



Highcliffe & Walkford Parish Council

27 January 2021

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 N Geary, Cllr L Harris, Cllr W McNeill and Cllr S Smith.

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

Part 1 – Open Items

21/01	Apologies for Absence – There were no apologies	Action
21/02	Declarations of Interests – Cllr Harris declared an interest in Item 10 of the agenda as her name was mentioned. This was not deemed pecuniary and therefore she would remain in the meeting but not vote.	
21/03	To Confirm Minutes of he Meeting Held on 16 December 2020 The Minutes were taken as read, confirmed as a true record and would be signed at a later date.	
21/04	Chairman’s Remarks	
a)	The Chairman reminded Members that it was Holocaust Memorial Day and gave Members a moment to remember.	
b)	The Mens’ Shed had refurbished one of the benches and had started working on the second. The Chairman asked Members for suggested sites.	All
c)	The entrance into Roeshot Hill Allotments had been repaired by BCP Council.	
d)	Sadly Highcliffe Arts & Food Festival has been cancelled mainly due to Covid19 restrictions. It was hoped that the event could take place later in the year and that the Parish Council would support this.	
21/05	Matters Arising from Previous Meeting that are not otherwise included in the Agenda	
a)	20/212 Memorial Plaque for Ian Nichols It was suggested and agreed that one of the refurbished benches be located in Highcliffe Recreation Ground with a suitable plaque.	
b)	20/216 Social Media Group The Vice Chairman gave a report from the working group. It was felt by the group that Facebook appears to be the most appropriate platform to build a local audience and reach a wider cross section of the community.	

	It was agreed that subject to costings the current Webmaster be invited to set up a Facebook page. Protocols would be required and the Vice Chairman agreed to draft.	Clerk AM
c)	20/221 Monitoring Climate Change The Chairman reported that the Clerk had been in touch with BCP Council and was waiting for their report. Clerk to follow up.	Clerk
d)	20/216a Community Speed Watch Cllr Brooks reported that training was on hold due to Covid19 but that 3 locations had been identified.	
21/06	Planning Report	
a)	Cllr McNeill reported on the current position and it was agreed the following actions should be taken: 8/20/1109/OUT- 82-84 Glenvile Road – some concerns regarding overcrowding and loss of privacy. The Clerk to forward correspondence from a resident. 8/20/1178/FUL-171 Lymington Road – Objections including lack of parking spaces and overlooking. 8/21/0041/LB -171 Lymington Road. – Objections to removal of listed wall at front of property. 8/20/1137/PNAGF- Chewton Farm Road.- Although not in the Parish it was agreed that concerns over green belt use be conveyed. Hoburne Developments Phase 9 – Concerns over green space and Verno Lane. Cllr Brooks gave an update on various applications that had been considered by BCP Planning Committee.	WMc Clerk
b)	BCP Planning Committee System. Cllr Martin reported that Christchurch Town Council was considering an investigation into the Planning Committee at CBC Council and the possible improvements should local planning boards be set up. It was agreed that HWPC would participate in the investigation by CTC with a maximum contribution of £500.	
21/07	Updates on Council Initiatives	
a)	Neighbourhood Plan Cllr Brooks reported that Pre-submission Consultation was being marketed via press, social media, website and hard copy running until 8 March 2021. Parish Council Presentation of the final plan would take place at 6.30 24 March 2021.	
b)	Revitalise the High Street Cllr Martin reported that the PC was waiting for a full report back from the BCP Cabinet Member for Transportation & Sustainability regarding progressing this project which has the support of the Leader of BCP given that it enjoys full funding from local sources.. Cllr Brooks reported that the initiative to attract new retailers/businesses to Highcliffe was on hold due to Covid19 restrictions.	

