Highcliffe and Walkford Parish Council,

Old School,
254 Lymington Road,
Highcliffe BH23 5ET

Full Council Meeting Agenda

Wednesday 14th October 2026 at 18:30pm

All members of the council: A Martin (Chair), T Butcher, L Dedman, R Ede, B Hutchings, D Martin, W McNeill, J Webster, S Skinner, S Walter, and S Slatter are summoned, **and the public invited**, to attend the **Full Council** meeting of **Highcliffe and Walkford Parish Council** to be held on

Wednesday 14th October 2026, 18:30pm at **254 Lymington Road BH23 5ET**

Vanessa Ricketts FSLCC, Clerk and RFO

Agenda

1. **Apologies for absence**

   To consider and resolve to accept apologies for absence given with reason (LGA 1972 s85(3)).

2. **Declarations of interest**

   To receive any declarations of interests from members in respect of the agenda items below (Localism Act 2011, s31).

3. **Minutes of meeting previous meetings:**

   To resolve to accept and sign the minutes of the previous Full Council meeting of 2 September 2026 as a true and accurate record. (LGA 1972, Sch12, para 41(1)).

4. **Chair's remarks**

   To receive comments from the Chair on matters pertaining to the Council.

5. **Public representations**

   To receive any public representation in accordance with Standing Order 3. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting, and a member of the public shall not speak for more than 5 minutes.

6. **Casual Vacancy – Co-Option**

   To fill the current vacancy on the Parish Council for the West Highcliffe Ward, following the resignation of Cllr Adam Sofianos, in accordance with the Council's adopted co-option policy (**attached**).

7. **BCP Councillors' Reports**

   To receive reports from BCP Unitary members (3 minutes per member).

8. **Resolutions Report** **Attached**

   To receive the clerk's written report on actions against Council and Committee resolutions.

9. Finance

a) To receive and approve the schedule of Accounts and current bank balance**.** **Attached**
b) To receive and approve the Chair to authorise the bank reconciliation **Attached**

10. Quarter 2 Budget Monitoring Report **Attached**

To receive and consider the July-September budget monitoring report.

11. Budget Workshop

To agree a date for the 2027-2028 Budget Workshop.

12. Conclusion of Audit 2025-26

To resolve to accept the Council's conclusion of Audit and the External Auditors comments. (Accounts and Audit Regulations 2015 (SI 2015/234)) **Attached**

13. CCLA Correspondent

To agree for the Clerk and RFO to be the Council's appointed correspondent on the CCLA account.

14. National Joint Councils (NJC) Pay Scales **Attached**

To note the 2026-2027 NJC Pay Scales

15. Stress Policy **Attached**

To adopt a Stress Policy as required by under the Health and Safety audit.

16. Memorial Plaque request

To consider a request from a member of the public for a memorial plaque on an existing Council bench at Nea Meadows.

17. Amenities Committee Meeting Dates **Attached**

To consider changing the dates of the Amenities Committee meetings for the remainder of the municipal year.

18. Date of Annual Parish Meeting

To consider changing the date of the Annual Parish Meeting for 2027 to 17th March 2027.

19. Nature Village Working Group Recommendations **Attached**

To consider the following recommendations from the Nature Village Working Group:

1. To confirm the revised Strategy for the Nature Village project.
2. To appoint an events company to prepare and deliver a plan for a Nature Festival in 2027.
3. To authorise the Working Group to commission the preparation and erection of Information Boards and a Nature Village leaflet, all within the approved NV budget.

20. Matters for Consideration

For report, information or for the agenda at the next meeting. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

21. Delegated Decisions

To note the delegated decision made by the Clerk and RFO since the last meeting. (Financial Regulations 5.5 and 5.18).

22. Exclusion of the Press and Public

To resolve to exclude the press and public due to the confidential nature of the following business. (Public Bodies (Admission to Meetings) 1960, s1 (2))

23. Recommendations from Staffing Committee – 30th September 2026

To consider the following recommendations:

175 Amenities Officer:

Members considered increasing the current working hours of the Amenities Officer to meet the needs and future needs of the business and further considered the salary point.

Recommended to Council that:

a) The Amenities Officer's hours be increased to 15-20 hours per week, upon acquisition of the Old School
b) The Amenities Officer be appointed to SCP 33, effective from 1 October 2026.

176 Clerk and RFO - Hours:

Members considered increasing the current working hours of the Clerk and RFO to meet the needs and future needs of the business.

Recommended to Council that the Clerk and RFO's hours be increased to 24 hours per week from 1 November.

24. Date of the Next Meeting

To note that the next scheduled meeting of Council will be held on 11th November 2026 at 6.30pm.