ACTIONS AGAINST RESOLUTIONS - REPORT 2025-2026						
DATE	MEETING	SUBJECT	MINUTE NUMBER	RESOLUTION	PROGRESS	DATE COMPLETED
14-May-25	Annual Council	Schedule of meetings	17	**Resolved**: Meeting schedule for 2025/26 approved. To be posted online and on the noticeboard.	Uploaded to website	Completed
14-May-25	Annual Council	Grant Applications	19	**Resolved**: £8400 awarded to Highcliffe Residents Association for Old School roof repairs, with the following to be con-firmed: • Works must comply with any necessary planning, heritage, or safety regulations. • HRA to provide confirmation of contractor engagement and schedule of works**.** **Resolved:** £10,000 awarded to Stir Events for Clifftop Music Festival, subject to Event documentation required, including, public liability insurance, Event management, Risk assessment and Income breakdown. A post-event summary/report to be submitted to the Council detailing outcomes and expenditure and any profit in funds are to be returned to the Council.	Work completed. Virement made to cover expenditure in Budget. Awaiting 2nd precept payment on 30th September to make payment. Paid Clerk has requested report 15/10/25	Completed Completed Completed
11-Jun-25	Council	Community Defibrillators	38	**RESOLVED** for Community Defibrillators to be discussed at the next Amenities Committee meeting.	Amberwood Pub has agreed to have the defibrillator on its wall.	On-going
25-Jun-25	Amenities	Lakewood	50	**RESOLVED** for the Acting Clerk to source and purchase additional aerators under scheme of delegation and work with 'Friends of Lakewood' in getting these installed at Lakewood in suitable locations.	No longer required at present	Completed
25-Jun-25	Amenities	Old School	53	**RESOLVED** for the Acting Clerk to get some further information regarding the cost and extent of the work and to share the reports with HRA.	Reports shared	Completed

25-Jun-25	Amenities	Nea Meadows	54	**RESOLVED** for the Acting Clerk to make contact other companies who may be able to quote for dredging of the lake.	Awaiting Management Plan	On-going
25-Jun-25	Amenities	Defibrillators	57	**RESOLVED** for the Acting Clerk to look gather some information of the installation and running costs of a new Defibrillator.	Amberwood Inn have agreed to facilitate	On-going
09-Jul-25	Council	Land at Roeshot Hill	81	**RESOLVED** to declare no interest in the land at Roeshot Hill, however reserve the right to object to any future planning applications.		Completed
13-Aug-25	Planning	Jesmond Wood Appeal	93	**RESOLVED** That the Clerk be delegated to prepare a response, in consultation with the Chair.	Response drafted and sent prior to deadline	Completed
27-Aug-25	Amenities	Defibrillators	114	**Resolved** that: **a)** Further investigation into a suitable location in Walkford for a defibrillator be carried out; **b)** Cllrs Skinner and Walters be appointed to find a suitable location and report back to the Committee; **c)** Council be recommended to allocate monies in the 2026-2027 budget, and: **d)** Council be recommended to consider of a defibrillator policy, once a location has been agreed.	Amberwood Inn have agreed to facilitate	On-going
27-Aug-25	Amenities	Bluebell Play Park	115	**Resolved** that the remedial works be authorised.	Instruction given to contractor	Completed
27-Aug-25	Amenities	Allotments	116	**Resolved** that the press release be approved for distribution and supplemented with any additional quotes considered in support by the Chair and Vice Chair of the Council.	Press release sent & on website and FB page. Was picked up by the Echo.	Completed
27-Aug-25	Amenities	Highcliffe recreation Ground	117	**Resolved** that the Clerk bring a report to the next Amenities Committee outlining all the implications of the asset transfer and a detailed impact assessment.	Delayed as awaiting valuation and other data from BCP	On-going

