



# Highcliffe & Walkford Parish Council

## 22 January 2020

**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 T Butcher, Cllr L Harris and Cllr S Smith.

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

### Part 1 Open Items

<b>20/01</b>	<b>Apologies for Absence</b> Apologies were received from Cllr N Brooks, Cllr N Geary, Cllr W McNeill.	<b>Action</b>
<b>20/02</b>	<b>Declarations of Interests</b> There were no declarations of interest declared by Members.	
<b>20/03</b>	<b>Minutes of Previous Meeting</b> The Minutes of the meeting held on 11 December were taken as read, confirmed as a true record and signed by the Chairman.	
<b>20/04</b>	<b>Chairman's Remarks</b> The Chairman reported: a) BCP would follow up complaints of puddles along the Cliff Path. b) Parish Council meetings would, periodically be held in other venues to encourage more public involvement and attendance and suggested the following: April 2020 – Hoburne Park. This had been confirmed. August 2020 – Mudeford Wood. November 2020 – Walkford URC March 2021 - ? Greystones. The Clerk was asked to follow up with bookings. c) During January to April BCP Community Engagement officers would be touring the conurbation and meeting with random groups and Saturday 29 February would be meeting at 10.30 am in the Old School Hall with HRA.	<b>Clerk</b>
<b>20/05</b>	<b>Public Participation</b> There were no matters or questions raised by members of the	

	public.	
<b>20/06</b>	<b>Matters Arising</b>	
a)	<b>19/176 History of the Parish Council</b> The Chairman reported that the Local Historian was having difficulties in finding anything regarding the ancient parish council but would continue his research.	
b)	<b>19/176b SLA Current Year and 2020/21</b> The Chairman reported that he had just received a reply from the BCP Officer. It was confirmed that there would be no added charge for Countryside support at Lakewood and Nea Meadow. Officers at 2Riversmeet were still looking into costs relating to bookings at Wingfield. Regarding calculations for service provisions the current costs were set by the Shadow Council on estimates made at the time. Should SLA continue it would be important that both parties, BCP and HWPC, would be getting value for money and that one is not subsidising the other. Discussions to continue.	
c)	<b>19/183b Broadband</b> The Clerk reported that it would be connected the following day.	
d)	<b>19/203 Benches</b> The Chairman reported that the Mens' Shed would carry out the work when possible. Sites for two benches had been agreed.	
e)	<b>19/225 Signage</b> The Chairman reported that no response to the request for a meeting had come from the company approached. The Clerk was asked to look for alternatives.	<b>Clerk</b>
f)	<b>19/244 Allotments NTQ Notices</b> The Chairman reported that it was a difficult matter and felt that the PC should wait for further information from the associations.	
g)	<b>19/188 Chain of Office</b> A report was tabled showing the design and cost of the proposed chain of office. The cost of the chain and badge would be approximately £2,700. A contribution of £2,000 had been promised. <b>Recommendation</b> – To approve the acquisition of the Parish Chain of Office. <b>Proposed:</b> Cllr L Harris, <b>Seconded:</b> Cllr T Butcher. <b>Vote:</b> unanimous.	
<b>20/07</b>	<b>Finance Report. Balances &amp; Payment of Accounts and Budget Update</b> The Clerk tabled the Financial Statement showing payments	

	<p>due and balances at the bank.</p> <p>The large number of payments due was partly because of the early December meeting. A transfer of £25,000 from the deposit had been made to cover the cost of the work at Nea Meadow Car Park but £10,178 was due from BCP towards the cost.</p> <p>The Clerk asked that a further payment of £2,130.43 be approved for the office furniture supplied the previous week. A Budget Report to 31 December had been circulated along with a report showing the principal differences.</p> <p>After some discussion the following was agreed</p> <ol style="list-style-type: none"> <li>a) To pay £2,130.43 furniture invoice from Richard H Powell</li> <li>b) To agree to the establishment at the end of the financial year the following Reserves (precise amounts to await year end confirmation)</li> </ol>	
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Reserve	Est. Amount (£)	Reason
Allotments	Available balance	The Parish Council resolved to operate its Allotments on a no profit/no loss basis; This year is abnormal and the surplus should be set aside for future investment.
Business Premises	3,500	This needs to be set aside under our agreement with HRA to pay for roof repairs at the Old School House
Revitalising the High Street	35,000	Our Project Group is about to start its work on this important subject and now is the right time to set aside a substantial reserve to begin to finance the work.
Play Areas	15,000	Before its demise CBC resolved to transfer three children's play areas to the Parish Council together with a dowry of £5,000 per area. This should be reserved for future maintenance.
General Reserve	80,000	The recommended level for a general reserve is 50% of our precept.

