



# Highcliffe & Walkford Parish Council

29 April 2020

## Minutes of the Virtual Meeting of Highcliffe & Walkford Parish Council held this day at 6.30pm

**Present:** Cllr R Hutchings (Chairman), Cllr A Martin (Vice-Chairman), Cllr N Brooks, Cllr T Butcher, Cllr L Harris and Cllr S Smith.

**Also Present:** T Jamieson (Clerk)

### Part 1 Open Items

20/69	Apologies for Absence Apologies received from Cllr Geary	Action
20/70	<b>Declarations of Interests</b> There were no declarations of interest declared by Members.	
20/71	<b>Minutes of Previous Meeting</b> No errors or omission reported. To be signed by Chairman at a later date.	
20/72	<b>Chairman's Remarks</b> The Chairman wished to put on record his admiration for all key workers and front line staff especially NHS and carers and felt that there should be some form of recognition for their efforts possibly with an honours list made up of all helpers.	
20/73	<b>Matters Arising</b>	
a)	<b>20/57 Office Accommodation</b> Cllr Brooks stated that he was still unhappy with the recommendation agreed previously as he was concerned there was no formal agreement and should HRACIC pass the building to BCP Council the Parish Council could be in a difficult position. The Chairman agreed that he would speak to the HRA Chairman and bring the matter back to the next PC meeting.	BH
b)	<b>20/59 Retention of Documents</b> Cllr Brooks stated that matters held on the Parish website should be included in the description.	BH
c)	<b>20/63 1. Maintenance of Verges &amp; Footpaths</b> Cllr Brooks reported he had raised the matter of mowing verges with officers of BCP Council and had sent photographs of the Shelly Close area. He was waiting for a response.	

d)	<p><b>20/63 3. Earmarked Funds &amp; Legacy Money</b> Cllr Brooks reported that he had been in discussion with BCP officers on the matter. Whilst he was not satisfied with the way the accounting had been done, there is nothing more to be said.</p>	
e)	<p><b>20/65 Policy for Trees</b> The Chairman responded to Cllr Brooks enquiry regarding the appointment of a tree specialist confirming that a specialist had been appointed.</p>	
20/74a	<p><b>Coronavirus - New Rules Governing Meetings</b> A paper had been prepared showing new regulations allowing local authorities to conduct meetings remotely and the principle matters concerning H&amp;WPC. <b>The following recommendations were agreed:</b></p> <ol style="list-style-type: none"> <li>1. The Council implements the new (interim) arrangements</li> <li>2. Dates of meetings to be as previously agreed (the last Wednesday of each month)</li> <li>3. To approve the Chairman’s annual report which, in the absence of a Parish Meeting this year, will be published on the Council’s website in May.</li> <li>4. To consider the position of Chairman for the coming year. Agreed Cllr Hutchings continue in the role.</li> <li>5. To authorise the purchase of Zoom software (if necessary) for future remote meetings and to explore the use of land-line telephone where software not available.</li> <li>6. To monitor the adequacy of the arrangements, particularly for the inclusion of the public (with particular reference to the conduct of confidential (Part 2) business) through contact with the Clerk.</li> <li>7. To make available all non-confidential background papers on application to the Clerk.</li> </ol>	<b>LH</b>
20/74b	<p><b>Chairman’s Report</b> As there would be no Annual Council Meeting the Chairman circulated his report for the year 2019/20. One amendment (to delete ‘volunteer’) was agreed. A copy would be placed in the Minute Book and on the website during May.</p>	<b>Clerk</b>
20/75	<p><b>Finance Reports</b> The following reports had been circulated and copies would be filed in the Minute Book:</p> <ol style="list-style-type: none"> <li>a) Financial Statement at 29 April 2020</li> <li>b) Draft Accounts for the Year to 31 March 2020</li> <li>c) Budget Report comparing Actuals with Budget</li> <li>d) Detailed Estimates for 2020/21</li> </ol> <p>The Clerk asked Members’ approval to pay the Internal Auditors Account in addition to amounts shown on the report.</p> <p><b>Recommendation:</b> To individually approve each of the above.</p>	

