



# Highcliffe & Walkford Parish Council

## 23<sup>rd</sup> February 2022

**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 P Cranham and Cllr W McNeill.

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

		Action
22/01	<b>Apologies for Absence</b> were received from Cllr N Geary, Cllr L Harris & Cllr J Cooper.	
22/02	<p><b>Declarations of Interests and Input from a Member of the Public</b> The Vice-Chairman declared an interest regarding Hoburne Estates but this was not deemed pecuniary and he would therefore remain in the meeting and take part should any matters relating arise.</p> <p>The Chairman asked the Clerk to read out a letter and questions from a member of the public regarding planning application 8/21/0704/COU. A written response would be given after consideration by members.</p>	<b>BH/WMcN / Clerk</b>
22/03	<p><b>To Confirm Minutes of the Meetings Held on 15<sup>th</sup> December 2021</b> The Minutes were taken as read, confirmed as a true record, and signed by the Chairman.</p>	
22/04	<p><b>Reports from BCP West Highcliffe Councillors</b></p> <p>a) <b>Cllr Dedman</b> reported on the budget that had been agreed by BCP Council showing no increase in Council Tax although this would be offset by the extra care costs.</p> <p>b) <b>Cllr Hilliard</b> reported that there had been some clearing of overgrown areas.</p> <p>c) <b>Cllr Brooks</b> that there had been a number of trees felled in the recent storms and these were being cleared as quickly as possible. The Enforcement Officer had served notice on the owner of the caravan parked on the Cliff Top carpark where there were complex issues. He reported that height barriers com and training would be given to members on 8<sup>th</sup> March details to follow. He was waiting for a meeting with officers regarding TRO's and in particular in the Highcliffe School area. He would continue to chase up the directional signs for Wingfield Recreation Ground.</p>	<b>NB</b>

22/05	<p><b>Matters Arising from Meeting Held 15<sup>th</sup> December 2021 that are not otherwise included in the agenda</b></p> <p>a) <b>21/221a Lack of Progress Regarding Virtual Meetings.</b> The Chairman reported that NALC and others were trying to get the law changed regarding virtual meetings but to date it remains that virtual meeting are illegal.</p> <p>b) <b>21/228 – Councillors’ Code of Conduct.</b> The Clerk reported she had no response from DAPTC and would follow up. It was suggested that the Clerk also checks with BCP Council’s Head of Democratic Services. Subject to responses a report on any changes would be given at the March PC meeting.</p>	<p>Clerk</p> <p>BH</p>
22/06	<p><b>To Ratify Decisions &amp; Actions Taken Under Scheme of Delegation</b></p> <p>All decisions that were taken by the Parish Clerk and Chairman under the Scheme of Delegation were ratified/noted as requested in the paper attached along with any comments made by members.</p>	
22/07	<p><b>To receive Updates on Current Projects</b></p> <p>a) <b>Revitalise the High Street</b> – The Vice-Chairman reported that there was little progress, he was waiting for a date for meeting with Chamber of Trade (believed to be 22<sup>nd</sup> March at Highcliffe Golf Club). It was hoped to carry out a consultation with business and residents.</p> <p>b) <b>Transfer of Recreation Ground and Play Areas</b> – The Chairman reported that here had still been no progress. Cllr Brooks reported that he would be in a position to report the latest position after a meeting arranged for 10 March 2022.</p> <p>c) <b>Neighbourhood Plan</b> – Cllr Brooks reported that there were still differences between BCP Council and HWPC. The Planning Consultant was still working on the differences and would possibly have to have a face to face meeting with BCP officers to explain exactly what HWPC wants.</p> <p>d) <b>BCP Council Local Plan</b> – The Vice-Chairman reported that there were concerns regarding the consultation paper which was considered not to be user friendly. The deadline for receipt of comments had been extended to 25<sup>th</sup> March 2022. A comprehensive report would be put to the PC Members at the next meeting on 23<sup>rd</sup> March for ratification. There would be some CTC Cllrs in Saxon Square on Monday 28<sup>th</sup> February to respond to residents’ questions.</p>	<p>AM/BH</p> <p>NB</p> <p>AM</p>
22/08	<p><b>Planning Report</b> <b>Planning Application 8/21/0704/COU</b></p> <p>Members discussed the contents of the letter received regarding the above application for retrospective change of use giving permission for swimming lessons.</p>	

