



	<p>d) Because of the Covid19 pandemic the Parish Council had made fewer grants to local organisations than expected. It was agreed that local organisations, who had shown an interest in the Neighbourhood Plan should be contacted. A list of contacts to be passed by Councillor Brooks to the Chairman and Clerk who will contact them all.</p> <p>e) The Clerk was asked to check all Councillors' preferred email address and to forward to all Members.</p>	<p><b>NB/Clerk/BH</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>20/109</b>	<b>Matters Arising</b>	
a)	<p><b>20/25d Proposed Grant to Highcliffe Castle</b> The Internal Auditor had questioned the legality of the Parish Council making a grant to the Castle. The matter had been resolved and confirmation that this was within the powers of the PC had been received.</p> <p>The Chairman reported that delays caused by Covid-19 means that the Castle Manager will not meet the Council's condition of undertaking the work by the end of August 2020 and requests the Council to consider changing the purpose of the grant to the replacement of Gates within the Castle grounds.</p> <p>After some discussion members agreed the <b>Recommendation</b> that the original purpose of the grant be confirmed but that the time requirement be changed to allow the grant provided the work is contracted before the end of this financial year. The Chairman to inform Castle Manager.</p>	<b>BH</b>
b)	<p><b>20/93b Agreement with HRA re Office Accommodation</b> The Chairman reported that he had received a draft lease but there were parts he was not happy with. It was agreed that he would liaise with Councillor Brooks before discussing with HRA and bring the matter back to the Parish Council at the next meeting.</p>	<b>BH/NB</b>
c)	<p><b>20/95 Audit of Accounts</b> It was reported that the records were on the website and available for inspection by members of the public.</p>	
d)	<b>20/96 Treasury Management</b>	<b>Clerk</b>

	The Parish Council resolved to place deposits with Lloyds Bank and Monmouthshire Building Society however Lloyds deposit taking process is laborious and not worthwhile for the interest available.. After some discussion it was agreed that the Clerk looks for favourable rates of interest at other Building Societies.	
e)	<b>20/97 Jesmond Avenue – Woodland Loss Compensation Scheme</b> It was noted that the Planning Application had been withdrawn.	
f)	<b>20/99 Expenses Policy</b> The form for claiming expenses was approved. Members were asked to return any claim made, using the form, to the Clerk. Bank details would be required to action the claim.	
g)	<b>20/100 Planning Process</b> The Parish Council’s request for the required safeguard to be built into the planning protocols was sent to BCP Officer on 28 <sup>th</sup> May. In subsequent discussions with the Chairman the BCP Leader advised that BCP Council was looking at possible changes with planning issues and she would refer our request to the Constitution Working Group .	
h)	<b>20/93c Maintenance of Verges &amp; Footpaths</b> Councillor Brooks reported he had spoken with a BCP Officer regarding overgrown footpaths. Work was ongoing and he would continue to push for an improvement.	<b>NB</b>
i)	<b>20/96e Sensory Garden and Recreation Ground</b> In response to a question from Councillor Brooks on costs of upkeep of grounds and Buildings the Chairman reported that he had asked for details from officers at BCP but was waiting for these and a date for a proposed meeting. The Chairman stated that this would be covered as an item later on the agenda.	
<b>20/110</b>	<b>Finance Reports</b> The report having been circulated was unanimously by approved by members.	
<b>20/111</b>	Planning Report A detailed report had been circulated to Members and contents noted.	

	<p>Councillor McNeill reported that he had been contacted by a resident regarding an appeal. He agreed to speak to the resident but would not take part in the appeal process.</p> <p>Councillor Harris referred to Application 8/20/0379HOU 56 Rothsay Drive. The Chairman declared an interest as Chairman of Rothsay Drive RA and the Chair was passed to Vice-Chairman. The Chairman took no part in discussions or decision.</p> <p>Cllr Harris suggested that the PC should support the application as it was an accessibility issue for a resident who has recently lost a limb. Agreed that the Council write in support of application.</p>	<b>LH</b>
<b>20/112</b>	<b>Council Initiatives</b>	
<b>a)</b>	<p><b>Neighbourhood Plan</b> A paper showing progress had been circulated. It was reported that a meeting of the group was due to be held the following day. The process was moving to Stage 4 Options and Assessments and Stage 5 Drafting of the Plan. There was a need to pull back on timing.</p>	
<b>b)</b>	<p><b>Revitalising the High Street</b> It was reported that BCP Council had commenced paviour repairs but had not completed the task. Cllr Brooks was following up and a site meeting would be convened. Stages 3,4 &amp; 5 should be completed October/November 2020. Consultation with local traders would take place and it was hoped to arrange for some BCP Councillors to attend a meeting of the group later in the year.</p>	
<b>c)</b>	<p><b>Lengthsperson</b> Cllr Smith reported that weed removal would start shortly and pavement sweeping at the end of July. A site meeting to consider verges was to take place at the end of July but Members felt this was too late. Cllr Smith will try to bring her meeting with officers forward and following this the Chairman will follow this matter up with BCP Council. It was agreed that BCP Council be approached regarding winter works.</p>	<b>SS/BH</b>
<b>d)</b>	<b>Sensory Garden &amp; Adult Activity Trail</b>	

