



# Highcliffe & Walkford Parish Council

## 29<sup>th</sup> September 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 N Brooks, Cllr T Butcher, Cllr J Cooper, Cllr P Cranham, Cllr W McNeill and Cllr S Smith.

**Also Present:** T Jamieson (Clerk)), Cllrs L Dedman & Paul Hilliard, BCP Council Officer and 16 members of the public.

		Action
	<b>Pre-meeting, Public Participation.</b> In the light of several complaints received about the lack of commitment from BCP in relation to the Health rides in Highcliffe, officers from BCP were invited to the meeting to address the issues raised. A series of questions from representatives of the Health rides amply demonstrated their frustrations at the present situation. The Chairman suggested it might be constructive if all parties involved in the Rides were to retire to the adjoining meeting room to discuss the issues in greater detail. The Chairman will ask for feedback and suggested that a further report on progress be made to the Parish Council's November meeting	<b>BH</b>
21/171	<b>Apologies for Absence</b> Apologies received from Cllrs L Harris & N Geary and B Harvey (Assistant Clerk),	
21/172	<b>Declarations of Interests</b> – Cllr Smith declared an interest in Item 9 Applications for Grants as she had connections with one applicant (Highcliffe in Bloom) Cllr Brooks declared an interest in Items 7 as a BCP Councillor.	
21/173	<b>To Confirm Minutes of the Meeting Held on 25<sup>th</sup> August 2021</b> The Minutes were taken as read, confirmed as a true record, and signed by the Chairman.	
21/174	<b>Receipt of Update Report from BCP Council West Highcliffe and Highcliffe &amp; Walkford Ward Councillors.</b> <b>Cllr Dedman</b> reported on the High Street strategy and urged members and members of the community to respond to the consultation. The Councillor also commented on the copy of a letter sent from BCP Council Leader to the Mayor of Christchurch regarding City Status and asking for comments from local leaders. The HWPC Chairman reported that he had, as recently as today, been asked to send views to the Mayor Christchurch on the matter of BCP applying for City Status. His view is that no opinion should be given based on one	<b>BH</b>

	<p>person's ideas and in the circumstances he asked all parish councillors to test residents' opinion as much as they were able and to let him know the outcome. He would relay the overall opinion back to the BCP Council Leader. It was agreed that HWPC members would seek views and advise the Chairman.</p>	
21/175	<p><b>Matters Arising from Meeting Held 25 August that are not otherwise included in the Agenda</b></p> <p>a) <b>21/158 Parking Issues</b>  <b>Cllr Brooks</b> reported that he, accompanied by the Chairman and the Chair of Highcliffe Residents' Association, had attended a meeting with BCP Council Officers &amp; Portfolio Holder regarding proposed zonal parking in Highcliffe. He was waiting for feedback from officers.  In response to a question from the Chairman the HRA Chair opined that BCP officers at the meeting had been well informed and seemingly most willing to co-operate with the Parish.  <b>Cllr Brooks</b> reported that he had been in contact with the Head and Business Manager at Highcliffe School regarding long standing issues regarding parking and planning application for a new sports hall.</p> <p>b) <b>21/1159a Old School House Lease</b> – The Chairman reported that the new lease had been received and he was waiting for legal advice from the PC's lawyer. The Clerk was asked to follow up.</p> <p>c) <b>21/159b BCP Grass Cutting Programme 2022</b> - The Chairman reported that BCP Council was to revisit their 2021 programme and would be sending out detail of the 2022 programme in the spring. It was reported that there would be substantial investments under the Cleaner, Greener, Safer initiative. <b>Cllr Brooks</b> to send details to the Clerk. It was agreed that the Parish Council will consider the need to make further representations once the 2022 programme is made available..</p> <p>d) <b>21/161 Jubilee Trees/ Street Parties</b> –The Chairman reported that Highcliffe Castle would accommodate the planned tree planting in the grounds. He would liaise with the Castle over the proposed site and the type of trees most suitable along with full costings.  Regarding possibilities of parties within the Parish <b>Cllr Brooks</b> agreed to send details of BCP Officer dealing with such matters.  Updates to be reported at next meeting.</p>	<p><b>NB</b></p> <p><b>Clerk</b></p> <p><b>NB</b></p> <p><b>BH</b></p>

