

Minutes of the **Annual Meeting** of the Gurnard Parish Council held at Gurnard Village Hall in Worsley Road, Gurnard on Thursday 8th May 2014 at 7.00pm.

PRESENT: **Councillors** Harrison (Chair) Fuller, Jacobs, Javaid, and Nolan
Youth Advisor: Wilf Armfield

The representatives from the Environment and Neighbourhoods Team and the Safer Neighbourhoods Team were not able to attend.

There was a comment from Members of the Public present (3), in that the amount for the administration costs to the Parish for the year 2012/13 seem high, and could the Clerk please break down the figure. The Chairman, explained that this was mainly where the previous clerk worked longer hours and was involved in various project work. The new clerk has a contract with reduced hours and any project work will be agreed in advance with the council. The clerk will send a breakdown of the figures for last year to the member of the public by email.

AGENDA "A"

6015 ELECTION OF CHAIRMAN

Resolved: That Councillor Harrison is elected to serve as Chairman until the Annual Meeting of the Council in 2015

6016 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Harrison made a declaration of acceptance for the office of Chairman before the Proper Officer

6017 ELECTION OF VICE CHAIRMAN

Resolved: That Councillor Javaid is elected to serve as Vice Chairman until the Annual Meeting of the Council in 2015

6018 COUNCILLOR ROLES AND RESPONSIBILITIES

Much discussion took place about the need for some of the roles and the description of others, so is was:

Resolved:

Highways and Transportation: Cllr Fuller

Planning (with a limited description): Cllr Nolan

Environment and Waste: Cllr Bugden (agreed to stand ahead of the meeting)

IT and Communications: Cllr Harrison

Human Resources: Cllr McKean (agreed to stand ahead of the meeting)

Governance and Finance: Cllr Harrison

Property and Risks: post no longer required

Standards and Code of Conduct: Cllr Javaid

Projects and Development: post no longer required

6019 TO APPOINT AN INTERNAL AUDITOR

Although Miss Truckell had been approached, to date no response has been received. This item will be carried over to the next meeting.

6020 TO APPOINT A PLANNING COMMITTEE

Resolved: That a Planning Committee is appointed comprising all members of the Council except Cllr McNeil.

6021 TO APPOINT A COMMUNITY PROJECTS COMMITTEE

Resolved: That the existing Community Projects Committee is re-appointed, of which 2 will be Parish Councillors – Cllr Jacobs and Fuller.

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- 6022 TO APPOINT A REPRESENTATIVE & DEPUTY REPRESENTATIVE TO THE EXECUTIVE COUNCIL OF THE IW ASSOCIATION OF LOCAL COUNCILS**
Resolved: That Cllr Javaid is appointed to represent the Council with Cllr Fuller as deputy
- 6023 TO APPOINT A YOUTH ACTIVITY REPRESENTATIVE**
Resolved: That Cllr Mrs McKean is appointed to represent the Council (agreed to stand ahead of the meeting)
- 6024 TO APPOINT A REPRESENTATIVE TO ISLAND WASTE SERVICES LOCAL COMMUNITY ADVISORY GROUP**
Resolved: That Cllr Mrs Bugden is appointed to represent the Council (agreed to stand ahead of the meeting)
- 6025 TO APPOINT A REPRESENTATIVE TO THE MAY QUEEN COMMITTEE**
Resolved: That Cllr Mrs McKean is appointed to represent the Council (agreed to stand ahead of the meeting)
- 6026 TO APPOINT 2 REPRESENTATIVES TO THE VILLAGE HALL MANAGEMENT COMMITTEE**
Resolved: That Cllrs Mrs Bugden and McKean are appointed to represent the council. (agreed to stand ahead of the meeting)
- 6027 TO APPOINT AN OLDER VOICES REPRESENTATIVE**
Resolved: That Cllr Javaid is appointed to represent the Council
- 6028 TO APPOINT 2 PARISH TREE WARDENS**
Resolved: That Richard Bolwell and Cllr Nolan are appointed as Parish Tree Wardens
- 6029 TO APPOINT A PERSONNEL WORKING PARTY**
Resolved: That Cllrs Mrs McKean, Harrison & Javaid are appointed to the working party
- 6030 TO APPOINT REPRESENTATIVE/S TO THE COWES, NORTHWOOD & GURNARD COMMUNITY TRANSPORT FORUM**
Resolved: That Cllr Fuller is appointed to represent the Parish Council
- 6031 TO APPOINT A REPRESENTATIVE TO THE HIGHWAYS PFI COWES CLUSTER**
Resolved: That Cllr Javaid is appointed to represent the Parish Council
- 6032 TO APPOINT REPRESENTATIVE/S TO THE GURNARD REGATTA STEERING GROUP**
Resolved: That Cllr Javaid is appointed to represent the Parish Council.
- 6033 TO APPOINT REPRESENTATIVE/S TO THE GURNARD NEIGHBOURHOOD PLAN STEERING GROUP**
Resolved:
(i) That Cllrs Fuller, Javaid and Nolan are appointed to represent the Parish Council
(ii) That a request for additional community members is placed in the Gurnard News.
- 6034 TO APPOINT A PARISH COUNCIL ACCOUNTS MONITOR**
Resolved: That Cllr Harrison is appointed to represent the Parish Council

