



Highcliffe & Walkford Parish Council

31st August 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 N Brooks, Cllr T Butcher, Cllr P Cranham, Cllr J Cooper, Cllr L Harris, Cllr A Martin, Cllr W McNeill & Cllr A Sofianos

Also Present: T Jamieson (Clerk)) Cllrs L Dedman and P Hilliard and 6 members of the public.

		Action
	<p>Public Participation Cllr Martin (Deputy-Chairman) in the absence of the Chairman, welcomed Councillors and members of the public to the meeting. He introduced the local Girl Guide Captain and Brown Owl who gave a short report on Guiding in Highcliffe and their willingness to assist the Parish Council in projects whenever possible.</p>	
22/103	<p>Apologies for Absence were received from Cllr R Hutchings (Chairman), Cllr S Smith & B Harvey (Assistant Clerk).</p>	
22/104	<p>Declarations of Interests from Members There were no declarations of interests from Members.</p>	
22/105	<p>To Confirm Minutes of Meeting held on 27 July 2022 The Minutes were taken as read, confirmed as a true record and signed by the Vice-Chairman.</p>	
22/106	<p>The Vice-Chairman asked Members to agree to bring forward Item 9 on the agenda. Agreed. To Receive & Consider a Request from Hedgehogs RUs A request had been received from Hedgehogs RUs asking the Parish Council to purchase and distribute a box of hedgehog highway surrounds. It was confirmed that the Guides & Brownies would be willing to take on the task of distributing these throughout the Parish. It was unanimously agreed that the Clerk should purchase a box of 50 at the cost of £150 and liaise with the Guiders when received.</p>	Clerk
22/107	<p>Matters Arising from the last Meeting held on 27 July 2022 that are not otherwise included in the agenda a) 22/86a Foreshore Matters – Cllr Brooks reminded members of the unstable and dangerous state of the footpaths leading to the beach at Highcliffe. BCP Council had received several complaints from individuals and groups within the Parish along with the Parish Council pointing out that this was a safety matter and not</p>	

	<p>financial. Cllr Brooks would continue to press for a solution and ask for signage indicating the dangers and a safer route.</p> <p>b) 22/86b Future Arrangements for Parish Clerk – The Vice Chairman reported that Christchurch Town Council was also looking to employ a new Town Clerk and had approached LGRC Associates Ltd for assistance. He had approached the same company and received a report and quotation for the Provision of Recruitment Services. The proposals and quotation was passed to the Clerk for circulation in order that a decision could be made at the next PC meeting.</p> <p>c) 22/86c Nea Meadows Lake Survey – The Clerk reported that she had contacted EA but had not received a satisfactory response. Cllr Brooks would pass on a named contact to the Clerk who he had met previously. Clerk to follow up.</p> <p>d) 22/87c Outcomes from Visit of Mayor of Cruelly – The Vice-Chairman reported the visit had been well run thanks to HAT’s. Following the visit he contacted the Council of European Municipalities & Regions to confirm the process should the Parish Council wish to continue as Twinning has to go through the local council. He was waiting to hear from HAT. A short paper had been prepared for circulation.</p> <p>e) 22/89 Website Article re Volunteers – The Vice-Chairman reported that he had not prepared the item but was working on it. Some concerns were expressed by a member that this might affect the Volunteer of the Year project but it as agreed that if timing was right there should be no adverse effect.</p> <p>f) 22/90 Lakewood Seat – The Clerk reported that she had spoken to Mens’ Shed who would be willing to fix the seat once they have obtained the right tools.</p>	<p>Clerk</p> <p>Clerk</p> <p>AM/Clerk</p> <p>AM</p>
<p>22/108</p>	<p>Reports from BCP West Highcliffe Councillors</p> <p>a) Cllr Dedman reported that she was trying to obtain figures from the Cliffhanger of any accidents that may have occurred on the cliffs or footpaths where they may have been involved. A quality report on the sea showed there had been a discharge on 17 August. There would be small increases in parking charges. The possible sale of beach huts would be going to Scrutiny Committee.</p> <p>b) Cllr Hilliard reported that Christchurch Town Council was still pushing for the transfer of assets. Major road works would be taking place in various parts of the Parish. Broken glass in one of the bus shelters would be replaced.</p> <p>c) Cllr Brooks reported on the Environment Act and biodiversity net gain. He reminded members that parks, open spaces, trees did not come under planning guidelines.</p>	

