



## Highcliffe & Walkford Parish Council 21 July 2021

**Minutes of the Meeting of Highcliffe & Walkford Parish Council Meeting held this day at 6.30pm in Mudeford Wood Community Centre, Pipers Drive, Highcliffe.**

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

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

		<b>Action</b>
<b>21/139</b>	<b>Apologies for Absence</b> Apologies received from Cllrs L Harris & N Geary.	
<b>21/140</b>	<b>Declarations of Interests</b> – There were no Declarations of Interest.	
<b>21/141</b>	<b>To Confirm Minutes of the two Meetings Held on 30 June 2021</b> The Minutes were taken as read, confirmed as a true record and signed by the Chairman.	
<b>21/142</b>	<b>Receipt of Update Report from BCP Council West Highcliffe and Highcliffe &amp; Walkford Ward Councillors.</b> Cllr Hilliard reported that Highcliffe School was submitting a planning application for building a new sports hall on the school site and updated members on general matters from BCP Council. Cllr Brooks reported on recent flooding from Bure Brook, in Highcliffe where one resident had to be evacuated due to the collapse of a culvert off Gordon Road where a repair was urgently required. EA to be approached. He reminded members of two consultations that the PC should respond to, Community Engagement and Christchurch Bay and Harbour FCERM. He reported that the Community Speed Watch was up and running and would be seen throughout the parish.	

<b>21/143</b>	<b>Matters Arising from Meeting Held 30 June 2021 that are not otherwise included in the Agenda</b>	
<b>a)</b>	<p><b>21/118b Lease of Old School House</b>  The Chairman reported that he had a meeting with HRA officers where it was agreed that due to the lengthy delay in formal completion of the lease, and with the approval of the Parish Council, the lease would be engrossed as it presently stands and the side issues that have been discussed and agreed would be dealt with by means of a side letter signed contemporaneously with the lease.  It was unanimously agreed that the Lease and Letter be signed by both parties and authorised the Chairman to sign on behalf of the Parish Council.  Chairman to inform HRA Chairman.</p> <p>The Chairman reminded members that it had been agreed that the PC would contribute to the cost of a new notice board.  It was proposed, seconded and <b>unanimously agreed</b> that a contribution of £200 be made towards the costs. The Clerk to advise HRA and arrange payment.</p>	<b>BH</b>     <b>Clerk</b>
<b>b)</b>	<p><b>21/123 Internal Audit Report</b>  The Chairman reported that a response had been received from the Internal Auditor, following the Members' comments being passed on, stating that there would be some changes made to the report for the next year.</p>	
<b>c)</b>	<p><b>21/51c Maintenance of Bus Shelters</b> – The Chairman reported that there had been some positive action taken by BCP Council regarding the state of bus shelters in the Parish. 2 shelters have been repainted and a further 4 are included in the Programme of Repainting. A further 5 shelters are to be replaced.  Progress was noted. The Chairman to thank the Officer.</p>	<b>BH</b>
<b>21/144</b>	<p><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  <b>8/21/0591/HOU</b> – 23 Wharncliffe Road – Swimming Pool. Strong objections made.  <b>8/16/2932/OUT</b> Roeshot Hill Development Reserved Matters Members received a presentation from developers.</p> <p>New applications the Councillor would follow up on:  <b>8/21/0690/FUL</b> 22 Chewton Farm Road – similar to application at 20 Chewton Farm Road. Objections a before.  Cllr Cranham stated that residents of The Avenue would be lodging objections.</p>	<b>WMc</b>
<b>21/145</b>	<b>To receive Updates on Council Initiatives</b>	
<b>a)</b>	<p><b>Revitalise the High Street</b>  A paper laying out the Parish Council's proposal that were discussed at a recent meeting with a BCP Member and an Officer showing responses from BCP Council.  The Chairman asked Members to consider:</p>	

