

GURNARD PARISH COUNCIL

Minutes of the Full Council Meeting of Gurnard Parish Council held at Gurnard Village Hall in Worsley Road, Gurnard on Thursday 10th April 2014 at 7pm.

PRESENT: Councillors Harrison (Chairman), Fuller, Jacobs, Nolan, Javaid, Mrs McKean, Mrs Spencer, Mrs Budgen, McNeil and **Youth Advisors** Bronwyn Westmore and Wilf Armfield

Before the meeting started, Cllr Harrison welcomed Mark O'Sullivan from Age UK, and nine members of the public. Mark advised that there are now over 500 volunteers across the Isle of Wight, helping over 500 older people covering 39,000 hours of volunteering. In Gurnard there are 10 volunteers (including 2 councillors), but more are required as there is a waiting list of people requiring support. Age UK clusters its volunteers to cover Gurnard, Cowes and Northwood. A question was asked about the luncheon club which used to run in Gurnard but now it has been combined with Cowes. Mark explained that this is a temporary measure as transport needs to be arranged before it can restart. Cllr Budgen reminded people of the luncheon club that runs at the Village Hall on the 2nd Thursday of the month – the Cameo Club.

They were several questions from members of the public regarding the planning application which was being discussed later.

Question: Do people need to object to the revised application?

Answer – although the planning department say no, it is advisable for everyone's views to be recorded.

Question: Why is the application for so many houses when Gurnard does not need them?

Answer: The Steering Group met with head of Planning who advised that only 19 new homes are required for Gurnard to meet the housing need, but this application is being treated as part of the overall Medina Valley housing need.

Question: When will the Neighbour Plan be completed as this is very relevant to the proposed development?

Answer: This will be discussed later in the evening.

5998 APOLOGIES

There were no apologies of absence

5999 MEMBERS' DECLARATIONS OF INTEREST

a. To receive declarations of pecuniary & non-pecuniary interests

Councillor Fuller made a general non-pecuniary declaration of interest, due to his involvement with the IW Council.

Cllr Jacobs declared a pecuniary interest in item 11 (grant panel) as he is Chairman of the 1st Gurnard Management Committee, and he left the room for that item.

b. Dispensation requests

There were no written requests made for a dispensation.

6000 MINUTES

a. The Minutes of the Full Council Committee meeting held on 27th March 2014, required one correction in that the Steering Group has not been able to meet again, so the Parish Clerk spoke to CBA instead, then they were taken as read, approved as a correct record and signed by the Chairman.

6001 MATTERS ARISING FROM THE FULL COUNCIL MEETING ON 13th FEBRUARY 2014

a. Litter pick held on 22/03/14 – four people attended on the day, 2 covered the beach and 2 covered Tutton's Hill. Another councillor litter picked Cockleton Lane on the Sunday. Another event will take place in September (date to be confirmed by Cllr McKean.)

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- b. Response from the Isle of Wight Council to the request for a formal statement regarding the footpaths CS16 and CS17. – Cllrs were not happy with the response from Isle of Wight Council, so it was

RESOLVED: that a meeting be arranged with Cllr Harrison and Nolan with Darrel Clarke from the Isle of Wight Council.

A resident has asked about the closure of the beach access behind the Sailing Club – it was explained that this is private property and so neither the Parish or Isle of Wight Council has jurisdiction. The owner was in attendance, and advised that it was in the process of being repaired, but reminded everyone that it is private property.

6002 PLANNING, LICENSING & TREE PRESERVATION ORDER APPLICATIONS

- a. The following applications were discussed:

P/00238/14 : Zebedee, Rew Street (860)

Proposal: Alteration: single storey side extension to provide self-contained annexed accommodation; replacement enlarged roof to provide additional living accommodation within the roof space to include dormer windows on front and rear elevations and Juliet balcony on rear elevation; single storey extension to detached garage to provide utility.

P/00263/14: 11, Hilton Road (861)

Proposal: Demolition of conservatory extension at first floor level to provide additional living accommodation; proposed sun room.

P/01307/13: land fronting Place Road including land to the side and rear of, 47-11A Place Road and to the rear of The Heritage to Shepards Hay, Tuttons Hill and access off, Place Road (852)

Proposal: Outline for 90 dwellings; formation of vehicular access and associated works off Place Road (revised plan showing a reduction in the number of proposed units from 99 to 90) (readvertised application)

And it was:

RESOLVED: That the council supports application numbers P/00238/14 and P/00263/14 but objects to P/01307/13 for the following reasons:

That the Parish Council objects to the application on the grounds that there is no evidential need for 90 dwellings, that this is a Greenfield site and existing Brownfield sites should be used first, that settlement coalescence would be adversely affected by closing the gaps between Gurnard, Northwood & Cowes, that the adopted Gurnard Housing Needs Survey report only identifies a need for 19 houses and no developments of more than 10 units, that there has been no consultation with the community, that the proposals amount to overdevelopment of the site and overwhelm the Village and that there are identified badger sett and wildlife disruption concerns and that it would increase pressure on the infrastructure and cause increase traffic in the area that the existing highways could not support.