	<p>The Chairman reported that he was concerned over the costs associated with the Recreation Ground including the Toilet block. He had asked for costings and details but was still waiting for a response from BCP Council Officers.</p> <p>It had been suggested by a BCP Council officer that the matter could be raised at a Clerk/Officer meeting on 2 July 2020. The Chairman had written to the officer to explain that the Parish Council intends Councillors to pursue this matter.</p> <p>The Chairman stated that without costings it would be impossible to move this forward. He would follow up and report back at next meeting.</p>	<p><b>BH</b></p>
<p>e)</p>	<p><b>A337 Fencing Replacement</b></p> <p>The Chairman reported that Officers at BCP Council had stated that this was not their responsibility although plans show that this is BCP Highway land. He would keep arguing the point.</p> <p>It was felt that until some costing had been received it would be difficult to pursue the matter with the Church or BCP.</p> <p>It was <b>Resolved :</b></p> <ul style="list-style-type: none"> <li>a) The Clerk &amp; Chairman to obtain costing following site meetings</li> <li>b) Talk to PCC to determine how much they could contribute</li> <li>c) Contact BCP Finance Officer regarding CBC Legacy Fund.</li> </ul> <p><b>Vote:</b> Unanimous</p>	<p><b>BH/Clerk</b></p> <p><b>BH/Clerk</b></p> <p><b>BH</b></p>
<p><b>20/113</b></p>	<p><b>Personnel Policies</b></p> <p>The Chairman reported that it was important that the Council adopts a number of personnel related policies.</p> <p>All drafts refer to employees in the plural as the policies need to be fit for purpose in the future when the Council may have more than a single employee.</p> <p>Copies of all the new policies had been circulated and the Chairman asked that these be adopted en bloc.</p> <p><b>Recommendation:</b></p> <p>To approve the following personnel related policies:</p> <ul style="list-style-type: none"> <li>a) Anti-Fraud and Corruption</li> <li>b) Dignity at Work</li> </ul>	

	<ul style="list-style-type: none"> <li>c) Disciplinary</li> <li>d) Equal Opportunities</li> <li>e) Grievance</li> <li>f) Health &amp; Safety</li> <li>g) Recruitment</li> <li>h) Training</li> <li>i) Whistle Blowing</li> </ul> <p>Proposed and seconded. <b>Vote: Unanimous</b></p>	
<b>20/114</b>	<p><b>Anti-Social Behaviour Protocol</b></p> <p>The Chairman introduced a paper that had been circulated and discussion followed.</p> <p>It was generally agreed that this was not a Parish Council matter and therefore the Anti-Social Behaviour Protocol was not adopted by the Parish Council but may be reconsidered at a later date.</p>	
<b>20/115</b>	<p><b>Recommencing Face to Face Council Meetings</b></p> <p>The Chairman reported that with the easing of “lock down” it was opportune to discuss risk assessment measures to be put in place to allow the Parish Council to hold meetings open to the public with the agreement of HRA.</p> <p>The following Risk Assessment was put to the Members.</p>	<b>BH</b>

Activity	Risk Involved	Likelihood H/M/L	Steps to be taken to Mitigate Risk	Adequate?	
Arrival and Departure	1. Social Distancing not maintained 2. Infected Areas in building	H	1. Staggered Arrival/Departure times. (2 Members to arrive 15 minutes early to set up; 2 others to stay late to put away). 2. Liaison with HRA for regular cleaning all areas (incl. door handles) 3. Hand Sanitisers at entrance /exits	Yes  In Progress  Yes	
Moving Around Room	1. Social Distancing	H	1. One way system (Clockwise) 2. Floor Markings	In progress with HRA	
Seating Positions	1. Social Distancing 2. Risk of infected shared equipment	M	1. Arrangement of tables. Configured to give 2m. 2. Pre Meeting cleaning all tables	In progress with HRA Yes	
Meeting itself	1.. Shared equipment 2. Enclosed space, so lack of ventilation	M	1. No papers, pens, IT equipment shared 2. Personal drinks required to be brought to meetings 3. Opening windows	Yes  Yes  Yes	
Members of the Public	1. Social Distancing	H	1. Seating area remote from Members and all individually 2m apart	Yes	
Other Users of the Building	1. Infection risk from, unknow Users.	H	1. Ascertain from HRA whether there are other Users.	In Progress  In Progress	