	<p>a) If the proposals put forward by BCP Council as acceptable to it are acceptable to the Parish Council.</p> <p>b) To agree whether to support the scheme financially and if so up to what maximum figure.</p> <p>c) In the event that the scheme is considered acceptable to agree to draw up details of a full and robust consultation process with businesses and residents.</p> <p>After considerable discussion it was generally agreed:</p> <p>a) That Members should advise the Chairman and Vice-Chairman their personal views.</p> <p>b) Cllr Brooks to advise Chairman &amp; Vice-Chairman matters that he felt were missing from the paper.</p> <p>c) Up to 2/3rds of CIL Money should be allocated and sources of other income/ grants should be pursued.</p> <p>d) Document for consultation with Shopkeepers to be prepared.</p> <p>e) Financial implications to be considered later once BCP cost the work.</p> <p>Paper to be filed with Minutes.</p>	<p><b>All</b></p> <p><b>NB</b></p> <p><b>AM</b></p> <p><b>Clerk</b></p>
<p><b>b)</b></p>	<p><b>Pavilion Refurbishments</b></p> <p>The Chairman reported that work was progressing well and should be completed on time and with no overspend. Regular meetings were held with surveyors and contractors and schedule of all variations made. Copy to all Members. Some grants had already been received.</p> <p>The Chairman reported that following the refurbishment the state of the car park would need addressing. It was agreed that a member of the Hawks team should be asked to give advice on the minimum amount of work required and estimate of the cost. If patching not a solution, then tenders would be needed for resurfacing. The Chairman to obtain quote for a) filling pot holes &amp; b) full resurface.</p> <p>Cllr Cranham remarked on the lack of a directional sign for Wingfield Recreation Ground. It was agreed this would be followed up with BCP Council and Cllr Brooks offered to underline cost accrued.</p> <p>It had been agreed that a sign should be erected to cover some unsightly brick work on the building. The Hawks had been asked to design the sign And it was unanimously agreed that the lowest of two quotations be accepted and installation organised.</p> <p>The Chairman reported that the benches in the changing rooms were deemed to be unfit for future use and it was agreed that the Surveyor should be asked to source and fit new ones within the contract.</p> <p>Four steel cycle racks had been removed from the site. The Clerk was asked to confirm with the Chairman of HRA that they may have two racks.</p> <p>It was unanimously agreed that an opening ceremony should take place late August and that costs of refreshments would be covered by the Parish Council. The Chairman and Clerk to organise.</p>	<p><b>BH</b></p> <p><b>BH</b></p> <p><b>Clerk</b></p> <p><b>BH</b></p> <p><b>BH</b></p> <p><b>Clerk</b></p> <p><b>BH/Clerk</b></p>

c)	<p><b>Transfer of Assets from BCP Council</b> The lack of progress was again noted and the Chairman would continue to press for completion.</p>	BH
21/146	<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 small compensating alteration to two items that would make no difference to final figures. <b>Unanimously Approved.</b></p>	Clerk
21/147	<p><b>To Consider the Progress on Grass Cutting by BCP Council</b> The Chairman reported that it was generally considered by residents that the grass cutting programme was inadequate. Two matters that were reported to BCP Council were dealt with quickly these being improvements along the A337 and grass patch in Woodfield Gardens which was deemed to be for “potential community use” and therefore cut. It was agreed that there were problems as no schedules produced. Cllr Smith was asked to look for “hot spots” and Members were asked to inform the Chairman and Clerk in order that a list of sites that require premium cuts can be drawn up.</p>	All
21/148	<p><b>To Discuss BCP Council’s Local Plan</b> Cllr Martin reported that the BCP Council Draft Local Plan would shortly be going out for consultation. He felt that it was important that the PC and local residents should be encouraged to respond as certain matters could have serious implications particularly with planning/ building within the Parish. It was agreed that a Working Party be set up to consider issues for the Parish Council and its residents. Working Party to consist of: Cllrs Martin, Brooks, Cranham and McNiell.</p>	AM/NB/ PC/ WMc
21/149	<p><b>To Vary Terms of Allotment Tenancy Agreements</b> The Chairman reported that a request had been received from the Walkford Road Allotment Association for the Parish Council to vary its Tenancy Agreements to permit (in agreed circumstances) the keeping of bees on the Allotments. Advice is being taken from the National Allotment Association of which the Council is a member. Pending advice, the following conditions have been discussed with the WRAA Chairman:</p> <ul style="list-style-type: none"> <li>• Beekeeping would be allowed only by special permission of WRAA, ratified by HWPC.</li> <li>• Allotment holder must be an accredited member of the National Beekeepers’ Association.</li> <li>• Allotment holder must maintain suitable insurance cover (checked by Allotment Association)</li> <li>• Maximum of two hives may be placed on any one allotment.</li> <li>• No bees will be permitted on any allotment adjoining a public road.</li> <li>• Appropriate signage to be displayed on any allotment with hives.</li> <li>• Permission will be revoked if the activity causes a nuisance to the public or other plot holder.</li> </ul>	