21/176	<p><b>Planning Report</b>  Cllr McNeill reported on the current position and commented on the number of outstanding decisions.  The Parish Council had objected to the MCA application.  He was waiting for further details regarding the Roeshot Hill development but was informed that the bus companies wished to be involved in the plans.  Application at <b>20 Chewton Farm Road</b> had been withdrawn.</p> <p><b>Application 8/21/0918/FUL 5 Forest Close.</b> Members were asked to look at and comment on what appears to be gross overdevelopment in a small cul de sac.</p> <p>The Chairman stated that New Milton Advertiser had reported that the PC did not object to the removal of the listed wall at 172 Lymington Road. He had advised them this was not the case and had been told that they would consider another report which would retract the statement. The Chair reported that some comments from the Parish Council were shown by BCP as from the individual. Cllr McN agreed to work with the Clerk to rectify</p>	<p>All</p> <p>WMc/ Clerk</p>
21/177	<p><b>To receive Updates on Council Initiatives</b></p>	
	<p>a) <b>Revitalise the High Street.</b> Cllr Brooks reported that BCP Council had an action plan for revitalising high streets within its boundaries and that Highcliffe was included within the strategy. BCP Council would be allocating funds and with the possible monies of £120k from the PC it was hoped that improvements could be made.  Cllr Martin felt that there were a number of issues that had not been considered and felt that the action plan was not clear and the amount BCP would be putting towards the scheme was not known.  The Chairman asked members to comment on the BCP Council's published paper but stressed that the Parish Council would be unwilling to put money into any project unless BCP Council was supporting the PC's proposals.  One member felt that any revitalisation was a non- starter if the road issues were not included.</p> <p>b) <b>Pavilion Refurbishment.</b> The Chairman stated that the work was finished, the opening went well. Members agreed on a plaque for inside the pavilion.</p> <p>c) <b>Transfer of Recreation Ground &amp; Play Areas</b> – The Chairman reported that he had spoken to a senior officer at BCP Council but had received no further response. Cllr Brooks to follow up with the Council Leader.</p> <p>d) <b>BCP Council Local Plan</b> – It was reported that the consultation was on hold and not available to the public. It was agreed that once the consultation paper was available a working party consisting of Cllrs Martin, Cranham &amp; McNeill would be convened.</p> <p>e) <b>Neighbourhood Plan</b> – The proposed consultation period is to run from 1<sup>st</sup> October to the end of November. All details to be displayed on the PC website and posters to be distributed and displayed prominently in the Parish. The Clerk was instructed to make posters</p>	<p>All</p> <p>BH/Clerk</p> <p>NB</p> <p>AM</p> <p>Clerk</p>

	available for all councillors and Mudeford Wood CC and to ensure that both the websites are updated.	
21/178	<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.  Members approved and agreed the payment of the SLA Invoice of £28293.60 should be made after receipt of the precept due 1<sup>st</sup> October.  <b>Unanimously Approved.</b></p> <p>It was reported that the External Audit had been completed and there were no matters that required attention. All papers had been placed on the website as required.</p>	Clerk
21/179	<p><b>To Consider Applications for Parish Grants</b>  It was reported that 10 applications for grants had been received from local voluntary organisations following invitations to local groups and on the website. In total grants amounting to over £17000 were requested against a budget of £13000 for the year. Members were given details of all applications.  After a short discussion it was proposed, seconded and agreed that all grants as set out be approved.  The Clerk was asked to write to each of the applicants with the results.</p>	Clerk
21/180	<p><b>Annual Review of Allotments Financial Position</b>  The Chairman reminded members that the Parish Council aimed to operate the allotments with no cost to the precept and this had been achieved in the first two years.  The current year a small surplus is expected. It had already been agreed that there would be no rent increase in the year 2022.  Following the appointment of the Assistant Clerk it is hoped that the PC will be able to introduce in-house invoicing saving payment of £1000 to SVPP.  The two Allotments Associations have helped to keep costs down with their careful management.  The following recommendations were made:</p> <ol style="list-style-type: none"> <li>a) A letter be sent to each Allotment Association thanking them and acknowledging the efforts they have made to contribute towards the PC’s objective of running the allotments at no cost to the precept.</li> <li>b) Allotments rents from January 2023 to remain unchanged at £9.10 per rod.</li> <li>c) An annual limit be placed on each Allotment Association of three maintenance items of their choosing for skips, ballast etc.</li> <li>d) Enquiries be made to ascertain the quantum of notice required to terminate SVPP services.</li> </ol> <p><b>Unanimously agreed the above recommendations.</b></p> <p>The Chairman reported that he had received notice that BCP Council would be willing to cut the Allotment hedge along the A35 Roeshot Hill as previously for a cost of £320 +VAT.  He asked approval for this expenditure.  <b>Unanimously agreed.</b></p>	Clerk