	<p>a) <b>Approved</b> Financial Statement with additional payment of £550 to the Internal Auditor</p> <p>b) <b>Approved</b> Accounts for the year to 31 March 2020 with the transfers to Reserve Funds as shown.</p> <p>c) <b>Approved</b> Budget Report comparing actuals with budget</p> <p>d) <b>Approved</b> detailed budgets for 2020/21 subject to the addition of £6,000 .for the Neighbourhood Plan with a compensating reduction for other projects, which include Revitalising the High Street..</p> <p>All papers would be filed in the Minute Book</p>	
<b>Of 20/76</b>	<p><b>Neighbourhood Plan</b></p> <p>Cllr Brooks reported the grant of £2,440.00 received for the financial year 2019/20 had been ‘signed off’ as correctly spent by ‘Groundwork ‘(the Government’s grant issuing body). Unspent monies would have been reclaimed/deducted from subsequent grants. A grant application for 2020/21 was being considered. The grant balance available to HWPC is £6,560.00.</p> <p>The results of the resident’s questionnaire consultation in February/March (SurveyMonkey) are being reviewed and will be placed on the ‘Plan’ web site in due course</p> <p>The ‘Plan’ process, in the short term, is ‘on hold’.</p> <p>The <b>Coronavirus Act 2020</b> has far reaching implications, for example – no elections or <i>referendums</i> can take place until 6<sup>th</sup> May 2021. Fortuitously we are not towards the end of the process as it would be unlikely BCP Council Planners would be in a position to undertake a review of the PC NP at the present time and thus the final stage of a residents Referendum would have been delayed.</p> <p>NP advice via ‘Locality’ a Government appointed advisory body is being followed.</p>	
<b>20/77</b>	<p><b>Planning Report</b></p> <p>A detailed report had been circulated to Members and it was noted that regular updated reports were received.</p> <p>The following developments were discussed and decisions made:</p> <p><b>Walkford Hotel</b> – Childrens’ Play Area. <b>To support.</b></p> <p><b>20 Chewton Farm Road</b> – <b>To strongly object.</b> The Parish Council will support many local residents who had objected to this development.</p> <p>Main grounds for objection:</p> <p>Loss of privacy to adjoining properties</p> <p>Bulk and mass out of character with surrounding area</p> <p>Lack of adequate parking areas</p>	<p><b>LH</b></p> <p><b>LH</b></p>

	<p>Preservation of bats the existing house is a recognised roost for hibernation and a nursing location for a colony of bats, which would be destroyed if the existing house is demolished. This proposed development is at total conflict with Policies H9 and H12 of CBC Local Plan so should be rejected.</p> <p><b>173 Lymington Road</b> – Members were urged to object individually and the PC would object after the Chairman had contacted local residents.</p> <p>Concerns were expressed regarding the lack of site notices being placed but were advised that this was due to “lockdown” and staff shortage but the policy would be resuming in the near future.</p>	<b>LH/BH</b>
<b>20/78</b>	<p><b>Expenses Policy</b></p> <p>A paper had been circulated to determine a policy under which H&amp;WPC can pay expenses for the Clerk, Chairman &amp; Councillors when carrying out their official approved duties. The following issues were discussed and decisions made. These will be incorporated into a policy document to be presented to the next Council Meeting:</p> <p>1. Agreed that all payments would be made in accordance with this policy.</p> <p><b>2. Clerk’s Expenses:</b> Agreed the following expenses will be reimbursed following a claim made on the appropriate form by the Clerk, supported by receipts as appropriate, and certified by the Chairman:</p> <ul style="list-style-type: none"> <li>➤ Travelling and associated travel expenses whilst on official business; including mileage at current NJC rates</li> <li>➤ Reasonable subsistence, including meals and, exceptionally, overnight accommodation provided the duties have been approved by the Council.</li> <li>➤ Stationery, postage and printing costs and other office consumables including IT costs.</li> <li>➤ The cost of telephone calls made from home on official council business;</li> </ul> <p><b>3. Chairman’s Allowance</b> Agreed the Chairman may receive a small annual allowance to defray the incidental expenses of the office. For the year commencing 1<sup>st</sup> April 2020 this allowance is set by the Council at £500.</p> <p><b>4. Attendance Allowances.</b></p>	<b>BH</b>

