



Highcliffe & Walkford Parish Council

27th July 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 N Brooks, Cllr T Butcher, Cllr P Cranham, Cllr J Cooper, Cllr A Martin, Cllr W McNeill & Cllr S Smith

Also Present: T Jamieson (Clerk). B Harvey (Assistant Clerk), Cllr L Dedman and 6 members of the public.

Part 1 (Open Matters)

		Action
	<p>Cllr Nick Geary The Chairman opened the meeting with a few words of tribute to the late Cllr Geary followed by tributes from Cllrs Brooks and Martin and a moments silence for reflection.</p>	
	<p>Public Participation A member of Highcliffe Bowling Club gave a short report on the running of the Club and its aspirations for the future and ways of increasing membership. It was pointed out that under the current lease the Club was unable to advertise on the site. The Chairman thanked the Member for her input and stated that the Parish Council would review the lease and discuss at the next PC meeting possible changes.</p>	Clerk/BH
22/82	Apologies for Absence were received from BCP Cllr Hilliard.	
22/83	Declarations of Interests from Members Cllr Smith declared an interest at Item 11 Parking Proposals.	
22/84	<p>To Confirm the Revised Co-option Policy and to consider an application for co-option (moved from Item 7 on the Agenda) The Chairman reminded Members that the current policy had been drawn up by the Shadow Parish Council and adopted in April 2019. Following advice, a revised policy had been drawn up and a copy attached to the agenda. It was unanimously agreed that the revised policy be adopted. Following the adoption of the revised policy the Chairman reminded members that an application had been received from a resident to be co-opted. Details had been sent with the agenda. The Chairman invited the applicant to introduce himself and in accordance with the policy it was agreed by a majority that the applicant be co-opted to the Council. The applicant signed a Declaration of Acceptance of Office and took his seat at council.</p>	<p>Clerk</p> <p>Clerk</p>

22/85	<p>To Confirm Minutes of held on 22 June 2022 The Minutes were taken as read, confirmed as a true record and signed by the Chairman.</p>	
22/86	<p>Matters Arising from the last Meeting held on 22 June 2022 that are not otherwise included in the agenda</p> <p>a) 22/27-28 Foreshore Matters – Following some discussion regarding the report it was agreed that a message be sent to BCP Council suggesting better signage, improvements to the camber on the tarmac path and refurbish the gravel slopes particularly the slope from the green carparking area which is in a very dangerous condition. With agreement there could be some contribution from Highcliffe & Walkford PC.</p> <p>b) 22/78 Future Arrangements for Parish Clerk – The Vice Chairman reported that the person who had shown some interest in the position had withdrawn and therefore more work was needed to determine a job spec. He would report back at the next meeting.</p> <p>c) 22/79 Nea Meadows Lake Survey – The Clerk reported that she had nothing to report but would follow up and report at next meeting.</p>	<p>BH</p> <p>AM</p> <p>Clerk</p>
22/87	<p>Reports from BCP West Highcliffe Councillors & the Chairman</p> <p>a) Cllr Dedman reported on grass cutting schedules and that she was pressing for developers to reinstate the old castle wall which is classed as a heritage site and protected. She reported that BCP Council was looking for more environmentally friendly new builds were slow in implementing new parking restrictions and reminded members that all council meetings could be followed on YouTube.</p> <p>b) Cllr Brooks reported:</p> <p>a) that the BCP Local Plan was moving ahead and was expected to be adopted in 2024. There had been a number of responses from residents mainly regarding the Green Belt.</p> <p>b) Planning application re Glenville Road the officers report makes no reference to the Neighbourhood Plan.</p> <p>c) Jesmond Avenue site now a fire hazard following recent ground work and the hot weather.</p> <p>c) The Chairman Reported:</p> <p>a) He would be opening the Highcliffe Arts Festival and presenting prizes.</p> <p>b) He had been invited to Roeshot Hill Allotments to present prizes at their open day. He asked that RHAA should be congratulated on gaining a Green Flag award for the 11th year and also for giving fresh produce to a local Food Bank.</p> <p>c) He reported that the Mayor of Cruelly would be visiting Highcliffe on a twinning initiative. It was agreed that a small Civic Gift should be purchased, the Vice Chairman to look at possibility of gift from New Forest Airfield Charity. Failing that he Chairman to look for painting by local artist or Clerk to purchase Jubilee Stamps in a frame.</p>	<p>AM/BH/ Clerk</p>

