



Highcliffe & Walkford Parish Council

26 February 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 N Brooks, Cllr T Butcher, Cllr N Geary, Cllr L Harris and Cllr S Smith.

Also Present: T Jamieson (Clerk) and 3 members of the public.

Part 1. Open Matters

		Action
20/21	Apologies for Absence Apologies were received from Cllr W McNeil. Cllr Harris gave her apologies for all meeting during March, April and May 2020 as she would be out of the country. Councillor Martin will also miss the March meeting.	
20/22	Declarations of Interest There were no declarations of interest.	
20/23	Minutes of Previous Meeting Minutes of the meeting held on 22 January 2020 were taken as read, confirmed as a true record and signed by the Chairman.	
20/24	Chairman's Remarks The Chairman stated that he had no matters to report that would not be covered during the meeting.	
20/25	Public Participation A member of the public reported that where road works were being carried out near the traffic lights on Lymington Road there was little room for a disability buggy or push chair to pass safely. The Clerk was asked to inform the contractors and Cllr Brooks would inform the Highways Department at BCP Council.	TJ/NB
20/25	Matters Arising Cllr Brooks asked for an update regarding the benches. The Chairman reported that Mens' Shed had been unable to start work on them. He also reported that a site for one shed was still needed and would see if Walkford Road Allotment Association would like one. To be followed up.	BH

a)	<p>19/225 Signage – Design & Purchase The Chairman reported that the two signs for the allotments sites and the sign for Lakewood had all been completed and erected. The Clerk was holding a number of stickers that could be used to cover CBC logos but that waiting for a reply from BCP Council regarding the use. The Chairman reminded members that Friends of Lakewood would be holding a working day on Sunday 1st March.</p>	ALL
b)	<p>20/04c Community Engagement – BCP Meeting 29.02.2020 The Chairman reminded members of the meeting when there would be an opportunity to talk to and ask questions of BCP Officers. He hoped many members would be able to attend.</p>	ALL
c)	<p>19/188 Chain of Office – Progress on Acquisition The Chairman reported that work on the chain was progressing and should be ready in time for the AGM.</p>	
d)	<p>20/12 Highcliffe Castle Grant – Offer made The Chairman reported that the offer of a grant had been made to Highcliffe Castle Manager with the conditions as set out in Minutes of meeting 22 January 2020. The response was that it would be unlikely the Castle could undertake to carry out the work within the six month time frame. It was therefore agreed that the Chairman would contact the Castle Manager again stating that the PC was happy to continue with the offer of a grant provided definite progress was made and contracts for the two projects were in place within 6 months. The PC would consider that matter again at its meeting on 26 August. The Chairman would ask for progress reports during the six months.</p>	BH
e)	<p>20/04a Clifftop Path – Repairs The Chairman reported he had received a response from BCP Council stating that the large puddle on the footpath was not a priority as it was in part due to the wet weather. It was agreed that the Chairman would respond stating that the puddle is excessively deep, that the problem would remain unless repairs were carried out. It was also felt that repairs would not move the problem further down the path. Furthermore there was a safety issue with the footpath being impassable and that BCP Council would be reliable in law should anyone fall and be injured.</p>	BH
20/26	<p>Finance, Balances & Payment of Accounts The Clerk tabled the Financial Statement showing payments due and balances at the bank. The Clerk reported that there were considerable funds due from BCP Council regarding payments made to SVPP for allotment rents and rental income from Highcliffe Bowling Club and Wingfield Recreation Ground. It was agreed that these should be followed up with the Director of Finance at BCP Council. Proposed: Cllr Brooks, Seconded: Cllr Smith that the report be accepted. Vote: Unanimous</p>	TJ/BH

20/27	<p>Neighbourhood Plan Cllr Brooks gave an update stating that progress was being made. Returns had been received on the survey and group members would be analysing the responses. Meetings were continuing with other Parish Councils and a meeting was planned with Hoburne Developments.</p>	
20/28	<p>Planning Report Cllr Harris reported that it had been a quiet month regarding planning applications apart from Tree Applications. The Cllr reported on the number of objections the PC had put in but decisions had not been made on a number of these. She felt the system was working well.</p>	
20/29	<p>Allotments – NTQ’s The Chairman produced a paper setting out proposals for the procedure for dealing with the issue of a NTQ and following discussions with the Associations the following solution was proposed.</p> <ul style="list-style-type: none"> a) Associations will continue their present systems of verbal and written warnings to plot holders where they feel they are not properly cultivating their plots b) If there is no material improvement Associations will refer the case to the Parish Council for a NTQ to be formally issued. c) The NTQ will, in addition to giving the plot holder notice to vacate the plot, offer a possible appeal process. d) Provided the plot holder is a current member, the National Allotment Society will be willing to hear an appeal as an independent arbiter. All parties will be required to accept and abide by the decision of the arbiter. <p>The recommendation to adopt the above procedure for dealing with the issue of a NTQ was unanimously accepted.</p>	
20/30	<p>Verbal updates on Council initiatives launched in January.</p>	
a)	<p>Revitalising the High Street Cllr Martin reported that a number of ideas were being followed up. A press release would be put out when there was more input. The Group would be looking for funding for a consultant and a current amount of £247.50. Proposed: Cllr Brooks, Seconded: Cllr Butcher Vote: unanimous that the above funding be agreed. A copy of a map showing the whole of the ward to be put on the web site.</p>	NB/TJ