27-Aug-25	Amenities	St Mark's War memorial	118	**Resolved** that: **a)** The Clerk contact the Church; **b)** Council be recommended to allocate a suitable budget in the 2026-2027 financial year for war memorial renovation; **c)** Council be recommended to make a virement off £50 to Section 137 Grants in order that a wreath be purchased from the RBL.	Church has been contact and awaiting response from Warden as to whether a faculty is required. Virement for RBL Wreath made. Rotary have stepped in to manage the project and pay for the refurbishment. Wreath purchased.	Completed
10-Sept-25	Council	Proper Officer	140	**Resolved** that Vanessa Ricketts be appointed as Proper Officer of the council.	Clerk is now signing agendas	Completed
10-Sept-25	Council	Finance	142	Members were advised that the current Grants budget has been overspent, a balance of £8500 for the roof repairs needs to be covered, and the £50.00 to cover the cost of the wreath for Remembrance Sunday. Members noted the budget report. Members debated this and it was. **Resolved** that £12,000 be transferred from the project's budget (Highcliffe Pavilion) into the Grants budget.	Virement made	Completed
10-Sept-25	Council	Local Government Pension Scheme	144	**Resolved** for the Assistant Clerk to be enrolled in the LGPS.	Payroll advised	Completed
10-Sept-25	Council	IT Policy	146	**Resolved** that the IT Policy be accepted with the following amendment - Section 12- to add additional wording as the Clerk, the IT administrator.	IT policy on website and out for all Members to sign	Completed
10-Sept-25	Council	Bank Mandate	147	**Resolved** for Cllr D Martin to be the third signatory.	Cllr Martin has signed mandate. Awaiting confirmation from bank	Completed
10-Sept-25	Council	Grounds Maintenance Service Level Agreement	148	**Resolved** to accept the SLA from BCP Council for the Grounds Maintenance, which will be signed by the Chair and Clerk.	Signed and sent back to BCP	Completed

10-Sept-25	Council	Highcliffe Paths Project Funding requirement	149	**Resolved** to commit £10,000 towards this project to come from the CIL budget.	Advised Financial Officer	Completed
10-Sept-25	Council	Amenities Officer	151	**Resolved** to accept the job description of the Amenities Officer	Interviews 1 Oct – Appointed and commenced duties 13 October	Completed
24-Sept-25	Amenities	Walkford Road Allotment Association (WRAA) – request	160	**RESOLVED** that:- a) A grant be given to WRAA and that it may be used to pay for the insurance required; b) The contract be changed to run from April 2024-April 2026 c) The Clerk be authorised to pay a grant of £1200 upon written assurance from WRAA that the contract will be signed	Written assurance received, monies authorised and contract sent for signing	On-going
24-Sept-25	Amenities	Site signage	161	**RESOLVED** that the Clerk come bring a report back to the Committee with designed for the signs.	Awaiting budget approval	On-going
24-Sept-25	Amenities	Nea Meadows	163	**RESOLVED** that the contract of the clearance work at the car park copse be awarded to the cheapest quoting contractor at a cost of £960.	Contract awarded and work scheduled for January	On-going
8-Oct-25	Council	Finance	182	Clerk to arrange a budget workshop **RESOLVED** that £60,000 remain in the Council's current account to cover costs and invoices for the next few months and £52,000 be transferred to the CCLA account.	Workshop took place on 29 October	Completed
8-Oct-25	Council	Highcliffe Food and Arts Festival	184	**RESOLVED** that a grant of £15,000 be awarded to the Highcliffe Food and Arts Festival (LGA1972 s145).	Paid	Completed
8-Oct-25	Council	Health and Safety Insurance Consultation Service	188	**RESOLVED** to accept the quotation from Worknest. (Local Government (Miscellaneous Provisions) Act 1976 s.19)	Contract awarded – Clerk negotiated discount.	Completed

