



Highcliffe & Walkford Parish Council

23 April 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 W McNeill and Cllr S Smith.

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

Part 1 – Open Items

21/69	Apologies for Absence –Apologies were received Cllr N Geary & Cllr L Harris who is on sabbatical.	Action
21/70	Declarations of Interests – There were no Declarations of Interest.	
21/71	To Confirm Minutes of the Meeting Held on 31 March 2021 The Minutes were taken as read, confirmed as a true record and would be signed at a later date.	
21/72	Chairman’s Remarks	
	The Chairman reported: <ul style="list-style-type: none"> a) The notice board for Nea Meadow was completed and would be installed the following week. The Clerk was working on an information notice, similar to one that had been used previously. b) He had been contacted by a resident requesting “No Cycling” notices for Nea Meadow. The Clerk was instructed to obtain quotes. c) That a BCP Council Officer had been in touch regarding the SLA for 2020/21 which had not been agreed. BCP Council were proposing a 2.0% increase bringing the total to £23,578. The Clerk was instructed to reply with a suggestion that the agreed figure be rounded to £23,500 and that a meeting should be arranged to discuss possible long term agreements. d) The Parish Annual Meeting arrangements were going well and the Clerk was keeping a record of members of the public who had indicated their wish to attend. Tickets would be allocated nearer the date. 	Clerk Clerk Clerk Clerk
21/73	Matters Arising from Previous Meetings that are not otherwise included in the Agenda	
a)	21/26a Lease for Old School House The Chairman reported he would check progress with the HRA Chairman	BH

b)	21/49 Highcliffe Castle CCTV The Chairman reported that a request for CCTV camera to be placed on the drive facing the main gate had been made and he was waiting for a response from the Manager.	BH
c)	21/50 Carbon Footprint It was reported that BCP Council had recently carried out a consultation exercise to ascertain the highest priority issues in reducing its carbon footprint. It was agreed that the Parish Council would note the BCP Council work and accept their invitation to attend an informal workshop. Invitation to be made to HRA to attend.	BH
d)	21/51b Transfer of Play Areas and Recreation Ground The Chairman reported that he had responded to BCP Council with a number of comments and issues arising from its proposed transfer terms. He had no reply to date and would follow up with the council's lawyer. The proposals had also been sent to the PC's lawyer and a response was expected. It was agreed that the Clerk would call an Extraordinary Meeting should it be necessary to agree details.	BH Clerk
e)	21/56 Wingfield Pavilion The Chairman reported that a useful meeting had been held with the contractors who confirmed that work would commence on 4 May 2021.	AM
f)	21/58 Zonal Parking Scheme Cllr Brooks reported that dialogue had taken place with a local residents working group, HRA and Friars Cliff RA. A number of concerns had been raised and proposals made for options. These had been sent to BCP Council and he was waiting for a response.	
g)	21/60 Councillor Vacancies The Chairman reported that some interest had been shown following the advertisement and the Clerk was asked to follow up. Members were asked to consider other possible volunteers especially in the West Highcliffe and Walkford areas.	Clerk All
h)	21/61 Christchurch Dementia Friends Community Alliance It was generally agreed that the Parish Council had limited resources to actively participate in the group but that a response be sent offering limited support.	BH
21/74	Planning Report	
	Cllr McNeill reported on the current position and referred Members to the full report he had sent out prior to the meeting.	
21/75	Updates on Council Initiatives	
a)	Neighbourhood Plan Cllr Brooks reported that there had been some concerns raised by residents regarding green spaces and green corridors.	

	<p>The Chairman invited comments from a member of the public who expressed his personal view that more protection was desirable for green spaces. In response to the Chairman's request for members' views, the Vice-Chairman reported that he had some reservations about this aspect of the report. He was asked to advise the Chairman, Cllr Brooks and the consultant full details of his reservations within the next 7 days.</p> <p>It was agreed that the NP Sub Group would consider all responses, make any changes thought to be necessary and arrange an extraordinary PC meeting to approve the draft Neighbourhood Plan.</p>	<p>AM</p> <p>NB</p> <p>Clerk</p>
b)	<p>Revitalise the High Street</p> <p>The Vice Chairman reported that following the recent meeting with BCP's Cabinet Member for Transportation and Sustainability there had been some sticking points and he was waiting for clarification from the member.</p>	
21/76	<p>Financial Report – Finance, Balances & Payment of Accounts</p> <p>The Clerk presented the Finance Report and asked Members to approve payments as set out.</p> <p>Unanimously Approved.</p>	Clerk
21/77	<p>To Receive & Approve the Draft Accounts for the Year ended 31.03.2021</p> <p>The Chairman congratulated the Clerk on producing the accounts so swiftly.</p> <p>Also attached with the detailed accounts was a report showing the comparison of the out-turn for 2020/21 with the budget. The main variations could be explained as follows:</p> <ul style="list-style-type: none"> • Income from Wingfield Recreation Ground reduced by Covid 19 restrictions. • Recharge of £6,300 from General Administration cost to Allotment Account represented an assessment of the Clerk's time spent on allotment work. • Savings of approximately £12,000, unused Contingencies and underspent project monies and CIL receipts have been transferred to Reserves. • CIL Receipts to be utilised on the Wingfield Pavilion project. <p>Recommendations:</p> <ul style="list-style-type: none"> • To adopt the draft accounts for the year ended 31 March 2021 • To note details of variations between budget and out-turns. • To approve the recharge of 20% of estimated General Administration Cost to Allotment Account • To approve the utilisation of all CIL monies on the Wingfield Pavilion Project. <p>Proposed & Seconded Vote: unanimous</p>	
21/78	<p>To Agree Councillors to Undertake Annual Review of all HWPC Policies</p> <p>A list of all the policies showing the councillor responsible for the review was sent to each councillor.</p>	

	It was agreed that councillors carry out their reviews and send any suggested changes (or 'nil' return) to the Clerk by 1 June.	ALL
21/79	<p>Bournemouth Parks Foundation</p> <p>The Chairman introduced a report outlining the objects of BPF and its connection with BCP Council.</p> <p>A request had been received from Throop & Holdenhurst Parish Council asking for support in their efforts to have the Memorandum of Understanding to include a requirement for parish & town councils to be consulted before application for funds is made where the project involves the parish.</p> <p>It was unanimously agreed that the Clerk write to BCP Council (Larry Austin) with the following resolution: <i>“Before any formal application is made by BPF for charitable funds/lottery or other grants appertaining specifically to or generally about any town or parish council within the BCP Council area the parish/town council will be consulted and its approval sought”.</i></p>	Clerk
21/80	Date of next meetings Tuesday 25 May Parish Annual Meeting & Wednesday 26 May 2021 Parish Council AGM at 6.30pm	
21/81	<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>Proposed & Seconded Carried unanimously.</p> <p>The meeting closed at 7.35pm</p>	

Signed

Date.....