

Minutes of the **Annual Meeting** of the Gurnard Parish Council held at Gurnard Village Hall in Worsley Road, Gurnard on Thursday 14 May 2015 at 7.00pm.

PRESENT: **Councillors** Harrison (Chair) Budgen, Fuller (8.20pm), McKean (7.06pm), McNeill, Nolan and Spencer (7.06pm).

The representative from the Safer Neighbourhoods Team was not able to attend, but sent a written report ahead of the meeting which had been circulated to councillors and was read out by the chairman. This year's figures are combined with Northwood, next year's crime figures should reflect only Gurnard.

There were 6 Members of the Public present who all attended to receive an update from the IW Council on the footpath. In view of this, the agenda order was changed.

6202 APOLOGIES

Apologies were received from Councillor Jacobs, it was also noted that Councillor Javaid has been unwell.

6203 MEMBERS' DECLARATIONS OF INTEREST

- a. To receive declarations of pecuniary & non-pecuniary interests
No declarations of pecuniary or non-pecuniary interest were made.
- b. Dispensation requests
No dispensation requests were received

6204 ELECTION OF CHAIRMAN

RESOLVED: That Councillor Harrison is elected to serve as Chairman until the Annual Meeting of the Council in 2016

6205 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

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

6206 ELECTION OF VICE CHAIRMAN

RESOLVED: That Councillor Spencer is elected to serve as Vice Chairman until the Annual Meeting of the Council in 2016

6207 TO APPOINT AN INTERNAL AUDITOR

Mrs. Jeffers has agreed to continue as the Internal Auditor for the Parish Council, so it was:
RESOLVED THAT: Mrs. Jeffers is appointed as Internal Auditor to the Annual Meeting of the Council in May 2016.

6208 TO APPOINT A PLANNING COMMITTEE

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Resolved: That a Planning Committee is appointed comprising all members of the Council except Cllr McNeil. (Cllr Jacobs agreed before the meeting as he was unable to attend, Councillor Javaid was unable to attend due to illness so will be asked upon his return)

6209 TO APPOINT MEMBERS TO THE OPEN SPACES WORKING GROUP

Resolved: That Councillors Fuller and McKean are appointed to the Open Spaces Working Group.

6210 TO APPOINT MEMBERS TO THE FINANCIAL WORKING GROUP

Councillor Fuller declined (before the meeting) to remain on the Financial Working Group)

Resolved: That Councillors Harrison, McNeill and Nolan are appointed to the Financial Working Group.

6211 TO APPOINT MEMBERS TO THE PERSONNEL WORKING GROUP

Resolved: That Councillors Harrison, McKean and Spencer are appointed to the Personnel Working Group.

6212 TO APPOINT MEMBERS TO THE GRANTS PANEL

Resolved: That Councillors Budgen and Nolan are appointed to the Grants Panel and Councillor Javaid will be approached after the meeting.

6213 APPOINTMENT TO EXTERNAL COMMITTEES

It was **RESOLVED:**

- a) Councillor Fuller is appointed as representative to IWALC Executive Committee
- b) Councillor McKean is appointed as representative for Youth issues
- c) Councillor Budgen is appointed as representative to Island Waste Services Local Community Advisory Group
- d) Councillor Spencer is appointed as representative to the May Queen committee
- e) Councillor McKean is appointed as representatives to the Village Hall Management Association
- f) That no-one is appointed as representative to cover Older Voices until Councillor Javaid has been approached.
- g) Councillors Nolan and Spencer are appointed as Tree Wardens
- h) Councillor Fuller is appointed as representative to the Cowes, Gurnard and Northwood Community Transport Forum
- i) No-one is appointed as representative to the Highways PFI Cowes Cluster as there have been no recent meetings.
- j) Councillors Fuller and Nolan are appointed as representatives on the Neighbourhood Plan Steering Group, and that Councillor Javaid is approached after the meeting.
- k) Councillor Harrison is appointed as Parish Council Accounts Monitor
- l) Councillor Budgen is appointed as Neighbourhood Watch coordinator

6214 COUNCILLOR ROLES, AND RESPONSIBILITIES

It was **RESOLVED:**

Highways and Transportation: Cllr Fuller

Planning: Cllr Nolan

Environment and Waste: Cllr Bugden

IT and Communications: Cllr Harrison

Human Resources: Cllr McKean

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Governance and Finance: Cllr Harrison

Standards and Code of Conduct: Cllr Harrison unless Councillor Javid is willing to stand and he will be approached after the meeting.

6215 MINUTES

The draft minutes of the Full Council meeting held on 9 April 2015 were taken as read, approved as a correct record and signed by the Chairman.

6216 COASTAL FOOTPATH

An update has been received from the IW Council Rights of Way team which advised that negotiations with the landowner have not progressed as hoped therefore the safe areas of the footpath will be re-opened in August. Councillor Fuller also submitted a written report as he has arranged a meeting with the landowner and officers of the Isle of Wight Council for next week.

Councillor McNeill has also been involved in some of the discussions which will be discussed at the following week's meeting.

Councillor Nolan advised councillors of his wish to start a Cook's Bay steps project which he is happy to take the lead on. He has been heavily involved with residents who are keen to see the footpath re-opened but understands the difficulties that the IW Council are having in achieving this. The Rights of Way team at IW Council have indicated a willingness to provide **access** down from the footpath to the beach at Cook's Bay. It was:

RESOLVED: That Councillor Nolan forms a Cooks Bay Step Project Working Party and that contact details for residents willing to assist are provided to the clerk so that an inaugural meeting can be called.

