



# Highcliffe & Walkford Parish Council

Minutes of the extraordinary meeting of Highcliffe & Walkford Parish Council held on 8<sup>th</sup> May 2024 at 19:00 in The Old School, Lymington Rd, Highcliffe BH23 5ET.

**Present:** Cllr L Dedman (Chair), Cllr A Sofianos (vice-chair), Cllr R Ede, Cllr A Martin, Cllr S Skinner, Cllr D Martin  
Cllr J Webster, Cllr T Butcher,

**Also Present:** 6 members of the public. **In attendance:** the Clerk, Tom Brindley, the Assistant Clerk,  
Nicki France

**25/1 (Agenda Item 1) Election of chair for the civic year 2024/25**

1. Being duly nominated and seconded, and there being no other nominations, Cllr Lesley Dedman was elected chair for the 2024/25 civic year.

**25/2 (Agenda Item 2) Cllr Dedman signed the Chair's Acceptance of Office.**

**25/3 (Agenda Item 3) Chairman's remarks:**

1. The chairman thanked members for her re-election.

**25/4 (Agenda Item 4)**

1. Being duly nominated and seconded, and there being no other nominations, Cllr Adam Sofianos was elected vice-chair for the 2024/25 civic year.

**25/5 (Agenda Item 5) Apologies for Absence were accepted from Cllr R Dickson**

**25/6 (Agenda Item 6) Declarations of Interest from Members: None**

**25/7 (Agenda Item 7) To appoint members to committees, Working Parties and Outside bodies**

1. The following committee assignments were adopted.
  - i. Policy and Resources Committee: Cllrs Dedman (chair), Ede, D Martin, Dickson, Webster
  - ii. Amenities Committee: Cllrs Sofianos (chair), Ede, A Martin, Webster, Butcher, McNeill
  - iii. Planning Committee: Cllrs Butcher (chair), Sofianos, A Martin, Dedman, McNeill, Skinner, Dickson
  - iv. Staffing Committee: Cllrs Butcher (chair), Dedman, Sofianos, Walter
  - v. Budget, Audit and Grant sub-committee: Cllrs Sofianos (chair), Dedman, D Martin, Skinner
  - vi. Allotments sub-committee: Cllrs McNeill (chair), Webster, Walter D Martin, Ede
  - vii. Environment sub-committee: Cllrs Ede (chair), Sofianos, A Martin, Walter, Butcher
  - viii. Recreation sub-committee: Cllrs Webster (chair), Ede, Skinner, Butcher, McNeill
2. The Working Party assignments were adopted.
  - i. Neighbourhood Plan: Cllrs McNeil, Webster, Skinner, Dickson, Ede
  - ii. Biodiversity: Cllrs Sofianos (chair), A Martin, McNeill, Ede
  - iii. Christmas: Cllrs Ede, Skinner, Walter and the assistant clerk
  - iv. Business Strategy: Cllrs Sofianos, Webster and the clerk
3. No member volunteered to represent the council on the Dorset Association of Town and Parish Councils. The clerk agreed to represent the council.

**25/8 (Agenda Item 8) Public Questions: None.**

**25/9 (Agenda Item 9) Representations from BCP Council members.**

1. BCP Cllr Lesley Dedman advised that she had been re-elected as chair of Bournemouth, Christchurch and Poole Council.
2. BCP Cllr David Martin addressed the council.

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- i. Cllr Martin had a forthcoming meeting with the Head of Commercial Operations regarding anti-social behaviour.
  - ii. Cllr Martin had attended a walk around with BCP officers to review the paving Highcliffe high street. A quote for the required works was expected within two weeks.
  - iii. A damaged/sunken drain near Pettengells estate agency had been repaired.
  - iv. Replanting at Jesmond Wood had restarted and was being monitored by BCP officers.
3. BCP Cllr Andy Martin addressed the council.
- i. Cllr Martin explained that there was a delay in project works as several officers had left. A new officer was due to take on the shoreline project.
  - ii. Cllr Martin had requested that BCP cabinet reassign officers supporting Bournemouth and Poole to give more support to Christchurch.
  - iii. An officer meeting on Monday 11th would consider the future of the day centre.
  - iv. The clerk was asked to write to BCP giving support for retention of the Day Centre, possibly repurposing as an extension of the next door medical facilities.
  - v. A consultation on Libraries had been launched and would run for 6 weeks.
  - vi. A decision on the Castle Tea Rooms had been made but was not yet public.
  - vii. BCP Council had set up a Family Support Working Party.

### **25/10 (Agenda Item 10) To accept the minutes of the meeting held on 30<sup>th</sup> April 2024**

The minutes were taken as read, confirmed as true record, and signed by the chair.

