



Highcliffe & Walkford Parish Council

29 July 2020

Minutes of the Meeting of Highcliffe & Walkford Parish Council held this day at 6.30pm in The Old School House, 254

Lymington Road, Highcliffe BH23 5ET

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

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

Part 1 Open Items

20/121	Apologies for Absence Apologies received from Cllr N Geary.	Action
20/122	Declarations of Interests There were no declarations of interest.	
20/123	Minutes of Previous Meeting Cllr Brooks requested a change at Item 20/109h as follows: delete “ <i>met with the contractor</i> ” and insert “ <i>spoken with a BCP officer</i> ”. As no further errors or omission were reported it was agreed as a true record of the meeting held 24 June 2020. Minutes signed by Chairman along with minutes of all virtual meeting held.	
20/124	Chairman’s Remarks The Chairman had nothing to report that would not be covered in the agenda.	
20/125	Matters Arising	
a)	20/108b Rat Infestation Roeshot Hill Allotments The Chairman reported that the infestation had been resolved. The Allotments Committee reported the gun people would concentrate on the main problem area. The Committee will supply plot holders with rat poison with instructions how to safely use it. The cost of the outbreak would be accommodated within the budget and no further action would be required	

20/125cont	<p>b) 20/108d Community Grants The Chairman reported that letters inviting applications for grants had been sent out to 15 voluntary organisations working within the Parish. Only two responses had been received to date but it was agreed that should the number increase considerably a sub-group consisting of the Chairman, Vice-Chairman and Cllr McNeill should be convened to consider all applications and make recommendation to the Parish Council.</p>	
	<p>c) 20 /109b (20/93b) Office Accommodation The Chairman reported that detailed discussions had taken place with HRA and the draft lease was currently with HRA’s solicitors for finalising. Recommendations: Authority be given to the Chairman and/or Vice-Chairman to sign the lease. The Clerk to formally advise HRA that the PC will contribute 50% of the Notice Board cost but would expect to be consulted on the design.</p>	<p>BH/AM Clerk</p>
	<p>d) 20/109c (20/95) Audit of Accounts The Clerk reported that there had been no requests for sight of the accounts. Papers can be removed from website.</p>	<p>Clerk</p>
	<p>e) 20/109d (20/96) Treasury Management The Chairman reported that an account had been opened with Monmouthshire Building Society and funds would be transferred as agreed. An application had been made to Teachers Building Society which was being processed.</p>	
20/126	<p>Planning Report A detailed report had been circulated to Members and contents noted. Councillor McNeill reported that the majority of applications received recently had been for tree works. The main outstanding issues were regarding Chewton Farm Road and the MCA development. Cllr Brooks agreed to keep a watching brief on the latter application as the parish council may wish to present verbal evidence to the Planning Committee.</p>	<p>NB</p>
20/127	<p>Council Initiatives</p>	
	<p>a) Neighbourhood Plan A paper showing progress had been circulated. Cllr Brooks reported work was progressing well and the next meeting would be held on 11 August 2020. The Council’s budget will be adjusted to reflect the additional</p>	

20/127cont	a) grant of £1000 now offered by the Government as a result of Covid-19	
	<p>b) Lengthsperson Cllr Smith reported that she had no dates for the weed spraying or cleansing of footpaths but was still pushing BCP Officer for details. The Chairman asked that Cllr Smith contacts the officer to ascertain i) his expected delivery date for the pavement sweeper plus some idea of how much we can expect to see it in Highcliffe and ii) his winter schedule for clearing the pavements.</p> <p>Cllr Smith reported that she had walked most of the Parish noting where work was required. The Chairman asked if she could bring a definitive situation report to the August meeting.</p>	<p>SS</p> <p>SS</p>
	<p>c) Wingfield Pavilion Improvements The Chairman reported that an asbestos survey had been carried out and the report received. The building surveyors had also carried out a detailed survey and they would be drawing up a specification for the works required. The Highcliffe Hawkes were seeking funding grants and once specification of the work are received the Parish Council would be in a better position to seek grants.</p>	
20/128	<p>Financial Report The Clerk introduced the report, it was noted the increase in the water usage at Roeshot Hill Allotments. The Clerk to ask the RHAA to take meter readings when the water is turned off at for the winter and again when turned on in the spring to ensure that there is no leakage. The report was unanimously approved by members.</p>	Clerk
20/129	<p>Communications Policy The Chairman introduced the paper that had been circulated. It was agreed that communications with the public was an important aspect. After some discussion it was agreed to adopt the policy after amending the wording under Media second line to read: <i>All press releases are the responsibility of the PRO who will liaise with the Clerk on all such releases.</i> Cllr Martin was appointed as Public Relations Officer (PRO) for the period to the next Annual Meeting of the Council.</p>	Clerk/AM