6217 NEIGHBOURHOOD PLAN

Update Report

Bede Townsend (Chair of the Steering Group) provided a written report regarding a meeting held with members and Ollie Boulter from the IW Council Planning Department. The draft plan is now being updated in line with this, and should be ready for public consultation in July. Further work is required for a Landscape Appraisal and evidence of the "strategic gap" and "key views". It was:

RESOLVED: That a maximum budget of £300 is paid to Mr Cobden (senior) towards ferry fares and expenses to complete this work for the Neighbourhood Plan.

6218 PLANNING

a) Councillor Nolan presented two planning applications and it was

RESOLVED: That the council raises no objections to application numbers P/00461/15 - 24 Solent View Road and P/00428 – 8 Marsh Road

b) The clerk advised that planning permission had been granted to the following applications: P/00218/15 9 Woodvale Road, P/00300/15 The Glen, 34 Woodvale Road, P/00286/15 Land rear of 44 Worsley Road and P/00205 13 Shore Road

c) There were no licencing applications to receive

d) There were no Tree Preservation Orders to receive – although the council has been notified of work to be carried out under TPO 1951 at 30 Cockleton Lane

6219 REPORTS

a. Parish Council Chairman

The Chairman had nothing to report

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- b. Parish Clerk
The Parish Clerk circulated a written report and no questions were asked.
- c. IW Councillor
Councillor Fuller circulated a hard copy of his report which included details of his activity the past month.
- d. The clerk circulated notes from the Transparency Training that she attended on 22 April 2015
- e. The clerk circulated notes from the MVAAP meeting held on 28 April 2015
- f. Councillor Fuller advised that he had manned the stand most of the afternoon at the May Queen 2015 and that most people wished to talk to him in his role as Ward and Parish Councillor.

6220 OPEN SPACES PROJECT

Update Report

Cllr Fuller and the clerk attended a meeting with the solicitor and provided answers to queries that he had raised where the lease was not advantageous to the Parish Council. He will negotiate on behalf of the council until the lease is agreed by all parties in preparation for signing. A letter was read by Councillor Harrison received from a concerned resident. It was:

RESOLVED: That the clerk writes a letter to the resident updating him of the current plans for the site.

6221 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 and amendments where necessary.

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 some minor amendments.

Resolved: That Financial Regulations are amended as detailed by the Parish Clerk and approved and the Gratuity Account closed.

d. Standing Orders

A review was carried out, which included some minor amendments.

Resolved: That Standing Orders are amended as detailed by the Parish Clerk and approved.

6222 PARKING AT THE VILLAGE HALL

A report was circulated by the clerk regarding the cost of ensuring that the parking bays are kept following the installation of the road through to the Oaklands Development. In order to ensure that the work is carried out with the least disruption to Village Hall users it was decided only to approach D.N. Associates who are the main contractor for the development.

A letter from the Gurnard Village Hall Association had been received and circulated to all members. Councillor Bugden read out the letter which said that the GVHA were unhappy that the Parish Council were holding the "goodwill gesture" funds and that no progress had been made over the parking arrangements. Councillor Harrison advised of the very sensitive negotiations which had been taking place between the clerk, the agent for the developer and the main contractor plus the advice sought from the planning department and obtaining some legal advice, it was:

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RESOLVED:

- 1) That item number 12.3 of the Financial Regulations is suspended (the necessity to obtain two quotes) and the contract awarded to D. N. Associates who will carry out the work as soon as possible to avoid further disruption to the Village Hall users and that the Goodwill funds offered by D. N. Associates are used to pay for the project.
- 2) That the clerk writes to the GVHA apologising for not keeping them informed during the sensitive negotiations and provide them with a full update. Also advising that the goodwill gesture was paid to the Parish Council as leaseholders of the Village Hall and that payments of this nature are governed by strict guidelines to ensure that they are not offered as a bribe.

6223 ACCOUNTS

- a. Monthly cheque payments totaling £1,683.32 were circulated.
- b. Petty Cash
Petty Cash payments of £6.75 were circulated.
- c. Transfer of £3,000 was requested from the deposit account to the current account
- d. The Annual Return was provided for signature by the Chairman
- e. The Internal Auditors report was circulated.

It was **RESOLVED** that:

- 1 **Cheque payments totaling £1,683.32 were approved**
- 2 **Petty Cash payments totaling £6.75 were approved**
- 3 **The transfer of £3,000 from the deposit account to the current account was approved.**
- 4 **The Annual Return was received, signed by the chairman and approved.**
- 5 **The Internal Auditors report was approved.**

6224 ITEMS FOR NEXT AGENDA

- 1 **Minutes of the Gurnard Village Hall Association meetings (Councillor Budgen)**
- 2 **Cook's Bay Steps Project (Councillor Nolan)**
- 3 **Cowes Week Fireworks (Councillor McNeill)**

6225 CLERK'S TERMS AND CONDITIONS

Following the annual appraisal for the clerk, the Personnel Working Group provided two recommendations. It was:

RESOLVED:

- 1) **That the Council increases the salary scale for the clerk by one point**
- 2) **That the overtime of 32.75 hours accumulated over the year 2014/15 is paid in the June salary.**

The meeting closed at 8.40 p.m.

CHAIRMAN