With the formalities of the Annual Meeting completed, the meeting continued with the normal business as set out in agenda B.

AGENDA "B"

- 6035 APOLOGIES**
Apologies were received from Cllrs Mrs Bugden, Mrs McKean and McNeill who had prior engagements and Cllr Spencer who was ill.
Apologies were also received from PSCO Howard and Youth Advisor Browyn Westmore
- 6036 MEMBERS' DECLARATIONS OF INTEREST**
a. To receive declarations of pecuniary & non-pecuniary interests

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Councillor Fuller made a non-pecuniary declaration of interest in agenda item 7 (Planning) due to him acting as Chair on the IW Council Planning Committee. Councillor Harrison made a non-pecuniary declaration of interest in agenda item 7 as he lives next door to the possible development.

- b. Dispensation requests
No dispensation requests were received

6037 MINUTES

- a. The draft minutes of the Full Council meeting held on 7th April 2014 were taken as read, corrected on item 6006 to show that Cllr Javiad had also been invited to attend the meeting with John Metcalfe, could then be approved as a correct record and signed by the Chairman.

6038 MATTERS ARISING FROM THE FULL COUNCIL MEETING ON 7th APRIL 2014

- a. Grant Panel – letters have been sent to the successful recipients inviting them to the June meeting to receive the cheques, and letters have also been sent advising those who were unsuccessful this time.

6039 REPORTS

- a. Parish Council Chairman

The Chairman had nothing to report

- b. Parish Clerk

A written report was circulated which included:

Footpaths CS16 and 17 – a meeting has been arranged with Darrel Clark for 13/05/14 at 3pm.

Tree Preservation Orders – an email has been sent to the Planning Department requesting sight of any orders before officers arrange a site visit, to date there has been no response.

Shore Road – letters have been sent to Island Roads, Southern Water and Southern Gas – to date there has been no response.

Polling District – confirmation has been received that the WI Hall will be renamed the Village Hall.

Sale of resources - £100 has been received from Rusty Adams for the sale of the photocopier and filing cabinet. Rusty arranged a refund of the quarterly payment to Island Computers from 01/04/14, which has been received - £28.01.

New Laptop – after researching local suppliers – Curry's, Argos and Island Computers, a laptop has been purchased from Island Computers together with a new version of Microsoft Office for a total of £472.80 including VAT.

Correspondence Received –

1. **Newsletter from St Mary's Hospital**
2. **Newsletter from Natitus Bay**
3. **Invitation to attend the AGM for the Campaign to Protect Rural England (10th May). Mrs Kathleen Dow is to receive an award for the Good Lighting for having night-sky-friendly lighting.**
4. **Spring edition Newsletter – Countryside Voice.**
5. **Spring edition Newsletter – Parish Matters – Came & Co**
6. **Quarterly inspection reports for the Playground – 07/01/14 – 27/03/14 inclusive – no problems.**
7. **Company Brochure – Brighstone Landscaping.**

- c. IW Councillor

Councillor Fuller circulated a hard copy of his report which included details of his activity the past month. Following publication of his report, he advised members that the revised Planning Application for 90 homes off Place Road was to supported by the IW Council Planning officers at their meeting on 13/05/14 and that the proposal would be presented to the Planning Committee on 27/05/14. In view of the objections raised by over 500 residents and the Parish Council, it was

Resolved: That a Planning Consultant be appointed to provide a five minute presentation on behalf of the Parish Council to object to the application.