	Following discussion it was agreed that subject to any contrary advice received from NAA the change be made to Tenancy Agreement at the Walkford Road Allotment site.	<b>Clerk</b>
<b>21/150</b>	<p><b>To Agree an Extension to Highcliffe Bowling Club's Lease</b></p> <p>The Chairman reported that a request had been made by the Bowling Club to extend the terms of their lease at Nea Meadows. The current lease commenced in 2008 and is due to end in 2033.</p> <p>Following some discussion it was agreed that, whilst there was no objection to an extension, the possibility of using the Landlord and Tenant Act would give the club stability.</p> <p>The Chairman to speak to Club Officer and report back at next meeting.</p>	<b>BH</b>
<b>21/151</b>	<p><b>To Consider Terms of SLA with BCP Council</b></p> <p>The Chairman reported that following a meeting with BCP Council officers to discuss the terms of a future SLA and the desirability of a long-term contract.</p> <p>BCP officers suggested that the present SLA was heavily subsidised and were therefore carrying out a costing exercise to determine the extent of the subsidy.</p> <p>After some discussion the following recommendation was unanimously agreed:</p> <ol style="list-style-type: none"> <li>a) The Parish Council discusses the situation with Christchurch TC and Burton &amp; Hurn PCs to ascertain whether they are treated in a similar manner and if so their proposed response.</li> <li>b) In principle the PC is prepared to enter into a long-term agreement with BCP Council with provision for an annual change based on RPI.</li> <li>c) In the event of a significant price rise being imposed the PC carries out a competitive tendering exercise.</li> </ol>	<b>BH</b>
<b>21/152</b>	<p><b>To Approve the Appointment of Assistant Clerk</b></p> <p>The Chairman reported that following advertising the vacancy for an Assistant Clerk 6 of the 18 applicants were invited for interview.</p> <p>The Panel (BH, TB &amp; Clerk) unanimously agreed that Rebecca Harvey be offered the job.</p> <p>The Clerk to confirm with successful applicant start date and to advise all other candidates.</p>	<b>Clerk</b>
<b>21/153</b>	<p><b>Parish Clerk's Appraisal</b></p> <p>It was unanimously agreed that Cllrs Martin &amp; Butcher would carry out the Clerk's Annual Appraisal and report back to members at next meeting.</p>	<b>AM/TB</b>
<b>21/154</b>	<p><b>Co-option of Parish Councillor</b></p> <p>The Chairman reminded members that one of the two candidates considered by the Chairman and Vice-Chairman to be suitable had been unable to attend the previous meeting. On being asked by the Chairman applicant Jenni Cooper confirmed that she 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 Jenni Cooper 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>	<b>Clerk</b>

21/155	<b>Date of Next Meeting Wednesday 25 August 2021 in The Old School House at 6.30pm.</b>  There being no further business the meeting closed at 7.50pm.	
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Signed .....

Date.....