21/181	<p><b>To Consider a Rota for Inspections of Parish Assets</b></p> <p>The Chairman reminded members that the PC had invested in several of its assets over the past two and a half years and with the possibility of the transfer of further assets a system of annual inspections is needed.</p> <p>It was suggested that Parish Councillors carry out the inspections and a chart was issued with suggestions.</p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>a) To discuss &amp; confirm a system of annual inspections</li> <li>b) Agree the list</li> <li>c) Agree names of volunteer inspectors and confirm all will be conducted by 31<sup>st</sup> October</li> <li>d) Agree that investment/maintenance suggestions will be sent to the Chairman by 10 November.</li> </ul> <p><b>Unanimously agreed.</b></p> <p>The Clerk will advise members details of contacts at each location.</p>	<p><b>All</b></p> <p><b>Clerk</b></p>																																																			
21/182	<p><b>To Review Fees &amp; Charges for 2021/22</b></p> <p>Proposed that the following fees and charges are made:</p> <table border="1" data-bbox="323 864 1230 1375"> <tr> <td>Allotments at Roeshot Hill and Walkford</td> <td>November 2021- to give SVPP time to send 12 months' Notice to plot holders by 1<sup>st</sup> Jan 2022</td> <td>No change. £9.10/rod</td> </tr> <tr> <td>Bowls Club</td> <td>1st April</td> <td>£360.17/quarter Next increase due 2023</td> </tr> <tr> <td>Fishing Licence</td> <td>1<sup>st</sup> April 2022</td> <td>Increase from £780pa to £800pa</td> </tr> <tr> <td>Wingfield Sports Pitches</td> <td>1st October 2021</td> <td>2% increase on all fees (see further paper rounded to nearest .50p).</td> </tr> <tr> <td>Other licences</td> <td>As required</td> <td>In line with annual CPI increase 1 month before renewal date</td> </tr> </table> <p><b>Pitch Fees: Football</b></p> <table border="1" data-bbox="323 1464 1177 1697"> <thead> <tr> <th></th> <th>2019/20</th> <th>2020/21</th> <th>2021/22</th> </tr> </thead> <tbody> <tr> <td>Mini Pitches</td> <td>£18.45</td> <td>£19.00</td> <td>£19.50</td> </tr> <tr> <td>Youth Pitches</td> <td>£36.89</td> <td>£38.00</td> <td>£39.00</td> </tr> <tr> <td>Training</td> <td>£158.12</td> <td>£160</td> <td>£163.00</td> </tr> </tbody> </table> <p><b>Pitch Fees: Cricket</b></p> <table border="1" data-bbox="323 1765 1230 1944"> <thead> <tr> <th></th> <th>2019/20</th> <th>2020/21</th> <th>2021/22</th> </tr> </thead> <tbody> <tr> <td>Adult grass</td> <td>£84.32</td> <td>£88.00</td> <td>£90.00</td> </tr> <tr> <td>Junior grass</td> <td>£42.17</td> <td>£44.00</td> <td>£45.00</td> </tr> <tr> <td>Artificial for Adults</td> <td>£42.17</td> <td>£44.00</td> <td>£45.00</td> </tr> <tr> <td>Artificial for Juniors</td> <td>£21.90</td> <td>£22.00</td> <td>£22.50</td> </tr> </tbody> </table> <p><b>Unanimous agreement.</b></p> <p>The Clerk to inform all affected users.</p>	Allotments at Roeshot Hill and Walkford	November 2021- to give SVPP time to send 12 months' Notice to plot holders by 1 <sup>st</sup> Jan 2022	No change. £9.10/rod	Bowls Club	1st April	£360.17/quarter Next increase due 2023	Fishing Licence	1 <sup>st</sup> April 2022	Increase from £780pa to £800pa	Wingfield Sports Pitches	1st October 2021	2% increase on all fees (see further paper rounded to nearest .50p).	Other licences	As required	In line with annual CPI increase 1 month before renewal date		2019/20	2020/21	2021/22	Mini Pitches	£18.45	£19.00	£19.50	Youth Pitches	£36.89	£38.00	£39.00	Training	£158.12	£160	£163.00		2019/20	2020/21	2021/22	Adult grass	£84.32	£88.00	£90.00	Junior grass	£42.17	£44.00	£45.00	Artificial for Adults	£42.17	£44.00	£45.00	Artificial for Juniors	£21.90	£22.00	£22.50	<p><b>Clerk</b></p>
