

Minutes of the **Annual Meeting** of the Gurnard Parish Council held at Gurnard Village Hall in Worsley Road, Gurnard on Thursday 9th May 2013 at 7.00pm.

PRESENT: **Councillors** Jacobs, Javaid, Harrison, Fuller, Nolan and McNeil

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

There were no comments from Members of the Public present (0)

AGENDA "A"

- 5795 ELECTION OF CHAIRMAN
Resolved: That Councillor Harrison is elected to serve as Chairman until the Annual Meeting of the Council in 2014
- 5796 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE
Councillor Harrison made a declaration of acceptance for the office of Chairman before the Proper Officer
- 5797 ELECTION OF VICE CHAIRMAN
Resolved: That Councillor Javaid is elected to serve as Vice Chairman until the Annual Meeting of the Council in 2014
- 5798 TO APPOINT AN INTERNAL AUDITOR
Councillor Fuller declared a non-pecuniary declaration of interest in this item, due to Miss Truckell being known to him.
Resolved: That Miss Sarah Truckell is appointed to serve as Internal Auditor until the Annual Meeting in 2014, and access is approved.
- 5799 TO APPOINT A PLANNING COMMITTEE
Resolved: That a Planning Committee is appointed comprising all members of the Council.
- 5800 TO APPOINT A COMMUNITY PROJECTS COMMITTEE
Resolved: That the existing Community Projects Committee is re-appointed, of which 2 will be Parish Councillors Javaid & Mrs Bugden.
- Councillor Jacobs arrived and took his seat at this point
- 5801 TO APPOINT A REPRESENTATIVE & DEPUTY REPRESENTATIVE TO THE EXECUTIVE COUNCIL OF THE IW ASSOCIATION OF LOCAL COUNCILS
Resolved: That Councillor Javaid is appointed to represent the Council with Councillor McNeil as deputy
- 5802 TO APPOINT A YOUTH ACTIVITY REPRESENTATIVE
Resolved: That Councillor Mrs McKean is appointed to represent the Council
- 5803 TO APPOINT A REPRESENTATIVE TO ISLAND WASTE SERVICES LOCAL COMMUNITY ADVISORY GROUP
Resolved: That Councillor Mrs Bugden is appointed to represent the Council
- 5804 TO APPOINT A REPRESENTATIVE TO THE MAY QUEEN COMMITTEE
Resolved: That Councillor Mrs McKean is appointed to represent the Council
- 5805 TO APPOINT 2 REPRESENTATIVES TO THE VILLAGE HALL MANAGEMENT COMMITTEE
Resolved: That this item is deferred until June.

- 5806 TO APPOINT AN OLDER VOICES REPRESENTATIVE
Resolved: That Councillor Javaid is appointed to represent the Council
- 5807 TO APPOINT 2 PARISH TREE WARDENS
Resolved: That Richard Bolwell and Richard Day are appointed as Parish Tree Wardens
- 5808 TO APPOINT A PERSONNEL WORKING PARTY
Resolved: That Councillors Mrs McKean, Harrison & Javaid are appointed to the working party
- 5809 TO APPOINT REPRESENTATIVE/S TO THE COWES, NORTHWOOD & GURNARD COMMUNITY TRANSPORT FORUM
Resolved: That Councillor Nolan is appointed to represent the Parish Council
- 5810 TO APPOINT A REPRESENTATIVE TO THE HIGHWAYS PFI COWES CLUSTER
Resolved: That Councillor Javaid is appointed to represent the Parish Council
- 5811 TO APPOINT REPRESENTATIVE/S TO THE GURNARD REGATTA STEERING GROUP
Resolved: That Councillor Javaid and the Parish Clerk are appointed to represent the Parish Council. That the appointment of a 2nd Councillor is deferred until June.
- 5812 TO APPOINT REPRESENTATIVE/S TO THE GURNARD NEIGHBOURHOOD PLAN STEERING GROUP
Resolved: That Councillors Nolan, Javaid & McNeil, together with the Parish Clerk, are appointed to represent the Parish Council
- 5813 TO APPOINT A PARISH COUNCIL ACCOUNTS MONITOR
Resolved: That Councillor 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"