### **25/11 (Agenda Item 11) To review the Standing Orders and Financial Regulations**

1. Members noted that there were no changes proposed to either document.
2. Members **RESOLVED** to re-adopt the Standing Orders and Financial Regulations.
3. Members noted that a new set of Model Financial Regulations would be published by NALC imminently. These would be examined by the Policy and Resources Committee and presented to full council for adoption.

### **25/12 (Agenda Item 12) To review the Asset Register**

1. Members reviewed the Asset Register.
2. Members noted that much of the council's assets were listed at a value of £1 as it would not be possible to dispose of them (primarily recreation grounds) as they were held in trust.

### **25/13 (Agenda Item 13) To review insurance arrangements**

1. Members note that the insurance was renewed with Zurich to run until 31<sup>st</sup> March 2025.
2. The public liability had been increased to £10,000,000.
3. Assets were insured for their replacement value.

### **25/14 (Agenda Item 14) To confirm subscriptions for outside bodies**

1. Members confirmed the council would take subscriptions to:
  - i. Dorset Association of Town and Parish Councils
  - ii. National Allotment Society
  - iii. Society of Local Council Clerk's Clerk membership fee
  - iv. Society of Local Council Clerk's Assistant Clerk membership fee

### **25/15 (Agenda Item 15) To agree a schedule of meetings for the civic year.**

1. Members noted the calendar of meetings (annexed).
2. A member requested additional meetings of Full Council
3. Members noted that additional meetings of council could be held if called by the chair or any two councillors.
4. Members noted that additional meetings of a committee or sub-committee could be held if called by the committee chair or any two councillors.
5. Members agreed that the schedule and frequency of meetings would be considered at a meeting of the Policy and Resources Committee.

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### 25/16 (Agenda Item 16) Clerk's report

1. Members noted the clerk's report.

### 25/17 (Agenda Item 17) Finance and Risk

1. Internal Auditor's report.
  - i. Members noted the Internal Auditor's Report which gave a clean audit with no recommendations.
2. Annual Governance and Review statement.
  - i. Members reviewed the Annual Government Statement.
  - ii. The Annual Government Statement was approved, and the chair and Clerk authorised to sign.
  - iii. Members reviewed the Annual Accounting Statement.
  - iv. The Annual Accounting Statement, submitted and signed by the Responsible Financial Officer was approved and the chair authorised to sign.
3. Risk Register
  - i. Members reviewed the risk register.
  - ii. Members noted that the register now showed the score without mitigation measures and the revised score following mitigation.

### 25/18 (Agenda Item 18) Grant Applications

1. Application from Highcliffe and Walkford in Bloom
  - i. Members approved a grant of £1,000 to Highcliffe and Walkford in Bloom
2. Application from 3<sup>rd</sup> Highcliffe Guides
  - i. Members approved a grant of £400.

### 25/19 Date of the next meeting of Full Council: Wednesday 24th July

There being no further business the Chairman closed the meeting at 20:20.

Signed .....

Date.....

## Highcliffe & Walkford Parish Council

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#### Meetings Calendar

##### May-24

Planning	08/05/2024	19:30
Council	08/05/2024	18:30

##### Jun-24

Amenities	10/06/2024	18:30
Planning	04/06/2024	19:30
Environment	04/06/2024	18:30

##### Jul-24

Recreation	15/07/2024	18:30
Council	24/07/2024	18:30
Planning	24/07/2024	19:30

##### Aug-24

Allotments	13/08/2024	18:30
Planning	13/08/2024	19:30

##### Sep-24

Environment	10/09/2024	18:30
Planning	10/09/2024	19:30
Amenities	16/09/2024	18:30
BAGS	23/09/2024	18:30

##### Oct-24

Council	02/10/2024	18:30
Planning	02/10/2024	19:30
Recreation	14/10/2024	18:30

##### Nov-24

Allotments	05/11/2024	18:30
Planning	05/11/2024	19:30

##### Dec-24

BAGS	03/12/2024	18:30
Planning	03/12/2024	19:30
Amenities	16/12/2024	18:30

##### Jan-25

Council	08/01/2025	18:30
Planning	08/01/2025	19:30
Recreation	20/01/2024	18:30

##### Feb-25

Environment	11/02/2024	18:30
Planning	11/02/2024	19:30

##### Mar-25

Allotments	11/03/2025	18:30
Planning	11/03/2025	19:30
Amenities	18/03/2024	18:30

##### Apr-25

Recreation	08/04/2025	18:30
Planning	08/04/2025	19:30
Annual Parish Meeting	23/04/2025	19:00
Budget	30/04/2025	18:30

##### May-25

Environment	08/05/2025	19:30
Planning	08/05/2025	18:30
Annual Council meeting	14/05/2025	18:30

**Meetings of the Policy and Resources Committee will be called as required.**