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21/183	<p><b>To Receive a Report Concerning Highcliffe Bowls Club</b></p> <p>The Chairman reported that the Bowls Club had withdrawn their request for an extension of their lease. They made a request that the production of an annual report on the condition of the building be ceased as this cost £500 and was never requested by CBC. They have appointed a member, retired fireman, who oversees all building related matters. The Bowls Club asks permission to carry out the following works during the next three years: To slab the grass area at the right of the pavilion to extend the patio area To upgrade the metal windows with UPVC To refurbish the kitchen and bar. In addition they are considering installing CCTV Cameras to include cover to car park &amp; notice board.</p> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>a) To note withdrawal of request for lease extension</li> <li>b) By way of experiment, to relax requirement for annual surveyor's report and replace with annual inspection by one or more Parish Councillors. Cllrs Cranham and Brooks were asked to undertake this task</li> <li>c) Approve top three projects above</li> <li>d) Agree in principle installation of CCTV cameras and to consider, once costs are known, making a financial contribution towards the cost of camera facing the car park.</li> </ul> <p><b>Unanimously agreed.</b> Chairman to advise Club.</p> <p><b>Note:</b> The clerk to provide PC with copy of lease.</p>	<p><b>PC/NB</b></p> <p><b>BH</b></p> <p><b>Clerk</b></p>										
21/184	<p><b>To confirm the Parish Utilisation of its CIL Monies for 2020/21</b></p> <p>At the meeting held in July 2020 the Council noted the requirement to report annually to BCP Council its utilisation of CIL monies received.</p> <p>The Chairman reported that the Parish had received £115,859 which went towards financing the Parish Councils share of the cost of Wingfield Pavilion refurbishments.</p> <p>Figures are:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Estimated Total Cost</td> <td style="text-align: right;">205,500</td> </tr> <tr> <td>Financed by: CIL Money</td> <td style="text-align: right;">115,859</td> </tr> <tr> <td style="padding-left: 20px;">Grants</td> <td style="text-align: right;">42,311</td> </tr> <tr> <td style="padding-left: 20px;">Parish Funds</td> <td style="text-align: right;"><u>47,330</u></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£205,500</b></td> </tr> </table> <p><b>Noted</b></p>	Estimated Total Cost	205,500	Financed by: CIL Money	115,859	Grants	42,311	Parish Funds	<u>47,330</u>	<b>Total</b>	<b>£205,500</b>	
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21/185	<p><b>Date of Next Meeting Wednesday 27<sup>th</sup> October 2021 in The Old School House at 6.30pm.</b></p>											
21/186	<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 8pm</p>											

Signed .....

Date.....

DRAFT