	<p><b>Proposed:</b> Cllr Butcher, Seconded: <b>Cllr Smith</b>  <b>Vote:</b> Unanimous</p>	
<b>20/08</b>	<p><b>Neighbourhood Plan</b>  The Chairman gave a verbal report on behalf of Cllr Brooks. Progress was being made and it was hoped to have a meeting with BCP planners early in the year.</p>	
<b>20/09</b>	<p><b>Planning Report</b>  An updated report had been sent to members. Cllr Harris asked members if there were any plans that they particularly wished to support to let her know.  Some discussion followed regarding the conversion of a retail unit being converted into flats. It was agreed that a marker objection to retail units being converted to residential be put forward stating that in principle the PC does not support the loss of retail units within the main shopping area.</p>	
<b>20/10</b>	<p><b>Internal Audit</b></p>	

	<p>The Clerk reported that the first internal audit had taken place and the Auditor's report had been forwarded to all members. There were no critical observations;</p> <p><b>RECOMMENDATIONS:</b></p> <p>a) The Council accepts the report of the internal auditor and agrees to implement each of the recommendations. It should be noted that some of the recommendation had already been acted upon. We had noted the underpayment (£1224) of precept by BCP which has already been raised with BCP; the Transparency Code has been acted upon and is elsewhere in this agenda. Reclaiming VAT paid is also in hand.</p> <p>b) The Parish Council authorises its Clerk to join the Society of Local Council Clerks and agrees to pay the fees (estimated at £156 pa)</p> <p>c) The Council requests its auditor to send copies of all reports to the Council Chairman as well as the Clerk.</p> <p>Members accepted the report and approved the <b>recommendations</b> as set out.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>																
<p><b>20/11</b></p>	<p><b>Transparency Code</b> The Chairman introduced the report and the following recommendations were made.</p>																	
<p>The Council will follow the Transparency Code for Smaller Authorities. Accordingly, the required information will be included in the PC website as follows:</p>																		
<table border="1"> <thead> <tr> <th data-bbox="204 1272 794 1305"><b>INFORMATION TO BE PUBLISHED</b></th> <th data-bbox="794 1272 1385 1305"><b>WHERE THIS WILL BE FOUND</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1305 794 1373">All items of expenditure above £100</td> <td data-bbox="794 1305 1385 1373">This is contained within the minutes of the meeting at which the item is approved</td> </tr> <tr> <td data-bbox="204 1373 794 1440">End of year accounts</td> <td data-bbox="794 1373 1385 1440">These will be found in the Financial section of the website within two months of the year end.</td> </tr> <tr> <td data-bbox="204 1440 794 1547">Annual Governance Statement</td> <td data-bbox="794 1440 1385 1547">This will be found in the Financial section of the website within two months of the end of the year</td> </tr> <tr> <td data-bbox="204 1547 794 1648">Internal Audit Reports</td> <td data-bbox="794 1547 1385 1648">Normally there will be two reports each year and these will be included in the Financial section of the website within 1 month of receipt</td> </tr> <tr> <td data-bbox="204 1648 794 1749">List of Councillors' responsibilities</td> <td data-bbox="794 1648 1385 1749">These are set out in the May meeting of the Council and will be found in the minutes of that meeting.</td> </tr> <tr> <td data-bbox="204 1749 794 1816">Details of Land and building assets</td> <td data-bbox="794 1749 1385 1816">Listed in the Parish Council section of the website</td> </tr> <tr> <td data-bbox="204 1816 794 1883">Minutes, agendas and meeting papers of formal meetings</td> <td data-bbox="794 1816 1385 1883">Listed in the Council Meetings section of the website</td> </tr> </tbody> </table>			<b>INFORMATION TO BE PUBLISHED</b>	<b>WHERE THIS WILL BE FOUND</b>	All items of expenditure above £100	This is contained within the minutes of the meeting at which the item is approved	End of year accounts	These will be found in the Financial section of the website within two months of the year end.	Annual Governance Statement	This will be found in the Financial section of the website within two months of the end of the year	Internal Audit Reports	Normally there will be two reports each year and these will be included in the Financial section of the website within 1 month of receipt	List of Councillors' responsibilities	These are set out in the May meeting of the Council and will be found in the minutes of that meeting.	Details of Land and building assets	Listed in the Parish Council section of the website	Minutes, agendas and meeting papers of formal meetings	Listed in the Council Meetings section of the website
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<p><b>20/12</b></p>	<p><b>Highcliffe Castle Matters</b>  The Chairman introduced the report regarding the lack of a flag pole on Highcliffe Castle and security issues. These issues have been discussed with the Castle Manager who is appreciative and supportive of the need for both matters to be addressed but has said that funds available to her are not sufficient to enable her to authorise them. The following <b>recommendations</b> were made:</p> <ul style="list-style-type: none"> <li>• the Parish Council to offer a grant of £1000 to the Castle (This will be matched by an equal offer from Councillor Brooks)</li> <li>• the Castle will provide the balance of funds needed to (a) provide and erect a suitable flagpole on the roof of the Castle, and (b) supply and erect a suitable number of CCTV cameras to provide an adequate level of security at the Castle and its grounds.</li> <li>• To ensure that this project proceeds in a timely way the offer of funding is time limited to 6 months from 22 January.</li> </ul> <p>Members accepted the report and approved the <b>recommendations</b> as set out above.</p>	
<p><b>20/13</b></p>	<p><b>Standing Orders &amp; Financial Regulations</b>  The Chairman introduced the report stating that a number of changes were needed to correct errors and to bring the Standing Orders and Financial Regulations up to date. Amended documents had been circulated to all Members of the Council with proposed changes shown in red and a proposed addendum to Standing Orders.</p> <p><b>Addendum to Standing Orders</b> – insert in SO No 4:  e. The Council may, from time to time, establish Working Groups for specific purposes. Working Groups will operate as follows:  a) Terms of reference will be set by the Council.  b) The Chair will, unless otherwise agreed by the Council, be Parish Councillor.  c) No expenses will be incurred other than within a budget set for the Working Group by the Parish Council.  d) Proceedings will be recorded by the Chairman of the Working Group who will report back to the Parish Council as required by the Terms of Reference.  e) Meetings of a Working Group will not be open to the public unless otherwise agreed by its Chairman.</p> <p><b>Recommendation</b> to adopt the revised documents and addendum which will be included (with other Council policies) within the PC website.</p> <p>Members accepted the report and approved the <b>recommendations</b> as set out above.</p>	

