



Highcliffe & Walkford Parish Council

11 December 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 A Martin (Vice-Chairman), Cllr N Brooks, Cllr T Butcher, Cllr N Geary, Cllr L Harris and Cllr S Smith.

Also Present: T Jamieson (Clerk) and 5 members of the public.

Part 1 Open Items

19/235	Apologies for Absence Apologies were received from Cllr W McNeil	Action
19/236	Declarations of Interests There were no declarations of interest declared by Members.	
19/237	Minutes of Previous Meeting The Clerk informed Members that a small addition had been made to the draft minutes of the meeting held on 27 November 2019. At Item 19/229 Planning Report the words “invited or” had been inserted after “comments are not”. The amendment was noted and the minutes were taken as read, confirmed as a true record and signed by the Chairman.	
19/238	Chairman’s Remarks <ul style="list-style-type: none"> a) The Chairman stated he felt the Public Meeting on 9th December was not badly attended, was useful and that the Parish Council should look at items raised by members of the public at its January 2020 meeting. b) He had no contact from the historian and would wait to see if he made contact. c) The Chain of Office was being progressed. d) He had a response from Nationwide Building Society and the Vice-Chairman agreed to draft a message for the web site. e) The Chairman stated that Item 12 on the Agenda-Wingfield Tree would be moved to Part 2 Exempt Items due to tenders being discussed. 	

19/239	Public Participation There were no matters or questions raised by members of the public.	
19/240	Matters Arising	
a)	19/183 Office Accommodation – Broadband The Clerk reported that arrangements had been made for an engineer to connect the broadband.	
b)	19/189 Parish Council Web Site It was reported that the site was up and running thanks to the speedy actions of the new Web Master.	
c)	19/176b SLA Current Year and Next Year The Clerk reported that the signed copy from BCP had not been received and there was no indication that the SLA for 2020/21 was being prepared.	
	Cllr Brooks asked for an update regarding signage, new benches and grants policy. The Chairman reported that a meeting was to be arranged with sign makers in the New Year. Two benches were in the process of being refurbished and two would be given to BCP when suitable sites had been found. The Grants Policy was basically that grants could not be given if only a small number of people benefited.	
19/241	Finance, Balances and Payment of Accounts Copy of Financial Statement attached. Cllr Brooks stated that he was able to agree the balances as shown in the statement and to approve payment of accounts. Proposed: Cllr Brooks, Seconded: Cllr Harris Vote: Unanimous	
19/242	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 Mark’s Church Hall. There had been a big response from local businesses and associations and was expecting 35 plus attendees. A sub group would be meeting in the New Year with senior planners from BCP to discuss climate change and planning issues.	
19/243	Planning Report Cllr Harris reported that although it had been a fairly quiet time there were three significant applications that should be considered: 8/19/1439/CLP – 13 Southwood Avenue. ? Withdrawn 8/19/1402/HOU – 8 Castle Avenue 8/19/1484/HOU - 10 Cornflower Drive She would welcome comments.	

	<p>Cllr Brooks reported that he was following up matters relating to 167-169 Lymington Road where there had been material changed to the plans. He would raise the matter with the Portfolio Holder and Leader of BCP Council.</p> <p>The Clerk reported that she had spoken to a Planning Officer at Christchurch regarding receipt of individual letters and the Weekly Planning List and it was agreed that individual notices would still be sent to the Clerk but that only the Weekly Lists would be forwarded to Members but that comments would be sent via the individual letters.</p>	
<p>19/244</p>	<p>Allotment Issues</p> <p>The Chairman reported that there had been some troubles with the invoice run by SVPP. Some plot holders overcharged and others not charged.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> a) To increase the rent from 1 January 2021 to £9.10 per rod for all plot holders thereby discontinuing the present discount scheme. For the year commencing 1st January 2010 the existing discount scheme to remain in place. b) To request the Allotment Associations to place notices to this effect or otherwise inform all plot holders of this change. c) To request SVPP to cancel the 14 erroneous invoices (at 1 above) and replace them corrected ones giving the residential discount. d) To request SVPP to cancel the invoices sent to ex plot holders (at 2 above) and issue invoices for the new plot holders. e) To continue investigating the 14 apparent errors (at 3 above) and request invoices to be sent as appropriate. <p>Proposed: Cllr Harris, Seconded: Cllr Brooks that the above recommendations be adopted. Vote: Unanimous</p> <p>The Chairman reported that the Walkford Road Allotments Committee had asked that the Parish Council supports their notice to quit given to a plot holder who is reluctant to give up his plot. The Chairman felt that the PC has little expertise in such matters and the Clerk was instructed to make enquiries to DAPTC asking if there is a general policy regarding allotments. No decision was made regarding the outstanding matter as it was agreed further advice was needed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

19/245	<p>GDPR Policy Members were asked to consider the policy draft that had been sent with the meeting agenda. It was agreed that the Clerk should be appointed as Data Protection Officer but that individual councillors would be responsible for their own personal computers and should use their .gov addresses for all council communications. Proposed: Cllr Brooks, Seconded: Cllr Butcher that the Parish Council approve the GDPR Policy as set out. Vote: Unanimous Copy to be placed on file.</p>	Clerk
19/246	<p>Grant Request from Highcliffe Residents Association CIC The Chairman reported that an application for a grant to purchase 120 chairs for the use of hirers of the halls. The Application meets the requirements of the Council’s grant policy and falls within the annual budget. The net cost £2,304. Recommendation: The Council considers the details and approves the purchase of 120 chairs. Proposed: Cllr Brooks, Seconded: Cllr Martin Vote: Unanimous Note: Subsequent to the meeting the Chairman authorised the purchase of a trolley for use with the chairs.</p>	
19/247	Date of Next Council Meeting Wednesday 22 January 2020	
19/248	<p>Exempt Business 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. Proposed: Cllr Harris Seconded Cllr Brooks Vote: Unanimous The meeting closed at 7.45pm</p>	

Signed.....

Date.....