



Highcliffe & Walkford Parish Council

26 May 2021

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

Present: Cllr R Hutchings, Cllr A Martin, Cllr N Brooks, Cllr T Butcher, Cllr N Geary, Cllr W McNeill and Cllr S Smith.

Also Present: T Jamieson (Clerk) Cllrs L Dedman & Paul Hilliard and 3 members of the public.

Part 1 – Open Items

		Action
21/87	<p>Appointment of Chairman The Clerk asked for nominations for the position of Chairman for the year. It was proposed, seconded and unanimously agreed that Cllr R Hutchings be appointed Chairman for the year to the next AGM.</p>	
21/88	<p>Appointment of Vice-Chairman The Chairman asked for nominations for the position of Vice-Chairman for the year. It was proposed, seconded and unanimously agreed that Cllr A Martin be appointed Vice-Chairman for the year to the next AGM.</p>	
21/89	<p>Apologies for Absence –Apologies were received from Cllr L Harris who is on sabbatical.</p>	
21/90	<p>Declarations of Interests – There were no Declarations of Interest.</p>	
21/91	<p>To Confirm Minutes of the Meeting Held on 23 April 2021 The Minutes were taken as read, confirmed as a true record and signed.</p>	
	<p>The Following Matters are an annual requirement of the HWPC Standing Orders</p>	
21/92	<p>To Confirm Delegations</p> <ul style="list-style-type: none"> a) To Neighbourhood Plan Working Party – Cllrs Hutchings & McNeill. b) Due to the uncertainties regarding face to face meetings during the Covid19 pandemic and coupled with the withdrawal of the right to meet online the following recommendation is made. Recommendation - That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any action necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation 	

	with the members of the council. The scheme of delegation will be reviewed no later than September 2021” Proposed, seconded and unanimously agreed.	
21/93	To Confirm Standing Orders & Financial Regulations (as amended) Members having received copies of the amended papers unanimously agreed and confirmed the amended papers. Amended papers to be put on website.	Clerk
21/94	To Review the Inventory of Assets The Clerk introduced the paper showing the current assets. This is attached to the Minutes. There were no comments from members.	Clerk
21/95	To Confirm Annual Insurance Cover The Clerk reported that insurance cover had again been taken out with Zurich Insurance as this proved to give the best cover at a reasonable cost. Updates would be made after the transfer of assets (play areas and recreation ground) from BCP Council and after the completion of renovations on Wingfield Pavilion.	Clerk
21/96	To Confirm Subscriptions to Other Bodies The Clerk introduced a paper showing subscriptions to other bodies. These were confirmed. The paper is attached to the minutes.	Clerk
21/97	To Confirm the Following Policies a) Freedom of Information - Confirmed b) Complaints Procedure - Confirmed c) GDPR - Confirmed d) Human Resources - Amendments agreed & confirmed e) Dealing with the Press – Deferred to June Meeting	Clerk AM
21/98	To Confirm Section 137 Expenditure for 2020/21 The Clerk introduced the papers showing Section 137 expenditure for the year. The paper is attached to the minutes.	Clerk
21/99	To Agree Times & Dates for Meetings in the Coming Year Including the AGM The Clerk introduced the paper. Times & Dates agreed. To be placed on Website and Notice Board.	Clerk
21/100	Matters Arising from the Meeting Held on 23 April 2021 that are not otherwise included in this agenda	
a)	21/72b No Cycling & Dog Signs The suggested signs were approved by members. The Chairman and Clerk to agree on positions and place orders.	BH/Clerk
b)	21/72c SLA The Chairman reported that a meeting with BCP Council Officers had been arranged for 6 July 2021 after which he would update members.	BH

c)	21/73a Old School House Lease The Chairman reported that he would speak directly with the HRA solicitor to move the matter on.	BH
d)	21/60 Co-option of Councillors The Chairman reminded members that the closing date for co-option to the Parish Council closed on 16 May 2021. The Clerk confirmed that some applications had been received however the following recommendations were put to members: <ol style="list-style-type: none"> 1. Due to the small number of applicants the closing date should be extended to 31st May to accommodate any applicants who may approach the PC after the Annual Parish Meeting on 25th May. 2. After 31st May the Chairman & Vice-Chairman to contact all applicants to discuss their interest in joining the PC and prepare a list of those who wish to proceed. 3. Available Parish Councillors to meet those on the list with a view to recommending appointments to the June PC meeting. Unanimously agreed.	BH/AM
21/101	Planning Report Cllr McNeill reported on the current position and referred Members to the full report he had sent out prior to the meeting. The following observations were made: 8/21/0311/HOU – 6 Nada Road. Objections made. ?Breach works commenced before decision made. 20 Chewton Farm Road – Further objections should be made. 8/21/0456/CONDR 26-28 Wharncliffe Road objection to allocated parking space as potential parking issues on nearby roads. 8/21/0283/HOU 24 Beacon Drive – Fencing. Little support for objection by resident. 8/20/1109/OUT – Glenville Road. Overdevelopment. Request Cllr call in. Some concerns were raised over areas where there is overlapping of wards & parishes. It was felt that joint meetings with CTC may be useful.	
21/102	To receive Updates on Council Initiatives	
a)	Neighbourhood Plan The draft Neighbourhood plan, previously circulated, was approved and will now be sent to BCP for their examination	TJ
b)	Revitalise the High Street The Vice Chairman reported that there was a meeting with BCP Council Officers and Councillor on 26 June and was hoping for some common agreement to enable the initiative to move forward.	BH/AM
21/103	Financial Report – Finance, Balances & Payment of Accounts <ol style="list-style-type: none"> a) The Clerk presented the Finance Report and asked Members to approve payments as set out. Unanimously Approved. b) The Clerk asked for approval of Sections 1 & 2 of the 2020/21 Annual Governance Statement. 	Clerk

	<p>Unanimously approved. The forms duly signed by the Chairman and Clerk.</p> <p>c) To Ratify the Chairman’s Action in authorising the purchase of 25 Christmas Trees.</p> <p>Unanimously approved</p> <p>d) To receive the Internal Audit Report. The Chairman stated that this would be brought to the June meeting as there were some issues that he felt needed to be resolved.</p>	
21/104	<p>To Review the Terms Offered by BCP Council for the Transfer of Play Areas and Highcliffe Recreation Ground to HWPC.</p> <p>The Chairman reported that BCP Cabinet had been asked to ratify the transfers earlier on 26 May with a report stating that HWPC had agreed to the terms set out. The Chairman reported that there remained outstanding queries on the agreement that BCP Council had drawn up. It was understood that the transfer was approved by BCP Cabinet and that the Corporate Director – Environment & Economy has been instructed to resolve the outstanding matters.</p> <p>In view of the above the Chairman recommended that the Parish Council resolves to accept the transfers subject to the satisfactory resolution of the outstanding matters</p> <p>Unanimously Agreed</p>	BH
21/105	Date of next meeting Wednesday 30 June 2021 at 6.30pm in The Old School House.	
21/106	<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</p> <p>Carried unanimously.</p> <p>The meeting closed at 7.25pm</p>	

Signed

Date.....