- 5814 ELECTION 2013
Gurnard had an uncontested election with all 8 candidates therefore being automatically elected at the closure of nominations. Accordingly the following have been elected: Alan Jacobs, Sean Harrison, Mark McNeil, Marie Bugden, Aslam Javaid, Jane McKean, Terry Nolan & Paul Fuller.
All Councillors have signed declarations of acceptance of office, which included a written undertaking to be bound by the code of conduct. The cooption process for the 9th seat began on 19th April, with an initial deadline set for applications of 3rd June.
- 5815 APOLOGIES
Apologies were received from Councillors Mrs Bugden & Mrs McKean who had prior engagements.
- 5816 MEMBERS' DECLARATIONS OF INTEREST
- a. To receive declarations of pecuniary & non-pecuniary interests
Councillor Fuller made a non-pecuniary declaration of interest in agenda item 6 due to him possibly serving on the new IW Council Planning Committee. Councillor Jacobs made a non-pecuniary declaration of interest in agenda item 6b due to him serving on the GVHA Committee.
 - b. Dispensation requests
No dispensation requests were received
- 5817 MINUTES
- a. The draft minutes of the Planning Committee meeting held on 30th April 2013 were received and noted
 - b. The draft minutes of the Annual Parish Meeting held on 30th April 2013 were received and noted
 - c. The draft minutes of the Full Council meeting held on 11th April 2013 were taken as read, approved as a correct record and signed by the Chairman
- 5818 MATTERS ARISING FROM THE FULL COUNCIL MEETING ON 11th APRIL 2013
- a. 1st World War Centenary Commemorations 2014
Minutes 5771 & 5784 refer
3 people from the Village have come forward to work with Northwood PC on this project.

- b. Southern Water Works in Shore Road
Minute 5709b refers
In response to the letter written a phone call has been received from Southern Water, acknowledging the Parish Council's concerns about the road closure being longer than is needed. The representative assured the Parish Council of his intention to progress the work.

5819 PLANNING, LICENSING & TREE PRESERVATION ORDER APPLICATIONS

- a. Report from Parish Clerk.
The following application has been approved:
P/00250/13: Demolition of conservatory. Single storey rear extension to provide bedroom wet room and enlarged dining area. Alterations to include Juliet balconies on north elevation. Two storey bay window on south elevation and cladding (revised plans) at 24, The Avenue, Cowes.
- b. **Licence Number 042829:** Application for a Premises Licence at Gurnard Village Hall
Resolved: That the Parish Council supports the application
- c. **P/00479/13:** Alterations: Extension at 1st floor level to provide additional living accommodation at 1, Hilton Road, Cowes.

Councillor Fuller withdrew from the meeting for this item

Resolved: That the Parish Council has no objection to the application, and has no further comment to make.

5820 REPORTS

- a. Parish Council Chairman
The Chairman had nothing to report
- b. Parish Clerk
There are still some gremlins to sort out with the Island Roads reporting portal, but there are plans for improvements
The end of year annual return was electronically sent to HMRC successfully and has been acknowledged. Also, the 1st of the new Real Time reporting, which now takes place every month, went off successfully last month.
All the community grant cheques have been sent, and some acknowledgements have been received.
The final securing mechanism for the picnic tables has been chased again.
The Clerk's annual appraisal has been completed now – this will feature next month.
There was some doubt about Island Roads replacing the street light in Winding Way, but it is confirmed this will be replaced with an LED light
The Parish Council's entry into the Information Commissioner's Office Register as an information processor has been renewed.
2 blocked drains have been reported to IW Council and Island Roads – one by the Woodvale Hotel and the other by the toilet block
There will be a new programme of training and information sessions for Councillors in September, and the details will follow soon.
Andrew Turner MP attended the recent Parliamentary meeting on the subject of the impact upon Parishes of the new localizing of council tax. In particular he raised the issue of how there being no grant in 2014 would result in considerable Band D increases – the only feedback from the DCLG Minister so far is that it will be fair.
All Saints Church will be carrying out a beach litter pick on 18th May, and assistance has been given on risk assessment, and the Parish Council's mechanical litter pickers will be loaned.
AGE UK has a volunteers meeting tomorrow, and Cllr Javaid will be attending
A message from Island Roads to say that servicing of the Cow Lane dog bin would still have to be paid for by the Parish Council has been successfully challenged and the issue has been resolved - it is included in the PFI contract.
Richard Day has resigned from the Community Projects Committee and Gurnard Community Association.
The Clerk meets staff at Cowes Enterprise College on 17th May in an attempt to resurrect the Youth Advisor Scheme.
- c. IW Councillor
Councillor Fuller circulated a hard copy of his report which included details of his activity the past month, together with a list of 5 planned priorities: Cowes Enterprise College, Gurnard playing field and orchard, Baring Road school safety scheme, Speeding traffic in Rew Street/Hillis Corner and improving superfast broadband connections. He also referred to some cold calling zone infringements.