c)	<p>Pavement Improvements</p> <p>Members were given an update on the significant amount of work undertaken by Cllrs Smith & Harris.</p> <p>A number of matters had been reported to BCP Council, Merrick Estates and Hoburne Estates with positive outcomes.</p> <p>It was agreed that Cllr Smith refer to our two CBC Ward Councillors the two cases for capital investment, being Highcliffe Road (North side) path widening and Highcliffe Road (South side) removal of debris to widen the pavement.</p> <p>Cllr Smith reported that she would reinspect roads and pavements in the coming months.</p> <p>A further report would be made in October 2021.</p>	<p>SS/NB/NG</p> <p>SS</p>
d)	<p>Wingfield Pavilion Improvements</p> <p>The Chairman reported that tenders had gone out to various contractors and were due back by 12 February with opening on 15 February.</p>	<p>BH/AM/NB & Clerk</p>
21/08	<p>Financial Report</p> <p>The Clerk presented the Finance Report and asked Members to approve payments. Approved.</p> <p>Members were asked to note the satisfactory conclusion of the external audit for 2019/20. Notice and copy of accounts put on website. Noted.</p> <p>The Clerk presented 9 month Financial Monitoring Report showing actual figures against budget to date. Noted.</p> <p>The Chairman asked members to approve a voluntary contribution of £35 To Christchurch History Society for the production of a booklet on clocks. (Section 137) Approved.</p>	<p>Clerk</p>
21/09	<p>Jubilee Trees</p> <p>The Chairman reminded members that 2022 would be the Platinum Anniversary of Her Majesty the Queen's accession to the throne and suggested that the Parish Council could mark the occasion by planting 70 trees.</p> <p>It was agreed that a small group be appointed to consider details.</p>	<p>BH/WMc/SS</p>
21/10	<p>Council Vacancies</p> <p>The Chairman reminded members that there were still 5 vacancies on the Parish Council and that this presented certain problems; the main problem is that the PC is unable to apply for a General Power of Competence. It was agreed that the Clerk should write to the Returning Officer to request a Notice of Election in West Highcliffe and North Highcliffe & Walkford Wards.</p> <p>Members were asked to ensure suitable candidates are informed and the Chairman encouraged co-opted members to request nomination papers.</p> <p>The Chairman reported he had a request from Cllr Harris for a 6 month leave of absence from 1 April 2021.</p> <p>The Clerk was instructed to write a letter to the Councillor agreeing to the 6 months leave of absence.</p>	<p>Clerk</p> <p>Clerk</p>

	The Chairman reminded members that DAPTC were running a training session on Finding New Parish & Town Councillors on 18 February. Any members wishing to attend to inform the Clerk.	All
21/11	<p>Pavement Volunteer Groups</p> <p>The Chairman reported that he had recently met with a group of volunteers in Walkford who were clearing pavements, litter picking and cleaning out a bus shelter. Other groups were known to be willing to generally litter pick and tidy various areas.</p> <p>One group has asked if the Parish Council can support them with supply of some equipment.</p> <p>After some discussion regarding insurance, risk assessments etc it was decided that Cllr Smith meet with the Walkford group and to consider how to assist the groups through Highcliffe in Bloom Group.</p> <p>The Chairman reminded members that the Parish contains approximately 21 bus shelters which are in a deplorable state. These are the responsibility of BCP Council. After some discussion it was agreed that BCP Council be asked to fund a maintenance programme that the PC would undertake.</p>	<p>BH/SS</p> <p>BH</p>
21/12	<p>Vandalism</p> <p>The Chairman reminded members that incidents of vandalism and anti-social behaviour had been reported at both Wingfield Recreation Ground and Nea Meadow. Ways of combatting were considered as follows:</p> <p>Wingfield- A local resident offered to make and install a low level gate with padlock and to open and close daily and arrange and erect a suitable sign. He would charge for the cost of materials only approximately £625.</p> <p>Unanimously agreed to approve the costs of materials, and erection of suitable sign.</p> <p>The Clerk was asked to thank the resident and also pass on suggested opening times for the sign.</p> <p>Nea Meadow – The same resident offered to make a similar gate for the car park entrance but as no volunteer was found to open and close the gate and quotations to open and close ranged from £5k up to £15K. Agreed this was too expensive.</p> <p>Alternative to install CCTV cameras. A quotation from a local company, cost of equipment £1400 Annual Cost £105. Before accepting the above quotation it was agreed that the Chairman speaks to Highcliffe Bowling Club regarding a better way to obtain CCTV.</p> <p>The Clerk was instructed to write to tenderers explaining why the PC was not accepting their quotes.</p> <p>Cllr Brooks confirmed that his offer of up to £1500 towards the costs would stand if he considered the gate appropriate on inspection.</p>	<p>Clerk/BH</p> <p>BH</p> <p>NB</p>
21/13	<p>Christmas Lights</p> <p>Cllr Brooks reported that the Christmas Lights in 2020 had been disappointing for a number of reasons and proposed that the Parish Council support HAT to deliver a successful Christmas 2021.</p> <p>Agreed that HWPC support the events and Cllr Martin liaise with HAT.</p>	AM

21/14	<p>Walkford Road Allotments The Chairman reported that a request had been received from the Chairman of Walkford Road Allotments to purchase materials for the extension of the watering system and the improvement of the roadway. The work to be carried out allotment holders with the necessary skills. Unanimously agreed £650 contribution for the water supply and road materials. The Clerk was instructed to inform the Association.</p>	Clerk
21/15	Date of next meeting Wednesday 14 February 2021 at 6.30pm	
21/16	<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. Proposed & Seconded Carried unanimously.</p> <p>The meeting closed at 8.45pm</p>	

Signed

Date.....