The following application has been approved:

P/00135/14: Demolition of garage and partial demolition of dwelling; single storey side extension, two storey rear extension and replacement of first floor and roof to include additional accommodation within the roofspace; entrance lobby; car port .

Tree orders – a Tree Preservation Order has been received providing consent for the crown of a Horse Chestnut Tree to be reduced at 7, The Avenue. Cllr Nolan(Tree Officer) requested that the council has site of these orders before they are issued.

ACTION: that the Parish Clerk contacts that Isle of Wight Council requesting that the council has sight of any applications for work where there is a Tree Preservation Order in place.

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6003 REPORTS

a. Parish Council Chairman

The Chairman welcomed the new Parish Clerk and advised of a very successful evening held at the Portland Inn to say goodbye to Rusty (previous clerk). He also advised he has now received his official invitation to a Garden party at Buckingham Palace.

b. Parish Clerk

The Parish Clerk had nothing to report that is not covered elsewhere on the agenda

c. IW Councillor

Cllr Fuller provided a written report and welcomed questions. Only one was asked regarding the picture used to demonstrate the problems with the footpaths – he advised that he was only provided with two and this was the best one.

d. Village Hall Association – Cllr Budgen attended a meeting on 3rd April 2014. The main issues are that they require additional volunteers, and that following complaints about the chairs, 20 new stacking ones are being purchased.

e. Committee Action Group – Cllr Budgen attended a meeting on 20th March 2014. The main points raised were concerning the problem when rubbish is left out all night, and the fact that all recycling rubbish needs to be washed and dry.

f. IW Association of Local Councils meeting held on 20th March 2014 – Cllr Javaid attended a meeting on 20th March 2014. There were two interesting speakers and the main issue was the adoption of the protocol with Isle of Wight Council.

6004 NEIGHBOURHOOD PLAN

a. Cllr Javaid has been in contact with a council who has just passed all stages for the Neighborhood Plan requesting assistance in finding a suitable consultant. They had used a Planning student from a local university, so this is not possible for Gurnard. The Parish Clerk and Cllr Javaid have been in contact with Alyson from CBA, and she has provided a new quotation which starts with an audit of all the information gained by the Steering Group. Therefore it was:

RESOLVED: That CBA are engaged to take the Plan through to conclusion.

b. Letters of resignation have been received from both the chairman (Guy Boorman) and Emma Stevens

ACTION:

- 1) That a Steering Group meeting is called to elect a new chairman.
- 2) That a letter is written thanking Guy for all his hard work over the last two years.
- 3) That an article is included in the Gurnard News requesting new volunteers.

6005 MAY QUEEN 2014

The May Queen 2014 event takes place on Bank Holiday Monday 5th May. Cllr Harrison will collect the stand from the Isle of Wight Council and deliver to Cllr Spencer who will place it in the marquee. Cllrs Fuller and McKean will set up the stand from 12 noon with the information provided by the clerk.

6006 OPEN SPACES

Cllr Nolan provided a verbal background report regarding the council's possible takeover of the old Gurnard Primary School playing field and Orchard. A valuation has been provided - £10,000 for the field and £3,500 for the Orchard. It is believed that there is a covenant on the field to be used for sport for another 11 years. A meeting has been arranged with John Metcalfe of the Isle of Wight Council on Wednesday 23rd April, Cllr Fuller, Harrison and Nolan will attend. This should provide further information for discussion, so it was:

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RESOLVED: That Prior to any commitment to proceed with the transfer of the School Playing Field and Orchard. We the GPC hold a Public meeting in the Village Hall to fully discuss the implications.

A recorded vote was also requested: 8 councilors in favour of the motion, Cllr Jacobs against, no abstentions.

6007 GRANTS PANEL

Cllr Jacobs left the room for this item.

Six applications were considered by the Grant Panel who meet on 27th March 2014. It was:

RESOLVED:

1) That grants are approved for:

All Saints Church - £300

Gurnard Primary School - £200

Northwood and Gurnard WW1 Memorial Group - £100

Gurnard Scout and Guide Hall - £200

2) That no grants are given to

IW Victim Support

Age UK

As these organisations are not local to Gurnard

And that

3) **£200 remains in the budget for any further application.**

4) **That the cheques are presented at a council meeting rather than being sent through the post.**

5) **That letters are written to the unsuccessful applicants by the Parish Clerk.**

6)

6008 POLLING DISTRICTS AND PLACES

A letter has been received from Clive Joynes regarding the requirement for a review every five years of Polling Districts and places. It was discussed that the Village Hall is a good central location as a polling station, therefore no action is required.