22/109	<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>	
22/110	<p>To Decide how best to Assist Highcliffe Bowling Club Following a recent request from the Bowling Club to place advertisements for new members on the perimeter of the bowling green it was reported that under the terms of their lease no permanent advertisements can be sited on the grounds. As the Bowling Club's lease is due for review on 1st April 2023 the following recommendations were agreed:</p> <ul style="list-style-type: none"> a) Permission be given to permit the Bowling Club to place advertisements on the perimeter of the Bowling Green for a period not exceeding 8 weeks at a time most appropriate for seeking new members. b) To offer to place on the PC's website a news item from the Bowling Club seeking new members. c) To advise the Club that at this time the 5 yearly rent increase is due in April 2023 and because of the movement in the RPI this may be substantial. <p>The Clerk was instructed to advise the Bowling Club.</p>	Clerk
22/111	<p>To Decide on the Choice of External Auditor for Next 5 Years A notification had been received from SAAA informing the Council that with effect from 2022/23 the Parish Council may, should it so wish, appoint its own external auditor instead of one imposed by SAAA. After considering the implications Members unanimously agreed to stay with the present system whereby SAAA undertakes all the administrative issues and appoints the PC's external auditor. No further action needs to be taken.</p>	
22/112	<p>To Consider the Local Impact of the Cost of Living Crisis Whilst Members agreed that under current legislation there was little the Parish Council could, on its own, deliver but it was generally felt that the PC should devise a plan of action. It was agreed that a working group consisting of Cllrs Sofianos (Leader) Martin and Cooper be set up to develop a plan to bring back to Council at next meeting.</p>	AS/AM/JC
22/113	<p>To Receive Updates (if any) on Outstanding Council Initiatives</p> <ul style="list-style-type: none"> a) Neighbourhood Plan – Whilst members agreed the importance of a timetable for the Parish Referendum it was felt that with the impending by-election the preparation and distribution of the plan should be brought back to the September meeting. Proposed and seconded that Item 2 of the recommendations be agreed a vote was taken and this was rejected by the majority. b) Revitalise the High Street – It was reported that the meeting with the Officer from BCP Council was very positive with a number of issues that had been agreed. However there were still a number of issues outstanding. <p>Recommendations:</p> <ul style="list-style-type: none"> i) To approve the scheme as described in notes and Appendix. Agreed ii) To delegate a working group to undertake the work necessary to fully identify the areas of pavement in need of relaying. Agreed in principal but 	BH/NB

	<p>Cllr Brooks indicated he did not wish to be part of working group. Cllr Butcher agreed to take part.</p> <p>iii) To endorse the commitment to contribute up to £150k towards BCP cost if the PC is fully satisfied about relaying of unsatisfactory pavement areas. Agreed.</p> <p>c) Transfer of Assets – Cllr Brooks reported that work was still in progress.</p>	
22/114	<p>To Receive a Report on Staffing Matters The report stated that the Parish Clerk’s Annual Appraisal was due. Cllr Martin agreed to assist the Chairman with the performance appraisal.</p> <p>The Clerk reported that the Assistant Clerk had been working in excess of her contracted hours. It was unanimously agreed to approve a temporary increase in hours from 10 to 15 hours. The Clerk would undertake her performance appraisal in consultation with the Chairman. Reports to be brought to September meeting for confirmation.</p>	<p>BH/AM</p> <p>Clerk/BH</p>
22/114	<p>To Receive Current Finance Report and approve all payments. The report was accepted and payments approved.</p>	
22/98	<p>Date of Next Meeting Wednesday 28th September 2022 in The Old School House at 6.30pm.</p> <p>There being no further business the Chairman closed the meeting at 8.40pm</p>	

Signed.....

Date.....