



## Highcliffe & Walkford Parish Council 30 June 2021

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

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

**Also Present:** T Jamieson (Clerk) Cllrs L Dedman & Paul Hilliard and 5 members of the public.

### Part 1 – Open Items

		<b>Action</b>
	The Chairman opened the meeting and introduced a BCP Council Officer who gave a short presentation on “Carbon Footprint” and responded to questions.	
<b>21/114</b>	<b>Apologies for Absence</b> Apologies received from Cllrs N Brooks, L Harris & N Geary.	
<b>21/115</b>	<b>Declarations of Interests</b> – There were no Declarations of Interest.	
<b>21/116</b>	<b>To Confirm Minutes of the Meeting Held on 26 May 2021</b> The Minutes were taken as read, confirmed as a true record and signed by the Chairman.	
<b>21/117</b>	<b>Receipt of Update Report from BCP Council West Highcliffe Ward Councillors drawing attention to the poor level of grass cutting in the parish.</b>	
<b>21/118</b>	<b>Matters Arising from Meeting Held 26 May 2021 that are not otherwise included in the Agenda</b>	
<b>a)</b>	<b>21/100a ASB Nea Meadows</b> – It had been agreed that No Cycling and Dog Signs be purchased for the site. These were on order and would be erected shortly. The Chairman reported that the culvert to maintain the flow of water into Bure Brook had been regularly tampered with diverting the flow from the brook into the lake. BCP Council Countryside Officers had been consulted and found to be very helpful. Members were asked to approve the purchase of a sign to dissuade anyone interfering with the culvert and to agree to continual liaison with BCP Council Countryside Division with a view to erecting a camera trap in the culvert. <b>Proposed, seconded and unanimously agreed to erect a sign and liaise with officer re the camera.</b>	<b>Clerk/BH</b>

b)	<b>21/100c Lease of Old School House</b> – The Chairman reported that there had been no developments and that he would arrange a meeting with the HRA Chairman in the hope of moving matters forward.	<b>BH</b>
c)	<b>21/100d Co-option of Councillors</b> – The Chairman asked that this matter be moved to the end of the meeting. <b>Unanimously agreed.</b>	
d)	<b>Meeting with Dorset PCC</b> – The Chairman reported that an invitation had been received to a meeting with the newly elected PCC David Sidwick on Tuesday 3 August 2021. It was agreed that an afternoon meeting would be most convenient due to available meeting place. The Clerk was instructed to respond suggesting 3pm at The Old School House (subject to availability). The Chairman to advise Dorset Police. Members to inform Clerk of their availability.	<b>Clerk</b>
<b>21/119</b>	<b>Planning Report</b> 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: <b>8/21/0353/FUL</b> – 16 Hoburne Gardens. Objections logged. Cllr Martin concerns regarding a Doomsday Oak on the site and the reference to a conservatory. <b>8/21/0245/TTPO</b> – Tree works on A35 had been refused.  New applications the Councillor would follow up on: <b>8/21/0591/HOU</b> – 23 Wharncliffe Road – Swimming Pool. <b>8/19/1172/FUL</b> – MCA Site – Minor changes before appeal <b>8/16/2932/OUT</b> Roeshot Hill Development Reserved Matters	<b>WMcN</b>
<b>21/120</b>	<b>To receive Updates on Council Initiatives</b>	
a)	<b>Neighbourhood Plan</b> The Chairman reported that there would still be a considerable amount of work following the submission of the Plan and it was felt it would be advantageous to retain the services of the current consultant. It was unanimously agreed to accept the quotation received from Dorset Planning Consultant of £2252.25 (Plus VAT) to continue the work necessary to finalise the plan. This would be within the budget for the year. The Clerk was instructed to inform the consultant It was also agreed to accept help from a volunteer resident if needed.	<b>Clerk</b>
b)	<b>Revitalise the High Street</b> It was reported that the Chairman and Clerk had a constructive meeting with a Members and Officer from BCP Council and were waiting for a report on the way forward.	
c)	<b>Pavilion Refurbishments</b> The Chairman reported that work was progressing well. It was unanimously agreed that a wall sign should be erected to cover a patch of odd brickwork. The Chairman would invite the Hawks to submit a design for approval and the Clerk was instructed to thank the Construction Company for their offer of a donation towards the cost.	<b>BH Clerk</b>