<p>20/130</p>	<p>Policies – Annual Review The Chairman introduced a paper that had been circulated stating that it was important that all policies be reviewed on a regular basis and suggested that he, the Vice-Chairman and Clerk be responsible for the review of the Standing Orders and Financial Regulations. The remaining 27 policies would be reviewed by Councillors and the Clerk and the Clerk would allocate these on an appropriate basis .All Councillors will report back on their selected policies for the June 2021 council meeting. The recommendation to approve the policy was unanimously agreed.</p>	<p>Clerk</p>
<p>20/131</p>	<p>Community Infrastructure Levy – Update The Chairman reminded Members that BCP Council has £55k available for transfer to the Parish Council for use on infrastructure within the parish. The following issues were discussed: 1. The Council has been asked to decide whether it would wish to receive future CIL monies at 6 monthly intervals in April & October or, alternatively, as and when the amount due reaches a given threshold. In the case of the latter we would have to select the threshold. RECOMMENDATION: That BCP be advised the Parish Council wish to receive its CIL monies at 6 monthly intervals in April & October. Unanimously agreed. 2. The Council will be required to spend the CIL monies on works connected with the infrastructure within a specified period and will be required to report annually to BCP on how the money has been spent. RECOMMENDATION: That the parish council continues its discussions with BCP to ensure clarity and simplicity in these arrangements. Unanimously agreed. 3. Consultation with the public about infrastructure proposals is a key element of the CIL protocol. RECOMMENDATION: At its annual pre-budget setting public meeting (and via its Website and social media) the Council seeks views about future infrastructure works that are required in the parish. Unanimously agreed</p>	<p>BH</p> <p>BH</p> <p>BH</p>

20/132	<p>Transfer of Assets from BCP Council</p> <p>The Chairman introduced a paper showing the steps taken to date following the request from HWPC for the transfer of Highcliffe Recreation Ground including play areas and building (pavilion & toilets) and play areas at Mudeford Wood and Bluebell Close and the cost implications. BCP Council officers state that the transfer of play areas can go ahead (subject to associated legal work) as soon as a final decision is made regarding Highcliffe Recreation Ground.</p> <p>The four play areas will come with a Dowry of £5k each The principle expenditure on play areas consists of weekly inspections for safety and repairs/improvements to equipment.</p> <p>After some discussion it was it was agreed:</p> <ol style="list-style-type: none"> a) To accept the transfer of the play areas. b) To request BCP Council to carry out inspections under an SLA (subject to negotiating frequency and after consideration ROSPA advice) c) To use Dowry money to establish a reserve within PC's accounts for future major repairs or replacements. d) A note that the existing budget provides a sum of £3k for play area costs, sufficient to cover annual inspections. <p>Regarding the transfer of the Recreation Ground at the latest meeting BCP officers put forward the idea of granting a licence to use part of the ground for a sensory garden. After discussion it was felt this would not be an ideal solution.</p> <p>BCP officers provided a cost estimate for the whole of the asset suggesting the cost to the PC would be approximately £34k.</p> <p>Recommendation:</p> <ol style="list-style-type: none"> a) HWPC confirms its wish to take over the responsibility for Highcliffe Recreation Ground. b) Under Confidential Business the Council considers the terms it wishes to agree with BCP Council. <p>Members agreed the above subject to:</p> <ol style="list-style-type: none"> a) Taking legal advice regarding liability. b) Clarification on health and safety. c) Speaking to other parish councils with play areas. 	Clerk
20/133	Date of Next Meeting Wednesday 26 August 2020 at 6.30pm	
20/134	To consider passing a resolution to exclude the press and public present pursuant to the Public Bodies (Admissions	

20/134cont	to Meetings) Act 1960 due to the confidential nature of the business. Proposed Cllr Martin & Seconded Cllr Harris Carried unanimously. The meeting closed at 7.30pm.	
-------------------	---	--

Signed.....

Date.....