- d. May Queen 2013
Minutes 5774 & 5787 refer
The event went off in great weather, and both the procession and the fete were well attended. The Parish Council's display was set up as planned, and there was both Parish Council and N/H Plan Steering Group representation at different times during the afternoon. There were several visitors to the display, and interest was evenly split between the N/H Plan and Open Spaces Projects and the organizers were thanked for allowing the Parish Council to set up.
- e. Society of Local Council Clerks IW Branch Meeting 1/5/13
The IW Branch of the Society of Local Council Clerks met at the Riverside Centre and 14 Clerks attended. Topics included Island Roads, consultations with the IW Council in the absence of a Parish Protocol, post election procedures and a time of open forum. Of particular note were problems some colleagues were having with HMRC Real Time reporting, the forthcoming Salisbury Regional Conference, the new financial guidance on the repealing of the 2 signature ruling and the National Executive Committee activities. The next meeting is scheduled for July or August, and it is hoped the Society's President will attend.
- f. Gurnard Village Hall Association Meeting 2/5/13
No report was available

5821 NEIGHBOURHOOD PLAN
Minutes 5306, 5525, 5538f, 5555, 5570, 5587, 5624, 5644, 5691, 5709, 5730, 5741e, 5758, 5773 & 5786f refer.

- a. Update Report
There have been 3 focus group meetings held since the last Parish Council meeting, and a 4th is taking place this evening. They are beginning to make some real progress, and the business meeting seems to have been particularly encouraging.
There was a housing needs survey distribution meeting 2 weeks ago, attended by residents who helped distribute the forms which took place over the last weekend of April.
The Freepost licence was issued and envelopes printed off which are being used by residents. There has also been some on-line feedback, and the issue of analysing the responses will feature at the next Steering Group meeting on 16th May. A banner was erected to remind people to complete and return the forms. Representatives from Gurnard, Freshwater, Brading and Bembridge will be meeting on 28th May in Newport, to compare notes on neighbourhood planning and see what can be learned from each other.
- b. Licensing Agreement
Although the Parish Council has a PSMA Ordinance Survey Licence of its own, the IW Council has asked that the Parish Council enters into an agreement with the IW Council for map and other information sharing as part of the neighbourhood plan process. A copy of the agreement was circulated to the members and it was:
Resolved: That the Parish Council authorizes the Clerk to sign the agreement
- c. Consultancy
A planning for real consultation exercise is being considered to profile the Focus Group work, but some guidance is needed on the process. Estimates of costs associated with the attendance of a consultant for a steering group meeting and at the event later on were obtained, and it was:
Resolved: That the Parish Council approves the expenditure connected with the consultant's attendance at a Steering Group meeting to explain the process.

5822 OPEN SPACES PROJECT
Minutes 4960, 5152a, 5062, 5104h, 5123c, 5253f, 5189a, 5302, 5317b, 5331b, 5454, 5495, 5523b, 5554, 5573, 5591, 5626, 5637i, 5656, 5668, 5687, 5706, 5729, 5741f, 5757, 5772 & 5788 refer.

- a. Update Report
A 2nd site meeting took place on 15/4/13 with a contractor to look at the alterations needed to the site to implement the proposed site plan – they have been asked to quote for all the work to the main playing field site only.
A 3rd site meeting took place on 19/4/13, just to look at the orchard site work and some figures have been received - these will be discussed at the next Community Projects Committee meeting.
A 4th site meeting arranged at the February Practitioner's Conference has fallen through but another is arranged for tomorrow with a local contractor, to look at some of the ground works on the main field – the process continues.
No other funding applications have been submitted yet, pending clarification of the way ahead and costing the whole project, and Councillor Fuller explained there was no "asset portfolio holder" in place yet so there was no news about the possibility of Gurnard PC being treated by the IW Council as a "special purchaser" for the open space sites. He added that one avenue to look at may be the Community Right to Bid, and the Footprint Trust is keen to be involved with the orchard project.