<p><b>20/14</b></p>	<p><b>Council Initiatives</b>  The Chairman introduced the report and stated that a number of these important issues had been raised by residents</p> <p><b>Initiative 1. (High Street)</b>  To revitalise the High Street (Lymington Road) to improve pavements, traffic managements &amp; safety for pedestrians.  <b>Next Step</b> to establish a subgroup of the PC.</p> <p><b>Initiative 2. (Lengthsperson)</b>  To improve the state of pavements/footways. Initially it will concentrate on the main thoroughfare, Lymington Road.  <b>Next Step</b> to establish a subgroup of the PC.</p> <p><b>Initiative 3. (Wingfield Pavilion Improvements)</b>  To improve the facilities available to clubs hiring the Pavilion and using the sports pitches.  <b>Next Step</b> the Chairman &amp; Cllrs Brooks &amp; Martin to meet with representatives of Highcliffe Hawks to ascertain their needs.</p> <p><b>Initiative 4. (Sensory Garden &amp; Adult Persons' Activity Trail)</b>  To build Sensory Garden &amp; Adult Persons' Activity Trail within Highcliffe Recreation Ground.  <b>Next Step</b> to make formal application to BCP for the transfer of the Recreation Ground (excluding the Public Conveniences) into the ownership of the Parish Council.</p> <p><b>Initiative 5. Fencing on North side of Lymington Road from Hinton Wood Avenue to the Medical Centre.</b>  To investigate responsibility for the maintenance of the dilapidated and dangerous fencing.  <b>Next Step</b> to determine the ownership of the land.</p> <p>Members accepted the report and approved the <b>recommendations</b> as set out above including the Terms of Reference for the Sub Groups as set out in the report.</p>	
<p><b>20/15</b></p>	<p><b>Environmental Policy</b>  The Chairman introduced the report with the Policy Statement and specific aims with an Annual Review of the impact the execution of HWPC services has had on the environment and an assessment of the efficacy with which the Council has met the specific aims of the policy.  The Annual Review will be carried out by the Council's Clerk and report made to the Council at the AGM in May each year.</p> <p>Members accepted the report and approved the <b>recommendations</b> as set out above.</p>	

<b>20/16</b>	<b>Date of Next Meeting – Wednesday 26 February 2020 at 6.30pm</b>	
<b>20/17</b>	<p><b>Exempt Business</b>  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.  <b>Proposed:</b> Cllr Harris <b>Seconded</b> Cllr Butcher  <b>Vote:</b> Unanimous</p> <p>There being no further business the meeting closed at 7.25pm</p>	

Signed.....

Date.....