	<p>The following background facts surrounding these allowances were discussed and it was unanimously agreed the Council does not intend to invoke these regulations to pay Attendance Allowances.</p> <p>The Local Authorities (Members Allowances) (England) Regulations 2003 authorise the payment of attendance allowances to parish councillors. This is a permissive power, it is not obligatory. To implement a scheme the Council would need to request BCP to arrange a meeting of the Parish Remuneration Panel and it would decide what percentage of the normal BCP attendance Allowance can be paid to parish councillors.</p> <p>It is noted that the significant majority of other parish councils do not avail themselves of members' allowances.</p> <p><b>5. Councillors' Expenses</b></p> <p>Agreed that when required to travel on approved council business <b>outside the area of the parish</b> Councillors will be reimbursed for travel and subsistence. Claims to be made on the appropriate council form and certified by the Chairman or Vice Chairman. Claims may include::</p> <ul style="list-style-type: none"> <li>➤ Travelling and associated travel expenses; including mileage at current NJC rates</li> <li>➤ Reasonable subsistence, including meals and, exceptionally, overnight accommodation.</li> </ul>	<b>Clerk</b>
<b>20/79</b>	<b>Updates of Initiatives</b>	
a)	<p><b>Revitalising the High Street – Report by Cllrs Martin &amp; Brooks</b></p> <p>The appointed Traffic Engineering Consultants, Paul Basham Associates were set to commence Stage 1 of the project in respect of measuring traffic flows in Lymington Road/Ringwood Road just as the Coronavirus 'lockdown' commenced. Accordingly, Stage 1 has been put 'on hold'. In essence their project has not commenced at present.</p> <p>The 'Pavement Condition Survey' (35 locations/photographs and supporting evidence) was presented to BCP Council Cabinet Member Andy Hadley on 12<sup>th</sup> March and duly passed to the BCP 'Streetscene'. The 'Condition Survey' identified path deflections in the range 25 – 60mm (approx. 1 – 2.5 inches).</p> <p>BCP follow the '<i>Well-Managed Highway Infrastructure: Code of Practice</i>' (UK Roads Liaison Group). Whilst this document is not prescriptive in terms of the depth of path defects it includes – '<i>There is a statutory duty on service providers under the <b>Equalities Act 2010</b> to take reasonable steps to remove or alter physical features to improve access for people with disabilities, or provide an alternative method of making services available</i>'. Having regard to the age cohort of our residents</p>	

	there is an unarguable case for repairs to take place. Overall, the ‘Project’ process, in the short term, is ‘on hold’.	
c)	<p><b>Wingfield Pavilion Improvements</b></p> <p>Cllr Brooks reported that a meeting had been held with Seascope South who were to draw up plans for the project. This was on hold due to “lockdown” but the Chairman will contact Seascope South to ascertain whether progress can be made</p>	<b>BH</b>
	There were no reports on other initiatives.	
<b>20/80</b>	<p><b>Community Engagement Policy</b></p> <p>The PC recognises the imperative to consider the impact of its actions on others and to engage with the whole community including:</p> <ul style="list-style-type: none"> <li>➤ All residents of Highcliffe &amp; Walkford</li> <li>➤ Users of our services</li> <li>➤ Businesses in the parish</li> <li>➤ Voluntary organisations, clubs and societies in the parish</li> <li>➤ Visitors to the parish.</li> </ul> <p>The Council also recognises the need to engage with Bournemouth, Christchurch Poole Council, the Police and other emergency services, Natural England, local Media and the Environment Agency.</p> <p><b>POLICY</b></p> <p><b>A. Consultation</b> – the process by which the Council seeks views from the community, either on a specific matter, or generally.</p> <ul style="list-style-type: none"> <li>➤ The Council may consult with specific stakeholders on some issues and with the wider community on others.</li> <li>➤ Consultation may make use of the Council’s website, be made in writing or by leaflet, or otherwise as appropriate..</li> <li>➤ Consultation exercises will be published as widely as appropriate and have a defined objective.</li> </ul> <p><b>B. Engagement</b> – the process, additional to Consultation, of involving the community to help form opinion and to review actions taken.</p> <ul style="list-style-type: none"> <li>➤ Time will be set aside at every Council meeting to enable members of the community to address the Council.</li> <li>➤ If requested, the Council will be pleased to consider the appointment of members to represent the Council on community organisations.</li> </ul> <p><b>C. Communication</b> – the process of informing the community about decisions that have been made by the Council and of generally passing on information.</p>	

