



Highcliffe & Walkford Parish Council

27 November 2019

Minutes of the Meeting of Highcliffe & Walkford Parish Council held this day at 6.30pm in The Old Schoolhouse, 254 Lymington Road, Highcliffe BH23 5ET

Present: Cllr R Hutchings (Chairman), Cllr N Brooks, Cllr T Butcher, Cllr L Harris and Cllr S Smith.

Also Present: T Jamieson (Clerk) and 2 members of the public.

Part 1 Open Items

		Action
19/215	Apologies for Absence Cllr A Martin (Vice-Chairman), Cllr N Geary, Cllr W McNeil.	
19/216	Declarations of Interest Cllr Brooks declared an interest in Item 8 as a Member and user of Nationwide Building Society but this was not deemed to be a pecuniary interest.	
19/217	Minutes of Previous Meeting, Minutes of the previous meeting held on 23 October 2019 were taken as read, confirmed as a true record and signed by the Chairman. Proposed: Cllr Butcher, Seconded: Cllr Smith Vote: Unanimous	
19/218	Public Participation There were no matters raised by members of the public.	
19/219	Chairman's Comments and Information The Chairman reported: a) He had a meeting with Graham Farrant (Chief Executive BCP) when the following matters were discussed: i) Various difficulties setting up the PC ii) Low number of Councillors on PC. iii) Maintenance of verges & footpaths. iv) Planning at BCP and lack of local representation. v) Earmarked funds from CBC. vi) Sensory Garden. vii) Play Areas.	

	<p>viii) Street Signs. ix) An invitation was given to GF to address the Parish Annual Meeting on 26 May 2020. A briefing paper had been sent to all Members.</p> <p>a) He attended the Highcliffe Remembrance Day Service at St Mark's Church which was well attended. b) Hoburne Development had agreed to replace the block paving after the developments had been completed. c) There had been some complaints regarding cyclist on the Zig Zag path and at Chewton Bunny. BCP were looking into the issues. d) There had been a good turnout for switching on the Christmas Lights.</p>	
19/220	Matters Arising from Previous Meeting	
a)	<p>19/176b SLA Progress Report The Clerk reported that she was waiting for the signed copies from BCP for the current year. It was reported that there would be an increase next year and that other services could be included covering activities at Lakewood and Nea Meadow.</p>	
b)	<p>19/183 Office Accommodation – Purchase of Broadband The Clerk reported that arrangements had been made for broadband to be installed in the office, a printer had been purchased, the lighting had been improved and it was hoped that furniture would be obtained in the near future.</p>	
c)	<p>19/189 Progress Regarding Council Web Site The Clerk reported that a new Webmaster had been appointed and had taken over the running of the site but would be working to get a new site up and running. The Chairman reported that it had been agreed that Rejuvenate continue to host the emails for the time being. A figure of under £500 had been negotiated for work done on the web site, members agreed and the Clerk was instructed to advise Rejuvenate of the decision.</p>	Clerk
	<p>Cllr Brooks asked about the benches that the PC had acquired. The Chairman stated that 2 were being refurbished by Men Shed for siting within the Ward and 2 would be passed to BCP for siting on Highcliffe cliffs. Cllr Brooks enquired about the local historian, the Chairman responded that there had been no further contact.</p>	Clerk
19/221	<p>Verbal Update Report on Neighbourhood Plan Cllr Brooks gave an update and reminded Members of the Workshop that was being held on 13 December 2.30 to 5.30 in St</p>	