	<p>Members did not object to the proposal although there were 7 objections from residents, against 21 letters of support. Most of the objections related to parking issues and therefore highway problems.</p> <p>Other issues in the letter related to breaches of conditions which should be dealt with by the Planning Enforcement Officer at BCP Council.</p> <p>It was agreed that a letter should be sent to the resident stating that there were a considerable number of supporting comments and a smaller number of objections and that the Council did feel that there should be no detriment to the amenities of the area or residents. It was noted that classes were only permitted to run during specified times with a 30 minute gap between classes. With these specific conditions the Parish Council, as a consultee, decided it would neither support or object to the application. On the matter of conditions not being observed it was agreed that the PC would discuss these matters with BCP Council's Enforcement Officer.</p> <p>Cllr McNeill reported on the current position and referred to the paper showing the latest information and updated members on current matters.</p> <p><b>8/21/1102 20 Abingdon Drive</b>– To advise the correspondent that there was no objection from the Parish Council.</p> <p>The Vice-Chairman, having declared an interest by his association with Hoburne Estates, asked the Enforcement Officer if planning consent had been given to the developers for the use of a piece of land to be used as a yard. He was awaiting a response.</p> <p>Regarding a suggested Joint Planning Committee of representatives from Town and Parish councils it was reported that residents were considering raising a petition.</p>	<p><b>BH/WMcN /Clerk</b></p> <p><b>WMcN</b></p>
<p><b>22/09</b></p>	<p><b>Financial Report – Finance Balances &amp; Payment of Accounts</b></p> <p>The Clerk presented the reports for January and the current report and asked members to approve payments as set out.</p> <p>A typing error on the January Finance Statement would be rectified.</p> <p><b>Unanimously approved.</b></p>	<p><b>Clerk</b></p>
<p><b>22/10</b></p>	<p><b>To Receive /Discuss and Approve Budget Report for 3<sup>rd</sup> Quarter</b></p> <p>The Chairman introduced the papers and stated that the figures disclosed a very satisfactory 3<sup>rd</sup> quarter financial position.</p> <p>After some discussion it was unanimously agreed that the report be approved.</p> <p>Papers to be filed with minutes.</p>	
<p><b>22/11</b></p>	<p><b>To Note Progress</b> regarding an ARG4 Grant from BCP Council</p> <p>Cllr Brooks reported that at a recent meeting it was agreed by the stakeholders that HRA would apply to BCP Council and would hold the ARG4 funding and allocate in accordance to the schedule and being revenue projects.</p>	
<p><b>22/12</b></p>	<p><b>To Receive a Statement Regarding the Completed Platinum Jubilee Trees Project</b></p> <p>The Chairman reported that the ceremony and visit to Highcliffe Castle had gone extremely well and all those who attended expressed their pleasure at being invited. The cost to the Parish Council amounted to £242 as contributions received covered most of the costs.</p>	

	<p>A letter from Windsor Castle was received stating that Her Majesty was “most touched to learn of our project”. A copy of the letter would be put on the website.</p> <p>Members asked that a specific thanks to the Chairman be recorded for his initiative to such a successful event.</p> <p>The Clerk was asked to thank the photographer for his time.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
22 /13	<p><b>To Consider the Council’s Response to the Internal Auditor</b></p> <p>The Chairman reported that the Internal Audit had taken place and no major issues arose, the auditor reported that the records were in good order, however she ignored the request that matters be divided into groups dependant on their significance.</p> <p>The Chairman reminded members that the Internal Auditor’s 3 year appointment would end on the completion of this year’s audit and recommended that the Council seeks quotations including other Internal Auditors.</p> <p>The Internal Auditor to be informed of the actions being taken on matters she raised.</p> <p><b>Unanimously agreed.</b></p>	<p><b>Clerk</b></p> <p><b>Clerk/BH</b></p>
22/14	<p><b>To Seek a Volunteer for Local Heritage List Project</b></p> <p>The Chairman reported that BCP Council had written to the Parish Council about the project for increasing the number of Local Heritage properties included in their list. They are looking to identify heritage assets not already listed.</p> <p>The Chairman asked that FCRA be thanked for their help in identifying assets within the parish.</p> <p>It was suggested that a volunteer should take on the project and that all members consider any assets that may be notified to the project.</p> <p>The Chairman would circulate the list he has.</p>	<p><b>BH</b></p> <p><b>All</b></p> <p><b>BH</b></p>
22/15	<p><b>Date of Next Meeting <b>Wednesday 23<sup>rd</sup> March 2022</b> in The Old School House at 6.30pm.</b></p> <p>There being no further business the Chairman closed the meeting at 8.14pm</p>	

Signed.....

Date.....