22/88	<p>To Consider Instituting an Award for the “Resident of the Year” A Draft Scheme suggesting an award would be presented to the “Resident of the Year” at the Annual Parish Meeting in May following unanimous agreement of the policy as set out and placed on website. The Vice Chairman to look into costs of possible Newspaper publicity.</p>	<p>BH AM</p>
22/89	<p>Review of Progress to Improve Footpaths Cllrs Harris and Smith were asked to prepare an update on various outstanding matters and report at the August meeting. The Chairman reported that a volunteer group had been established to carry out regular maintenance of the Bure Brook Footpath and were working with Hoburne Estate to carry out tree works. It was agreed that the PC would note and welcome the progress made and continue to support the efforts of the volunteer group. It was agreed that an item should be placed on the website to encourage volunteering and ascertain any existing groups.</p>	<p>SS/LH AM</p>
22/90	<p>To Approve Council Policy for the Provision of Public Seats A new Policy for the Provision of Public Seats was agreed and copy would be placed on website. The final of the 4 Parish Council seats had been renovated by Men’s Shed and it was agreed that this should be sited at Lakewood with little cost to PC as hard standing already in place. It was also agreed that the Clerk should make enquiries to ascertain whether local resident or member of Friends of Lakewood would wish to have a memorial plaque on the seat at a cost of £250 for 10 years as set out in Policy.</p>	<p>Clerk Clerk</p>
22 /91	<p>To Receive and Comment on BCP Council’s Parking Restriction Proposals 2022 Cllr Smith declared an interest in the item but this was deemed non pecuniary and agreed she would remain in the meeting but not take part. The Clerk was instructed to respond to BCP Council endorsing the proposals with one suggested change; that the existing double yellow lines either end of the pull-in between Nos 282 and 298 Lymington Road be extended by approximately 1 metre to avoid both danger and congestion.</p>	<p>Clerk</p>
22/92	<p>To Receive Updates (if any) on Outstanding Council Initiatives</p> <ul style="list-style-type: none"> a) Neighbourhood Plan – It was unanimously agreed that the PC should continue to fund Dorset Planning Consultant and approved the fee increase. It was also agreed to set up a Working Group to continuously monitor the BCP Council’s Local Plan as it affects the PC Neighbourhood Plan as it was felt that BCP Council was not considering some important matters safeguarding Green Corridors. b) Revitalise the High Street – Cllr Brooks stated that he would report on progress at the August meeting. c) Transfer of Assets – Members agreed that the Chairman and Cllr Brooks may negotiate new terms that are not less favourable than the original less 10%. 	<p>AM NB BH/NB</p>

22/93	<p>To Receive Current Finance Report and approve all payments. The report was accepted and payments approved. The Clerk reported that a new Building Society Account had been opened with Cambridge & Counties Bank with a deposit of £85k and a further £15k had been invested with Teachers Building Society.</p>	
22/94	<p>To Adopt the Disqualification from Office for Sexual Offence Policy Members accepted the importance of the matter and following advice from DAPTC adopted the policy as set out. To be placed on website.</p>	Clerk
22/95	<p>Allotment Invoicing The Chairman reminded Members that at a previous meeting it was agreed that the Assistant Parish Clerk consider the use of QuickBooks for invoicing but this proved to be unworkable as it does not operate with Unity Trust Bank. A paper was produced showing alternative solutions with costs, advantages & disadvantages. After some discussion it was agreed to use Xero and the Assistant Clerk was instructed to set up for a trial run.</p>	Asst Clerk BH/Clerk
22/96	<p>Planning Report Cllr Neill reported on the current position, referred to the paper showing the latest information and updated members on current matters.</p>	
22/97	<p>Agreed to passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be transacted.</p>	
22/98	<p>Date of Next Meeting Wednesday 31st August 2022 in The Old School House at 6.30pm.</p> <p>There being no further business the Chairman closed the meeting at 8.49pm</p>	

Signed.....

Date.....