- b. Site Maintenance
New costs of about £700 were presented on the issue of interim grass cutting maintenance of the sites for the current growing season, which the Parish Council considered.
Resolved: That the Parish Council approves the maintenance expenditure for the current season, subject to an assurance being given by the IW Council as land owner that in the event that the Parish Council does not secure ownership of the 2 sites, the maintenance costs are reimbursed to the Parish Council.
- 5823 INSURANCE
The Parish Council's insurers have offered a renewal giving 16 months cover for a 12 month fee, provided another 3 year loyalty agreement is entered into. The Parish Council considered this and other options and it was
Resolved: That the Parish Council takes up option 3, giving 16 months cover for 12 months and enters into a new 3 year loyalty agreement.
- 5824 ANNUAL REVIEWS
- a. Risk Assessments
Risk assessments were carried out under the headings of home-working, finance, insurance, employees and ground maintenance and the findings were presented to the Council, which included changes to the insurance assessment.
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, which included one amendment to reflect the change of meeting venue.
Resolved: That the Parish Council approves the annual review
- c. Financial Regulations
A review was carried out, which included no amendments.
Resolved: That Financial Regulations are confirmed and approved
- 5825 COMMUNITY TRANSPORT
Minutes 5269c, 5288, 5319g, 5337, 5352, 5368, 5421g, 5440, 5456, 5471, 5489, 5508, 5522e, 5538d, 5552d, 5568e, 5588, 5622f, 5637h, 5653d, 5667d, 5686d, 5705d, 5726d, 5741i, 5755d, 5770d & 5790 refer.
- a. Monthly Report
Another volunteer driver candidate has come forward since last month's meeting, whose details have been forwarded on to the Community Bus Driver Coordinator. A letter has been received in respect of future funding arrangements for the service – the IW Council will be covering the loss of the community transport grant it has had for the last 2 years, and will continue to keep the service and costs under review. The letter also warns that Parish Councils may have to be more directly involved in funding the scheme in the future.
- b. Community Bus Transit through Village
It has been reported that the No 32 bus occasionally has problems negotiating its way through the Village, due to parked cars on both sides of the roads, with the main problems being opposite the Albert Road junction in Worsley Road, and some sections of Solent View Road. The Parish Council considered if any action is needed and it was.
Resolved: That the Parish Council asks the Cowes, Northwood & Gurnard Community Transport Forum to investigate further, and to liaise with the drivers.
- 5826 LITTER PICK 22nd JUNE 2013
Minutes 5775b refers
The Parish Council has agreed to hold another litter pick event on Saturday 22nd June, starting from the Village Hall at 10am. Consideration was given as to who would lead the event and it was
Resolved: That this item is deferred until the next meeting in June
- 5827 ACCOUNTS
- a. Petty Cash
The Parish Council was given the details of the £44.58 expenditure from this account since the last meeting.
- b. End of Year Annual Return 2012/2013
Members were provided with copies of the completed annual return for the year ending 31/3/13, together with an explanation of variances.
Resolved: That the Parish Council notes and approves the annual return and authorises the Chairman to sign it
- c. Internal Auditor's Annual Report
Copies of the Internal Auditor's report for the year ending 31/3/13 were circulated to all members.
Resolved: That the Parish Council notes and approves the Internal Auditor's annual report
- d. Signatories
A new signatory is needed for the Lloyds TSB Shareholder's Account, and it was
Resolved: That Councillor Harrison becomes the new signatory

- e. Payments
Resolved: To confirm the following payment:
 Chairman's Allowance £50.00
- f. Payments
Resolved: To make the following payments:
- | | |
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| Telephone & Broadband | £17.95 |
| Travelling | £25.20 |
| Mapping | £40.00 |
| Computer repairs | £60.00 |
| May Queen stationery items | £9.20 |
| Chairman's Allowance | £6.99 |
| Petty Cash | £50.00 |
| Salaries | £992.01 |
| Post Office Ltd | £438.00 |
| GVHA | £37.60 |
| All Saints Garden Room | £16.50 |
| Steve Dines | £9.50 |
| Broker Network Ltd | £631.93 |
| Crossprint | £109.20 |
| More (IW) Ltd | £235.74 |
- g. Transfers
Resolved: To transfer £48.79 from the Parish Council's HSBC Treasurer's account to its HSBC Business account.
- h. Transfer
Resolved: To transfer £3,500.00 from the Parish Council's HSBC Savings account to its HSBC Treasurer's account.
- 5828 ITEMS FOR NEXT AGENDA
- a. Parish Council Website

The meeting closed at 8.36pm.

 CHAIRMAN