	<p>Mark's Church Hall. There had been a big response from local businesses and associations and was expecting 40 plus attendees. He was working with Burton & Hurn Parish Councils and Christchurch Town Council as well as BCP.</p>	
19/222	<p>Proposed Closure of Nationwide Building Society, Highcliffe The Chairman reported he had drafted a letter to the Chairman of Nationwide expressing disquiet and disappointments at the proposed closure of the Highcliffe Branch and asked members for their approval. Approval was given. The Chairman asked Members to consider what other steps could be taken to prevent the closure. Apart from individual letters and signing the petition there was little else the PC could do.</p>	BH
19/223	<p>Finance, Balances and Payment of Accounts Copy of Financial Statement attached. Approval given for payment of accounts. Proposed: Cllr Brooks, Seconded: Cllr Harris Vote: Unanimous Cllr Brooks reported that he was now registered to view the Unity Bank Accounts and would be in able to agree balances as shown on the Financial Statements each month.</p>	NB
19/224	<p>Allotment Terms & Conditions The Chairman reported that there were two matters to be considered regarding the allotment sites.</p> <ol style="list-style-type: none"> a) RHAA was keen to improve the toilet facilities on the site. Currently the PC pays over £1,000 per annum for the facilities which are not satisfactory. b) The PC resolved in October to permit existing plot holders to retain their existing discount but to allow no discount for new plot holders. Both RHAA and WAA this would be divisive and would prefer a flat rate for all. <p>The following recommendations were made:</p> <ol style="list-style-type: none"> a) Toilet – provided RHAA re able to fully finance the new toilet facility the Parish Council agrees to : <ol style="list-style-type: none"> i) Pay the cost of obtaining planning consent (if required) including building regulations. ii) Once the existing toilet is removed, contribute £500 pa to RHAA (ie under 50% of current annual costs). iii) Assist RHAA where possible with VAT liabilities, a) Rents – The Parish Council agrees to consider the implementation in January 2021 of a single rate per rod on the understanding that the rent will be set at a level to produce approximately the same total income as the present two tier system. <p>Resolved: The Parish Council agrees the recommendations above. Proposed: Cllr Harris, Seconded: Cllr Smith Vote: Unanimous</p>	

<p>19/225</p>	<p>Signage on Council Properties The Chairman reported that there are several signs in the Parish that show ownership of the site to be CBC. Photographs of some of the signs were shown to member, these included, Lakewood, Nea Meadow, and the two allotment sites. Also to be considered a new sign for Wingfield Recreation Ground that has no signage a present. Many of the road signs also show CBC which need to be changed although some on major roads will be the responsibility of BCP the Highways authority. Members were asked to look for other signs in the Parish that may need changing. The Clerk reported that she was waiting for quotations for some of the proposed signs.</p> <p>The following recommendations were made:</p> <ol style="list-style-type: none"> 1. New signs should be commissioned for each of the above Council owned sites. Present signs display a contact telephone number but it is recommended that our new signs should refer to our web address rather than a telephone number. 2. BCP should be asked to change parish road signs to show the Parish Council's name/logo instead of CBC. The Clerk to contact Christchurch TC to ask how they are dealing with the matter. <p>Proposed: Cllr Butcher, Seconded: Cllr Smith Vote: Unanimous</p>	<p>Clerk</p> <p>Clerk</p>
<p>19/226</p>	<p>Future Invoicing for Wingfield Recreation Ground The Chairman reported that he and the Clerk had a meeting at 2Riversmeet to discuss the invoicing arrangements in place for the use of Wingfield Recreation Ground. At present the booking, invoicing and collection of the hire charges are convoluted with the Football Club, FA, Cricket Clubs, 2Riversmeet and BCP all being involved. The Chairman suggested that 2Riversmeet continue to take the bookings but that invoicing and collection of rents should be taken on by the Parish Council. Unanimous agreement.</p>	
<p>19/227</p>	<p>To Approve Reserves Policy The Chairman reminded Members that the Council is required to maintain adequate financial reserves to meet foreseeable needs and commitments, and, also to have money available in the event of an emergency. Current advice on reserves from the Local Councils Association is that the amount of financial reserve held should,</p>	

	<p>where possible, be a sum about equal to the annual precept</p> <p>Reserve Components</p> <p>a) <i>General Reserve</i></p> <p>The use of this is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies. The Parish Council should adopt the following policy for this reserve:</p> <ul style="list-style-type: none"> ➤ It is intended to maintain the General Reserve at a level equivalent to 12 months precept income. ➤ If the balance is drawn down, replenishment will be provided for in the next annual budget. ➤ If the General Reserve is exhausted due to extreme circumstances, the Council may make emergency borrowings from Earmarked Reserves, which will be replaced in the next annual budget. <p>a) <i>Earmarked Reserves</i></p> <p>These may be set up at any time by the Parish Council to meet known or predicted liabilities.</p> <p>Procedure for the Management of Reserves</p> <ul style="list-style-type: none"> ➤ Decisions to set up a reserve will be made by the Full Council. ➤ Expenditure from reserves can only be authorized by the Full Council ➤ The reserves will be reviewed by the Full Council as part of the annual budgeting process. ➤ The Responsible Financial Officer will maintain a detailed schedule of all reserves. <p>RESOLVED to approve and adopt the policies above. Vote: Unanimous</p>	
19/228	To Approve Grants Policy	

The Chairman reminded Members that Highcliffe & Walkford Parish Council sets aside sums of money each year to donate to good causes in the parish. The law governing the Council requires that grants paid under Section 137 of the Local Government Act 1972 must be spent for the direct benefit of the parish and that benefit must be commensurate with the amount granted. This means that the Council will not make a large grant that benefits only a few people.