- d. May Queen 2014

A report was circulated by the clerk following the public consultation held on the day

Discretionary Services

Using the coloured stickers, people were asked to make their choices. The results were:

1st To keep the toilet 64%, 2nd To provide beach services 33%, 3rd To provide grass cutting on the green 1%, 4th To provide slipway cleaning 0%

Only 39 people took part in the survey, but, the toilets were chosen as the most important service to keep.

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Open Spaces project

Ideas to use the space if the council took it on were requested, the results were:

1st Allotments, 2nd Orchard, 3rd Keep the green area, 4th Play area for children, 5th Concern about the upkeep and on-going costs

Only 20 comments were written.

Other issues raised on the day

- Grass cutting of the verges – must be completed even if the daffodils have not died back
- The Sailing Club should pay for the slipway cleaning
- Stop the cycling in front of the beach huts before there is an accident
- Provide a litter bin on Gurnard Marsh

Although this was a useful starting point, there were insufficient numbers taking part for it to be conclusive, so further consultation will be sought. Also the playing field is subject to a covenant which only allows its use for sporting purposes for the next 11 years.

e. Gurnard Village Hall Association Meeting 2/5/14

No report was available

f. Leader Celebration Reception 01/05/14

Cllr Javid advised of his recent attendance at the Leader Celebration event. This European funding stream had allowed 180 projects to be completed, using funds of £4,000,000 on the Isle of Wight alone. Gurnard Parish Council were successful in gaining funding from this source towards the construction of the very successful play area on the Green. Funding will be available again from January 2015, and the possible interest of the Parish Council has been registered

6040 NEIGHBOURHOOD PLAN

a. Update Report

Following the appointment of the consultants, a survey has been carried out to see if there are any gaps in the information required to draw up a draft plan. Due to the lack of a chairman, Cllr Javid offered to provide answers to the consultants. Cllr Harrison will call a meeting in the near future, so that a new chairman can be elected.

6041 OPEN SPACES PROJECT

a. Update Report

Cllr Nolan attended a meeting with John Metcalfe of the Isle of Wight Council on 23/04/14. There are still no answers to many of the questions raised by the Parish Council, so another meeting will be held on Monday 9th June at 4pm.

Resolved:

- (i) That Cllrs Fuller, Harrison, Javid and Nolan will represent the council at the meeting on the 09/06/14.
- (ii) Cllr Fuller will formally table questions ahead of the meeting regarding the future of the site.

Cllr Fuller left the room for the following item.

6042 PLANNING, LICENSING AND TREE PRESERVATION ORDERS.

a. The following applications were approved:

Application No: P/00424/14 Alt Ref: TCP/12605/T (862)

Location: The Old Thatch, 37 Lower Church Road

Proposal: Removal of condition no.8 on P/00368/11 - TCPL/12605/S which requires louvres to be installed and retained on the south west elevation of the approved extension

Application No: P/00432/14 Alt Ref: TCP/31851

Location: 68 Worsley Road,

Proposal: Demolition of shower room and conservatory; proposed single storey extension on rear elevation to form kitchen/living room; raised deck area

The following application was approved but a comment was made requesting that all construction vehicles enter the site via Cockleton Lane and not Hilton Road.