22-Oct-25	Amenities	Christmas Update	195	**RESOLVED** that the quotation for the Christmas installation works be approved (**Local Government Act 1972, s.144)**	Contract awarded and work scheduled	Completed
22-Oct-25	Amenities	Old School	197	**RECOMMENDED to Council** that it approves the transfer in principle. (Local Government (Miscellaneous Provisions) Act 1976 s.19)	On agenda 12 November 2025	Completed
22-Oct-25	Amenities	Wingfield Rec and Pavilion	198	**RESOLVED** that: a) The running costs be noted; b) The repairs and dragons' teeth costs of £666.00 be approved (Open Spaces Act 1906, ss.9, 10); c) The CCTV quotation of £2,280 to provide two additional cameras and system upgrade be approved (Open Spaces Act 1906, ss.9, 10); d) That a report detailing costings and feasibility of a basketball court be brought to a future meeting; e) That the Clerk write to the complainant and provide an update on the discussion at Committee.	All successful quotes action and work scheduled.	Completed Completed On-going Completed
22-Oct-25	Amenities	Tree Surveys	199	**RESOLVED** that: a) Contractor B be approved to carry out works as per the schedule at a combined cost of £1640.00 **(Public Health Act 1875, s.164);** b) Contractor A be approved to carry out the additional works at Wingfield as set out at a cost of £910.00; **c)** Any felled trees be replaced in the future	Successful contractor appointed and work scheduled	Completed
22-Oct-25	Amenities	Nea Meadows	200	**RESOLVED** that the contract of the clearance work at the car park copse be awarded to the approved contractor at a cost of £1220. (Open Spaces Act 1906, ss.9, 10)	Successful contractor appointed and work scheduled	Completed
12-Nov-2025	Council	Internal Audit	229	**RESOLVED** that: a) The Council's Interim Internal Audit Report be noted. b) That the improvements and action plan be		Completed

				carried out in the following agenda items. **c)** That the Council appoint Mulberry as the Internal Auditor for 2026-2027.		
12-Nov-2025	Council	Highcliffe Music Festival	237	**RESOLVED** that Stir Events be requested to return the surplus of £2407.13 in line with the signed agreement.	Monies received	Completed
12-Nov-2025	Council	Old School – next steps	238	**RESOLVED** that: a) the transfer of the Community Centre (excluding the cottage) in principle, effective from 1 April 2026 be approved, subject to completion of due diligence, full financial evaluation, and public consultation. b) The Clerk be authorised to: ○ Obtain quotations and professional reports needed to confirm the cost and scope of works; ○ Undertake financial planning and begin preparation of the Public Works Loan documentation; ○ Seek advice from DAPTC on procedural and legal sequencing; ○ Report back to Council in March 2026 with full findings for a final decision on whether to proceed.		Completed On-going On-going
12-Nov-2025	Council	Draft Budget 2026-27	239	**RESOLVED** that the draft budget be accepted as a basis for setting the precept in January.		Completed
26-Nov-25	Amenities	Hawks Spring Tournament	250	**RESOLVED** that the Hawks Spring Tournament be approved at no cost to the club for the use of the pitches and pavilion, on the understanding that a full risk assessment be provided to the Council along with a parking plan, and that the field and pavilion be cleaned and restored after use.		Completed
26-Nov-25	Amenities	St Mark's War Memorial	251	**RESOLVED** that the Council fully engage with Rotary Club and support their project to restore the war memorial providing this is fully funded, and further ask that they consider using Hoare Banks for the work and liaise with the Council's appointed representative in a collaborative capacity.	Advised	Completed

26-Nov-25	Amenities	Music Festival Licence Application	252	**RESOLVED** that the Council objects to the licence application as being disruptive to residents and raises concerns regarding intensity, noise and disruption to the community; and that the Clerk be delegated, in consultation with the Chairman and Vice Chairman to prepare a formal objection and press release.		Completed
26-Nov-25	Amenities	Old School Schedule of Works	253	**RESOLVED** that Contractor A be approved with fees for full Contract Administration are as follows:- **A.** Visit site and carry out a full survey Liaise with specialists where necessary (Structural Engineers) Liaise with statutory authorities (Planning/Conservatio Officer, Building Regs) Prepare Specification to include Schedule of Works and Form of Tender in agreement with client Principal Designer - CDM Regs 2015 **B.** Tender the works to 3/4 contractors Prepare a tender analysis and issue a tender report Prepare Pre-Construction Information as required for CDM Regs **C.** Instruct the chosen contractor, letter of intent/ JCT contract documents Chair a Pre Start meeting and issu minutes. Regular site inspections to check compliance (quality and progress) with the Schedule of Works Chair month meetings and issue minutes as required. Issue Contract Instructions on the Employer's behalf Administer any variations between the Contractor and Employer Review contractors valuations Issue Certificates of Payment Prepare and issue the Practical Completion Certificate Carry out a defects inspection at practical completion Manage Health & Safety Exclusions:- JCT Contract Documents where required Statutory authority fees (Planning / Building Regs) Special Consultant fees (Structural Engineer) Fees for full Contract Administration are as follows:-		On going