6009 SHORE ROAD

Cllr Nolan provided a verbal report regarding the recent problems in Shore Road. An update has been received from Rebecca Tuck from Island Roads. Cllrs are very unhappy with the way these problems have not been resolved, so it was

RESOLVED: That a letter is written to Island Roads (Paul Herbert) Southern Water and the Gas Board stating that the council is disappointed in the way the situation has been handled and they look forward to a suitable conclusion.

6010 INTERNAL AUDIT

The Parish Council's receipts and payment accounts, balance sheet and supporting statements for the year ending 31/03/14 were presented to members. The main and petty cash books, together with all bank statements, were made available for inspection.

RESOLVED: That the Parish Council notes and approves the end of year statement of accounts, balance sheet and supporting statements for the year ending 31/0314, subject to external audit.

6011 ACCOUNTS

a. HSBC Accounts

The new Parish Clerk is now the third signatory for signing of cheques.

b. Petty Cash

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The Parish Council was informed of the £38.70 expenditure from this account since the 27/03/14 meeting.

c. Payments

Resolved: To make the following payments

Salaries	£821.10
HMRC	£329.70
Chairman's Allowance	£200.00
Removal of Resources	£95.00
Rent of Storage Pod	£46.20
Plan Research	£54.78
Petty Cash	£50.00

e. End of Year 2013/14 Internal Audit

The end of year internal audit was carried out on 31/03/14 and Members were provided with a checklist report from the Internal Auditor.

RESOLVED: That the Parish Council notes and approves the end of year audit.

f. End of Year 2013/14 Financial Review

Members were provided with an end of year review of income and expenditure for the year ending 31/03/14.

RESOLVED: That the Parish Council notes and approves the end of year financial review.

The Press, members of the public and the clerk were excluded from the following two items.

6012 SALE OF RESOURCES TO RUSTY ADAMS

Filing cabinet: Rusty Adams has requested the sale of a redundant four drawer filing cabinet for £25.00. It was:

RESOLVED: That the Parish Council agrees the sales of the four drawer filing cabinet to Rusty Adams for £25.00.

Photocopier: The new clerk has requested a new streamlined approach to the office as she very limited space in her house. She suggested that instead of photocopying vast realms of paperwork for councillors that all background paperwork is sent electronically to members (with a hard copy for the chair only). Councillors can request a hard copy be posted on any agenda item, collected from the clerk's home or made available for the meeting. This would allow the photocopier to be left at the home of the previous clerk, who has requested a purchase price of £75.00. This item is shown as a value of £800 in the asset register. This was purchased some 5/6 years ago and was already 2nd hand. A valuation had been provided from Island Copier Company which is for £75.00. Cllrs decided that if the photocopier had been depreciated that the value would have been closer to £100, and that if it was now collected from the previous clerk's home it would cost the council an additional £70 in transport costs so it was:

RESOLVED:

- 1) **To send all background paperwork for meeting electronically for a trial period of 6 months, but councillors can request a hard copy for any agenda item be posted, collected or made available or the meeting.**
- 2) **To sell the photocopier to Rusty Adams for £75 plus a contribution of £40 towards the last service contract.**

6013 It was:

RESOLVED: To suspend Standing Orders to continue with the meeting to conclusion.

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6013 RECOMMENDATIONS FROM THE PERSONEL WORKING GROUP

A meeting was held on Monday 7th April at the home of the new clerk. The main topics for discussion were:

- 1) Hours to be kept at 20 per week unless the council requests additional work for projects.
- 2) Holidays must be taken in accordance with the European Working Time Directive. Sue has already provided dates of when she will be taking annual leave (including moving a booked holiday in May as it included the next Parish Council meeting). She would like to take time off in September so alternative arrangements will be made for minute taking the meeting.
- 3) Resources – The existing IT system is a tower which is now 5 years old and operates on Windows XP which is no longer supported by Microsoft. Sue has suggested purchasing a laptop for the Parish Council that can be used both in the office and at meetings. A suitable machine with an up-to-date operating system and office package will cost approximately £600.

It was:

RESOLVED:

- 1) That the new clerk works only 20 hours per week including evening meetings and if this becomes a problem she must inform the chairman immediately. All additional hours worked must be accounted for on a monthly basis.
- 2) That the parish clerk provides at much notice as practical for the booking of annual leave. If any dates include monthly Parish meetings, the clerk will arrange cover of her duties. A message must be left on both the mobile telephone and email system advising of the clerk being away and referring any urgent matters to the chairman.
- 3) That the Chairman and Clerk work together to source a suitable laptop system up to the value of £600.00.

6014 ITEMS FOR NEXT AGENDA

Notice Board: it was discussed that the Notice Board is too busy with notices

ACTION: That the Parish Clerk uses her discretion to reduce the number of notices, not relevant to the Parish Council, there this need not be an agenda item.

The meeting closed at 10pm.

CHAIRMAN