyffe Road. Objection: Density issues, increased traffic and insufficient parking.</p> <p>Concerns were raised over the number of outstanding applications where no decisions had been made and the fact that the PC does not know if its comments have been considered. It was felt that a meeting with the Senior Planning Officer would be useful.</p>	WMe
19/207	<p>Allotment Licence Review A report was tabled and after some discussion it was agreed that the following recommendation be approved:</p> <ol style="list-style-type: none"> 1. All occupancies that start before 30 June in their first year will be charged a full year's rent. Occupancies starting after 30 June will be charged 50% of the full rent and occupancies starting after 30 September will pay no rent until the new year ie the following January. 2. No discount scheme will operate for new licenses, all of which from 1st January 2020 will be charged at the full rate. Instead, we expect Allotment Associations to give preference to Highcliffe & Walkford residents when they allocate sites. 3. Existing licenses will remain unchanged, receiving (or not receiving) their discount as before. 4. The Council does not operate an instalment scheme for the payment of allotment rents. 5. As it is the Parish Council's stated intention that its allotments will operate at break-even levels, it should therefore be anticipated that the normal annual increase will approximate to the increase in RPI. However, rent levels for 1st January 2021 will not be increased. <p>Proposed: Cllr Smith, Seconded: Cllr Brooks Vote: Unanimous</p> <p>The Clerk to inform Roeshot Hill Allotment Association, Walkford Road Allotment Association and SVPP.</p>	Clerk
19/208	<p>Date of Next Meeting – Wednesday 27 November 2019 at 6.30pm.</p>	