d)	<p><b>Transfer of Assets from BCP Council</b> The lack of progress was noted and the Chairman would continue to press for completion.</p>	BH
21/121	<p><b>Financial Report – Finance, Balances &amp; Payment of Accounts</b> The Clerk presented the Finance Report and asked Members to approve payments as set out in the report subject to the addition of an item of £69.60 for posters.. <b>Unanimously Approved.</b></p>	Clerk
21/122	<p><b>To Consider the Proposed Memorandum of Understanding with Highcliffe Hawks</b> The Chairman reported that the Hawks had promised a contribution of £12,500 towards the refurbishments of the pavilion. In return they would like preferred customer status going forward. A draft (attached to agenda) has been drawn up and agreed with the Hawks Committee. Members were asked to discuss and agree. <b>Unanimously Agreed.</b> The Chairman to advise the Hawks.</p>	BH
21/123	<p><b>To Review the Internal Auditor’s Report for 2020/21 and Agree a Response</b> The Chairman reported that, as legally required, the Parish Council appointed an Internal Auditor (IA) to check that it has sound systems of internal control. The IA carried out her audit and produced her report which the Chairman felt failed to reach expected standards With his past experience he feels the most effective audit is achieved when IA reports findings as follows: A) By report to the Council on matters classified as: 1) Significant and in need of immediate attention 2) Significant and in need of attention without due delay 3) Significant and in need of attention before the next audit B) By note to the Chairman and Clerk/Responsible Finance Officer matters which do not fall within A categories but which are either minor or other observations. The completed report fails to alert the Council as to whether there are any significant issues that need attention and contained matters that should not have been included.  After some discussion it was <b>Recommended:</b> a) That the Parish Council retains the services of the current IA b) That the PC responds to findings as set out in Report Appendix c) That the PC asks that future reports are structured and submitted as described above. <b>Vote: Unanimous</b></p>	Clerk

21/125	<p><b>To Approve Release of Grant for CCTV at Highcliffe Castle</b>  At the PC meeting on 31 March 2021 it was agreed to defer the payment of a grant to Highcliffe Castle in respect of CCTV system as this did not give coverage to the main drive/entrance to the castle.  Following discussions, a camera is to be installed to provide cover on the main drive/entrance.  It was unanimously agreed that the sum of £500 could be released as soon as it is confirmed that this has been done. Cllr Brooks match funded a further £500.</p>	BH
21/126	<p><b>To Consider Actions Following Lack of Grass Cutting by BCP Council</b>  It was agreed that the grass cutting in the Parish by BCP Council was well below expected standards.  After some discussion it was agreed that the Clerk obtains grass cutting schedules for the Parish from BCP Council and asks Christchurch TC for a copy of their spreadsheet.  Once information is received PC to consider the need for additional cuts at the July meeting.</p>	Clerk BH
21/127	<p><b>To Approve New Code of Conduct Policy</b>  The new Code of Conduct had been circulated with the agenda. This had been adopted by BCP Council and DAPTC was recommending all Parish Councils to adopt it to ensure a consistency of approach.  <b>Unanimously agreed</b> to adopt the New Code of Conduct.  The Clerk was instructed to ensure that all members have a copy and the updated version be put on the website.</p>	Clerk
21/128	<p><b>To Receive Details of Applications for the Post of Assistant Clerk and to Approve the Appointment Process</b>  The Chairman reported that there had been a lot of interest and 17 applications had been received.  It was agreed that the Chairman, Cllr Butcher and the Clerk would draw up a short list for interview and that hopefully interviews could be completed by time of next meeting (21 July).</p>	BH/TB/ Clerk
21/129	<p><b>Review of Council Policies</b>  On 23 April 2021, all policies were allocated to individual councillors for review. A number of policies were approved at the AGM on 26 May. No other suggestions for amendments had been received except for:  Item 12 – Expenses – update the year to “year commencing April 2021”  Item 18 – Grant Making Policies – Add “ The Council will annually publish a list of grants awarded”  <b>Recommendation</b>  To approve above changes  To approve all remaining policies unaltered  To instigate a further review in April 2022  <b>Unanimously agreed</b>  The Clerk to make amendments and place updated policies on the website.</p>	Clerk

21/130	<p><b>Co-option of Parish Councillors ( Item 21/118c)</b></p> <p>The Chairman reported that two candidates had been considered by the Chairman and Vice-Chairman to be suitable and both had confirmed their eligibility. Apologies for tonight’s meeting had been received from one applicant who was unwell. Applicant Peter Cranham confirmed that he wished to be co-opted.</p> <p>As no councillor felt it necessary to further discuss the candidate’s suitability. Members <b>unanimously agreed</b> by vote that Peter Cranham be co-opted.</p> <p>Clerk to provide Declaration of Acceptance of Office and Register of Member’s Interests to be completed by next meeting.</p> <p>The Clerk to invite the second candidate to the next meeting on 21 July.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
21/131	<p>Date of next meeting <b>Wednesday 21 July 2021 at 6.30pm in Mundeford Wood Community Centre.</b></p>	
21/132	<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. <b>Proposed &amp; Seconded</b> Carried unanimously.</p> <p>The meeting closed at 7.30pm</p>	

Signed .....

Date.....