b)	<p>Lengthsperson Cllr Smith reported that the group had not met but she had been following up various matters relating to weeds and overhanging vegetation and what the work load would be to cover matters not carried out by BCP. The Cllr would prepare an interim report in April.</p>	SS
c)	<p>Wingfield Pavilion Improvements The Chairman reported that a meeting had taken place and that the FA would be willing to make a grant of up to £25,000 towards modification of the pavilion subject to them approving the scheme. The Hawks were looking at the plans that had been passed by CBC in 2014 and indicated that they favoured them after some minor modifications. Another meeting will be convened to look at progressing the scheme, the car park and other issues and discussions will include a member of the Cricket Club.</p>	BH/NB/ AM
d)	<p>Sensory Garden & Adult Activity Trail The Chairman reported that an application had been made for the transfer of Highcliffe Recreation Ground and this would be followed up.</p>	BH/NB
e)	<p>A337 Fencing Replacement The Chairman reported that he had been able to determine ownership of the land and approximately 1/3rd was St Mark's Church and 2/3rd BCP. He and the Clerk would be meeting with the PCC on 3 March and would ask them to assist with the cost of replacement. A piece of land is not registered in the Land Register.</p>	TJ/BH
20/31	<p>Business Plan – To receive draft of PC Plan for 2020-2023 Having been circulated the Chairman invited members to comment. The Plan gave a long term vision and would be a living document which would be monitored and presented to the residents at the Annual Parish Meeting. The following recommendation was made:</p> <ul style="list-style-type: none"> a) The Council is invited to consider the draft in principle and to set up a small working group of members to consider the detail ahead of publication. (Cllrs Martin & Butcher) b) Publication will mainly be through our website but it is suggested this be supplemented with a small supply of printed copies for which approval to purchase is recommended. <p>Unanimously agreed</p>	BH/AM/ TB

20/32	<p>Community Infrastructure Levy</p> <p>The Chairman introduced the report stating that this levy was a charge levied by principal local authorities (ie BCP) on certain developments in the area and that this could have a major impact on HWPC in the future. He therefore put forward the following recommendations:</p> <ul style="list-style-type: none"> a) BCP should be asked to advise the parish council in detail its policy regarding CIL and, in particular, its intentions regarding the Neighbourhood Portion of the CIL. We need to be consulted on each potential CIL at an early stage and aware of the financial and infrastructure implications of each. b) Because collaboration between BCP and HWPC is a statutory requirement we therefore need to ask BCP for an agreed protocol for this. c) BCP should be asked to consult with HWPC regarding the use of the SAMMS contribution to be paid in respect of Roeshot Hill d) We request BCP to confirm its intentions regarding the future running of the communal facilities due to be provided at Roeshot Hill. Unless these are brought under the control of the parish council the residents of Roeshot Hill are likely to remain estranged from other HWPC residents. e) HWPC formally request to be advised of all other CILs that could be in the pipeline for our parish. With particular reference to Jesmond Avenue is a CIL being considered for this development? <p>Proposed: Cllr Martin, Seconded: Cllr Harris, Vote: unanimous</p>	BH
20/33	<p>75th Anniversary of VE Day</p> <p>Members agreed that a day of celebration could be a joint event with Christchurch RBL. Cllr Geary to follow up and report back to the Chairman</p>	NG
20/34	<p>Complaints Policy</p> <p>The Chairman introduced the report and draft policy and recommended that the draft policy as set out be adopted in lieu of the June 2019 policy.</p> <p>Unanimously agreed and adopted. Copy to website</p>	TJ
20/35	<p>Freedom of Information</p> <p>The Chairman introduced the report.</p> <p>Unanimously agreed to adopt the Model FOI scheme. Copy to website.</p>	TJ