				A. £2,200.00 (plus VAT) inclusive of all reasonable disbursements **B.** £900.00 (plus VAT) inclusive of all reasonable disbursements **C.** £3,800.00 (plus VAT) inclusive of all reasonable disbursements		
26-Nov-25	Amenities	WRAA – outstanding tenancy agreements	254	**RESOLVED** that the Council write to the plot holders to advise that their plots would be terminated forthwith if the tenancy agreement remained unsigned by the end of March 2026.		Completed
26-Nov-25	Amenities	Lakewood	255	**RESOLVED** that request for work be approved on condition that the Council's Amenities Officer be in attendance to support, oversee and remove cuttings and that no fires take place		Completed
14-Jan-26	Council	Fees and Charges 2026/2027	284	**RESOLVED** that: a) Cricket provision be removed from the list of fees and charges as the Council was unable to support the sport at Wingfield. b) That allotment fees be considered at the Amenities Committee in March. **c)** That the fees for Highcliffe Hawkes be frozen for 2025/26 and increase by 4.14%, in line with the increase to the BCP Service level Agreement for maintenance of Wingfield Sports Field for the 2026/2027 financial year.		Completed
14-Jan-26	Council	Highcliffe Library Request for funding	285	**RESOLVED:** a) that the BCP Ward Cllr and Portfolio Holder for Culture, be tasked to ask BCP to restate the current cost the project and ascertain if match funding would be an option. b) That the request be further consider in the new financial year once BCP's decision to a) was known.		On-going
14-Jan-26	Council	Vat Registration	286	**RESOLVED** that the Clerk approach PSTAX for professional advice and report back to Council.		On-going

14-Jan-26	Council	Shoreline Paths	287	**RESOLVED** that Highcliffe and Walkford Parish Council: 1. Approves the allocation of £110,000 towards the Shoreline Paths Project as delivered by Bournemouth, Christchurch and Poole Council, subject to completion and acceptance of both ramps as per specification; 2. Formally signs off the updated drawings submitted with the planning application. 3. Provides written confirmation that the funding contribution is made solely for the benefit of local residents and visitors, with no goods, services, or other consideration received in return. Wording to read: Subject: VAT Status Confirmation – Shoreline Paths Project Funding - Highcliffe and Walkford Parish Council confirms that its £110,000 contribution towards the Shoreline Paths Project is a non-contractual funding contribution made solely to support community infrastructure for the benefit of residents and visitors, and that no goods, services, or other taxable supply are provided to the Parish Council in return. 4. Requests that BCP continues to engage with the Parish Council on: ○ Potential future provision of a handrail to the East Ramp, subject to budget and permissions ○ Final signage locations and implementation		On going
14-Jan-26	Council	Budget and Precept	289	**RESOLVED** that: a) The budget for 2026/2027 (as appended to these minutes) be approved. **b)** The precept for 2026/2027 be set at £231,735, Band D equivalent of £33.76 (Tax base 6,865)		Completed
28-Jan-26	Amenities	Nea Meadows Copse Replanting	299	**RESOLVED** that the Clerk and Assistant Clerk, in consultation with the Chair be delegated to proceed with organising the planting and budget of £10,000 from the Projects Reserve be allocated for the works.		On-going

28-Jan-26	Amenities	Blue Flag Seaside Award	300	**RESOLVED** that the sponsorship of the Blue Flag Award be agreed and funds taken from cost code 224 - Events. (LGA1972 s144).		Completed
28-Jan-26	Amenities	Allotment Tenancy Policy		**RESOLVED** that: a) the resolution made on 24 April 2025 regarding allotment tenancies be noted. b) the implications of the Allotments Acts 1908–1950, Equality Act 2010, Human Rights Act 1998, Local Government Act 1972, public law principles and data protection legislation be further noted. c) the previous decision restricting allotments to one plot per family be rescinded. d) a revised policy approach limiting allotment plots on a per-individual basis, with discretion to manage waiting lists and demand fairly be approved. **e)** The allotments associations be notified of the change, an apology offered for the error in setting the previous policy and thanks extended for bringing this matter to the attention of the council.		Completed