Application No: P/00284/14 Alt Ref: TCP/30006/B (863)

Location: Gurnard County Primary School, 27 Cockleton Lane,

Proposal: Demolition of school; residential development comprising 7 dwellings with garages, parking and vehicular accesses

b. The Planning decision was noted for:

Application No: P/00166/14

Registration Date: 11/02/2014

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Location: 7 Hornhill, Rew Street, Cowes, Isle Of Wight, PO318NT

Proposal: Demolition of dwelling; proposed replacement dwelling (revised scheme)

Reasons: The proposal is considered to be representative of an over-development of the site, resulting in a building of an excessive scale and footprint which combined with the design approach would result in a building which would fail to integrate into the established spatial and visual characteristics of this location. The building would have a dominant and intrusive impact in this location and would erode the unique character of the area created by the low-profile chalets which presently exist. As such, the scheme would be contrary to policies DM2 (Design Quality) and DM12 (Landscape, Seascape, Biodiversity & Geodiversity) of the Island Plan and being in conflict with the principles of good design and sustainable development as required by the NPPF.

Decision: Refuse Plan Perm (or not issue Cert)

- c. **There were no planning appeals to note.**
- d. **There was notification from Isle of Wight Council of a new Tree Preservation Notice in the grounds of the old Gurnard Primary School, Cockleton Lane which was noted.**

Cllr Fuller rejoined the meeting at this point.

6043 ANNUAL REVIEWS

- a. Risk Assessments
Risk assessments were carried out under the headings of home-working, finance, insurance and employees and the findings were presented to the Council, **Resolved: That the Parish Council approves the annual review**
- b. Disability & Equality Action Plan
The action plan was reviewed and presented to the Council for approval.
Resolved: That the Parish Council approves the annual review
- c. Financial Regulations
A review was carried out, which included no amendments, even after the regulations to cheque signatories has been relaxed nationally.
Resolved: That Financial Regulations are confirmed and approved
- d. Standing Orders
A review was carried out, which included no amendments.
Resolved: That Standing Orders are confirmed and approved

6044 COMMUNITY TRANSPORT

Cllr Fuller advised that discussions are still taking place regarding re-routing the bus to include a stop at Aldi. A new drop kerb will be required, and discussions are taking place regarding who will be responsible for payment.

6045 BEST KEPT VILLAGE AWARD

The notice board has been updated, thanks to Cllr Nolan for his help. The notice board and village map board require some maintenance. A quotation has been sought to replace the existing notice board – this would cost approximately £1,000.

Resolved:

- (i) **That the Parish Clerk seeks quotations for the maintenance of both the notice board and parish map boards for the next meeting.**
- (ii) **That the Parish Clerk investigates the cost of replacing the internal pin board with material rather than paper.**

It was also noted that judging takes place regularly from 01/05/14 to mid-July, so any improvements will be noted by the judges. They will deduct marks for litter and dog fouling. Cllrs are to be vigilant and telephone Island Road 822440 to report any problems.

6046 ACCOUNTS

- a. Petty Cash
The Parish Council was advised that there has been no Petty Cash payments since the last meeting.
- b. **Resolved: To make the following payments:**

Wight Business Services (Stationery)	£71.34
Steve Dines(Grass Cutting)	£30.00
Sue Waters (Telephone, Broadband contribution and Home office use)	£45.08
Sue Waters (salary)	£703.94
HMRC (Income Tax and National Insurance)	£250.87
Biffa (supply and emptying of additional wheelie bin on the green)	£75.71

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Information Commissioner (Data Protection Registration)	£35.00
Gurnard Village Hall Association (Rent of Hall for April meetings)	£48.00
Total	£1259.94

c. Signatories

A new signatory is needed for the Lloyds TSB Shareholder's Account, and it was
Resolved: That the new clerk Mrs Sue Waters becomes the new signatory

6046 ITEMS FOR NEXT AGENDA

- a. The Grant Recipients are invited to attend ahead of the normal business
- b. Street Lighting – Cllr Nolan
- c. Marsh Road – Cllr Fuller
- d. Appointment of an Internal Auditor

The Press and members of the public were excluded from the following item. The clerk also left the room.

6047 CLERK'S TERMS AND CONDITIONS

As per the terms of the clerk's contract, she has requested that the council pay into the Local Government Pension Scheme. The Council (employer) contributions would be 22% of the salary.

RESOLVED: That the Council contribute to the Local Government Pension Scheme for the new clerk – Mrs Sue Waters.

The meeting closed at 9.05 p.m.

CHAIRMAN