



Highcliffe and Walkford Parish Council,
Old School House,
254 Lymington Road,
Highcliffe BH23 5ET

Clerks Report and Agenda Papers

10th July 2024

UPDATE ON PROJECTS NOT COVERED IN AGENDA ITEMS

1. Nea Meadows

1.1. Consultancy Panel

The Consultancy panel met at The Highcliffe Bowling Club Nea Meadows on Tuesday 2nd July. The meeting was well attended with ten delegates, three councillors and the clerk and assistant clerk. See annexed notes.

1.2. Tree Work

The tree work identified in the October 2023 tree survey has been completed. A fresh schedule of works will be compiled in the autumn.

1.3. Car park and field gate entrance

Repairs to the car park and the entrance from Moonraker Way have been authorised and POs issued.

1.4. Grass cutting

The grass near the car park has been strimmed and the vegetation overhanging paths cut back. The main meadow will be cut in late summer.

2. Land Registry

Titles submitted to the Land Registry for registering Wingfield, Nea Meadows and Lakewood.

3. Wingfield Recreation Ground

3.1. Wingfield Football Pitches

The Wingfield recreation ground has been reseeded by BCP.

3.2. Wingfield Pavilion

The roof has been repaired.

Graffiti has been removed and anti-graffiti paint applied.

Additional work on toilets and showers is required.

4. The Old School

The structural survey has been completed. An additional survey of the drains is recommended by the surveyor.

I have contacted BCP conservation officer who requires a pre-application consultation fee before she will engage in further dialogue.

De-Listing is the responsibility of Historic England. An application could be made:

<https://historicengland.org.uk/images-books/publications/guidance-de-listing-building/>.

5. Lakewood

5.1. Tree cutting

Tree cutting at Lakewood (under a TPO permission) has been completed. One tree requires resurveying, and some replanting is required in the autumn.

5.2. Ducklings

Concern has been raised with the reed barrier covering the sluice where the lake drains. Reports received of harm to ducklings getting trapped between the barrier and the grill. I need to contact the Environment Agency as they may be responsible for this outlet.

The Friends of Lakewood have been asked for a response, as they installed the barrier (with permission from the council).

6. External Audit

All submissions have been made to BDO, except for the declaration of no interest (Agenda Item 9). Expected completion late August 2024.

7. Notice boards

Progress has been made with use of HRA noticeboards and HRA has agreed to give HWPC a key.

Discussion on replacing the two A4 notice boards in front of the Old School with a single larger board are ongoing.

There may be issues with the Listed Building Consent.

Other sites within the parish are sought.

Tom Brindley, 9th July 2024

REPORTS FOR MEETING

1. Public questions and addresses (Agenda Item 4)

None tabled as of date of report.

2. BCP unitary authority members (Agenda Item 5)

BCP are invited to address the council on BCP Unitary Authority matters.

3. Minutes of the meeting held on 24th May 2024 (Agenda Item 6)

No changes advised, so minutes should be taken as read.

4. Clerk's Report (Agenda Item 7)

[See above](#)

5. Q1 Monitoring Report (Agenda Item 8)

See attached reconciliation reports for April, May and June and budget summary.

We are still owed £29,167 from BCP for Oct 23-March 24 CIL which was due in April.

6. BDO Conflict of Interest(Agenda Item 9)

The external auditor BDO requires we issue a resolution that there is no conflict of interest with members.

7. The Old School (Agenda Item 10)

Resolution to commission a drain survey, pre-application advice from BCP and to seek quotations.

8. Asset Transfer(Agenda Item 11)

1. Bluebell Close transfer ready for completion.
2. Highcliffe Recreation ground, play areas, pavilion and toilet block. Seeking face-to-face meeting with BCP decision makers.

9. High Street Project (Agenda Item 12)

Action is with BCP.

10.Shoreline Project (Agenda Item 13)

Action is with BCP.

11.Reports from Committees (Agenda Item 14)

1. :Policy and Resources 8th July
 - a) Minutes attached for noting
 - b) Terms of Reference.
 - Change in grant limit to £10,000
 - Clarification on public speaking
 - c) Recommendation. Adoption of Financial Regulations (Attached)
 - d) Review of Policies
 - e) VACANCY
2. Amenities 1st July
 - Minutes attached for noting

12.Date of next Full Council meeting Wednesday 11th September commencing 19:00 at The Old School.

Annexed

1. Minutes 24th June
2. Clerks Report
3. Q1 Monitoring Report
4. BDO conflict declaration
5. Financial Regulations
6. Minutes of Amenities Committee
7. Minutes of Policy and Resources