<p>20/36</p>	<p>Fees & Charges The Chairman introduced the report stating that the Council needs to consider what changes, if any, it wishes to make in the coming months to its level of charges. The following recommendations reflect financial experience to date.</p> <table border="1" data-bbox="328 416 1233 965"> <thead> <tr> <th>Facility</th> <th>When</th> <th>Suggested Next revision</th> </tr> </thead> <tbody> <tr> <td>Allotments at Roeshot Hill and Walkford</td> <td>November 2020 - to give SVPP time to send 12 months' Notice to plot holders by 1st Jan</td> <td>Sufficient to balance the expected out-turn on the Allotment A/c based on 2020/21 budget monitoring.</td> </tr> <tr> <td>Bowls Club</td> <td>Annual in April</td> <td>In accordance with the terms of their Lease</td> </tr> <tr> <td>Fishing Licence</td> <td>Annual in April</td> <td>No increase</td> </tr> <tr> <td>Wingfield Sports Pitches</td> <td>Annual in April</td> <td>Increase to cover increase %age in SLA for pitch maintenance</td> </tr> <tr> <td>Other licences</td> <td>As required</td> <td>In line with annual CPI increase 1 month before renewal date</td> </tr> </tbody> </table> <p>Unanimously agreed to approve the above.</p>	Facility	When	Suggested Next revision	Allotments at Roeshot Hill and Walkford	November 2020 - to give SVPP time to send 12 months' Notice to plot holders by 1 st Jan	Sufficient to balance the expected out-turn on the Allotment A/c based on 2020/21 budget monitoring.	Bowls Club	Annual in April	In accordance with the terms of their Lease	Fishing Licence	Annual in April	No increase	Wingfield Sports Pitches	Annual in April	Increase to cover increase %age in SLA for pitch maintenance	Other licences	As required	In line with annual CPI increase 1 month before renewal date	
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<p>20/37</p>	<p>To Support the Plastic Free Initiative The Chairman introduced a report and asked members to support the campaign and include the “content for the website” with HWPC logo in the PC website</p>	<p>TJ</p>																		
<p>20/38</p>	<p>Security of Council Deeds etc The Chairman reminded members that the Council owns a number of properties within the parish and needs a secure place to store deeds and various keys. Unanimously agreed to the recommendation that Subject to the agreement of HRA (our landlord) that the safe may be permanently affixed to the floor, the Council should purchase an adequate Combination lock, water and fire resistant safe of sufficient size to hold the above items. The estimated cost of such a safe is approximately £500.</p>	<p>TJ/BH</p>																		
<p>20/39</p>	<p>Inspection of Safety Equipment at Wingfield The Chairman reported that the Parish Council was recently advised that there were a number of safety checks required to equipment at Wingfield Pavilion. These checks have not been continued by BCP, nor was the Parish Council previously made aware of the need to take this on.</p> <p>A brief summary of the checks, together with previous suppliers is as below. We have no knowledge of the likely cost of these mandatory checks.</p>																			

	Nature of Work	Fre- quency	Last Done	Contractor	
	Legionella	Monthly	24 Sept 2020	Aquacare	
	4 x Gas Fires , Gas fired Boiler	Annual	14 Sept 2018	Accolade Building Services	
	Portable Appli- ance Testing	2 Yearly	- August 2016	Elecheck(Note 1)	
	Periodic Electrical Inspection	5 Yearly	8 August 2016	Elecheck	
	Emergency Light- ing	Monthly	9 February 2019	In House	
	Fire Fighting Equipment	Annual	6 June 2018	Churches Fire Secu- rity	
	Asbestos	Annual	10 May 2018 (Note 2)	Unique Surveyor Property	
	<p>Note 1: No Portable appliances belong to the Council Note 2: Last identified Chrysotile removed 2018</p> <p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. As a matter of urgency the Council must re-introduce these checks and, for that reason alone, it is recommended that we seek prices from each of the previous suppliers. 2. As the Parish Council is unable to provide in house checks for emergency lighting this check should be discussed with Elecheck. 3. The Clerk to follow up with current suppliers. <p>Unanimously agreed.</p>				
					TJ
20/40	<p>Completion of Planting Zig-Zag Path The Chairman reminded members of the history of the zig-zag path. One of the members of the pressure group offered to carry out replanting, at no cost to CBC. The planting had been completed. The Parish Council is recommended to send a note of its thanks and appreciation to Martin Stewart with a copy to the Council Leader and Chief Executive of BCP for their information. Unanimously agreed.</p>				TJ
20/41	Date of next meeting – Wednesday 25 March 2020 at 6.30pm				
20/42	<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 Brooks, Seconded Cllr Geary Vote: Unanimous There being no further business the meeting closed at 8.10pm</p>				

Signed.....

Date.....