	<ul style="list-style-type: none"> <li>➤ The Council’s website (<a href="http://www.highcliffewalkford-pc.gov.uk">www.highcliffewalkford-pc.gov.uk</a>) is our primary means of communication. All Council agendas and public minutes are published on the website together with a wide range of other matters. The website includes the facility for members of the community to contact the Council on any matter of interest to them.</li> <li>➤ Notice boards around the parish will carry details of meetings and other important Council events</li> <li>➤ The Council will endeavour to arrange for community matters to feature in local newspapers and magazines circulating in the area.</li> </ul> <p><b>Policy agreed.</b></p>																					
<p><b>20/81</b></p>	<p><b>Wingfield Recreation Ground- Pitch Fees</b>  The Chairman reported that it had been difficult obtaining money due for pitch hire because of the cumbersome system inherited from CBC.  The majority of usage of pitches is by Highcliffe Hawks and their Chairman has suggested a simplified system whereby they pay the PC 9 monthly instalments thus cutting out the use of Two Riversmeet, SVPP and BCP.  Pitch bookings for other clubs will be taken and invoiced by the Clerk.  A system for notifying BCP grounds staff for pitch preparation to be agreed.  The Clerk was instructed to raise an invoice for the outstanding amount and send to the Chief Finance Officer and Director of Finance at CBC.</p> <p><b>The recommendation</b> to approve the new system was agreed by members.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>																				
<p><b>20/82</b></p>	<p><b>Confirmation of March 2020 Decisions</b>  The stop-gap arrangements for the March council meeting did not meet the condition that that all Members must be able to hear all others present at the ‘meeting and it was therefore agreed to reconfirm each of the decisions taken in March. They are as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><b>Minute</b></th> <th style="text-align: left;"><b>Subject</b></th> </tr> </thead> <tbody> <tr> <td>20/56</td> <td>Allotments</td> </tr> <tr> <td>20/57</td> <td>Office Rent</td> </tr> <tr> <td>20/58</td> <td>Risk Management Policy</td> </tr> <tr> <td>20/59</td> <td>Retention of Documents Policy</td> </tr> <tr> <td>20/60</td> <td>Revitalising High Street Budget</td> </tr> <tr> <td>20/61</td> <td>Business Plan</td> </tr> <tr> <td>20/63</td> <td>Response to BCP</td> </tr> <tr> <td>20/64</td> <td>Death of Senior Royal Policy</td> </tr> <tr> <td>20/65</td> <td>Maintenance of Trees Policy</td> </tr> </tbody> </table>	<b>Minute</b>	<b>Subject</b>	20/56	Allotments	20/57	Office Rent	20/58	Risk Management Policy	20/59	Retention of Documents Policy	20/60	Revitalising High Street Budget	20/61	Business Plan	20/63	Response to BCP	20/64	Death of Senior Royal Policy	20/65	Maintenance of Trees Policy	
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	<p>20/66                      Delegation of Decisions</p> <p><b>Item 20/58 – Risk Management</b> –this paper inadvertently omitted one very important area of risk regarding the Proper Officer (Clerk) inability through sickness or otherwise to continue to discharge the duties of the post. A paper has been prepared to be attached to the schedule.</p> <p><b>Approved</b></p>	
<p><b>20/83</b></p>	<p><b>Chain of Office</b>  The Chairman reported that the Chain of Office had been completed and delivered.  The overall cost rose to £2,980 due mainly to the additional cost of a substantial storage box. However the sum received as a donation towards the chain rose leaving the Parish Council with an outlay of £700.</p> <p><b>Recommendation:</b></p> <p><b>1.</b>To formally approve the net cost to the Council of £700  <b>2.</b>The Council to send a formal vote of thanks for the generous contribution of £2280 received from the Chairman of Hoburne Estates..  <b>3.</b>Consideration to be given to the desirability of having the Chain of Office officially blessed at St Mark’s Church.  <b>4.</b>The Council’s insurers to be advised and, if necessary the policy should be endorsed with details of the Chain.  <b>5.</b>Due to Covid-19 the Assay office is closed. The Clerk to arrange for the Chain to be officially assayed once it becomes possible to do so.  <b>6.</b>The silversmith, Lisa Walman, has worked extremely hard to produce this magnificent Chain of Office. It was her first commission of this nature and the parish council is recommended to write her a testimonial.</p> <p><b>Unanimously agreed subject to recommendation 3 being amended to agree that the Vicar would be invited to the next available Annual Parish Meeting for this blessing.</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>BH</b></p>
<p><b>20/85</b></p>	<p><b>Date of next meeting Wednesday 27 May 2020 at 6.30pm</b></p>	
<p><b>20/86</b></p>	<p>To consider passing a resolution to exclude the press and public present pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business.</p> <p><b>Proposed</b> Cllr Harris, <b>Seconded</b> Cllr Butcher  Carried unanimously.  The meeting closed at 8.40pm</p>	

Signed.....

Date.....