Policy

The Parish Council awards grants at its absolute discretion. Organisations applying for a grant must demonstrate their clear need for financial assistance. The Council cannot provide grants for:

- Any organisation operating overseas.
- Private individuals
- Commercial organisations
- Political Parties
- Religious Organisations (unless the purpose of the grant does not discriminate on grounds of belief)
- Another local or public authority carrying out a statutory duty.

This list is not exhaustive and the Council may add to it at its discretion.

Only one grant application will be entertained from an organisation in any financial year. Applications received in the last quarter of a year may be carried over to the following year. Grants will not be made retrospectively.

Grant Application Process

Applications must be made in writing either:

- By email to clerk@highcliffewalkford-pc.gov.uk
- Online at <https://highcliffewalkford-pc.gov.uk/grant-applications/>
- By post to the Parish Clerk at: Highcliffe & Walkford Parish Council, 254 Lymington Road, Highcliffe,

If provided, the following information is useful to enable the Council to assess the value of an application:

- Copies of last year's accounts and estimates for the coming year
- Estimate of the number of members/residents benefitting from the application
- Details of the extent of the organisation's activities in the parish together with any restrictions.

	<ul style="list-style-type: none"> ➤ If relevant, details of the specific project the grant I intended to fund. ➤ Other efforts that have been made to attract funding elsewhere. <p>Other Matters</p> <p>Subject to any 4th quarter applications being delayed, all applications will be considered at the next available meeting of the Council.</p> <p>The Council will take into account all known factors including the history of grants previously paid to the Applicant. This is necessary to ensure a fair distribution of available resources</p> <p>Grants will not be made on ongoing basis. A fresh application will be required each year.</p> <p>The Council may make an award subject to any conditions it sees fit. The Council reserves the right to refuse any application which it considers inappropriate or against the objectives of the Council.</p> <p>A grant must be used for the purpose disclosed in the application and, if the organisation is unable to do this, with all or any part of the grant any unexpended portion must be repaid to the Council. The Parish Council may require proof of expenditure.</p> <p>Instead of a cash grant the Council may at its discretion gift furniture or equipment to an Applicant. Such a gift must be insured and maintained by the Applicant.</p> <p>Organisations receiving a Council grant are required to acknowledge the gift in their internal and external communications.</p> <p>RESOLVED to approve and adopt the policies above. Vote: Unanimous</p>	
19/229	<p>To Receive the Planning Report</p> <p>Current Planning Applications had been sent to Members. There were no comments from Members.</p> <p>Cllr Harris had agreed to oversee planning whilst Cllr McNeil was away.</p> <p>Members requested that only the weekly summary papers be circulated rather than each individual application. The Clerk to action.</p> <p>Cllr Brooks offered to bring to the attention of BCP Leader the fact that comments are not invited or accepted when there are changes to applications.</p>	<p>Clerk</p> <p>NB</p>

19/230	<p>Pruning of Wingfield Recreation Ground Trees The Chairman reported that a complaint had been received from a resident regarding overhanging trees in the gardens backing Wingfield Recreation Ground. A BCP Tree Officer had inspected the site and the PC was waiting for his report and quotation for any necessary work. Should any tree be dead, dying or dangerous the PC would be responsible but if it just overhanging the resident would be responsible.</p> <p>It was agreed that a formal Tree Policy should be adopted and the matter would be brought to the Parish Council at the next meeting.</p>	BH
19231	<p>Nea Meadow Car Park Update The Chairman reported that work on the car park was due to start on 4 December 2019 and were expected to last for 2 weeks.</p>	
19/232	<p>Container on Wingfield Recreation Ground Update The Chairman reported that the container had been removed and the debris left had been removed by the Hawkes Football Club. The Parish Council recorded it's thanks to the Hawks for carrying out the work.</p> <p>The Football Club had mentioned the possibility of a container for some of their gear. Details to follow.</p>	
19/233	<p>Date of Next Meeting Wednesday 11th December 2019 at 6.30pm.</p>	
19/234	<p>Exempt Business To consider passing a resolution to exclude the press and public To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of business to be transacted.</p> <p>Proposed: Cllr Brooks Seconded Cllr Smith Vote: Unanimous</p> <p>The meeting closed at 7.45pm</p>	

Signed.....

Date,,,